



EMPLOYER STEP-BY-STEP GUIDE TO YOUTH APPRENTICESHIP

Career Plus Consortium



CONSIDER IF YOUTH APPRENTICESHIP IS RIGHT FOR YOUR WORK PLACE

DO YOU HIRE YOUTH? Employers interested in hiring youth apprentices (YAs) should be familiar with the child labor laws associated with hiring minors in Wisconsin.

DOES THE WORK YOU NEED MATCH A YA PROGRAM? Employers need to make sure that they can train a YA on every item on the **Skill Standards Checklist** associated with the DWD YA Program Unit. To access the complete set of all DWD YA Skill Standards Checklists, see:

https://dwd.wisconsin.gov/youthapprenticeship/skills_checklists.htm

CAN YOUR COMPANY USE PART TIME HELP? It is recommended that YAs work on average 20 hours a week and that employers allow for some flexibility to allow the YA to participate in a reasonable amount of high school activities.

CAN YOUR COMPANY COMMIT TO MENTOR YAs FOR AT LEAST ONE ACADEMIC YEAR? Employers need to commit to employing each YA for 450 hours (Level 1/up to 14 months) or 900 hours (Level 2/up to 26 months). Each YA works with an employer mentor who is responsible to ensure progress on the checklist.

DECIDE TO HIRE A YOUTH APPRENTICE

Employers who choose to hire YAs should hire them according to normal hiring practices. The school and the YA Coordinator will ensure that the student meets all of the educational requirements for enrolling in the YA program: 1) On track to graduate 2) Accrued high school credits equal junior or senior standing and 3) Enrolled in 2 semesters of YA related courses.

YOUTH APPRENTICES NEED TO COMPLETE REQUIRED WORK HOURS BY AUGUST 31st

It is ideal to hire between June 15th and August 15th and plan for the YA experience to end by August of the following year.

Interested employers can submit a job description to the Regional YA Coordinator or high school staff who will identify and refer the right students to meet your needs!

ENROLLING AN EMPLOYEE INTO THE DWD YOUTH APPRENTICESHIP PROGRAM

The student, a parent/guardian, an employer/mentor representative, a school representative and the YA Coordinator need to sign a contract, the **EDUCATION TRAINING AGREEMENT (ETA)**, prior to the YA beginning work. The contract is submitted to DWD by the YA Coordinator to officially enroll the youth apprentice.

MONITORING A YA EMPLOYEE

On a quarterly basis, the YA Coordinator sends an electronic evaluation to each YA employer mentor that should be completed and used to discuss the YA's progress. It is submitted back electronically to the YA Coordinator.

TERMINATING A YA EMPLOYEE

An employer holds the right to terminate a YA's employment at any time. A YA who has been terminated is not eligible to collect unemployment. DWD expects all members who sign the ETA to meet prior to termination.

FINAL YA EMPLOYEE EVALUATIONS

At the end of 450 hours of paid work experience, the employer/mentor submits the Skill Standards Checklist and evaluates the YA's proficiency. The employer also completes a **Post Program Completion Survey (PPCS)** to report the YA's immediate future plans.

The ETA, Checklists and PPSC are available to review on the DWD Youth Apprenticeship webpage.

<https://dwd.wisconsin.gov/youthapprenticeship/>