

# What is Youth Apprenticeship?

Youth Apprenticeship (YA) integrates school-based and work-based learning to instruct students in employability and occupational skills defined by Wisconsin industries. Students are instructed by qualified teachers and skilled worksite mentors.



## OYA High School Coordinators

### Cedarburg High School

Mrs. Carolyn McNerney - Associate Principal  
(262) 376-6200  
cmcnerney@cedarburg.k12.wi.us

### Port Washington High School

Daniel Solorzano, Assistant Principal/Dean of Students  
(262) 268-5500  
daniel.solorzano@pwssd.k12.wi.us

### Homestead High School

Matt Wolf—Business Ed Teacher  
(262) 238-5837  
mwolf@mts.d.k12.wi.us

### Grafton High School

Mr. Greg Johnson - Director of School Counseling  
(262) 376-5500  
gjohnson@grafton.k12.wi.us

### Northern Ozaukee High School

Mr. John Odenwald  
Business & Technology Instructor  
(262) 692-2453  
jodenwald@nosd.edu

### Random Lake High School

Mr. Michael Trimbege—Superintendent  
(920) 994-9193  
mtrimbege@randomlake.k12.wi.us

Ozaukee Youth Apprenticeship Board members include the school coordinators above and:

Pam King, Grafton Area Chamber of Commerce - Toni Sickles, SEEK Inc. - Wendy Maher, Portal Inc. - Sandra McInnays, MATC  
Jennifer Wenger - KAPCO - Kathleen Shilling, Ozaukee Economic Development - Denise Puffer, DVR Business Consultant



### "The Bridge"

**Youth Apprenticeship to  
Registered Apprenticeship**

(Youth Apprenticeship hours can be applied to a Registered Apprenticeship)



An effective solution in any occupation that involves progressive attainment of manual, mechanical and/or technical skills, and knowledge which meets industry occupational standards.

**For more information if you are  
looking for an RA employer contact:**

Contact: Jessica Gitter  
Apprentice Navigator  
(262) 894-5624  
Jessica.Gitter@dwd.wisconsin.gov

**For more information if you have  
an RA employer contact:**

Contact: Tim Budda  
Apprenticeship Training Representative  
(920) 284-6061  
Timothy.Budda@dwd.wisconsin.gov

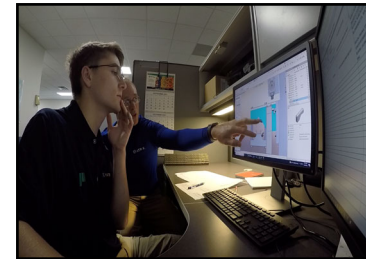


427 West Jackson Street Port  
Washington, WI 53074

*Ozaukee Youth Apprenticeship is a  
consortium of Ozaukee County  
public high schools  
(Cedarburg, Grafton, Port Washington,  
Random Lake, Homestead and  
Northern Ozaukee),  
and the Ozaukee Economic Development Corp.,  
Local Industries, Businesses and  
The Wisconsin Department of Work force Development*

# EMPLOYER GUIDE

## WISCONSIN YOUTH APPRENTICESHIP (YA) PROGRAM



## Why Youth Apprenticeship?

By participating in the YA program you make an investment in the young people of your community, while also making an investment in your company. You will develop a recruitment pipeline to an entry level workforce that can be used to fill your future workforce needs and provide supervisory opportunities for staff. You will be directly involved in the economic development efforts of your community as well as contribute to the creation of highly skilled workers (*an excellent part of any public relations plan*). YA skills are aligned with nationally developed occupational skill standards and developed with industry input. By being involved with students as they are beginning their careers you can tailor their training to meet your company's needs

## ***Mentoring Tomorrow's Workforce***

**Ozaukeeya.com**

## Steps to becoming a Youth Apprenticeship Employer



1.

### Schedule a Youth apprenticeship Introduction meeting

**Contact:** John Higgins OYA Consortium Coordinator (262) 268-6074  
[John.Higgins@pwssd.k12.wi.us](mailto:John.Higgins@pwssd.k12.wi.us)

John Duba OYA Consortium Co-coordinator (262) 268-6089  
[John.Duba@pwssd.k12.wi.us](mailto:John.Duba@pwssd.k12.wi.us)

2.

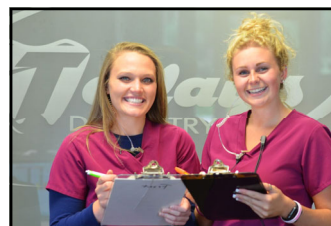
### Request YA student applications

Student applications are available to employers after March 1st each year. Applications include: **Student information, 3 recommendations, grades and school attendance.**

YA students are usually available to work on average 10-15 hours a week during the school year and up to full-time during the summer and during school breaks.

### Job related Career Cluster YA areas:

- \*Agriculture, Food & Natural Resources
- \*Architecture & Construction
- \*Art, A/V Technology & Communications
- \*Health Science \*Hospitality & Tourism
- \*Finance \*Information Technology
- \*Manufacturing \*Marketing
- \*Transportation (Auto & Diesel), Distribution & Logistics
- \*Science, Technology, Engineering & Math (STEM)



3.

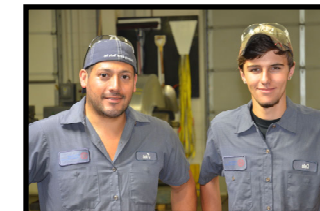
### Review applications and contact YA students to set up an interview

If you decide to interview YA students based upon your review of the students' applications, you may contact them directly. You must inform OYA regarding which students you've selected and the time and dates of their interviews. Once interviewing is completed, if you decide to hire a student as a Youth Apprentice, you need to contact OYA and we will coordinate a meeting with the student, parent/guardian and a OYA representative.

*"The YA program benefits our company (and all companies who employ YAs) because it allows us to work with and learn from the employees of tomorrow, so we can be prepared to work with them in the coming years. One important additional benefit is that the YA program is a great way for our company to get more involved with area schools and with our communities."*

Jamie Eithun, Organizational Development Manager, Mayville Engineering Company (MEC)

## Once you've hired a Youth Apprentice what's next...?



4.

### Complete an Education/Training Agreement (ETA)

The ETA is a signed agreement between the Youth Apprentice, parent/guardian, school principal/designee, employer representative and the youth apprenticeship coordinator that lists each parties' responsibilities throughout the student's apprenticeship. Students are hired as part-time employees and paid wages (minimum wage or more) as determined by the employer. Students are also covered under their YA employer's Worker's Compensation

5.

### Provide paid on-the-job training, review performance with the student quarterly and complete an On the Job Learning Guide (OJL)

**Complete** student performance reviews (4 per year) and send to OYA (forms provided by OYA).

**Complete** an On the Job Learning Guide (OJL) with the YA student by the end of their 450 (minimum) work hrs. (for 2 year YA students 900 work hrs. minimum). The OJL is an organized list of competencies required by DWD, performed by the YA student and observed and reviewed periodically throughout the year by the student's mentor. The OJL includes:

- Employability Skills: Related to academic/transferable skills
- Safety: Related to job-site safety
- Competencies: Specific job-related skills students must acquire and perform at a reasonable level of competency



6.

### Registered Apprenticeship

Several Youth Apprenticeships (YA) can "bridge" to existing Registered Apprenticeship (RA) programs. When possible, DWD has created crosswalks between the two programs to help employers understand the similarities and differences. Crosswalks created by DWD are reviewed and approved by relevant Apprenticeship State Trade Committees, which also may make recommendations for credit awarded. Youth Apprentices completing their program may then have part or all of their work hours applied towards the requirements of the Registered Apprenticeship program.

For more detailed information visit our Website at:

**OzaukeeYA.com**