

## **Youth Apprenticeship**

The central objective of Youth Apprenticeship can be characterized as twofold:

1. To prepare every student for a high-skill occupation.
2. To provide Georgia with a pool of highly trained, technologically sophisticated young workers.

Under Georgia Code Section 20-2-161.2, the Georgia Department of Education was authorized to establish Youth Apprenticeship programs with the stated goal of implementing comprehensive programs in all school systems by fiscal year 1996. Working in conjunction with the Department of Labor and the Department of technical and Adult Education, the Department of Education has developed standards and procedures necessary to implement the programs. Essential components of Georgia's Youth Apprenticeship program are:

- (a) A partnership structure encompassing schools, postsecondary institutions, employers, labor organizations, and community representatives;
- (b) The resulting award of a portable, industry-recognized skill certificate for participating students;
- (c) Integration of work-based and school-based learning;

### **O.C.G.A. Code 20-2-161.2. Youth Apprenticeship Program: Policies, Standards, Criteria, Procedures, and Administrative Requirements**

- (a) Any eleventh or twelfth grade pupil or pupil aged 16 or over in any public school in this state may enroll in a Youth Apprenticeship Program which is offered at that public school and which is approved for secondary credit by the department. Such pupil shall be granted release time from the public school to work as an apprentice for any business enterprise which is approved by the department as a qualified employer under the educational apprenticeship program. A pupil shall receive secondary credit for such apprenticeship only under the conditions established by the department. The department is authorized to establish a Youth Apprenticeship Program and to promulgate such policies, standards, procedures, criteria, and administrative requirements as may be necessary to implement the program by rules and regulations. The Department shall consult the Department of Labor and the Department of Technical and Adult Education in developing such policies and procedures. The Department's certified educational apprenticeship plan shall include but not be limited to the following:
  - (1) A detailed training plan between employer and apprentice that identifies specific work tasks that will develop workplace competency;
  - (2) A minimum of 144 classroom hours of related academic instruction and training;
  - (3) A minimum of 2,000 hours of on-the-job training;
  - (4) A progressive wage schedule established by the participating employer;
  - (5) On-site evaluation of the pupil's performance;

- (6) Training remediation as necessary at the school site;
- (7) A broad range of skills but shall be focused on manufacturing and engineering technology, administration and office technology, and health care;
- (8) Development of materials by the business, industry, and labor community in conjunction with the department to promote the awareness of apprenticeships for high school students and encourage recruitment; and
- (9) Structural linkage between secondary and postsecondary components of the program leading to the awarding of a high school diploma and postsecondary certification of occupational skills.

The apprenticeship program shall include on-site training only in positions that have been certified by the Department of Labor as highly skilled jobs in business and industry.

- (b) The department shall develop pilot projects for the fiscal year 1994 and fiscal year 1995 school years and shall implement and direct a comprehensive apprenticeship program for all school systems by fiscal year 1996.

Based on the authorization provided by O.C.G.A. Code 20-2-161.2 the Georgia Department of Education established the Youth Apprenticeship Program. State Board Rule 160-4-3-.13 adopted April 13, 1995 defines the policy criteria for implementation of this program.

### **160-4-3-.13 YOUTH APPRENTICESHIP PROGRAMS.**

#### (1) DEFINITIONS.

- (a) Certificate of Occupational Skills – an industry-recognized credential issued by the Georgia Department of Education that certifies that a student has mastered skills at levels recognized by industry.
- (b) School-based learning – academic and occupational objectives directly linked to skill standards contained in a program of study that leads to a diploma and Certificate of Occupational Skills.
- (c) Skill standards – academic and occupational standards validated by industry that prepared students for employment in a broad occupational cluster or an industry sector.
- (d) Work-based learning – work-site performance objectives linked directly to skill standards.
- (e) Work-based mentor – an employee or individual approved by the employer and school who possesses the skills and knowledge that the student must master and whose responsibilities are to instruct the apprentice, evaluate his or her performance and work in consultation with the youth apprenticeship coordinator.
- (f) Youth apprenticeship – a program of study that integrates school-based and work-based learning coordinated with business, industry and labor that facilitates the transition from secondary to postsecondary education by providing the apprentice the opportunity to earn a high school diploma, postsecondary credential/diploma and certificate of occupational skills.

(2) REQUIREMENTS.

- (a) Each local board of education or apprenticeship consortium receiving grant funds for a Youth Apprenticeship Program shall have a full-time youth apprenticeship coordinator who shall participate in training provided by the Georgia Department of Education.
- (b) Each Youth Apprenticeship Program site shall be approved by the department.
- (c) Each local board of education or apprenticeship consortium receiving grant funds for a Youth Apprenticeship Program shall provide each apprentice with
  - 1. A detailed training plan that is jointly developed by the school, business/industry, student and parent. This plan shall specify the skill standards to be mastered in the work environment and the progression of skills the apprentice must acquire before earning a Certificate of Occupational Skills. This plan shall also specify the criteria to be used to evaluate apprentice performance.
  - 2. An individual career plan that provides articulated school-based and work-based components that lead to a postsecondary credential/diploma and Certificate of Occupational Skills.
  - 3. A detailed plan for the integration of school-based and work-based learning linked to skill standards.
  - 4. Assigned work-based and school-based mentors.
  - 5. Work-based instruction that links skill standards to all aspects of the occupational industry.
  - 6. Progressive compensation linked to demonstrated progressive skill development
- (d) Grant applications will be evaluated by a review team, and grants will be awarded on a competitive basis to local boards of education or apprenticeship consortia that meet the criteria identified in the grant application.
  - 1. Competitive grant applications must be submitted to the department no later than May each year.
  - 2. Grant applications must identify occupational cluster(s), postsecondary partner(s) and industry/business sponsor(s).
  - 3. Grant applications must address apprentice criteria cited in paragraph (2) (c).

Youth Apprenticeship provides the student with instruction in general workplace competencies as well as specialized training in all aspects of a chosen industry. Essential to the apprentice's work-based experience is a detailed training plan developed with the employer, apprentice and coordinator, according to a progressive skill standard. The apprentice receives a minimum of 2,000 hours of on-the-job training with earnings based on a progressive wage schedule established by the employer. An employee who possesses the skills to be mastered by the apprentice serves as an on-site mentor, providing instruction and feedback on the student's performance.

The school-based component of Youth Apprenticeship encompasses 144 classroom hours of related academic instruction, intensive career exploration and counseling, periodic evaluations, and selection of a career major by the eleventh grade. As envisioned by the State of Georgia, Youth Apprenticeship can not fulfill its purpose with a limited application to a few students in selected industries. Rather, the program must be accessible to every high school student, and it must provide the challenge of academic achievement coordinated with appropriate work experience.

Youth Apprenticeship is considered to be the most prestigious of all placement opportunities. YAP is a structured program that connects school-based occupational instruction and related paid work-site experiences in order to prepare students for the world of work while providing Georgia with a highly skilled, technologically competitive workforce. YAP students are able to receive a high school diploma, a postsecondary certificate or degree, and certification of industry-recognized competencies applicable to employment in a high-skilled occupation. Compared to other work-based programs, Youth Apprenticeship is usually of a longer duration (two to four years).

By law, a Youth Apprentice is required to have completed at least one unit of credit in a class related to his or her career pathway before being placed on the YAP job site. Placement should be planned as a yearlong experience although one-semester placements, as a minimum, are possible. In order to be a completer, a student must obtain 2,000 of on-the-job training and finish a post-secondary certificate; degree, diploma or other industry recognized credential. Pay must be on a progressive scale, and the Work-Based Learning Coordinator is primarily responsible for supervision while the student is still in high school as well as maintaining contact after graduation in order to document the conditions of completion.