



## Ozaukee Youth Apprenticeship Consortium

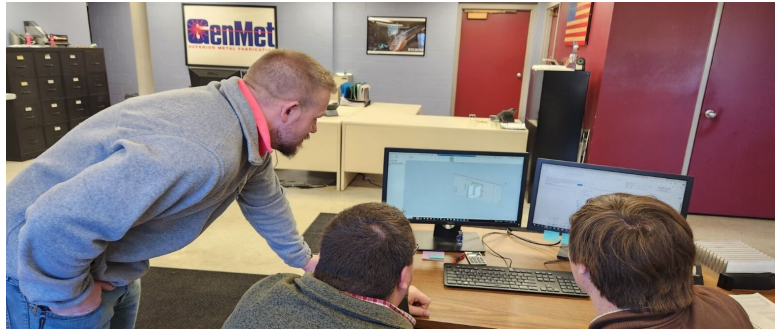
- Ozaukee County public high schools
- Wisconsin Department of Workforce Development

### Participating High Schools

Cedarburg High School	Northern Ozaukee High School
Grafton High School	Port Washington High School
Homestead High School	Random Lake High School

### Ozaukee Youth Apprenticeship Board Members

Rachel Biertzer, Port Washington HS	Elizabeth Para, DWD/DVR
Greg Johnson, Grafton HS	Kathleen Shilling, Ozaukee Economic Development
Wendy Maher, Portal Inc.	Toni Sickles, SEEK Career/Staffing
Sandra McInnays, MATC	Patti Stockhausen, Aurora Medical Ctr. Grafton
Elizabeth Mueller, Grafton Chamber of Commerce	Stella Terry, Port Washington State Bank
Calie McNerney, Cedarburg HS -	Jennifer Wenger Kapco Metal Stamping
John Odenwald, Northern Ozaukee HS	Matt Wolf, Homestead HS



*"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, Training & Development Coordinator, Mayville Engineering Company (MEC)**



# Employer Guide

## Wisconsin Youth Apprenticeship (YA) Program

### Introduction to Youth Apprenticeship



Wisconsin Youth Apprenticeship is a successful, nationally recognized program.

Youth Apprenticeship (YA) integrates school-based and work-based learning to instruct students in employability and occupational skills defined by Wisconsin industries.

Employers hire high school juniors and seniors for a one or two-year apprenticeship. Students are instructed by qualified teachers and skilled worksite mentors.

### Benefits to the Employer

- Recruitment pipeline to entry-level workforce
- Replenish your skilled workforce
- Invest in a loyal, knowledgeable workforce
- Contribute to the economic development of your community



### Mentoring Tomorrow's Workforce

**OzaukeeYA.com**

## Become a Youth Apprenticeship Employer

1.

### Schedule a Youth apprenticeship Introduction meeting

**Contact:** 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  
\*Arts, A/V Technology & Communications (Graphics)  
\*Business Administration \*Education \*Finance  
\*Health Science \*Hospitality & Tourism  
\*Information Technology \*Manufacturing \*Marketing  
\*Science, Technology, Engineering & Math (STEM)\*Transportation (Auto & Diesel),  
Distribution & Logistics

3.

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

If you decide to interview YA students you may contact them directly. Inform OYA of selected students and the time and dates of their interviews, If you decide to hire a student as a Youth Apprentice, you will contact OYA and we will coordinate a meeting with the student, parent/guardian and a OYA representative.

## Once You've Hired a Youth Apprentice

1.

### 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

2.

### Provide paid on-the-job training, review performance with 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