

Rockingham County Schools

Apprenticeship Handbook



Career & Technical

PREFACE

This handbook serves as a guide for use in developing and administering apprenticeship programs at the high school level. Apprenticeship in high school is an instructional method that provides an intense work-based learning opportunity that leads individuals to a career in the primary job market.

The contents of this handbook will define apprenticeship for high school students, explain how to establish a program and list the responsibilities of each key player. Apprenticeship is the highest form of work-based learning and will magnify the role and effectiveness of high school Career and Technical Education.

Documents and forms included in this handbook are to enhance the reader's understanding of apprenticeship and to serve as a starting point in the development of high school apprenticeship programs.



What is Apprenticeship?

Apprenticeship is one of the oldest methods of career preparation. Apprenticeship at the high school level is an industry-driven education and career-training program based on recognized industry standards. Employers address current and projected employment needs through this partnership among business, industry, education, government, parents and high school apprentices.

Apprenticeship combines practical work experiences with related academic and technical instruction. An apprentice learns on the job and is taught and supervised by a journeyman in that occupation. The preplanned progressively challenging apprenticeship experience usually lasts from two to four years. The apprentice must successfully complete related instruction chosen by the employer. For the high school apprentice, related training is usually taught at the high school. The apprentice is formally evaluated by their employer and is periodically granted wage increases for satisfactory progress. Upon completion of the work process and the related instruction, the apprentice is knowledgeable and skilled and will receive certification as a journeyman in the field.

Apprenticeship Is:

- A system of voluntary employee training that is registered and monitored by the North Carolina Department of Commerce, Apprenticeship and Training Division. The Division provides assistance to the employer and to the apprentice and certifies both the training program and the newly trained journeyman.
- A system of training that combines structured work-based learning with related classroom instruction. Apprentices attend class and are taught skills on the job.
- A system that utilizes a skilled journeyman to instruct the apprentice. This is accomplished as part of the work-based training.
- A system of training that requires employment by an employer who has a direct need for trainees in the occupation.
- A system of training that must be sponsored by an employer, a group of employers, or an employer-associated entity.
- A system that provides for a portable credential.
- A system of training that is established for the highly skilled technician or craftsperson. As a matter of practicality apprenticeship programs are not usually established in occupations that do not have a good wage potential.
- A system that usually takes two to four years to complete and requires at least 144 hours of related instruction for each 2,000 hours of work-based instruction.

High School Apprenticeships:

- Provides work-based learning opportunities for young people who are at least 16 years of age and pursuing a high school diploma or its equivalent.
- Provides work-based learning for students in a real job environment with specific objectives and competencies.
- Provides income for the student.
- Creates an environment that requires students to relate academics to work-based activities.
- Involves employers directly with the local school district and the high school. Employers are integral participants in the program. A natural consequence is direct communication and a continuing relationship among employers, the high school representatives, the community college and the NC Department of Commerce Apprenticeship and Training Division.
- Provides students an opportunity to learn skills necessary for a career with high earning potential, personal growth and continued workplace learning after graduation.
- Provides a seamless career pathway.

How the Program Works

Apprenticeship is an industry-driven program based on industry standards. After considering individual employment and training needs, an employer or group of employers, in collaboration with the NC Department of Commerce, develops the content for the Standards of Apprenticeship by which their apprenticeship program will operate. The components of the standards include:

- Program Operation
- Work Process including Competency Checklist
- Schedule of Related Instruction
- Progressive Wage Schedule

Programs are then expected to operate in accordance with their registered standards.

Upon approval of the standards the employer and apprentice enter into a written agreement.

- The employer agrees to train the apprentice in accordance with the registered standards.
- The apprentice agrees to work at assigned tasks and to master related instruction.
- The work-based training component includes skills or competencies that must be mastered on the job. The list of these skills or competencies is called the Competency Checklist. Sometimes the estimated number of hours to master the competency is spelled out in the Work Process.

During the training period the employer evaluates the progress made by the apprentice both on the job and in the classroom.

- Satisfactory progress results in wage increases for the apprentice.
- The Progressive Wage Schedule is included in the apprenticeship agreement.

During the training period the NC Department of Commerce Apprenticeship Consultant will regularly visit the employer and apprentice to provide assistance and to ensure that the program is operating within the guidelines of the Standards of Apprenticeship.

- The consultant is available to assist the employer with improvements and to help solve any training problems that may occur during the implementation of the program.
- Once the training is satisfactorily completed, the NC Department of Commerce will issue a nationally recognized Certificate of Completion to the new journeyman.

During the development and operation of the program the school system representative will collaborate with the NC Department of Commerce Apprenticeship Consultant and the employer to monitor the student's education and progress.

Key Player Responsibilities

The key players in the high school apprenticeship partnership have specific responsibilities relating to the overall operation of the system. All of the key players must be prepared to work within the team and take the initiative for their special responsibilities. Listed below are the key players and their respective responsibilities.

RESPONSIBILITIES OF PARTICIPATING BUSINESS/INDUSTRY

- Participate in developing skill standards for the industry with the NC Department of Commerce Apprenticeship and Training Division.
- Work with the NC Department of Commerce Apprenticeship Consultant and schools to create a comprehensive Work Process for the apprentice.
- Interview and select potential apprentices.
- Pay a progressive wage to the apprentice.
- Provide an appropriate and safe work environment for the apprentice.
- Assess the apprentice's progress and adapt work processes as necessary.
- Provide a work-site mentor and supervisor for the apprentice.
- Provide work-based learning experiences in all aspects of the industry.
- Maintain apprenticeship training records.
- Certify technical skill proficiency.

RESPONSIBILITIES OF THE NC DEPARTMENT OF COMMERCE

- Facilitate the development of a comprehensive apprenticeship program.
- Promote apprenticeship with local business and industry.
- Collaborate with industry participants to develop their Standards of Apprenticeship.
- Guide industries in developing skill standards.
- Interpret for schools and employers the application of child labor laws that apply to high school apprenticeship programs.

- Initiate and monitor an on-the-job training record system.
- Issue a certificate for hours completed during high school.

RESPONSIBILITIES OF THE SCHOOL LEVEL APPRENTICESHIP COORDINATOR

- Provide a coordinator/school mentor who will give career counseling and guidance to potential and registered apprentices.
- Promote high school apprenticeship with local business and industry.
- Coordinate the apprenticeship program with the NC Department of Commerce, Apprenticeship and Training Division, business partners and appropriate governmental agencies.
- Assist with apprentice selection.
- Register the high school work-based experiences with the NC Department of Commerce Apprenticeship and Training Division.
- Coordinate school-based and work-based learning activities.
- Provide flexibility for the apprentice in course scheduling.
- Maintain contact with parents.
- Evaluate the program and award credit toward high school graduation.

RESPONSIBILITIES OF THE HIGH SCHOOL APPRENTICE

- Commit to a long-term occupational and educational program in the dual role of employee and student at the work site.
- Obtain a work permit when under the age of 18.
- Comply with guidelines established by the school and the employer for the apprenticeship program. This may involve criminal background checks, drug screening or medical/physical examinations
- Maintain apprenticeship training records as required by the school district and the NC Department of Commerce.
- Maintain satisfactory performance in the work-based and school environments.

RESPONSIBILITIES OF PARENTS

- Provide consent for child to participate in the program.
- Meet with the school, the NC Department of Commerce Apprenticeship and Training Consultant and the employer during establishment of the program.
- Provide the apprentice encouragement to perform at a high level of academic and technical skill relating to all aspects of the industry.

Apprenticeship Terminology

Apprenticeship—An industry-driven education and career training program based on recognized industry standards. The program is a partnership among business, industry, education, government, parents and apprentices. The process combines work experience with related academic and technical instruction. The apprenticeship is registered by the NC Department of Commerce Apprenticeship and Training Division.

Apprenticeship Agreement—A written training agreement signed by the employer, apprentice, DOL Apprenticeship Consultant and, for high school apprentices, by a parent or legal guardian, and the high school representative that is submitted for approval to the NC Department of Commerce Apprenticeship and Training Division.

Child labor laws—That portion of the NC Wage and Hour Act that applies to the employment of individuals under the age of 18. This can be found in the NC Labor Laws Manual Chapter 95, Article 2A. (95 25.5. Youth Employment)

Department of Commerce Apprenticeship Consultant—The individual that is responsible for registering the apprenticeship program and apprentice. This person represents the NC Department of Commerce Apprenticeship and Training Division within their assigned region of North Carolina.

Director of Apprenticeship—The Director of Apprenticeship is appointed by the Commissioner of Labor and confirmed by the NC Apprenticeship Council. The Director is authorized by general statute to administer the provisions of the labor laws governing Apprenticeship. (See G.S. 94.1-94.11, Appendix 6)

Journeyman—A skilled craftsman. An experienced, reliable worker. A person that has completed a prescribed course of training in an apprenticeship program and is expected to be able to complete assigned tasks without supervision.

LEA—Local Education Agency

Mentor—The individual that is responsible for the work-based learning of the apprentice. The supervisor and mentor may be the same individual. The mentor is more concerned with the learning process and imparting knowledge and skills than with day-to-day supervision.

NCDOL—NC Department of Commerce

Registration Agency—The agency responsible for registering the apprenticeship program and the apprentice. In North Carolina this agency is the NC Department of Commerce Apprenticeship and Training Division.

Related Instruction—Technical classroom instruction that is job specific and essential to the completion of the apprenticeship program. A minimum of 144 hours of related instruction is required for each year

(2000 hours) of work-based instruction. The instruction may be obtained through a community college program, technical school program or industry-sponsored training program.

Standards of Apprenticeship—A written document that describes the sponsor’s operation of the apprenticeship program including the Program Operation, Work Process, a Schedule of Related Instruction and a Progressive Wage Schedule.

Supervisor—The individual that is assigned to the task of directing the apprenticeship during work-based activities.

Work Permit (Youth Employment Certificate)—A document required of all workers under the age of 18. This document is issued by the Department of Social Services Office or its designee.

Work Process—The section of the Standards of Apprenticeship that describes the skills and/or competencies that an apprentice will attain.



ROCKINGHAM COUNTY APPRENTICESHIP PROGRAM

- The work process (training plan) is written in collaboration with and approved by the North Carolina Department of Commerce. If selected, the N.C. Department of Commerce and the Apprenticeship Coordinator schedule an appointment with the employer to develop a training plan and to register the student with the N.C. Department of Labor Apprenticeship and Training Division.
- Apprentices must be registered with the North Carolina Department of Commerce
- Approved apprenticeships must have a minimum of a two-year post-secondary education component
- Business and industry who participate in the youth apprenticeship program are seeking career minded students who desire a future in that business or industry

To be Eligible for an Apprenticeship, Students Must:

- Be at least 16 years of age by the beginning of the apprenticeship.
- Be enrolled in grade 11 or 12.
- Be planning to pursue further education and a career in the area of the apprenticeship and be willing to make a firm commitment to the apprenticeship.
- Be available to work 20 hours during the school week to receive high school credit and may work full time during the summer months.
- Submit an application for enrollment in an apprenticeship.
- Attend an Apprenticeship Open House prior to application.
- Have transportation to and from the work site.
- Rockingham County Schools academic requirements for the apprenticeship program are:

- A minimum 2.5 overall GPA
- RCC placement test or RCC approved SAT/ACT score
- Math 1, Math 2, & Math 3
- Attendance (No more than 5 days absent per year)
- Recommended courses and any related hands-on courses such as:
 - High School Career & Technical Education (CTE) Courses
 - Physics
 - Drafting
 - Technology, Engineering & Design
 - Robotics
 - Computer Application Courses
 - Any Related Hands-On Courses
 - (Automotive, Electronics, and HVAC)
 - RCC Career Technical Education Pathway (CCP) Courses:
 - Machining
 - Welding
 - Mechatronics
 - Engineering Technology

**ROCKINGHAM COUNTY SCHOOLS
CAREER PATHWAY COURSE OF STUDY
APPRENTICESHIP APPLICATION**

PLEASE PRINT OR KEY/TYPE

Apprenticeship Area _____ High School _____ Current Grade Level _____

Name _____ Date of Birth _____
(Last) (First) (Middle)

Home Address _____ Phone _____
(City) (State) (Zip)

Courses Completed in the Career Pathway Course of Study Related to this Apprenticeship	Year Completed			
	(circle one)			
Course: _____	9	10	11	12
Course: _____	9	10	11	12
Course: _____	9	10	11	12

Math Courses Completed or are currently enrolled: _____

Are you currently employed?

- Yes
- No

Employment Record: Please list places of employment beginning with the most recent

Place of Employment _____	Address _____
Supervisor's Name _____	Reason for leaving _____
Job Duties _____	Dates of Employment _____

Place of Employment _____	Address _____
Supervisor's Name _____	Reason for leaving _____
Job Duties _____	Dates of Employment _____

Place of Employment _____	Address _____
Supervisor's Name _____	Reason for leaving _____
Job Duties _____	Dates of Employment _____

What career do you plan to pursue? _____

What are your education plans after high school? _____

List any school or community activities in which you are involved (including athletics): _____

Why do you want to be selected for the High School Apprenticeship Program? _____

How does this apprenticeship relate to your overall career and education plans? _____

What skills and abilities can you offer your potential employer? _____

Orientation is required for this program. Specific dates and location(s) are to be determined. Attendance is mandatory for orientation(s). If accepted to this program, are you committed to attending the orientation program in its entirety?

- Yes
- No

Students selected to continue in the application process will be offered a six-week pre-apprenticeship at the sponsoring industry during the summer. Pre-apprentices will work 40 hours per week Monday-Friday according to the industry's work schedule and will be compensated \$9 per hour wage. If offered the opportunity to complete a pre-apprenticeship, are you committed to working 40 hours per week during the six-week period?

- Yes
- No

Students selected to participate in a summer pre-apprenticeship are expected to complete two courses at Rockingham Community College during the summer term. Please note that RCC's summer term begins prior to the end of the traditional school year. Tuition, books and fees will be covered (no cost to student/family). If selected as a pre-apprentice this summer, are you committed to registering for and completing two college courses beginning in May?

- Yes
- No

Unweighted GPA _____

****Please attach a copy of your high school transcript to verify eligibility for the program.**



Application Signature Page

My signature below verifies that all information within this application is correct. I understand that if I am selected as an apprentice, I am responsible for abiding by the policies and procedures of my employer as well as the guidelines for the RockATOP Apprenticeship program. Additionally, I give permission for my employer to review my grades to verify that I am maintaining the standards set by this program.

RockATOP does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs.

Student Signature

Date

Parent Signature

Date

School Representative Signature

Title

Date

TRAINING AGREEMENT

Rockingham County Schools Apprenticeship Program

Student: _____

School: _____

Job Title: _____

Training Site: _____

Participation in the Rockingham County Schools Apprenticeship Program requires all parties concerned to agree to the following responsibilities.

Employer Responsibilities

The employer, recognizing that a training plan is being followed and that close supervision of the student will be needed, agrees:

- To assist in training plan development on a grading-period basis.
- To place the student in an apprenticeship for the purpose of providing educational experiences and tasks of instructional value.
- To ensure the student's apprenticeship will be supervised by an experienced and qualified person, with tasks to be performed under safe and hazard free conditions.
- To ensure the student apprentice will receive the same consideration given employees with regard to safety, health, and other regulations of the firm.
- To notify the apprenticeship coordinator if difficulties arise, changes are necessary, or termination of apprenticeship seems likely to occur.
- To keep the apprenticeship coordinator informed of the student's progress and to assist in the evaluation of the student.
- To adhere to all federal and state laws governing exposure of minors to hazardous activities or those determined to be detrimental to the safety of minors.
- To conduct a walk-through with the apprenticeship coordinator for approval of the training site.

Apprenticeship-Coordinator Responsibilities

The apprenticeship-coordinator, representing the school, will coordinate the training program toward satisfactory preparation for the student's career interests, and agrees:

- To provide the necessary related classroom instruction and develop a training plan or connecting activities for each grading period or school term.
- To make at least one visit per grading period to the apprenticeship site to observe the student, consult with employer, and supply assistance with student training problems to assure a successful apprenticeship experience.
- To assist in the evaluation of the student.
- To attempt to resolve complaints with all parties concerned, with the authority to withdraw a student when necessary.

Parent/Guardian Responsibilities

The parent or guardian, realizing the importance of the training program in helping the student to achieve career objectives, agrees:

- To encourage the student to effectively carry out his/her duties and responsibilities as outlined in this agreement.
- To assume responsibility for the conduct, transportation, and necessary insurance of the student while in the apprenticeship program, including time in route between school, the apprenticeship site, and home.
- To work cooperatively with the apprenticeship coordinator and the student intern in solving problems relating to the placement.

Student Responsibilities

The student promises to abide by all implied and stated terms included in this training agreement, namely:

- The apprenticeship site is considered an extension of the school; therefore the student must continue to follow all RCS rules, regulations, and policies.

Parent's Initials _____ Student's Initials _____

- The student must be present at the apprenticeship training site for a minimum of 1 Credit for 135 contact hours or 2 Credits for 270 contact hours during the semester in order to receive an academic credit for the apprenticeship experience.
- The student is expected to remain with the original apprenticeship placement throughout the school term, and will not be granted permission to change without proper justification. He/she will not terminate the apprenticeship without prior written consent of the apprenticeship-coordinator.
- The student is expected to conform to the rules and regulations of the apprenticeship site in regards to professional dress, conduct, grooming, attendance, punctuality, and adherence to the assigned schedule.
- The student is not allowed to report to the apprenticeship site on days absent from school without prior approval of the apprenticeship coordinator; however, the student may report when school is not in session if the employer is in agreement.
- The student must notify the employer and apprenticeship coordinator each day he/she is unable to report to the apprenticeship site.
- School will be the first priority! If a student is told by a teacher or administrator to remain after school, he/she must do so.
- The student is responsible for providing his/her own transportation to and from the apprenticeship site.
- The student is expected to maintain accurate and up-to-date time reporting records and complete connecting activities by established deadlines. Failure to submit records and assignments to the apprenticeship coordinator as requested will result in failure and removal from the apprenticeship opportunity.
- An apprentice who loses his/her placement because of lack of interest, poor behavior, neglect of school or apprenticeship site regulations, etc. will be disciplined on an individual basis and will receive a failing grade for the apprenticeship.
- At the end of each semester, each intern must submit a written report/project documenting the competencies gained through the experience. The school and the participating business must evaluate the project to make a collaborative decision concerning the student's grade for the apprenticeship experience.

Signature of Student Date

Signature of Parent/Guardian Date

Signature of Apprenticeship-Coordinator Date

Signature of Principal Date

Signature of Employer Date

ROCKINGHAM COUNTY SCHOOLS APPRENTICESHIP PROGRAM MONTHLY WAGE and HOUR RECORD

Name _____

Month _____

Training Station _____

✓	5
4 – 9 6 Hours	

Place the date in the upper right box.
 Place a check in the upper left box to indicate attendance at school that day.
 Record the hours you were scheduled and number of hours you worked in the main box (see example on the left).
 Record the monthly totals on your Cumulative Wage and Hour Record.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours	Wages

TOTAL HOURS _____
BONUS/TIPS \$ _____
TOTAL WAGES \$ _____

Calculate: _____ x _____ x \$ _____ = \$ _____
 Weeks **Hours** **Hourly Pay** **Total Earned**

Employer Signature _____ Date _____