

# Minnesota Apprentice Program for High Schools

“CRACKING THE NUT”



# What does the school need to do?

- ▶ Applications – Two of them
  - ▶ Youth apprenticeship application
  - ▶ Program Approval Form/Standards for Youth Apprenticeship
- ▶ Once these are completed, the state has a two level approval process
  - ▶ Department of Education
  - ▶ Industry Specialist

# Schools Cont. – Industry Partners

- ▶ Need a higher education intuition
  - ▶ SCSU (Kurt Helgeson/Chuck Hentges)
  - ▶ SCCTC
- ▶ CTE group for the school
  - ▶ Schools can use existing groups like CMMA

# Schools Cont. – Course offering

- ▶ Schools need to create and list the program as a course
  - ▶ 2 credit – 450 hours
  - ▶ 4 credit – 900 hours
- ▶ Training – Safety
  - ▶ 50 hour is required
    - ▶ Can be a combination of classes, Online, and Employer
    - ▶ High school safety training can be included if documented
    - ▶ SCSU can help with programs is you don't have any



# Schools Cont. – Business Partners

- ▶ Find and approve businesses
  - ▶ There is no process for this, the business helps with part of the application
  - ▶ 7 year approval
    - ▶ No need to get approval every year
    - ▶ Flexible syllabus
      - ▶ Change with business needs, students, demands
  - ▶ Easy to add additional business partnerships once program approved
- ▶ Flexible hours/schedule
  - ▶ Hours can be reached over time

# Schools Cont. – End Result

- ▶ Schools build better business partners
- ▶ CTE Board
- ▶ Student gets a diploma, paid, AND a Apprentice Certificate
  - ▶ Certificate is listed in a national register and can be put separately on a resume

# What does the business need to do?

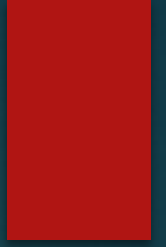
- ▶ Verify your insurance company will allow for apprenticeships
  - ▶ Apollo
  - ▶ Mahowald
- ▶ Identify an area or areas that an apprentice can work
  - ▶ Verify the hazards using student learner exemption list
- ▶ Identify a wage scale with a minimum of 3 increases
- ▶ Identify a school partner
- ▶ You can use the same paperwork if you take apprentices from more than one school
  - ▶ Each school would need the program approved.

# Business Cont. - Forms

- ▶ Forms you will need :
  - ▶ No need create new, use what you have.
  - ▶ Application
  - ▶ Job Description
  - ▶ Orientation
  - ▶ Training
  - ▶ Safety Manual
  - ▶ Employee Handbook
  - ▶ Skills Test



# Business Cont. - Awareness



- ▶ Apprentices may need preemployment screening
  - ▶ Drugs, Alcohol
  - ▶ Background checks
- ▶ Interview process
- ▶ Parent Meeting
  - ▶ Student, Parents, School, HR, Mentors
- ▶ Reviews
  - ▶ Good, Improvements, Terminations

# Costs

- ▶ Schools
  - ▶ Teacher
  - ▶ Safety training that the business does not cover
- ▶ Students
  - ▶ PPE
    - ▶ Safety Glasses
    - ▶ Boots
    - ▶ Welding gear
    - ▶ Tools
- ▶ Business
  - ▶ Wages
  - ▶ Mentor and HR time

# Resources that may be available to assist with costs/investment

- ▶ Work Based Learning/On The Job Training Programs that can reimburse partial wages to company and provide wrap around support services to student/employee.
- ▶ Central Minnesota Jobs and Training Services
- ▶ Stearns/Benton Employment and Training Council
- ▶ State/National Grants such as PIPELINE Project dual-training grants
  - ▶ The Minnesota PIPELINE (**P**rivate **I**nterest, **P**ublic **E**ducation, **L**abor and **I**ndustry **E**xperience) Project is an innovative approach to address current and future workforce needs. It serves as a catalyst for developing industry-based, employer-driven, dual-training programs throughout the state.

# Resources

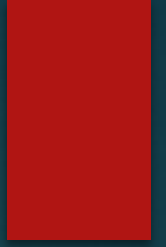
- ▶ CMMA
  - ▶ [www.cmmaworks.org](http://www.cmmaworks.org)
- ▶ State Of Minnesota Department of Education
- ▶ State of Minnesota Department of Labor and Industry
- ▶ Wright Technical Center
- ▶ Louis Industries
- ▶ Central Minnesota Jobs and Training Services
- ▶ Stearns Benton Employment and Training Council



# Summary

- ▶ Long term skills gap approach
  - ▶ Program is continuous for up to 7 years
- ▶ Create great partnerships between business, schools, and communities
- ▶ Hands on student instruction in areas schools cannot provide
- ▶ Real world experience
- ▶ Educational opportunities for all student skills levels
  - ▶ College
  - ▶ Technical College
  - ▶ Direct work force entry

# Central Minnesota Manufacturers Association



- ▶ [www.cmmaworks.org](http://www.cmmaworks.org)
  - ▶ All files are on our website for assistance
- ▶ The CMMA is focused on moving manufacturing forward
  - ▶ Membership Education (manufacturers)
  - ▶ Workforce Development
  - ▶ Legislative Advocacy
- ▶ We hope you consider joining our cause.
- ▶ Thank You