

South Central Youth Apprenticeship Consortium (SCYA)

Operations Manual



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Table of Contents

Chapter 1	Basic Program Element & Design
Chapter 2	Program Oversight & Administration
Chapter 3	Program & Grant Application Process
Chapter 4	Youth Apprentices Eligibility & Recruitment
Chapter 5	Youth Apprenticeship Related Instruction
Chapter 6	Youth Apprenticeship Employment
Chapter 7	Youth Apprenticeship Enrollment & Completion Procedures
Chapter 8	Program Evaluation & Monitoring
Appendix 1	Committees and Structure

Chapter One: Basic Program Elements & Design

The Wisconsin Youth Apprenticeship (YA) Program is a one—or two-year work-based learning program for high school juniors and seniors. It combines mentored employment in a career field of interest to the student with related instruction that augments what is being learned on the job. The program is offered and administered locally by regional YA consortia, whose work is supported by grant funding from the state of Wisconsin.

- The standard one-year YA program includes one high school credit of concurrent related classroom instruction and requires a minimum of 450 hours of work-based learning (225 hours while school is in session)
 - Students will commit to work-based learning, including related courses that are connected to one of the On-the-Job Learning (OJL) Guides
- Students may start as early as June following their Sophomore year in high school and will be expected to complete their YA program preferably at graduation but no later than August 31st of their Graduation year
 - A student who begins YA in September of their Junior year will be a Level II YA and participate through their high school graduation
 - A student who begins YA in September of their Senior year will be a Level I YA and participate through their high school graduation

The Wisconsin Department of Workforce Development (DWD) has developed youth apprenticeship opportunities in the 16 occupational areas identified by Wis. Stat. §106.13(2m), referred to as “career clusters.” Within these broad YA program areas are over 80 specific occupational pathways available to students and employers. For more information on YA program areas and occupational pathways, visit –

<https://dwd.wisconsin.gov/apprenticeship/ya/skills-checklists.htm>

All policies and procedures in this Operations Guide are designed to meet compliance and program design requirements of the [DWD YA Operations Manual 2025](#).

Chapter Two: Program Oversight & Administration

While the Department of Workforce Development (DWD) maintains oversight of the YA program, youth apprenticeships are administered at the local level by consortia of organizations and their representatives (referred to in state statutes as “local partnership”. The South Central Youth Apprenticeship consortium (SCYA) implements and coordinates youth apprenticeship programming for schools in Dane and Jefferson counties. .

Wisconsin statutes authorize DWD to provide grant funds to consortia on an annual basis to support their efforts to offer and administer the YA program in their region. YA consortia grant recipients may use those funds for the following activities:

- Recruiting employers to provide on-the-job training and supervision for youth apprentices and providing technical support to those employers
- Recruiting students to participate in the local youth apprenticeship program and monitoring the process of youth apprentices participating in the program
- Coordinating youth apprenticeship training activities within participating school districts and among participating school districts, postsecondary institutions, and employers
- Coordinating academic, vocational, and occupational learning, school-based and work-based learning, and secondary and postsecondary education for participants in the local youth apprenticeship program
- Assisting employers in identifying and training workplace mentors and matching youth apprentices and mentors
- Any other implementation or coordination activities that the department may direct or permit the local partnership to perform

YA consortia engage in several key activities to operate a successful YA program in their area, which include:

- Submitting the YA program and grant application to DWD
- Hiring and arranging for a Regional YA Coordinator and an alternate regional coordinator
- Developing marketing materials and strategies
- Developing recruitment and selection procedures for student applicants
- Recruiting businesses to hire youth apprentices
- Monitoring their program to ensure compliance with requirements
- Arranging for the fiscal management of grant funds and the appointment of a fiscal agent

- Forming and utilizing a consortium Steering Committee

Each consortium is required by DWD to have a Steering Committee in place that actively guides the development of its YA program and helps ensure its successful operation. Typically, many key partners in the consortium's youth apprenticeship program are represented on its steering committee, including key business partners, participating high schools, chambers of commerce, trade representatives, and others. A consortium's steering committee may not consist merely of staff from the lead organization in a consortium, but must consist of representatives from several consortium partners.

Key Administrative Personnel & Partners

Regional Youth Apprenticeship Coordinators

DWD requires each consortium to have one individual serving as a regional YA coordinator. They must also designate an alternate regional YA coordinator. The regional coordinator is the primary contact for DWD with each consortium. Duties for a regional coordinator often include the following tasks:

- Meeting with YA school-based coordinators to ensure proper program operations
- Assist with providing employer mentor training
- Preparing and submitting required forms and reports to DWD
- Attending informational meetings and training sessions conducted by DWD
- Arranging for appropriate related instruction or ensuring school-based coordinators are making proper decisions regarding related instruction
- Preparing program/grant proposals
- Overseeing program grants and funds to ensure timely expenditures
- Assessing local business interest in potential new occupational pathways
- Acting as the local security officer (LSO) for the consortium as it relates to access to DWD information technology systems
- Assisting school-based coordinators in the recruitment of students
- Providing youth apprenticeship updates to school counselors, teachers, and administrators
- Monitoring program operations

School-Based Coordinators

High schools are an integral part of the YA consortia. School-based coordinators may be exclusively assigned to the YA program, but will likely be school staff with additional responsibilities. School-based coordinators work closely with the regional YA coordinator in the

implementation and operations of the program. School-based coordinators often perform the following activities in participating high schools:

- Assisting with student recruitment by distributing YA promotional materials to students and parents
- Coordinating informational meeting with other school staff, students, parents, employers, and community organizations
- Determining which related instruction options are available and appropriate for each youth apprentice
- Leading, organizing, and signing Education and Training Agreement for each youth apprentice and complying with its requirements
- Overseeing the academic grades and graduation status of the YA student
- Issuing credit toward graduation for the youth apprenticeship program experience (as well as the related instruction coursework)
- Providing a communication network for the instructor, student, mentor, parents, and coordinators
- Maintaining student records for local and state reporting
- Assessing local business interest in potential new occupational pathways
- Providing information to youth apprentices regarding registered apprenticeship opportunities

Fiscal Agents

Each YA consortium must identify a fiscal agency in its program/grant application. This must be a different individual than the consortium's regional YA coordinator and must be an employee of the fiscal agency listed on the grant application. The fiscal agent is responsible for receiving, managing, and accounting for grant funds. The CFO of the South Central Youth Apprenticeship Consortium is the responsible fiscal agent.

Grant Signatory

Each YA consortium must identify a grant signatory in its program/grant application. This individual must be authorized to sign contracts on behalf of the consortium fiscal agency. The grant signatory is responsible for signing the Youth Apprenticeship grant contract and contract modifications, which can be submitted and signed electronically. The grant signatory is the CEO/Executive Director for the Workforce Development Board of South Central Wisconsin (WDBSCW).

Chapter Three: Program & Grant Application Process

Beginning with the 2024/25 program year, applicants are authorized to offer the program for two years. Grants are still awarded on an annual basis to consider each YA consortium's estimated participation for the upcoming year, as well as the amount of available grant funds for the coming year. A regional consortium must meet several criteria:

- Plan to serve at least 25 students
- Plan to provide matching funds totaling 50 percent of expenditures
- Maintain on file a signed Partnership Agreement for each consortium partner
- Maintain on file a signed Affiliation Agreement for each participating school district
- Designate a regional YA coordinator and an alternate coordinator
- Identify school-based coordinators for each participating high school
- Designate a fiscal agent
- Demonstrate the capacity to deliver the program in accordance with the DWD Program Operations Manual, all requirements listed in the Grant Program Announcement (GPA), state statutes, and DWD guidance

The state YA grant program is an allowable-expense reimbursement grant program with reimbursement statutorily limited to a maximum of \$1,100 per student served. Consortia must provide matching funds equal to at least fifty percent of the grant funds claimed by the consortium. YA consortia must submit their final invoice to DWD by July 31st each program year. Since many school staff are not in their offices during summer, consortia should not wait until then to wrap up their expenditure submissions for the year. Regularly submitting invoices to DWD, either on a monthly or a quarterly basis, is highly recommended.

Chapter Four: Youth Apprentice Eligibility & Recruitment

Initial Eligibility Criteria

- Be enrolled in a participating public or private secondary school or another approved program which leads to high school graduation or its equivalent (this includes home-schooled students)
- Have finished high school sophomore year of their secondary education
- Have participated in career exploration, guidance or education activities which allows them to make an informed decision about their chosen career area
- For homeschooled students, YA coordinators may ask parents or guardians of home-schooled youth interested in youth apprenticeship to attest to the student's grade level
- All youth apprentices must complete at least 1 high school credit or 3 college credits of related instruction during each year of their apprenticeship
 - Home-schooled youth are able to enroll part-time in a public high school and may take up to two courses per semester if there is space available in the course in question
 - Related instruction may also be taken at a technical college or online

Student Recruitment

Student recruitment is conducted by the YA consortium's school-based coordinators and regional coordinator. Activities may include distribution of YA materials within the school and at events such as career fairs and during other career exploration activities, informational events, as well as through one-on-one student connections. Consortia are encouraged to include parents and guardians of students as fully as possible in the recruitment process so they can assist students in making informed decisions about participating in the YA program.

- All students must complete a YA interest form and participate in interviews with a local school to career coordinator prior to acceptance
- Students may enter YA when they are ready and approved by their STC and all students are expected to participate and complete YA through graduation, regardless of the date of entry
- Students must be enrolled in pathway-aligned related courses

Chapter Five: Youth Apprenticeship Related Instruction

Related instruction is a key element in youth apprenticeship. The classroom learning involved is meant to augment what is being learned on the job site, and vice versa, as the apprentice becomes more familiar with an occupational field and what is required to access it. The following program requirements are meant to ensure that this key element is occurring for the youth apprentices:

- For each year of their youth apprenticeship, the YA must successfully complete at least 1 high school credit or 3 college credits of related instruction
- The YA must receive secondary credit for their related instruction coursework
- The courses taken must be of value to the youth apprentices' exposure to and training in the specific career field
- The related instruction must be taken during/adjacent to the youth apprenticeship
- Independent study must be approved by DWD prior to enrolling a student as an YA. DWD will request a course syllabus to ensure the material taught meets the criteria
- Related instruction guides have been developed for each YA program area in consultation with secondary school and technical college personnel, and offer some suggestions for appropriate related instruction – can be found at:
<https://dwd.wisconsin.gov/apprenticeship/ya/skills-checklists.htm>

YA consortia, working in conjunction with their high schools, have significant discretion regarding related instruction. School-based coordinators should work with their potential youth apprentices to identify courses that meet program requirements and that the student's schedule permits. YA consortia must enter the related instruction course into cBASERS when enrolling a youth apprentice. Without the information, the student cannot be enrolled in the program. As part of its oversight, DWD monitors the related instruction choices being made by the YA consortia and will contact consortia with any questions.

Chapter Six: Youth Apprenticeship Employment

Employment is a key element of a youth apprenticeship program. Attachment to an employer as an employee is a program characteristic that distinguishes youth apprenticeships from many other career-related opportunities for high school students. The following are program requirements established by DWD for YA employment:

- A mentor for the youth apprentice must be identified by the YA employer and be trained by the School to Career (STC) coordinator from where the student attends school
- Youth apprentices must work at least 450 hours each year of their apprenticeship
- Employers must train the youth apprentices in the competencies listed in the appropriate OJL guide
- At least two performance reviews must occur each year of the apprenticeship

Use of On-the-Job Learning (OJL) Guides

OJL Guides are key documents in the youth apprenticeship program. These guides enumerate and briefly describe the competencies that must be learned on the job for the apprentices to complete the program. The school-based or regional YA coordinator must share the appropriate guide in its entirety with employers prior to enrollment of the student as a youth apprentice to ensure that expectations are clear and that the job in question will allow for the learning of the required skills to be completed. It is recommended that the OJL guide be used as a workbook during the youth apprenticeship, as it contains space for recording the results of the required performance evaluations.

Students Already Employed

A student may wish to become a youth apprentice while they are already working. If the job is in one of the approved YA occupational pathways and the other program eligibility criteria are met, the student is eligible for participation in the YA program. If the current employment will not allow for program requirements to be met, the student must gain alternative or additional employment.

Employment of Minors

Youth apprentices are hired by and become employees of the businesses participating in the program and are therefore subject to all state and federal laws related to employment of minors if under 18. **Youth who are self-employed or are independent contractors are not eligible to be youth apprentices.** Youth apprenticeship program curricula are reviewed for employment of minors law compliance, but youth apprenticeship coordinators and employers may contact DWD Equal Rights Division, Labor Standards Bureau with concerns regarding specific tasks,

equipment or questions about the applicability of Wis. Admin. Code § DWD 270.14, at 608-266-6860 or erinfo@dwd.wisconsin.gov

- Student Learner Status – youth apprentices are student learners, as found in Wis. Admin. Code § DWD 270.14(3)(a)

This provision states that as student learners, youth apprentices may perform certain tasks that would otherwise be disallowed as hazardous if that work is incidental to the training and is for intermittent and short periods of time. Also, the work performed must be under direct and close supervision of a qualified and experienced person and there must be a schedule of organized and progressive work processes to be performed on the job.

A copy of the signed Education & Training Agreement (ETA) must be kept at the worksite to verify that the youth apprentice is a student learner in a school-sponsored program in the event there are questions about their activities at the worksite.

- Hours of Restriction and Work Permits – as juniors and seniors in high school, most youth apprentices are sixteen years old or older. Wisconsin and federal laws do not limit the hours that sixteen and seventeen year olds may work, other than generally holding that they may not be employed or permitted to work during hours of required school attendance. Wis. Stats. § 118.15, youth apprentices however, as part of a “school work training or work study program,” may do so – Wis. Stats. § 118.15 (1)(c)(1).

It is also possible for a youth apprentice to be fifteen years old. The following table includes the hour limitations for 14 and 15 year olds found in Wis. Stats. § 103.68.

Maximum Hours of Work for 14 and 15-year old minors	After Labor Day through May 31	June 1 through Labor Day
Daily Hours		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
Weekly Hours		
Non-School Weeks	40 hours	40 hours
School Weeks	18 hours	18 hours
Permitted Time of Day	7 AM – 7 PM	7 AM – 9 PM

Work permits are not required for youth apprentices, per Wis. Stats. § 103.70(1).

Chapter Seven: Youth Apprenticeship Enrollment and Completion Procedures

Enrollment in cBASERS

cBASERS is the online enrollment system that YA consortia use to enroll students in the YA program. YA Regional Coordinator and delegates have access to cBASERS. The online enrollment process consists of filling out a number of informational fields related to the student and the apprenticeship, including student information, occupational pathway, employer information, related instruction courses being taken, and more.

Also, an Education & Training Agreement (ETA) must be uploaded into cBASERS for each student being enrolled. The ETA is a document which must be signed by the student, a school coordinator, an employer representative/mentor, the student's parent or guardian, and the YA Regional Coordinator. The ETA denotes the role and responsibilities for each of those parties. The fully signed ETA serves as confirmation by all parties that they understand the requirements and elements of the YA program. The ETA document is available here:

<https://dwd.wisconsin.gov/dwd/forms/dws/deta-9471-e.htm>

- ETA meetings should be conducted at the jobsite prior to the student starting work when possible, this helps to identify a work schedule, training topics, and provides a great communication method for expectations
- ETA meetings also ensure that the employer is following the proper safety and employment procedures needed to create a safe work environment for a student
- ETA shall be submitted to the YA Regional Coordinator email box – scya@wdbscw.org, and registered with DWD no later than thirty (30) days after the student is hired by an employer
- No student hours can be recorded prior to an ETA start date will be counted for YA certification
- School Coordinators collect Parent Release Forms

When all required cBASERS fields have been filled in and the ETA has been uploaded, a student registration form is available from DWD at:

<https://dwd.wisconsin.gov/dwd/forms/dws/ya/detw-14916-e.htm>

It is critical for YA Regional Coordinators to ensure that student records in cBASERS are accurate, including making any changes to the occupational pathways or related instruction fields when such changes have occurred after enrollment. Contradictory or false information contained in a student record in cBASERS at the end of an apprenticeship may result in non-completion.

- Students must be issued YA credit for the worksite in addition to related instruction

Student Performance

Students must:

- Maintain “good” standing and attendance at school and on the job
- Perform at an “acceptable” level in the related instruction and at the worksite (C or better)
- Comply with all work rules and requirements at worksite
- Meet with the mentor, their parent/guardian, and a school representative at least two times per year to review their progress in the program
- Local school coordinators must keep local records of student evaluation, OJL guides, proof of related instruction, and attendance records on file for three year.

Completion Procedures at the End of a Youth Apprenticeship

When a youth apprentice has completed the program requirements (at least 450 hours of employment per year, the required amount of related instruction, and has learned the required skills as listed in the appropriate OJL guide), the YA Regional Coordinator must fill in the “completion” section of the student record in cBASERS. A post-program completion survey is required by all students enrolled in YA.

The YA Regional Coordinator must upload the Employer Verification Form. This form serves as an attestation by the YA employer that the apprentice has worked the required number of hours and that they have sufficiently mastered the required competencies identified in the OJL guide.

The Employer Verification Form is available here:

<https://dwd.wisconsin.gov/dwd/forms/dws/deta-19880-e.htm>

When the completion field has been filled in and the Employer Verification Form has been uploaded, the YA Regional Coordinator can submit the completion of that youth apprentice. The day after a completion has been successfully entered, a youth apprentice’s Certificate of Occupational Proficiency is available via cBASERS to the YA Regional Coordinator to share with those who wish to have a copy of it.

Youth apprentices have until August 31 to complete the program requirements. YA Regional Coordinators have until September 30 to submit YA completions from the prior program/school year. Completion procedures should only be undertaken when a youth apprentice has finished their apprenticeship. Therefore, for those students apprenticing for two years, YA coordinators should not be filling out the completion section after the first year.

Students Ending YA Early

Graduating seniors still have up to 90 days after graduation to complete needed work hours for YA. If a student graduates early, they either need to take 1 full related credit during the first semester or enroll into a related course during the second semester at another institution.

Students who want to end YA after one year, can still complete out. Schools must obtain a completed OJL guide for their records with related instruction by August after Junior year and complete all necessary post-program forms and surveys.

Changing YA Program Areas (Level II Students)

A level II student who has a change of career pathway may change YA programs by:

- Submitting a completed Level I YA OJL guide
- Complete the post-program forms and Employer Verification Form for completed Level I
- Submit a NEW ETA and Data Sheet for a second Level I YA program area with the correct associated related instruction information (submit to SCYA@wdbscw.org for uploading into cBASERS)

A level II student who decides YA is not for them, will become either a termination or with approval, can be a level I completer, and return to a full school academic schedule.

- Submitted a completed Level I YA OJL guide
- Submit the post-program forms and Employer Verification Forms for completed Level I by 8/30 of the program year

Mentor Change Form

Complete a mentor change form as soon as you become aware of a new mentor, this will help to eliminate errors in the YA program, messaging to employers, and other communications.

Transfer to a Different Consortium

If a student moves from one consortium's coverage areas to another during the youth apprenticeship, DWD encourages consortia to collaborate to ensure that the student can complete the program. This may involve transferring the student to a new geographic area's consortium. A transfer requires agreement of both regional YA coordinators involved. The consortium that is relinquishing the student should terminate the student using cBASERS, checking the "Student has transferred to another consortium" option. Then, the consortium that is receiving the student must submit a new ETA and notify DWD YA staff of the transfer by emailing ya@dwd.wisconsin.gov

If the student transfers during a fiscal year, the original consortium may count that student toward their registration total for grant funding purposes during that year, the receiving consortium may not.

Terminations and Withdrawals from the YA Program

Employers may terminate a youth apprentice as they may their other employees. If a youth apprentice believes there has been a violation of the Wisconsin Fair Employment Law, they may file a complaint with the Equal Rights Division at DWD.

All parties to the ETA must meet to discuss a potential termination from the program and every effort should be made to provide opportunities for the youth apprentice to succeed in the program prior to a termination. Local school coordinators must submit a termination form to the YA Regional Coordinator for submission into cBASERS. This form must be received by the YA Regional Coordinator and entered into cBASERS within thirty (30) days of the end of the student participation in YA. Students shall not earn a full credit for YA if they do not complete the YA program.

If a youth apprentice voluntarily quits their YA employment, the YA consortium may attempt to assist the student in finding new employment to maintain enrollment in the program. As is the case with all students seeking a youth apprenticeship, however, their continued enrollment in the program is contingent on the employment being secured (and all other program requirements being met).

YA's who have completed the program requirements and have finished their apprenticeship, should be "completed" using cBASERS by September 30. Likewise, YA coordinators with a youth apprentice who is not going to complete the program, either because they are voluntarily withdrawing from the program or they have been unable to fulfill one or more of the program's requirements, should close out that student's status in the program by completing the "Termination" section in cBASERS student record by September 30.

All youth apprentices who remain in the cBASERS system (and are not continuing in the program) as of October 1, will be closed out by DWD YA staff.

Record Retention

YA grantees must maintain records they have created related to the YA grant and program. Affiliation agreements and partnership agreements which are required documents for the YA grant applications should be kept on file for at least two years after the YA grant contract is awarded so they may be reviewed by DWD staff as part of their biennial monitoring.

Chapter Eight: Program Evaluation and Monitoring

Wis. Stats. § 106.13 (3m)(e) provides that the following outcomes are requirements for youth apprenticeship consortia which receive grant funding by DWD.

- At least 80 percent of youth apprentices who participate in the program for 2 years must receive a high school diploma on completion of the youth apprenticeship
- At least 60 percent of youth apprentices who participate in the program for 2 years must be offered employment by the employer that provided the on-the-job training for the youth apprentice on completion of the youth apprenticeship

Youth Apprenticeship Program Monitoring

Two levels of monitoring exist to ensure that the statutory requirements are met and that the programs operate effectively: one conducted by the consortia themselves and one conducted by DWD staff.

- Regional consortia monitoring – monitor to ensure that the program and grant guidelines are being followed and that performance outcome requirements are being met. Review the YA Program monitoring document ([LINK NEEDED](#))
- DWD monitoring – oversees the operation of the regional youth apprenticeship programs through three methods (program/grant application process, desktop and on-site monitoring, and the review of required performance data)

Appendix 1 : Committees and Structure

Establishing committees and a clear organizational structure is essential for promoting transparency, efficiency, engagement, and communication within an organization. Committees provide focused forums for discussion, decision-making, and accountability, ensuring that various perspectives are considered and that responsibilities are shared. A defined structure clarifies roles and processes, helping the organization operate more efficiently and avoid duplication of effort. Regular committee meetings and reporting channels enhance internal communication, keeping all stakeholders informed and aligned.

Employer Alliance

At least one member of the School to Career Coordinators will be engaged in the Dane County Employer Alliance for the youth apprenticeship program. The Employer Alliance meets on a quarterly basis and has a mission to engage employers that host YA's in the Dane County area. In addition, this member will also attend the monthly (3rd Monday of the month) Skilled Trades Development Committee hosted by Madison Area Builders Association (MABA). This member will have a two year commitment to this committee.

YA Steering Committee

At least four members of the School to Career Coordinators will be engaged with the YA Steering Committee. The YA program requires a long-term commitment from employers, schools, and the community. The YA Steering Committee are champions that have been identified in the consortia and are required for the grant to be approved by the DWD. The YA Steering Committee meets twice a year, but at the discretion, can meet up to four times a year. The YA Steering Committee is a sounding board for the Employer Alliance with any policy or procedure issues that are identified to be discussed and put forth to DWD for consideration, reviews performance data, discusses related instruction, and is a collaborative environment to share best practices. These members will have a four year commitment, with two members rotating out of the committee in conjunction with the two year YA grant cycle.

WDBSCW Voice Committee

At least four members of the School to Career Coordinators will be part of the WDBSCW Voice Committee. To enhance responsiveness, foster innovation, and ensure meaningful engagement within the STC's and the WDBSCW —an executive-style subcommittee to be empowered to make timely decisions on immediate matters, serve as a sounding board for strategic discussions, and lead the exploration of new ideas and initiatives. By streamlining input and focusing engagement through this dedicated group, we can accelerate action, elevate key voices, and more effectively align our efforts with the group's broader goals and evolving

priorities. Members of this committee have a four year staggered start, with a total of four years of committee commitment.

Off Year and/or Alternate

At least two members will have an off year or be established as an alternative representative to serve on a different committee each year, as needed.

Monthly STC Meetings

The second Thursday of each month, all School to Career Coordinators will meet with WDBSCW representatives to support and strengthen the YA programming in Dane County. These collaborative sessions provide a consistent forum for discussing best practices, sharing updates, and identifying opportunities for program growth and innovation. These meetings will ensure the YA program remains responsive, effective, and aligned with the region's workforce development needs and goals.