

Apprenticeships Tools

With apprenticeships existing nationwide, there are templates, checklists and guides that may prove useful with your program. Young Invincibles reviewed apprenticeship programs in Illinois, Wisconsin, Colorado, Georgia as well as U.S. Department of Labor apprenticeship programs to aggregate the resources listed below. The materials may require adaptation, but provide an example for programs to build from. All materials are available in [this Google Drive Folder](#) and the content subfolder structure is described below.

Mentorship

- Mentorship Selection & Preparation: Tips for selecting and preparing mentors/worksite supervisors. Document includes an assessment on key skillsets mentors should hold.
- Manager Guide: Guide for mentors on working with youth apprenticeships. Key tips including making the apprentice feel like part of the team and providing clear expectations.

Behavior Correction

- Complaint Log: Form for any party (including apprentices, parents, teachers, or an employer) for noting an issue. Program sponsors should have a formal system for tracking and working through issues noted through the complaint log.
- Termination Form: Form for tracking why an apprentice is no longer participating in the program. Note: Except with significant offenses, which are determined in advance, termination should only occur only after several efforts have been made to remedy the challenges.

Program Partnerships

- Partnership Roles: Chart mapping out key activities for apprenticeship programs, which can serve as tool for coordinating work across apprenticeship program partners.
- Sample employer, school, apprentice, and parent expectations and forms: A program's policies, including expectations for apprentices, schools, parents, and employers, and corresponding forms, taken from a youth apprenticeship program in Wisconsin.
- Agreement between program sponsor and employer: Sample agreement form between an employer and an education institution.
- Agreement between apprentice and sponsor: There are three sample agreement forms between an apprentice and the program sponsor. If your program involves participants under the age of 18, a parent or guardian signature is recommended.



Sources

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