

RESPONSIBILITIES

Responsibilities OF PARTICIPATING BUSINESS/INDUSTRY

- participate in the development of apprenticeship standards with the Department of Labor,
- work with the schools to create a comprehensive work process for the apprentice,
- interview and select potential high school/youth apprentices for your company,
- pay wages 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.

Responsibilities OF THE DEPARTMENT OF LABOR

- develop a comprehensive, detailed work process that identifies a clear career path with industry standards and educational requirements,
- interpret for schools and employers the application of child labor laws that apply to the high school apprenticeship program,
- assist industries in developing the work process and standards of apprenticeship,
- monitor the program,
- issue certificate of achievement at high school graduation, journeyman certificate, upon completion,
- issue certificate of completion as appropriate.

Responsibilities OF THE SCHOOL

- assist with apprentice selection,
- provide a coordinator/school mentor who will give career counseling and guidance to the high school apprentice,
- coordinate school-based and work-based learning,
- coordinate the apprenticeship program with the North Carolina Department of Labor, governmental agencies and business partners,
- provide flexibility for the apprentice in course scheduling,
- evaluate the apprenticeship program and award credit toward high school graduation,
- maintain contact with parents.

Responsibilities OF THE APPRENTICE

- comply with guidelines established by the school and the employer for the apprenticeship program,
- commit to a long-term occupational and educational program,
- assume the role of worker and learner at the work-site,
- maintain apprenticeship training records,
- obtain a work permit when appropriate.

Responsibilities OF PARENTS

- provide consent for students to participate in the program,
- provide the apprentice encouragement to perform at a high level of academic and technical skill attainment relating to all aspects of the industry,
- meet with the school, the Department of Labor Apprenticeship and Training Consultant and the employer during establishment of the program.

High School Apprenticeship



A COLLEGE
TECH PREP
STRATEGY



Public Schools of North Carolina
State Board of Education • Phil Kirk, Jr., Chairman
NC Department of Public Instruction • Michael E. Ward, State Superintendent
NC Department of Labor • Cherie K. Berry, Commissioner of Labor

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HIGH SCHOOL apprenticeship program

High School Apprenticeship MAY BE FOR YOUR COMPANY IF YOU WANT TO:

- increase productivity and have highly skilled employees,
- participate in training of students as they enter the workforce, thereby reducing turnover,
- reduce the cost of training and retraining,
- attract adequate numbers of highly qualified job applicants,
- establish a communication link between business/industry and the education system.

What is a High School APPRENTICESHIP PROGRAM?

- an industry – driven education and career training program based on recognized industry standards,
- a strategy to prepare youth to be high performance workers and lifelong learners,
- a means by which employers address current and projected employment needs through work-based and school-based learning,
- a partnership among business/industry, education, government, parents and youth apprentices.

How does a High School APPRENTICESHIP OPERATE?

- the apprentice enters an apprenticeship in the junior or senior year in high school (minimum age 16),
- the apprentice works on a part-time basis during the school year and full time in the summer,
- the apprentice's work-based learning is monitored and evaluated by the employer,
- related academic and technical instruction is coordinated by the school to connect work-based and school-based learning,
- after graduating from high school, the student continues in the apprenticeship program full-time,
- after graduation the apprentice continues his/her related instruction, usually at the local technical/community college,
- when the apprentice successfully completes the required number of hours of work-based learning and related classroom instruction, certification of occupational and academic mastery is awarded.

As technology and global competition increase the need for a well-educated and highly skilled workforce, business and industry in North Carolina will only be as strong as the quality of its' workforce. Ensuring that your company remains competitive requires investing in the quality of your employees. One way to do this is through the High School Apprenticeship Program.



How can I get more information?

Contact the North Carolina Department of Labor at 800.LABOR.NC or the Department of Public Instruction, Workforce Development at 919.807.3872.

Contact the Director of Workforce Development in your local school system.