

Division of Career and Technical Education
PRE-APPRENTICESHIP INSTRUCTOR MANUAL



2021 - 2022

Work-Based Learning

Work-Based Learning is defined as a structured learning experience at the worksite for a specific timeframe that leads to a career path (Workforce Innovation and Opportunity Act). WBL programs contain three key components: the alignment of classroom and workplace learning; application of academic, technical, and employability skills in a work setting; and support from classroom and worksite mentors (cte.ed.gov/wbltoolkit/).

The Division of Career and Technical Education offers four types of work-based learning opportunities:

1. Internship
2. Career Practicum
2. Youth Apprenticeship
3. Pre-Apprenticeship

Internship is experiential learning that can be paid or unpaid which integrates knowledge and theory learning in the classroom with practical application and skills development in a professional setting. Students will earn an industry recognized credential while in the program. Students in grades 10 - 12 are eligible to enroll in this course. It will not count toward concentrator status.

Career Practicum is an unpaid work experience designed to assist students in grades 11 – 12 in their specific CTE career pathway where students earn an industry recognized credential in one of many high-demand occupations. A student must be at least 16 years of age. The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

Youth Apprenticeship must be a paid work experience designed to assist students in grades 11 - 12 in their specific CTE career pathway where students receive a paycheck through work while earning an industry recognized credential in one of many high-demand occupations. A student must be at least 16 years of age. **This course is eligible for an employer tax credit.** The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

Pre-Apprenticeship is defined as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Department of Labor Apprenticeship (DOL) program and has a documented partnership with at least one, if not more, Registered DOL Apprenticeship Programs. It may be an unpaid or paid Pre-Apprenticeship. A student must be at least 16 years of age. This course is eligible for an employer tax credit, if paid. Completers of this program may be given special consideration for entry into a DOL apprenticeship program and/or applied time served or credits earned toward fulfilling program requirements.

For any questions, call the Office of Career Readiness/Work-Based Learning at (501) 682-4834.

Course Codes:

Course Name	Code
<i>Pre-Apprenticeship I</i>	490110
<i>Pre-Apprenticeship II</i>	490120
<i>Pre-Apprenticeship III</i>	490130
<i>Pre-Apprenticeship IV</i>	490140

COURSE DESCRIPTION

The Pre-Apprenticeship program is an unpaid or paid program designed to prepare students for entry into a Department of Labor registered apprenticeship program. Instruction may vary in length and scope and may include basic skills training, academic skills remediation, or an introduction to the industry. The training and curriculum are on a school-by-school basis, are based on industry standards, and approved by the documented Registered Department of Labor (DOL) Apprenticeship Partner(s) that will prepare individuals with skills and competencies needed to enter one or more Registered DOL Apprenticeship Programs. Therefore, the industry partner and the Registered DOL Apprenticeship partner(s) for the school will determine the curriculum and requirements for the course. Completers of this program may be given special consideration for entry into an apprenticeship program and/or applied time served or credits earned toward fulfilling program requirements (2018 Advanced CTE, Career Technical Education Glossary). It may be considered as an elective course in becoming a CTE concentrator.

This course is eligible for employer tax credit.

The number of classroom instruction hours may apply to the hours required for a Department of Labor registered apprenticeship program. The Pre-Apprenticeship must be sponsored by a least one Department of Labor registered apprenticeship program. Pre-Apprenticeship programs must follow the guidelines provided by the Arkansas Apprenticeship Coordination Steering Committee, the Arkansas Department of Commerce, and Office of Skills Development.

According to the U.S. Department of Labor Training and Employment Notice dated November 30, 2012, a quality Pre-Apprenticeship program incorporates the following:

1. Approved training and curriculum—based on industry standards and approved by Department of Labor registered apprenticeship program sponsor(s).
2. Strategies for long-term success—to increase opportunities in Department of Labor registered apprenticeship programs for under-represented, disadvantages, or low-skills individuals.
3. Access to appropriate support services during Pre-Apprenticeship program and during the Department of Labor registered apprenticeship program.
4. Promotes greater use of registered apprenticeship to increase future opportunities.
5. Meaningful hands-on training that does not displace paid employees—using simulated lab experience or volunteer opportunities which do not supplant a paid employee.
6. Facilitated direct entry into registered apprenticeship programs and/or articulation agreement to receive advanced credit/placement for skills and competencies acquired.

ELIGIBILITY OF STUDENTS

The Pre-Apprenticeship course is designed to serve 11- 12-grade students that are at least 16 years of age who are in good academic standing. The Pre-Apprenticeship course includes classroom and training instruction as well as hands-on training in a simulated lab experience or through volunteer opportunities that accurately simulate the industry and occupational conditions. Each classroom and hands-on training competency a student successfully completes is documented.

Course Credits

Students can earn up to 4 credits, in a two year period.

Course Name	Course Code	Hours of Classroom Instruction - Semester	Hours of Work Experience – Semester	Credits Earned
Pre-Apprenticeship I	490110	Determined by Pre-Apprenticeship	Determined by Pre-Apprenticeship	1 credit
Pre-Apprenticeship II	490120	Determined by Pre-Apprenticeship	Determined by Pre-Apprenticeship	1 credit
Pre-Apprenticeship III	490130	Determined by Pre-Apprenticeship	Determined by Pre-Apprenticeship	1 credit
Pre-Apprenticeship IV	490140	Determined by Pre-Apprenticeship	Determined by Pre-Apprenticeship	1 credit

A Training Plan shall be completed by the Pre-Apprenticeship teacher, student, and supervisor for each student and submitted to the Office of Career Readiness/Work-Based Learning annually.

CLASSROOM AND WORKSITE EXPECTATIONS:

1. The Pre-Apprenticeship experience training is aligned to prepare students for entry into a Department of Labor registered apprenticeship program.
 - a. The CTE staff will clearly define roles and supervise the work-based learning experiences.
 - b. Evaluate qualities of effective pre-apprentices.
 - c. Analyze personal work ethics and soft skills needed in the workplace.
 - d. Identify behaviors essential to succeed in the workplace.
 - e. Provide meaningful interaction, communication, leadership, and team building skills.

PROGRAM OUTCOMES:

1. Develop a partnership with industry, as well as Registered DOL Apprenticeship program sponsor, to help prepare students for entry into a Department of Labor registered apprenticeship program.
2. Cultivate the benefits of having a positive verbal and non-verbal attitude.
3. Develop career attributes for students to be successful in the workplace.
4. Improve communication, leadership, and team building skills.
5. Be aware of all aspects of personal finance.

ESSENTIAL ELEMENTS OF PRE-APPRENTICESHIP TEACHER:

1. Pre-Apprenticeship shall be coordinated at the local level by at least one Pre-Apprenticeship teacher who:
 - a. currently has a valid Arkansas teaching license; AND;
 - b. is endorsed with the 412 licensure code; AND,
 - c. a vendor instructor.

PRE-APPRENTICESHIP TEACHER SUPERVISION PERIOD REQUIRED

1. One supervision period for 1-25 students
2. Two supervision periods for 26-50 students
3. Three supervision periods for 51 or more students.
The conference/planning period may count as one of the three (3) supervision periods.

Examples of documents are included in this manual for your use. These documents may be revised to meet the needs of the school and industry partners. Documents used by the curriculum vendor may also substitute for the provided examples.

The below, revised, or substituted forms are required to be kept on file:

1. Student Application Form
2. Recommendation Forms
3. Site Agreement

4. Student/Guardian Agreement
5. Student Training Plan – This is the goals and expectations of the student.
6. Supervisor Evaluation Forms
7. Copy of Check stub, if applicable
8. Pre-Apprenticeship Placement Report
9. Pre-Apprenticeship Accountability Report

The following documents are required to be submitted to the Office of Career Readiness/Work-Based Learning:

1. Student Training Plan – October 1
2. Pre-Apprenticeship Placement Report – October 1 and January 15
3. Pre-Apprenticeship Accountability Report – October 30, January 10, March 30, and May 20.

Responsibility Guidelines

Student	<ul style="list-style-type: none"> • Academic standing of a least a 2.0 on a 4.0 scale. • Acceptable attendance record as determined by the school administration. • Recommendation forms and written recommendations from a counselor, a teacher in the student's career major area, and an academic teacher. • Complete Pre-Apprenticeship application form. • Applicable Pre-Apprenticeship Training Plan. • Complete and sign site agreement. • Provide transportation. • Complete and maintain Student Experience form. • Maximum length of enrollment in the Pre-Apprenticeship program shall be two years. • Complete a self-evaluation in December and May.
Pre-Apprenticeship Teacher	<ul style="list-style-type: none"> • Provide students with classroom instruction in curriculum that reinforces basic workplace skills and soft skills. • Conduct public presentations to organizations to promote program. • Work with apprentice to develop a Pre-Apprenticeship experience for students. • Applicable Pre-Apprenticeship Training Plan. • Complete and sign site agreement. • Visit potential sites before placing students with industry. • Conduct four visits (one per quarter) to student worksites and complete Site Visit Form. • Create and sign a site agreement. • Develop a contract between school and students. • Maintain the four evaluation and/or improvement plans for students: <ul style="list-style-type: none"> • Mid-October, Mid-December, Mid-March, and Mid-May • Submit Pre-Apprenticeship Placement Report to the Office of Career Readiness/Work-Based Learning on October 1 and January 15. • Submit Pre-Apprenticeship Accountability to the Office of Career Readiness/Work-Based Learning on October 30, January 10, March 30, and May 20.
Training Supervisor	<ul style="list-style-type: none"> • Meet with Pre-Apprenticeship teacher to review standards of Pre-Apprenticeship program. • Provide safe conditions. • Complete and sign a site agreement. • Provide safety instructions to the student for all tasks and duties to be performed. • Meet and/or communicate with the Pre-Apprenticeship teacher at periodic intervals to discuss the student's progress. • Mentor students in developing their job skills and knowledge. • Monitor student's attendance. • Complete evaluation and/or improvement plans for students: <ul style="list-style-type: none"> • Mid-October, Mid-December, Mid-March, and Mid-May
Administration	<ul style="list-style-type: none"> • Provide Pre-Apprenticeship teacher time for adequate supervision according to Page 5. • Support and implement rules and regulations related to student release time and procedures.
Parent/Guardian	<ul style="list-style-type: none"> • Complete and sign site agreement.

Student Signature: _____

High School Pre-Apprenticeship Program APPLICATION FORM (EXAMPLE)

(Print Legibly in Blue or Black Ink)

First Name:			Middle Name:			Last Name:		
Age:				Date of Birth:				
Address:			City:			State:		
Home Phone: (if available)				Cell Phone:				
Driver's License:				Access to Transportation:				
Sex: (circle one) Male Female				Grade next Fall:				
Parent/Guardian Name:			Cell Phone:			Work Phone:		
			Address if different than above address:					

CTE Program Area: Check one	<ul style="list-style-type: none"> <input type="radio"/> AGRICULTURE <input type="radio"/> BUSINESS AND MARKETING <input type="radio"/> FAMILY AND CONSUMER SCIENCE <input type="radio"/> STEM <input type="radio"/> TRADE AND INDUSTRY
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Please write one paragraph describing your career goals, why you are interested in the Pre-Apprenticeship program, and the Pre-Apprenticeship position that you are interested in working.

Do you have obligations next year that could interfere with your ability to work at least _____ hours daily in the Pre-Apprenticeship program? Yes No

If yes, explain _____

Number of Absences this year:		Number of Tardies this Year	
Previous Work Experience:	Name of Business:	Full Time Part Time	
Job Description:			
Are you currently employed?		If yes, where?	

Applicant Questions:

1. What do you expect to gain from this Pre-Apprenticeship?
2. Do you prefer to work alone or in a team? Why?
3. Describe yourself in three words.

Attach Resume

I have read and completed this application. I understand that if I am selected to participate in this program, I will commit at least _____ hours per week outside of school to the program. I will provide my own transportation. I understand that I will be terminated from the program, as well as any related employment, if I fail to meet the Pre-Apprenticeship requirements.

Student Signature: _____ **Date:** _____

I understand that if my son/daughter is selected to participate in the program, he/she will have to provide his/her own transportation and commit _____ hours of work each week to the program.

Parent/Guardian Signature: _____ **Date:** _____

SITE AGREEMENT

The following training agreement needs to be completed by the student, a parent or guardian of the student, worksite supervisor, and Pre-Apprenticeship teacher.

Training Site/Supervisor

1. The supervisor at the training site will complete evaluations as scheduled by the Pre-Apprenticeship teacher.
2. The student employment will be within the provisions of all state and federal child labor laws and existing labor management agreements.
3. The employer will accept and assign students to jobs without discrimination based on race, color, national origin, gender, or handicap.
4. The employer/facility will provide adequate staffing in the instructional areas so that no student will be expected to perform duties without supervision.
5. Report a worksite related injury to the Youth Apprenticeship teacher immediately.
6. The employer/facility will provide an opportunity for the student to keep up to date with policy and new technology by notifying the school of changes in policy and technology.
7. To assure that the employer/facility has sufficient resources to meet its obligations under the agreement; both parties shall confer prior to the start of each semester regarding the students who will participate in the program at the facility and their approximate schedule for the semester.
8. It is the responsibility of the student, parent and the employer/facility to notify the Pre-Apprenticeship teacher in writing of any accident that occurred while at the training site.

Training Facility:	
Training Supervisor:	Contact Information:
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i>	
Supervisor Signature: _____ Date: _____	

INSTRUCTOR AGREEMENT

School/Pre-Apprenticeship Teacher Agreement

1. The Pre-Apprenticeship teacher will visit and/or contact the training site supervisor four times (one per quarter) to assess the student learner, to discuss the student's progress, and find out what related instruction is needed.
2. The Pre-Apprenticeship teacher will facilitate instruction in the classroom with the Department of Labor partner.
3. The school assumes full responsibility for offering an accredited education program.
4. A student may be removed due to the lack of attendance.
5. Students and faculty will abide by existing rules and regulations of the Pre-Apprenticeship program. Students may be removed immediately that are not following the guidelines of the Pre-Apprenticeship program.

Pre-Apprenticeship Teacher Name:	Contact Information:
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i>	
Pre-Apprenticeship Teacher Signature: _____ Date: _____	

STUDENT/GUARDIAN AGREEMENT

Students will:

1. Complete designated instructional time and curriculum while maintaining academic grades, attendance, and graduation requirements to progress to the Pre-Apprenticeship experience.
2. Complete the designated minimum hours of supervised training at assigned worksite as directed by the school program.
3. Maintain minimum dress standards determined by your worksite and/or program coordinator for professionalism and safety expectations.
4. Perform skills at the training worksite that are appropriate and within the training plan.
5. Contact the employer and Pre-Apprenticeship teacher prior to their scheduled work time, if they will be absent from or tardy to the training facility for any reason.
6. Provide his/her own transportation to and from the worksite.
7. Remain at the worksite unless a request to transfer is approved by the Pre-Apprenticeship teacher. All worksites must be approved by the Pre-Apprenticeship teacher.
8. Be removed from the program if not meeting requirements.
9. Report a worksite related injury to the Pre-Apprenticeship teacher immediately.
10. Follow the provisions of the state and federal child labor laws.
11. Students must follow all confidentiality rules of the training site.

Student Name:
High School:
Parent or Guardian Name:
Parent or Guardian contact information:
Program Placement:
<i>I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.</i> Student Signature: _____ Date: _____ <i>I have read the above training agreement and understand the responsibilities assigned to my child and the relationship to the program.</i> Parent/Guardian Signature: _____ Date: _____

Pre-Apprenticeship Student Training Plan

Student Name			
Pre-Apprenticeship Position			
Employer/Host			
Supervisor Title			
E-mail		Phone Number	

Career Clusters	<ul style="list-style-type: none"> ○ Agriculture, Food and Natural Resources (AG) ○ Architecture and Construction (STEM) ○ Architecture and Construction (T&I) ○ Arts, A/V Technology and Communications (FCS) ○ Arts, A/V Technology and Communications (T&I) ○ Business Management & Administration (BUS) ○ Education and Training (FCS) ○ Government & Public Administration (T&I) ○ Finance (BUS) ○ Health Science (STEM) ○ Health Science (T&I) ○ Hospitality and Tourism (BUS) ○ Hospitality and Tourism (FCS) ○ Human Services (FCS) ○ Information Technology (STEM) ○ Manufacturing (T&I) ○ Marketing, Sales, & Service (BUS) ○ Law, Public Safety, Corrections, & Security (T&I) ○ STEM ○ Transportation, Distribution, & Logistics (T&I) ○ Transportation, Distribution, & Logistics (BUS)
Continuing Education Goals	<ul style="list-style-type: none"> ○ Business and Industry Training Program ○ Two-year college ○ Four-year college ○ Branch of the military ○ Apprenticeship ○ Employment
Continuing Education Goals	<p>When:</p> <p>Where:</p> <p>Program:</p>

Continued Student Training Plan

The student completes the following portion of the content standards based training plan in collaboration with the supervisor and teacher. Each standard should be related to the content of the chosen CTE career pathway. Standards from related course frameworks in the chosen program of student can be utilized. For each standard, please list methods to develop the skill at the worksite along with how the supervisor and teacher will assess the skill. Supervisors and teachers need to initial to approve.

Standard#1		
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials
	How will the standard be assessed by the teacher?	Teacher Initials
2.		
Standard#2		
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials
	How will the standard be assessed by the teacher?	Teacher Initials
2.		
Standard#3		
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials
	How will the standard be assessed by the teacher?	Teacher Initials
2.		
Standard#4		
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials
	How will the standard be assessed by the teacher?	Teacher Initials
2.		
Standard#5		
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials
	How will the standard be assessed by the teacher?	Teacher Initials
2.		

Hazardous Equipment – Training Plan

Equipment	Use or purpose of equipment

Required Signatures

Student Name (Printed): _____

Student Signature: _____ Date: _____

Supervisor Name (Printed): _____

Supervisor Signature: _____ Date: _____

Pre-Apprenticeship Teacher Name (Printed): _____

Pre-Apprenticeship Teacher Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

PRE-APPRENTICESHIP PLACEMENT REPORT

The report will be added to our website with a link to download.

This report must be sent to the Office of Career Readiness/Work-Based Learning on October 1 and January 15. On the January 15 tab at the bottom of the spreadsheet only list additional students, dropped students, and any change in employer on the January 15 tab.

On the January 15 placement tab, list the previous year's seniors.

PRE-APRENTICESHIP ACCOUNTABILITY REPORT

The report will be added to our website with a link to download.

This report must be sent to the Office of Career Readiness/Work-Based Learning by October 30, January 10, March 30, and May 20.

High School Pre-Apprenticeship Recommendation Form (EXAMPLE)

Student Name _____ Grade: _____

School _____

CTE Career Pathway Area _____

	Below Average	Average	Above Average	Excellent	No Basis for Judgment
Responsibility					
Attitude					
Effort					
Interpersonal Skills					
Personal Values and Ethics					

Please give reasons for your ratings and other comments indicating your estimation of this student's qualifications. Please attach this to your recommendation letter.

C O N F I D E N T I A L I N F O R M A T I O N

DO NOT GIVE BACK TO STUDENT---RETURN TO: _____ by:

Attach to written recommendation letter.

Use school mail box or mail to:

Please check one:

_____ I **recommend** that the above student be accepted into the Pre-Apprenticeship Program.

_____ I **do not recommend** that the above student be accepted into the Pre-Apprenticeship Program.

Signature

Subject Taught or Relationship

Date

Student Experience Form (Example)

Student Name		
Worksite Location		
Supervisor Name Contact Information		
Week 1	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 2	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 3	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 4	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 5	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 6	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 7	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		

Week 8	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 9	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		

Student Signature: _____

Supervisor Signature: _____

Comments:

Pre-Apprenticeship Teacher Site Visit Record (Example)

Student's Name		Date and Time	
Site		Site Supervisor	
Contact Person (today's visit)			

Purpose of Visit: Student Observation Conference
 Problem Resolution Other: _____

This form must be completed for work site visits. Remember to record observations, actions to be taken, and recommendations. Identify specific strengths and needed improvements.

General Observations:

Student Conference/Comments:

Worksite Supervisor Conference/Comments:

Pre-Apprenticeship Teacher Signature: _____

Student Signature: _____

PLACEMENT SUPERVISOR EVALUATION REPORT (EXAMPLE)

Student Name _____ Completion Deadline _____

Employer Name _____ Training Supervisor _____

Grading Period _____ Pre-Apprenticeship Teacher _____ Phone _____

Please indicate, on the scale from 1 to 10, your estimate of the student in each area. Omit any traits that do not apply or cannot be properly evaluated at this time. It is suggested that you take time to discuss the evaluation with the student after it is completed.

PERFORMANCE ON THE JOB:

Quality of Work	Speed	Care of Working Area	Job Learning
10 Very accurate and thorough	10 Very Fast	10 Very clean and orderly	10 Learns exceptionally well
9	9	9	9
8 Careful, rarely inadequate	8 Fast	8 Keeps area clean	8 Learns with ease
7	7	7	7
6 Usually accurate	6 Average	6 Average	6 Learns adequately
5	5	5	5
4 Careless	4 Slow	4 Careless	4 Learns with difficulty
3	3	3	3
2 Makes many errors	2 Very Slow	2 Very untidy	2 Little or no learning
1	1	1	1

Use of Working Time	Initiative	Use of Job Materials	Attendance
10 Very busy	10 Self-motivated	10 Very careful	10 Always prompt and present when scheduled
9	9	9	9
8 Busy	8 Needs little direction	8 Above average	8 Seldom off – valid reasons only
7	7	7	7
6 Average	6 Performs as instructed	6 Acceptable	6 Absent occasionally
5	5	5	5
4 Needs to improve	4 Not a self-starter	4 Careless	4 Above average absences
3	3	3	3
2 Very wasteful	2 Must always be told what to do	2 Wasteful	2 Excessive absences
1	1	1	1

ATTITUDES TOWARD WORK

Attitude Toward Fellow Workers	Attitude Toward Superiors	Customer Contact
10 Very cooperative and friendly	10 Very respectful, helpful, accepts criticism	10 Very courteous
9	9	9
8 Cooperative and friendly	8 Respectful, helpful, accepts criticism	8 Pleasant and helpful
7	7	7
6 Cooperative	6 Average	6 Average
5	5	5
4 Has a negative attitude	4 Does not accept criticism	4 Needs improvement
3	3	3
2 Unable to get along	2 Disrespectful	2 Discourteous
1	1	1

Enthusiasm	Responsibility	Dress and Grooming
10 Very eager to learn	10 Accepts readily and handles well	10 Always good
9	9	9
8 Enjoys work	8 Accepts willingly	8 Most often good
7	7	7
6 Average	6 Accepts	6 Occasionally poor
5	5	5
4 Shows little interest in job	4 Needs to improve	4 Often poor and inappropriate
3	3	3
2 Does not seem to like work	2 Unsatisfactory	2 Always inappropriate
1	1	1

