

High School



Apprenticeship



Handbook

Issued by
the North Carolina Department of Labor, Apprenticeship and Training
and the Public Schools of North Carolina. Workforce Development

high school apprenticeship



Preface

This handbook serves as a guide for local education agencies to use in developing and administering high school/youth apprenticeship programs. High school/youth apprenticeship is an instructional method that provides an intense work-based learning opportunity that leads individuals to a career in the primary job market.

The contents of this handbook will define high school/youth apprenticeship how to establish a program and the responsibilities of each key player. Apprenticeship is the highest form of workbased learning and will magnify the role and effectiveness of high school workforce development education.



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UNIT 1

What is Apprenticeship?

Apprenticeship is one of the oldest methods of career preparation. High school/youth apprenticeship is an industry-driven education and career training program based on recognized industry standards. It is a means by which employers address current and projected employment needs. This program is a partnership among business, industry, education, government, parents and youth apprentices.

Apprenticeship is a system of skilled occupational training that combines practical work experiences with related academic and technical instruction. An apprentice works on the job for a sponsor and is taught and supervised by a journeyman in that occupation. The preplanned progressively challenging apprenticeship experiences usually extends two to four years. The apprentice must successfully complete related instruction chosen by the employer. High school apprenticeship related training is usually taught at the high school. The employer may apply hours earned in high school toward the adult apprenticeship. The apprentice is formally evaluated periodically and granted wage increases for satisfactory progress. Upon completion of the work process and the related instruction, the apprentice is skilled and knowledgeable and will receive certification as a journeyman in the field.

Characteristics of Apprenticeship

- A system of voluntary employee training.
- A system of training that combines classroom related instruction with structured work- based learning. Apprentices attend class and are taught skills on the job.
- A system that utilizes a skilled journeyman to instruct the apprentice. This is accomplished as part of the work-based training.
- A system of training that requires employment by an employer who has a direct need for trainees in the occupation.
- A system of training that must be sponsored by an employer, a group of employers, or an employer associated entity.
- A system of training that can be jointly sponsored by an employer, a group of employers an individual employer and/or an organized labor organization.
- A system that provides for a portable credential.

- A system of training that is established for the highly skilled technician, crafts-person or mechanic. As a matter of practicality apprenticeship programs are not usually established in occupations that do not have a good wage potential.
- A system that usually takes two to four years to complete and requires at least 144 hours of related instruction for each 2,000 hours of work-based instruction.
- A system that is registered and monitored by the N.C. Department of Labor, Apprenticeship and Training Division. The Division provides assistance to the employer and to the apprentice and certifies both the training program and the newly trained journeyman.

Characteristics of High School Apprenticeship

- Provides work-based learning opportunities for young people that are at least 16 years of age and pursuing a high school diploma or its equivalent.
- Provides work-based learning for students in a real job environment with specific objectives and competencies.
- Provides income for the student.
- Creates an environment that requires students to relate academics to work-based activities.
- Involves employers directly with the local school district and the high school. Employers are directly involved as a participant in the program. A natural consequence is direct communications and a continuing relationship between the high school, community college, N.C. Department of Labor Apprenticeship and Training Division and employers.
- Provide students an opportunity to learn skills necessary for a career with high earning potential, personal growth and continued workplace learning after graduation.
- Provides a seamless career pathway.
- Provides a head start to adult apprenticeship.

UNIT 2

Developing A High School Apprenticeship Program

High school apprenticeship programs must be jointly developed by the local school district, a sponsoring business partner, and the N.C. Department of Labor Apprenticeship and Training Division. Only programs that involve the local N.C. Department of Labor Apprenticeship Consultant and programs that register their apprentices will be considered a high school/youth apprenticeship. The following decisions should be considered when developing a high school apprenticeship program.

Program Development Decisions

- Contact the local N.C. Department of Labor Apprenticeship Consultant.
- Decide what type of high school apprenticeship model will work best.
- Review the local labor market to determine possible occupations for training.
- Recruit prospective employers.
- Develop program guidelines applicable to the Local Education Agency (LEA) as delineated in Unit 3.
- Secure appropriate resources including support staff, travel funds, postage, etc.
- Develop an articulation with post-secondary education.
- Recruit the prospective student apprentices.
- Inform students and employers that apprentices under the age of 18 must obtain a work permit.
- Match students with the employers and occupations.
- Register the program with the N.C. Department of Labor Apprenticeship and Training Division. This will be accomplished via the apprenticeship consultant.
- Evaluate the program and apprentices.

It is important to remember that the program will begin in high school and may continue with the community college leading to an associate of applied science degree or a two year certificate. After graduation the student will be able to continue the apprenticeship. Related instruction will be articulated between the high schools and the community college. Registered high school apprenticeship program hours are applied toward the journeyman certificate.

How The Program Works

Apprenticeship is an industry driven program based on industry standards. It must be administered in accordance with the Standards of Apprenticeship. The standards are agreed to by all parties when the program is developed and registered.

- After considering individual employment and training needs, an employer or group of employers, in collaboration with the North Carolina Department of Labor, develops the content for the “Standards of Apprenticeship.” The components of the standards include:
 - Program Operation
 - Schedule of Work Process
 - Schedule of Related Instruction
 - Progressive Wage Schedule

Programs are then expected to operate in accordance with their own registered standards.

- Upon approval of the standards the employer and apprentice enter into a written agreement. The employer agrees to train the apprentice in accordance with the registered standards. The apprentice agrees to work at assigned tasks and to master related instruction. The work-based training component includes competencies that must be mastered on the job. These competencies are called The Work Process.
- During the training period the employer evaluates the progress made by the apprentice both on the job and in the classroom. Satisfactory progress results in wage increases for the apprentice. The Progressive Wage Schedule is included in the apprenticeship agreement.
- During the training period the apprenticeship consultant will regularly visit the employer and apprentice to provide assistance and to assure that the program is operating within the guidelines of the “Standards of Apprenticeship.” The consultant is available to assist the employer with improvement of quality and to help solve any training problems that may occur during the implementation of the program. Once the training is satisfactorily completed the North Carolina Department of Labor will issue a nationally recognized Certificate of Completion to the new journeyman.
- During the development and operation of the program the school partner will collaborate with the Department of Labor Apprenticeship and Training Division and the business partner to monitor the student’s education and progress.

Key Player Responsibilities

The various key players in the high school/Youth apprenticeship partnership have specific responsibilities relating to the overall operation of the system. All of the key players must be prepared to work within the team and take the initiative for their special responsibilities. A list of the responsibilities include:

Responsibilities of Participating Business/Industry

- Participate in developing skill standards for the industry with the N.C. Department of Labor Apprenticeship and Training Division.
- Work with the N.C. Department of Labor Apprenticeship Consultant and schools to create a comprehensive Work Process for the apprentice.
- Interview and select potential high school/youth apprentices.
- Pay a progressive wage 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.
- Maintain apprenticeship training records.
- Certify technical skill proficiency.



Responsibilities of the N. C. Department of Labor

- Facilitate the development of a comprehensive apprenticeship program including a detailed Work Process that identifies a clear career path with industry standards and educational requirements.
- Promote high school/youth apprenticeship with local business and industry.
- Interpret for schools and employers the application of child labor laws that apply to high school/youth apprenticeship programs. (See Appendix 2)
- Guide industries in developing skill standards.
- Issue a certificate for hours completed during high school.
- Initiate and monitor an on-the-job training record system.
- Develop the “Standards of Apprenticeship” including:
 - Program Operation
 - Schedule of Work Process
 - Schedule of Related Instruction
 - Progressive Wage Schedule

Responsibilities of the School

- Assist with apprentice selection.
- Provide a coordinator/school mentor who will give career counseling and guidance to the high school/youth apprentice.
- Coordinate school-based and work-based learning activities.
- Coordinate the apprenticeship program with the N.C. Department of Labor, Apprenticeship and Training Division, business partners and appropriate governmental agencies.
- Provide flexibility for the apprentice in course scheduling.
- Evaluate the program and award credit toward high school graduation.
- Maintain contact with parents.
- Register the high school work based experiences with the N.C. Department of Labor Apprenticeship and Training Division.
- Promote high school/youth apprenticeship with local business and industry.

Responsibilities of the High School 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 dual role of employee and student at the worksite.
- Maintain apprenticeship training records.
- Obtain a work permit when under the age of 18.
- Maintain satisfactory performance in the work-based and school based environments.

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.

UNIT 3

Writing The Program Guidelines

Each LEA will need to develop program guidelines. Apprenticeship standards are established by the N. C. Department of Labor Apprenticeship and Training Division and are the minimum for any program. Local program standards may vary depending on the local needs and should be developed in conjunction with all participating constituencies. The school and LEA will take the lead in the development of guidelines but should include employers, parents, and other stakeholders in the process. Issues that should be considered may include the following:

- How much credit does the student receive for the apprenticeship program?
- Does the apprentice need to maintain a minimum grade point average?
- How will student GPA be monitored?
- If the apprentice falls below the established grade point average, will he\she be given a grace period to improve the grade?
- What steps will be involved in the screening process that determines which students are allowed to participate in the program?
- Must certain forms be developed or adapted for the program?
 - Application for admission to the apprenticeship program
 - Recommendation
 - Evaluation report
 - Notice of Acceptance
 - Other forms deemed necessary by the LEA or School
- How does a student apply for acceptance?
- What are the rules that must be followed by students enrolled in the high school/ youth apprenticeship program concerning attendance, summer experiences, termination of an agreement or other necessary considerations?

- Is it necessary to have an application and acceptance process within the school or LEA?
- How are students and parents notified of acceptance into the program?
- What are other standards that may be necessary for a particular LEA or school?

Program guidelines are very important for insuring that all stakeholders in the program understand what is expected and what the consequences will be if guidelines are not followed. Standards must be reasonable and real world. Apprenticeship is not a simulation of the world of work but rather a real world step toward meaningful employment for the apprentice. If guidelines and processes are given adequate consideration before implementation many problems with the apprenticeship program will be avoided. (See Appendix # 3)

UNIT 4

Questions and Answers

What is High School Apprenticeship?

High School Apprenticeship is a system of education that involves skills and knowledge development. The apprentice is required to complete 144 hours of classroom training for each 2,000 hours of on-the-job training. This system involves the Apprenticeship and Training Division of the N.C. Department of Labor, the high school, and the employer. The work experience is applied to the term of apprenticeship and will lead toward completing training necessary for a journeyman certificate.

What special requirements apply to high school apprentices?

A high school apprentice must be 16 years of age and pursuing a high school diploma or equivalent. The sponsor must conform to all federal and state child labor laws. Before beginning employment all workers under 18 must obtain a work permit. Some exemptions to the child labor laws do exist that allow apprentices to perform otherwise hazardous jobs.

What occupations are apprenticeable?

The Bureau of Apprenticeship and Training officially recognizes more than 800 occupations as apprenticeable. Apprenticeable occupations can be found in almost every industry in the state. A minimum of 144 related hours and (2,000 hours) on-the-job must be included for each year of training. An apprenticeable occupation requires a minimum of one year of on-the-job training.

What will prevent a high school apprentice from dropping out of school?

An apprentice must be a high school graduate, a high school completer, have completed the equivalency examination (GED), or currently be enrolled in an academic program that will lead to a diploma. If a high school apprentice drops out of school, he/she will be dropped from the apprenticeship program and risk losing the job. Employers that encourage apprentices to drop out may have their program discontinued.

How does apprenticeship encourage high school students to continue their education?

A high school apprentice is required to take related training classes. Classes that are taken at the community college can be applied to a college degree or certificate program. Many apprentices go on to complete a college degree and in many cases the successful completion of an apprenticeship has been the first step toward supervisory and management positions.

Should all students be involved with high school apprenticeship?

Not everyone can be an apprentice. Students that secure apprenticeships must be committed, academically prepared, hard working, and motivated. Students should have good academic skills as well as technical skills. High school apprenticeship is not a replacement for existing vocational programs but rather a strategy that will give relevance to high school studies and allow the focused student a fast track into the primary job market.

How are high school apprentices supervised?

High school apprentices should be supervised in the same way and by the same school personnel that supervise other high school work-based programs. The N.C. Department of Labor Apprenticeship Consultants visit the sponsor and apprentice periodically to ensure that the program is being operated in accordance with the standards. Each high school apprentice is assigned to a recognized craftsperson or technician and will receive work-based supervision from that person.

Who will recruit employers for the high school apprenticeship program?

School personnel will have many good contacts within the local community. The apprenticeship consultant and school representative must share information, coordinate contacts, and sometimes travel together to meet potential sponsors. Recruitment of committed employers is essential for the success of the high school apprenticeship program. School personnel must take the initiative for recruiting local employers and must also maintain close contact with the local apprenticeship consultant.

What are examples of High School/Youth Apprenticeship related courses?

A high school/youth apprentice that is apprenticing as a machinist may take courses such as Computer Assisted Design, Metals Manufacturing, Related Math and/or other courses that are essential to the machinist occupation.



Glossary

Child Labor Laws

That portion of the N.C. Wage and Hour Act that applies to the employment of individuals under the age of 18. This can be found in the N.C. Labor Laws Manual Chapter 95, Article 2A. (95 25.5. Youth Employment)

Department of Labor Apprenticeship Consultant

The individual that is responsible for registering the apprenticeship program and apprentice. This person represents the N.C. Department of Labor Apprenticeship and Training Division. Apprenticeship Consultants serve various sections of North Carolina.

Director of Apprenticeship

The Director of Apprenticeship is appointed by the Commissioner of Labor and confirmed by the North Carolina Apprenticeship Council. The Director is authorized by general statute to administer the provisions of the labor laws governing Apprenticeship. (See G.S. 94.1-94.1 1, Appendix 6)

High School Apprenticeship Agreement

A written and signed training agreement between the employer, parent or legal guardian, and the high school apprentice that is submitted for approval to the N.C. Department of Labor Apprenticeship and Training Division.

High School Youth Apprenticeship

High school apprenticeship is an industry driven education and career training program based on recognized industry standards. The program is a partnership among business, industry, education, government, parents and youth apprentices. The process combines work experience with related academic and technical instruction. The apprenticeship is registered by the N.C. Department of Labor Apprenticeship and Training Division.

Journeyman (Skilled Craftsperson)

An experienced reliable worker. A person that has completed a prescribed course of training in an apprenticeship program and is expected to be able to complete assigned tasks without supervision.

LEA

Local Education Agency

Mentor

The individual that is responsible for the work-based learning of the apprentice. The supervisor and mentor may be the same individual. The mentor is more concerned with the learning process and imparting knowledge and skills than with day-to-day supervision.

NCDOL
North Carolina Department of Labor

PSNC
Public Schools of North Carolina

Registration Agency

This is the agency responsible for registering the apprenticeship program and the apprentice. In North Carolina, this agency is the North Carolina Department of Labor Apprenticeship and Training Division.

Related Instruction

Related instruction is technical classroom instruction that is job specific and essential to the completion of the apprenticeship program. A minimum of 144 hours of related instruction is required for each year (2000 hours) of work-based instruction.

Standards of Apprenticeship

A written document that describes the sponsor's operation of the apprenticeship program including the Program Operation, a Schedule of Work Processes, a Schedule of Related Instruction, and a Progressive Wage Schedule.

Supervisor

The individual that is assigned to the task of directing the apprenticeship during work-based activities.

Work Permit (Youth Employment Certificate)

All workers under the age of 18 must obtain a work permit. This document is issued by the Department of Social Services Office or designee.

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[The Fitzgerald Act]
The National Apprenticeship Act
(50 Stat. 664; 29 U.S.C. 50)

To enable the [U.S.] Department of Labor to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices and to cooperate with the States in the promotion of such standards.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of Labor is hereby authorized and directed to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices, to extend the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship, to bring together employers and labor for the formulation of programs of apprenticeship, to cooperate with State agencies engaged in the formulation and promotion of standards of apprenticeship, and to cooperate with the National Youth Administration and with the Office of Education of the Department of the Interior in accordance with Section 6 of the Act of February 23, 1917 (29 Stat. 932), as amended by Executive Order Numbered 6166, June 10, 1933, issued pursuant to an Act of June 30, 1932 (47 Stat. 414) as amended.

Sec. 2. The Secretary of Labor may publish information relating to existing and proposed labor standards of apprenticeship, and may appoint national advisory committees to serve without compensation. Such committees shall include representatives of employers, representatives of labor, educators, and officers of other executive departments, with the consent of the head of any such department.

Sec. 3. On and after the effective date of this Act the National Youth Administration shall be relieved of direct responsibility for the promotion of labor standards of apprenticeship as heretofore conducted through the division of apprentice training and shall transfer all records and papers relating to such activities to the custody of the Department of Labor. The Secretary of Labor is authorized to appoint such employees as he may from time to time find necessary for the administration of the Act, with regard to existing laws applicable to the appointment and compensation of employees of the United States: Provided, however, That he may appoint persons now employed in division of apprentice training of the National Youth Administration upon certification by the Civil Service Commission of their qualifications after nonassembled examinations.

Sec. 4. This Act shall take effect on July 1, 1937 or as soon thereafter as it shall be approved.

Approved, August 16, 1937.

Standards for 16- and 17-Year-Olds (Nonfarm)

The following standards apply to 16- and 17-year-old youths employed in nonfarm jobs.

Hours Limitations

None under FLSA: federal law does not limit either the number of hours or the time of day that youths 16 years of age and older may work (see late night work limitations page A 2–3).

Occupation Limitations

Students who are 16 and 17 years of age may perform all work except in 17 occupations considered too hazardous and six considered too detrimental for all youth under the age of 18 (see page A 2–4 for the six detrimental occupations in which employment is prohibited under North Carolina law). The Hazardous Occupations Orders (HOs) are:

- HO 1 Manufacturing and storing explosives
- HO 2 Motor-vehicle driving and outside helper, including driving motor vehicles or working as outside helpers on motor vehicles or driving as a part of any occupation
- HO 3 Coal mining
- HO 4 Logging and sawmilling
- HO 5* Work using power-driven woodworking machines, including the use of saws on construction sites
- HO 6 Work where exposed to radioactive substances
- HO 7 Work involving the operation of power-driven hoisting devices, including the use of fork lifts, cranes, and nonautomatic elevators
- HO 8* Work using power-driven metal forming, punching, and shearing machines, but HO8 permits the use of a large group of machine tools used on metal, including lathes, turning machines, milling machines, grinding, boring machines and planing machines
- HO 9 All mining other than coal mining, including work at gravel pits
- HO 10* Work involving slaughtering or meat-packing, processing, or rendering, including the operation of power-driven meat slicers in retail stores
- HO 11 Work involving the operation of power-driven bakery machines
- HO 12* Work using power-driven paper-products machines, including the operation and loading of paper balers in grocery stores
- HO 13 Work in manufacturing of brick, tile, and kindred products
- HO 14* Work involving the use of circular saws, and guillotine shears
- HO 15 All work involving wrecking, demolition, and ship-breaking
- HO 16* All work in roofing operations
- HO 17* All work in excavating, including work in a trench as a plumber



Exceptions to Occupation Limitations

Special Provisions for Student-Learners and Apprentices – All detrimental occupations and the seven HOs identified with an asterisk permit the employment of apprentices and student-learners in vocational education programs under certain conditions. Student-learners in STW programs will meet the student-learner exemption if the student is employed under a written agreement which provides that:

- (1) all hazardous work will be performed under the direct and close supervision of a qualified and experienced person;
- (2) safety instructions will be given by the school and reinforced by the employer with on-the-job training;
- (3) the job training follows a schedule that reflects organized and progressive skill developments; and
- (4) the work in the hazardous occupation is *intermittent* and for *short periods of time* and is under the direct and close supervision of a journeyman as a necessary part of such apprenticeship training.

The written agreement must be signed by the employer and placement coordinator (or school principal). Copies of the agreement must be kept on file by both the school and the employer.

Note: To qualify as an apprentice, one must obtain the appropriate certificate from the Apprenticeship and Training Division of the N. C. Department of Labor. For more information, contact N. C. Department of Labor, Apprenticeship and Training Division, 4 West Edenton Street, Raleigh, NC 27601-1092, telephone 1-800-LABOR-NC.

North Carolina Youth Employment Laws for Nonfarm Jobs

North Carolina law adopts the federal employment standards for 14- and 15-year-old youths and 16- and 17-year-old youths employed in nonfarm jobs, as well as the exceptions to those limitations. Thus, nonfarm businesses not covered by the FLSA must nevertheless comply with the same limitations on the employment of youth that apply to FLSA covered businesses. Farm work is completely exempt from any regulation under North Carolina youth employment laws.

In addition, the following requirements of North Carolina youth employment law apply to all nonfarm businesses in this state, whether or not they are covered by the child labor provisions of the FLSA:

Youth Employment Certificate

An employer may not employ any youth under 18 years of age until that youth has obtained a youth employment certificate. Such certificates are issued by the local county department of social services or its designees either in the county where the youth will work or in the county where the youth resides. In some counties, certain school personnel may have been designated to issue these certificates. Each certificate issued is reviewed by the N. C. Wage and Hour Division and may be revoked if found to have been issued for a job not permitted by state or federal law. Such a revocation may be appealed by filing a petition for a hearing with the Office of Administrative Hearings pursuant to the procedures contained in Article 3 of Chapter 150B of the General Statutes.

Late Night Work Limitations

During the regular school term, no youth under 18 years of age who is enrolled in grade 12 or lower may be employed between 11 p.m. and 5 a.m. where there is school for the youth the next day. This restriction does not apply to youths 16 and 17 years of age if the employer receives written approval for the youth to work beyond the stated hours from the youth's parent or guardian and from the youth's principal or the principal's designee.



Detrimental Occupation Limitations

In addition to the 17 hazardous occupations prohibited to youths under 18 years of age by federal law, the North Carolina Commissioner of Labor has adopted regulations identifying six detrimental occupations in which youths under 18 may not be employed:

1. Welding
2. Any process where quartz or any other form of silicon dioxide or an asbestos silicate is present in powdered form
3. Any work involving exposure to lead or any of its compounds in any form
4. At any work involving exposure to benzol or any benzol compound which is volatile or which can penetrate the skin
5. Spray painting
6. Handling of unsterilized hides or animal or human hair

Exceptions to Detrimental Occupations

Youths and employers working under the supervision of bona fide apprenticeship and student-learner programs, as defined by the Fair Labor Standards Act and the rules and regulations promulgated thereunder, are exempt from the prohibition against employment of youths in detrimental occupations under the same conditions as the exemption from certain hazardous occupation limitations.

ABC Limitations

No person who holds any ABC permit issued pursuant to the provisions of Chapter 18B of the General Statutes for the on-premises sale or consumption of alcoholic beverages, including any mixed beverages, shall employ a youth:

1. under 16 years of age on the premises for any purpose
2. under 18 years of age to prepare, serve, dispense, or sell any alcoholic beverages, including mixed beverages

Youths under 16 years of age employed by their parents may be employed on the premises of an establishment owned solely by one or both of their parents who hold an ABC permit issued pursuant to the provisions of Chapter 18B of the General Statutes for the on-premises sale or consumption of alcoholic beverages so long as another employee at least 21 years of age is in charge and present at the licensed premises and the youth does not prepare, serve, dispense, or sell any alcoholic beverages, including any mixed beverages.

Sample Guidelines

High School Apprenticeship Program

(Description and Application Process)

WHAT IS HIGH SCHOOL APPRENTICESHIP?

High School Apprenticeship is a special educational program that provides a qualified student the opportunity to begin learning an occupation using a system that combines on-the-job learning and related academic and technical classroom instruction. The North Carolina Department of Labor, a participating employer, and the school cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction. It is intended that upon high school graduation, the high school apprentice will continue as an adult apprentice until all of the apprenticeship requirements are fulfilled.

WHO MAY PARTICIPATE?

In order to be considered as a high school apprentice a student must meet the following criteria:

- be a high school junior or senior.
- be in good academic standing
- be in no academic trouble.
- have a good citizenship record.
- be willing to make a firm commitment to the apprenticeship program.
- be recommended by at least two teachers.
- have a good attendance record.

If the student is enrolled in a vocational/technical skill development course, then one teacher recommendation must come from the teacher of that course. The first priority will be to place students enrolled in skill development courses into apprenticeship opportunities directly related to the respective courses. The high school apprenticeship program will not be used to replace a given student's involvement in a skill development course. All operations will be performed without regard to race, sex, color, national origin or handicap. Apprenticeship positions will be open to students who are not enrolled in a vocational course.



How Does One Apply?

There are three categories of students who may be apprenticeship applicants.

Category 1: Students responding to apprenticeship vacancy announcements.

Category 2: Students who currently have jobs and are interested in getting into the apprenticeship program.

Category 3: Students who are interested in being placed in an apprenticeship position that is not related to any current apprenticeship vacancy announcement.

For each category the application process will be as follows:

Step 1: Student asks school counselor for an APPRENTICESHIP APPLICATION. Teacher recommendation forms are included with the application. Students err responsible for having the application forms completed and returned to the counselor.

Step 2: Student submits completed application to school counselor. Teacher recommendations do not have to be attached at this time.

Step 3: Counselor forwards application to the school Apprenticeship Coordinator. Recommendations may or may not be attached at this time.

Step 4: Apprenticeship Coordinator will collect the following data:

- Copy of most recent SIMS summary of grades
- Copy of student's transcript from SIMS;
- Copy of daily Attendance profile for current
- Copy of discipline Tracking Profile.

Step 5: After teacher recommendations are received, the Apprenticeship Coordinator will contact the school counselor to schedule an interview with the applicant at the school.

Step 6: After interviewing the applicant, the Apprenticeship Coordinator will inform the counselor and the applicant concerning the status of the applicant by using the appropriate form (Applicant's Status Form). The form will indicate one of the following:

- Name of company with whom the student is scheduled to interview;
- Position on waiting list, if immediate placement is not possible;
- Reason for disqualification, if so determined.

- Step 7: If scheduled for interview, the applicant reports back to the counselor immediately after the interview with the employer.
- Step 8: Employer notifies the applicant and the apprenticeship coordinator regarding the employer's decision;
- Step 9: Apprenticeship Coordinator notifies school counselor about the employer's decision using the appropriate form.
- Step 10: If selected, the N.C. Department of Labor Apprenticeship Consultant and the Apprenticeship Coordinator schedule an appointment with the employer to develop a training plan and to register the student with the N.C. Department of Labor Apprenticeship and Training Division.

Note: Students selected for an apprenticeship position are responsible for arranging their course schedule so that they may begin employment at the beginning of the semester or school term following notification that they have been admitted into the apprenticeship program.

WHAT ARE THE STUDENT'S RESPONSIBILITIES?

1. Be able to provide own transportation to and from your place of employment.
2. Agree to all of the conditions outlined in the "Training Agreement" and the "Rules and Regulations for High School Apprentices."
3. Set up a meeting with parents and school apprenticeship coordinator to give input and sign apprenticeship registration documents.
4. Provide, in a timely manner, any and all required documents to the N.C. Department of Labor Apprenticeship Consultant and to the High School Apprenticeship Coordinator.
5. Participate in a high school course of study that is designed to accent the apprenticeship training program.

Note: One unit of high school credit may be earned during the course of the school year. One additional unit may be earned by a student who began the apprenticeship program as a junior and who continues the apprenticeship program by working at least 450 full time hours during the summer months between his/her junior and senior year.



COMPLETION OF HIGH SCHOOL APPRENTICESHIP



Certificate Awarded to

John Doe

In recognition of successful completion of Phase I Apprenticeship
in an approved High School Apprenticeship Program in the trade of

Machinist

OJT HOURS COMPLETED (1042)

RELATED INSTRUCTION HOURS COMPLETED (360)

Brimmer's Machine Shop

June 6, 1996

Director of Apprenticeship

Thuy E. Rayne
Commissioner of Labor



Published as a service to Program Sponsors by:
North Carolina Department of Labor
Apprenticeship Division
4 West Edenton Street
Raleigh, North Carolina 27601-1092
(919) 733-7533

APPRENTICE/TRAINEE TRAINING RECORD

for the month of _____ 19____

INSTRUCTIONS: The apprentice or trainee will enter the time spent in each aspect of the occupation in column relating to the day of the month, showing the type of on-the-job training in the left hand column. At the end of the month the apprentice or trainee will sign the form and return it to the program sponsor's supervisor of apprentices. The supervisor of apprentices will verify the training reported by the apprentice or trainer, sign the form, and place it in the apprentice's or trainee's training file.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours	Trainer Rating			
Type of On-the-Job Training																																				
Hours Absent																																				
Total Hours																																				

The above is a true representation of time spent in the types of on-the-job training as shown.

Apprentice's signature _____

Date _____

Trainer's signature _____

Date _____

Job objective _____

Sponsor's name _____

Program number _____

XXIII. APPRENTICESHIP

Chapter 94.

For information about Apprenticeship, contact the Apprenticeship and Training Division, 4 West Edenton Street, Raleigh, NC 27601-1092, (919) 733-7533 or 1-800-LABOR-NC.

94-1. Purpose.

The purposes of this Chapter are: to open to young people the opportunity to obtain training that will equip them for profitable employment and citizenship; to set up, as a means to this end, a program of voluntary apprenticeship under approved apprentice agreements providing facilities for their training and guidance in the arts and crafts of industry and trade, with parallel instruction in related and supplementary education; to promote employment opportunities for young people under conditions providing adequate training and reasonable earnings; to relate the supply of skilled workers to employment demands; to establish standards for apprentice training; to establish an Apprenticeship Council and apprenticeship committees and sponsors to assist in effectuating the purposes of this Chapter; to provide for a Director of Apprenticeship within the Department of Labor; to provide for reports to the legislature and to the public regarding the status of apprentice training in the State; to establish a procedure for the determination of apprentice agreement controversies; and to accomplish related ends. (1939, c. 229, s. 1; 1979, c. 673, s. 1.)

94-2. Apprenticeship Council.

The Commissioner of Labor shall appoint an Apprenticeship Council composed of four representatives each from employer and employee organizations respectively and three representatives from the public at large. One State official designated by the Department of Public Instruction and one State official designated by the Department of Community Colleges shall be a member ex officio of said council, without vote. The terms of office of the members of the Apprenticeship Council first appointed by the Commissioner of Labor shall expire as designated by the Commissioner at the time of making the appointment: two representatives each of employers and employees, being appointed for one year and one representative of the public at large being appointed for two years; and one representative each of employers, employees, and the public at large being appointed for a term of three years. Any member appointed to fill a vacancy occurring prior to the expiration of the term of his predecessor shall be appointed for the remainder of said term. Each member of the Council not otherwise compensated by public moneys, shall be reimbursed for transportation and shall receive such per diem compensation as is provided generally for boards and commissions under the biennial maintenance appropriation acts for each day spent in attendance at meetings of the Apprenticeship Council. The Commissioner of Labor shall annually appoint one member of the Council to act as its chairman.

The Apprenticeship Council shall meet at the call of the Commissioner of Labor and shall aid him in formulating policies for the effective administration of this Chapter. Subject to the approval of the Commissioner, the Apprenticeship Council shall establish

standards for apprentice agreement which in no case shall be lower than those prescribed by this Chapter, shall issue such rules and regulations as may be necessary to carry out the intent and purposes of said Chapter, and shall perform such other functions as the Commissioner may direct. Not less than once a year the Apprenticeship Council shall make a report through the Commissioner of Labor of its activities and findings to the legislature and to the public. (1939, c. 229, s. 2; 1973, c. 476, s. 138; 1977, c. 896.)

§94-3. Director of Apprenticeship.

The Commissioner of Labor is hereby directed to appoint a Director of Apprenticeship which appointment shall be subject to the confirmation of the State Apprenticeship Council by majority vote. The Commissioner of Labor is further authorized to appoint and employ such clerical, technical, and professional help as shall be necessary to effectuate the purposes of this Chapter. (1939, c.229, s.3.)

§94-4. Powers and Duties of Director of Apprenticeship.

The Director, under the supervision of the Commissioner of Labor and with the advice and guidance of the Apprenticeship Council is authorized to administer the provisions of this Chapter; in cooperation with the Apprenticeship Council and apprenticeship committees and sponsors, to set up conditions and training standards for apprentice agreements, which conditions or standards shall in no case be lower than those prescribed by this Chapter; to act as secretary of the Apprenticeship Council; to approve for the Council if in his opinion approval is for the best interest of the apprenticeship any apprentice agreement which meets the standards established under this Chapter; to terminate or cancel any apprentice agreement in accordance with the provisions of such agreement; to keep a record of apprentice agreements and their disposition; to issue certificates of completion of apprenticeship; and to perform such other duties as are necessary to carry out the intent of this Chapter, including other on-the-job training necessary for emergency and critical civilian production: Provided, that the administration and supervision of related and supplemental instruction for apprentices, coordination of instruction with job experiences, and the selection and training of teachers and coordinators for such instruction shall be the responsibility of State and local boards responsible for vocational education. (1939, c. 229, s. 4; 1951, c. 1031, s. 1; 1979, c. 673, s. 2.)

§94-5. Apprenticeship Committees and Program Sponsors.

(a) As used in this Chapter:

- (1) “Apprenticeship program” means a plan containing all terms and condition the qualification, recruitment, selection, employment, and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.
- (2) “Apprenticeship agreement” means a written agreement between an apprentice and either his employer or an apprenticeship committee or sponsor acting as agent for employer(s), which agreement satisfies the requirements of G.S. 94

- (3) “Sponsor” means any person, firm, corporation, organization, association committee operating an apprenticeship program and in whose name the apprenticeship program is approved.
- (4) “Employer” means any person, firm, corporation or organization employing an apprentice whether or not such person, firm, corporation or organization is a party to an apprenticeship agreement with the apprentice.
- (5) “Apprenticeship committee” means those persons designated by the sponsor, and approved by the Apprenticeship Council, to act for it in the administration of the apprenticeship program. A committee may be “joint,” i.e., it is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s) and has been established to conduct, operate or administer an apprenticeship program and enter into apprenticeship agreements with apprentices. A committee may be “unilateral” or “nonjoint” which shall mean a program sponsor in which employees or a bona fide collective bargaining agent is not a party.
 - (b) An apprenticeship committee may be appointed by the Apprenticeship Council in any trade or group of trades in a city or trade area, whenever the apprentice training needs of such trade or group of trades justifies such establishment.
 - (c) The function of the apprenticeship committee, or sponsor when there is no apprenticeship committee, shall be: to cooperate with school authorities in regard to the education of apprentices; in accordance with the standards set up by the apprenticeship committee for the same trade or group of trades, where such committee has been appointed, to work in an advisory capacity with employers and employees in matters regarding schedule of operations, application of wage rates, and working conditions for apprentices and to specify the number of apprentices which shall be employed locally in the trade under the apprenticeship agreements under this Chapter; and to adjust apprenticeship disputes, subject to the approval of the director; to ascertain the prevailing rate for journeymen in the city or trade area and specify the graduated scale of wages applicable to apprentices in such trade in such area to ascertain employment needs in such trade or group of trades and specify the appropriate current ratio of apprentices to journeymen; and to make recommendations for the general good of apprentices engaged in the trade or trades represented by the committee. An apprenticeship committee may appoint a representative and delegate to such representative the authority for implementation and performance of any standards adopted by the committee pursuant to any of the aforementioned functions. (1939, c. 229, s. 5; 1979, c. 673, s. 3.)

§94 6. Definition of an Apprentice.

The term “apprentice” as used herein, shall mean a person at least 16 years of age who is covered by a written apprenticeship agreement approved by the Apprenticeship Council, which apprenticeship agreement provides for not less than 2,000 hours of reasonably continuous employment for such person for his participation in an approved schedule

of work experience and for organized, related supplemental instruction in technical subjects related to the trade. A minimum of 144 hours of related supplemental instruction for each year of apprenticeship is recommended. The required hours for apprenticeship agreements and the recommended hours for related supplemental instruction may be decreased or increased in accordance with standards adopted by the apprenticeship committee or sponsor, subject to approval of the Commissioner of Labor. (1939, c. 229, s. 6; 1979, c. 479, ss. 1, 2; c. 673, s. 4.)

§94-7. Contents of Agreement.

Every apprentice agreement entered into under this Chapter shall contain:

- (1) The names of the contracting parties.
- (2) The date of birth of the apprentice.
- (3) A statement of the trade, craft, or business which the apprentice is to be taught, and the time at which the apprenticeship will begin and end.
- (4) A statement showing (i) the number of hours to be spent by the apprentice in work on the job, and (ii) the number of hours to be spent in related and supplemental instruction, which is recommended to be not less than 144 hours per year: Provided, that in no case shall the combined weekly hours of work and of required related and supplemental instruction of the apprentice exceed the maximum number of hours of work prescribed by law for a person of the age of the apprentice.
- (5) A statement setting forth a schedule of the processes in the trade or industry division in which the apprentice is to be taught and the approximate time to be spent at each process.
- (6) A statement of the graduated scale of wages to be paid the apprentice and whether the required school time shall be compensated.
- (7) A statement providing for a period of probation of not more than 500 hours of employment and instruction extending over not more than four months, during which time the apprentice agreement shall be terminated by the Director at the request in writing of either party, and providing that after such probationary period the apprentice agreement may be terminated by the Director by mutual agreement of all parties thereto, or canceled by the Director for good and sufficient reason. The Council at the request of a joint apprentice committee may lengthen the period of probation.
- (8) A provision that all controversies or differences concerning the apprentice agreement which cannot be adjusted locally in accordance with G.S. 94-5 shall be submitted to the Director for determination.
- (9) A provision that an employer who is unable to fulfill his obligation under the apprentice agreement may with the approval of the Director transfer such contract to any other employer: Provided, that the apprentice consents and that such other employer agrees to assume the obligations of said apprentice agreement.
- (10) Such additional terms and conditions as may be prescribed or approved by the Director not inconsistent with the provisions of this Chapter. (1939, c. 229, s. 7; 1945, c. 729, s.1; 1977, c. 550, s. 1; 1979, c. 673, s. 5.)

§94-8. Approval of Apprentice Agreements; Signatures.

No apprentice agreement under this Chapter shall be effective until approved by the Director. Every apprentice agreement shall be signed by the employer, or by an association of employers or an organization of employees as provided in G.S. 94-9, and by the apprentice, and if the apprentice is a minor, by either of the minor's lawful parents, or by any person, agency, organization or institution standing in loco parentis. Where a minor enters into an apprentice agreement under this Chapter for a period of training extending into his majority' the apprentice agreement shall likewise be binding for such a period as may be covered during the apprentice's majority. (1939, c. 229, s. 8; 1977, c. 550, s. 2.)

§94-9. Rotation of Employment.

For the purpose of providing greater diversity of training or continuity of employment, any apprentice agreement made under this Chapter may in the discretion of the Director of Apprenticeship be signed by an association of employers or an organization employees instead of by an individual employer. In such a case, the apprentice agreement shall expressly provide that the association of employers or organization of employees does not assume the obligation of an employer but agrees to use its best endeavors to procure employment and training for such apprentice with one or more employers who will accept full responsibility, as herein provided, for all the terms and conditions of employment and training set forth in said agreement between the apprentice and employer association or employee organization during the period of each such employment. The apprentice agreement in such a case shall also expressly provide for the transfer of the apprentice, subject to the approval of the Director, to such employer or employers who shall sign in written agreement with the apprentice, and if the apprentice is a minor with his parent or guardian, as specified in G.S. 94-8, contracting to employ said apprentice for the whole or a definite part of the total period of apprentices under the terms and conditions of employment and training set forth in the said agreement entered into between the apprentice and employer association or employee organization. (1939, c. 229, s. 9.)

§94-10.

Repealed by Session Laws 1945, c. 729, s.2.

§94-11. Limitation.

Nothing in this Chapter or in any apprentice agreement approved under this Chapter shall operate to invalidate any apprenticeship provision in any collective agreement between employers and employees, setting up higher apprenticeship standards; provided, that none of the terms or provisions of this Chapter shall apply to any person, firm, corporation or crafts unless, until, and only so long as such person, firm, corporation or crafts voluntarily elects that the terms and provisions of this Chapter shall apply. Any person, firm, corporation or crafts terminating an apprenticeship agreement shall notify the Director of Apprenticeship. (1939, c. 229, s. 11; 1945, c. 729, s. 3.)

Notes

high school apprenticeship



Notes



Notes

