

## Criteria for Selection

### The Student:

- ✓ Displays a genuine interest in the financial services area
- ✓ Submits a completed application by **March 1**. Applications can be found online at: <http://www.pwssd.k12.wi.us> under Departments/Programs — WF2020
- ✓ Maintains a minimum 95% high school attendance and at least a 2.0 grade point average
- ✓ Is on track for graduation
- ✓ Attends an interview training seminar
- ✓ Completes a one-day job shadow
- ✓ Completes the application process (may include drug testing)
- ✓ Follows the policies and procedures of the employer
- ✓ Needs reliable transportation to the work site. Ozaukee Shared-Ride Taxi (**262-238-8294 or 262-284-8294**) and TransPort Taxi (**262-284-0090**) available for temporary transportation needs.

## Time Line

- January** → Information presented to parents and students
- March** → Applications due **March 1**  
→ Committee review of applications
- April** → Students shadow in the Banking industry  
→ Students attend interview training seminar  
→ Applicant interviews
- May** → Employers make final selection for employment and notify students
- June** → Start dates vary, with most students commencing work by July 1. It is recommended that students complete Workplace Orientation before the new school year begins.
- July**
- August**

### How to apply . . .

If you have questions regarding your eligibility or to obtain information, contact your guidance counselor. To obtain an application, contact the Workforce 2020 Coordinator at 262-268-6074 or [John.Higgins@pwssd.k12.wi.us](mailto:John.Higgins@pwssd.k12.wi.us), or go online to <http://www.pwssd.k12.wi.us> under Departments/Programs - WF2020

*Workforce 2020 does not discriminate against qualified individuals on the basis of race, color, national origin, ancestry, religion, creed, sex, disability or other protected class status.*

## Finance Youth Apprenticeship

The logo features the letters 'WF' in a large, bold, black serif font. To the right of the 'F' is the year '2020' in a smaller, black sans-serif font. The logo is set against a light gray background that includes a faint silhouette of a classical building with columns and a pediment.

A Partnership of  
Business, Education, Community and Government

## Workforce 2020

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## CONSORTIUM OF SCHOOLS

Cedarburg High School  
Grafton High School  
Ozaukee High School  
Port Washington High School  
Random Lake High School

## What is Youth Apprenticeship?

Two-Year Youth Apprenticeships offer students, beginning in the 11th grade, paid work experience and guided learning opportunities, along with close integration of academic and technical learning, both in the high school and at the workplace.

Students work an average of 10-15 hours per week in their junior and senior years. Students who complete a minimum of 900 work hours and satisfactorily complete the related coursework and workplace competencies, receive a **Certificate of Occupational Proficiency**.

## What Does Youth Apprenticeship Offer Students?

- 👍 Career-related training in the classroom and on the job
- 👍 High school credit for both the classroom and on-the-job instruction
- 👍 Opportunity for summer and post-secondary employment
- 👍 Minimum 10 hours paid work experience per week
- 👍 Opportunity for technical college credit, upon registration at any WI tech college
- 👍 A State of Wisconsin **Certificate of Occupational Proficiency**

## Questions and Answers

### Q **Where are the apprentice courses taught?**

A The Center for Financial Training (CFT) provides instruction for all the apprenticeship courses. These classes are held once per week, after school hours, with the time and place varying according to the instructor's schedule. Students need to be aware that they will have to make special arrangements to attend AIB classes.

### Q **Will the student have summer employment?**

A During the summer between the junior and senior years, students continue working with their employer. If work is available, students are encouraged to work increased weekly hours in order to become more proficient in their skills.

### Q **Can youth apprentices participate in extra-curricular activities?**

A Yes, with certain limitations. Since youth apprenticeship demands additional time, commitment and flexibility, students must carefully compare the responsibilities of the apprenticeship (hours required for class and work) with the responsibilities of outside activities. Local high school coordinators are available to help students determine if their schedules are conducive to participating in youth apprenticeship.

## What will I learn in the Finance Youth Apprenticeship?

- + **Public Relations and marketing**
- + **Sales**
- + **Corporate finance**
- + **Customer Service**
- + **Organizational structure and management**
- + **Deposit operations**
- + **Consumer lending**
- + **Bank card operations**
- + **Financial planning and investing**
- + **Commercial lending**
- + **Accounting, financial analysis**
- + **Risk management and insurance**
- + **Credit Procedures**

*Your school requires a number of courses leading to a high school diploma. In addition, courses in keyboarding, accounting & business/marketing are required.*