

Criteria for Selection

The Student:

- ✓ Displays a genuine interest in the information technology field
- ✓ 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 Trans Port Taxi **(262-284-0090)** available for temporary transportation needs.

Time Line

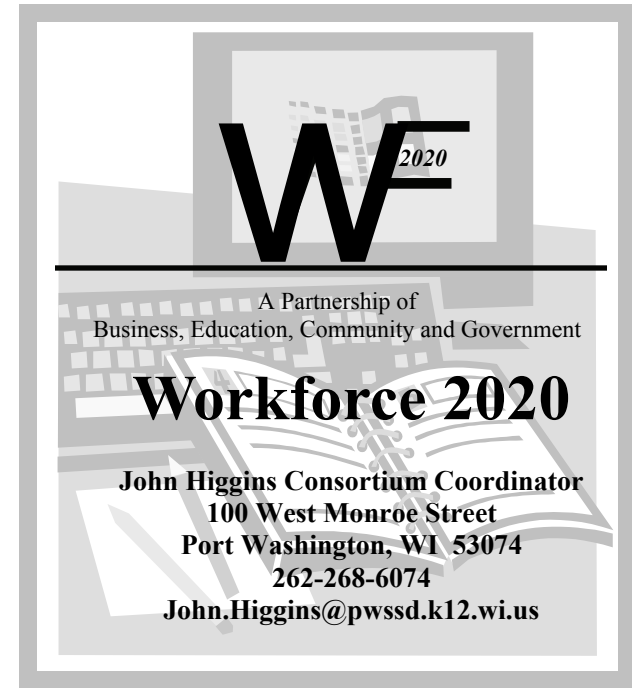
- January** → Information presented to parents and students
- March** → Applications due **March 1**
→ Committee review of applications
- April** → Students shadow in the Information Tech industry
→ Students attend interview training seminar
→ Applicant interviews
- May** → Employers make final selection 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, 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.

One-Year Computer/Information Technology Youth Apprenticeship



CONSORTIUM OF SCHOOLS

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

What is Youth Apprenticeship?

The One-Year Computer / Information Technology Youth Apprenticeship offers seniors or juniors a one-year guided work and related learning experience within the information technology field.

It provides students 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 at the worksite while taking related coursework. Students who achieve the workplace competencies and complete 450 hours of work are awarded 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
- 👍 Valuable experience for those preparing for careers in information technology
- 👍 A State of Wisconsin **Certificate of Occupational Proficiency**

Questions and Answers

Q Where are the apprentice courses taught?

A If available, the courses are taught at the student's high school. Courses not available at the high school are taught at a neighboring high school, or other facility, and may or may not be held during the regular school day. Students should check with their local coordinator for specific information.

Q Will the student have summer employment?

A If the employer's needs and the student's schedule allow, most students choose to begin their youth apprenticeship in the summer before their junior or senior year. This provides time for students to become better acclimated to the workplace before school commences. Upon completion of the one-year commitment, students may choose to continue working with their employer, if this is mutually desired.

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 One-Year Computer / Information Technology Youth Apprenticeship?

- + **Problem solving**
- + **Oral and written communication skills**
- + **Project and Task Management skills**
- + **Teamwork**
- + **Business Environment Skills**
- + **Computer Software and Hardware Skills, which may include the following, depending on the worksite:**
 - Database and spreadsheet applications, email, hardware installation and configuration, Internet, network technologies, presentation software, programming, software installation and configuration, Windows environment, word processing, web design and maintenance

Your school requires a number of courses leading to a high school diploma. In addition, courses related to technology and communication skills are recommended.