



Career Connect Washington

Registered Youth Apprenticeship: Common Understanding and Technical Details

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Apprenticeship

it's good business!





Registered Youth Apprenticeship Webinar Contents:

- Overview of Washington's Registered Apprenticeship System & How Youth Fit
- Employment Standards for Youth in Registered Apprenticeships
- AJAC – Registered Youth Apprenticeship in Aerospace and Advanced Manufacturing
- Q&A



WHAT IS APPRENTICESHIP

An apprenticeship is two different things

It's a job



It's school



&



VALUABLE SKILLS CREDENTIALS

- Successful completion of a registered apprenticeship leads to a NATIONALLY recognized Certificate of Completion attesting to the individual's skills and knowledge of a journey person.
- Often, apprenticeships also include attainment of other valuable industry credentials.





HIGHER WAGES

Progressively increasing wages -
Apprentices earn more as they gain skill
and experience

2016 Workforce Board data on apprenticeship
training results:

- Apprenticeship completer median average -
\$73,000/year
- Apprenticeship participant (completers and non-
completers) median average - \$44,614/year





Registered Apprenticeship in Washington state, January 1, 2016 – December 31, 2016

- **7,723 Employers** registered as Training Agents with Apprenticeship Program Sponsors.
- **Over 200 Standards of Apprenticeship** with specific minimum qualifications, apprentice selection procedures, wage progression, related classroom instruction and skilled credential outcomes.
- Work-based learning and classroom instruction in over **600 occupations**.
- **5,086 citizens of Washington state registered** as apprentices to start career training in over 137 different occupations (Up from 4,626 registrations in the previous 12 months).
- **15,476 active apprentices** contributing to the economy – earning a wage while they learn transferrable, career sustaining skills (Up from 13,867 active in the previous 12 months).



Washington State Apprenticeship & Training Council

REPRESENTING EMPLOYEES:

Lee Newgent, *Executive Secretary*

Washington State Building & Construction Trades, Executive Director, AFL-CIO

Jeff Johnson, *President*

Washington State Labor Council, AFL-CIO

Patrick Perez (Vice Chair),

United Association of Plumbers and Pipefitters, Spokane

REPRESENTING EMPLOYERS:

Ed Kommers, *Executive Director*,

Mechanical Contractors of Western WA

Ron Storvich, *Manager*, *The Boeing Company*

Dave D'Hondt (Chair), *Executive Vice President*,

Associated General Contractors of Washington

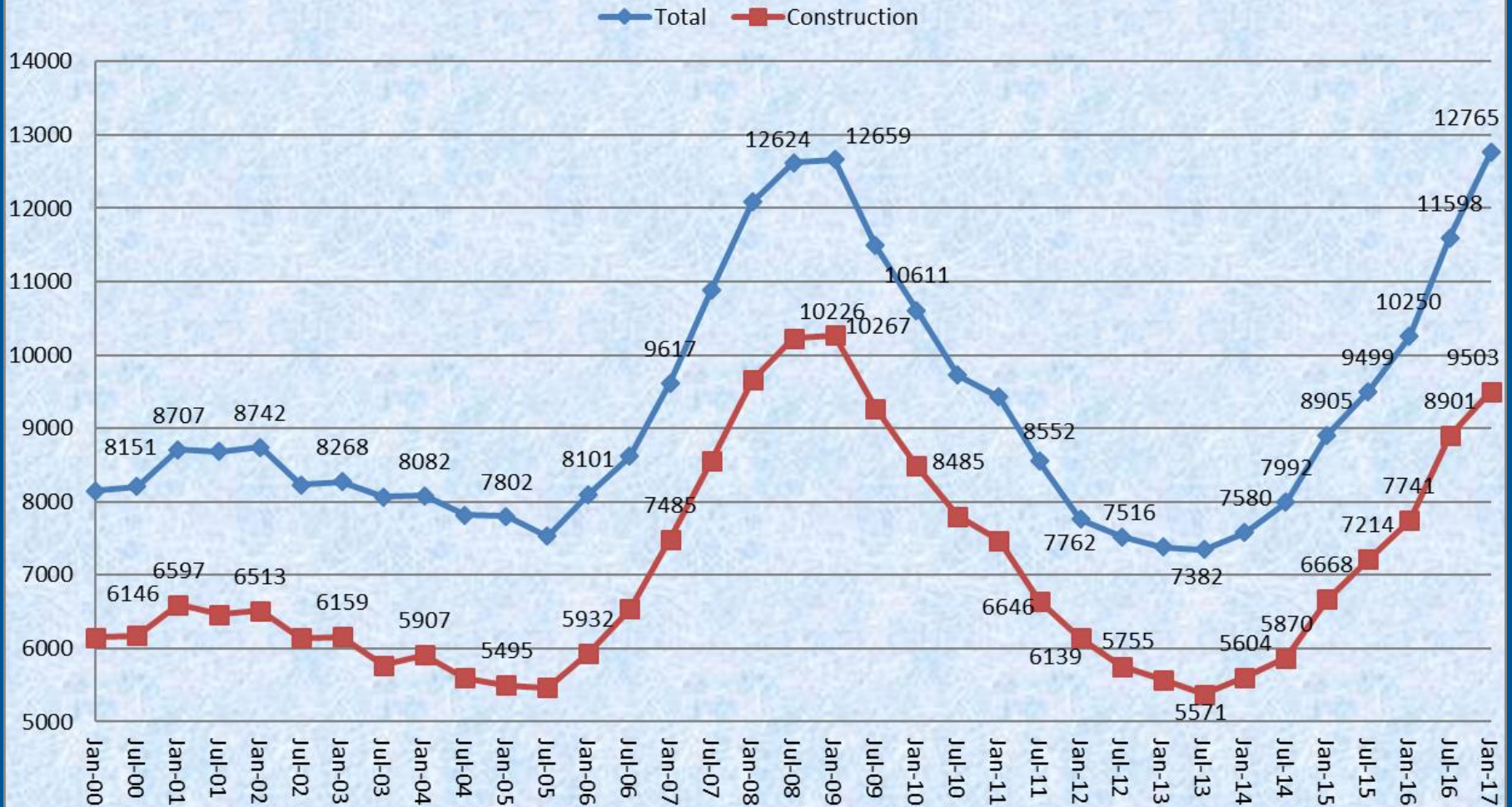
REPRESENTING THE GENERAL PUBLIC:

Leslie Jones, *Diversity Director*

Sound Transit Regional Authority

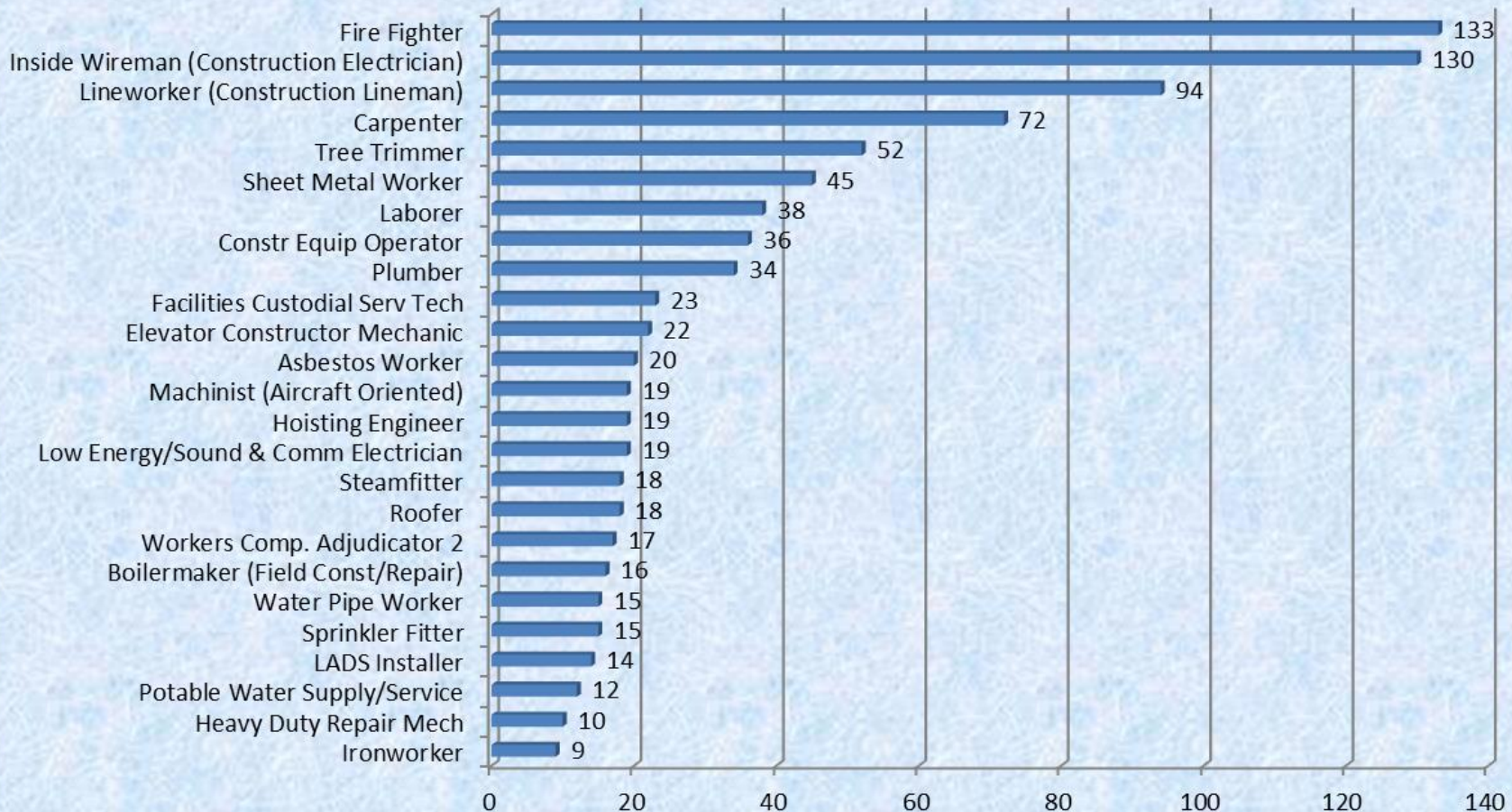


Active Apprentices on the first day of every 6th month (January 2000 - December 2016)



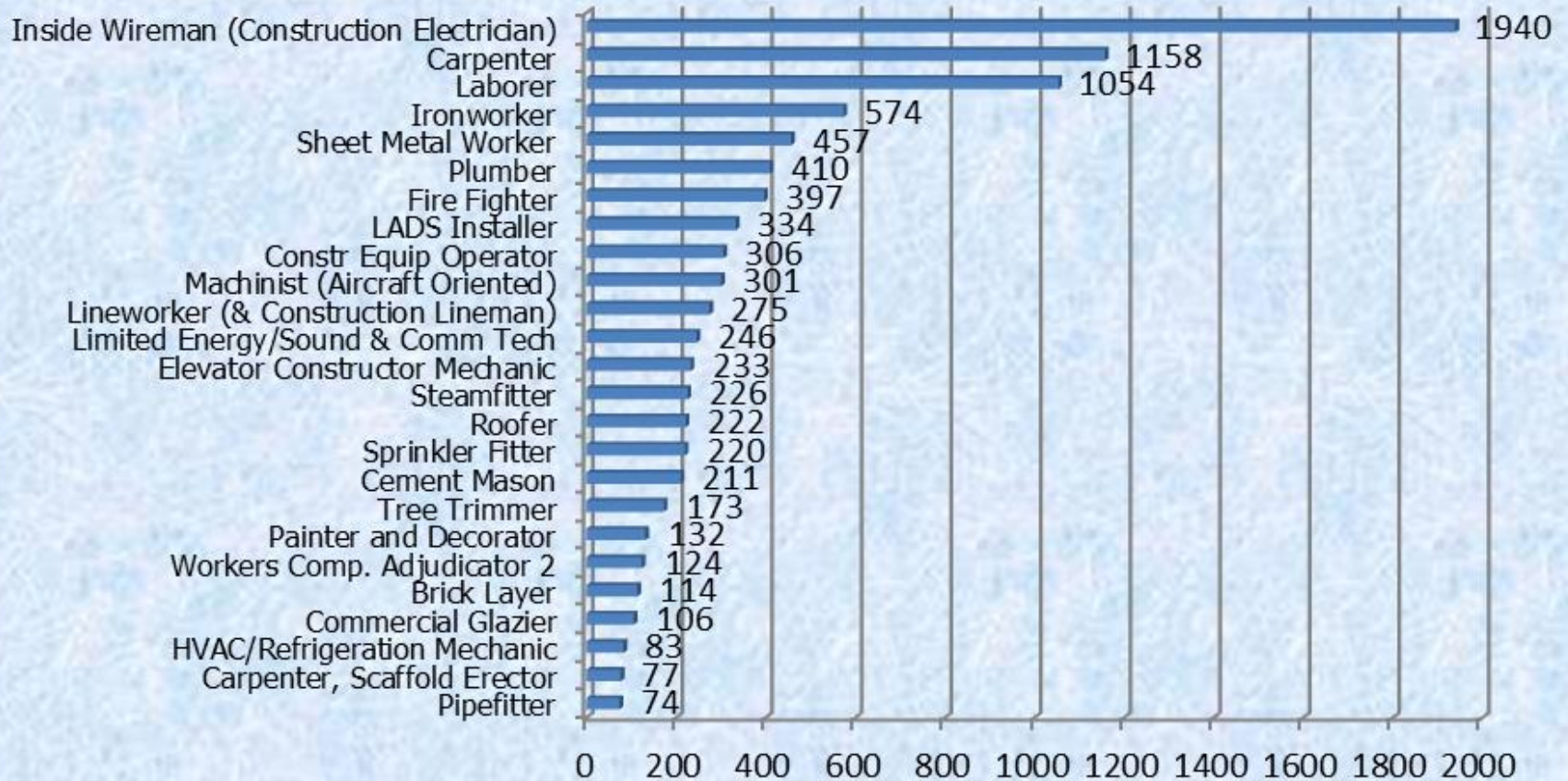


Top 25 occupations by Journey credentials issued July 1, 2015 through June 30, 2016





Top 25 occupations by number of registered apprentices as of June 30, 2016





Regional Apprenticeship Consultants





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Registered Youth Apprenticeship

- ❑ Opportunities for RYA pathways
 - ❑ New program development
 - ❑ Expansion of existing programs
- ❑ Ages 16 and 17 – For in school youth
- ❑ Aligned with Minor work rules
- ❑ Streamlined on-boarding for Employers

Employment Standards for Teen Workers

*Teen Worker Specialist
Josie M. Bryan*





Forms employers must have on file prior to hiring teens

- ✓ Minor Work Permit endorsement on their Washington business license
- ✓ A completed and signed Parent School Authorization form or for summer employment, a Summer Parent Authorization form
- ✓ Evidence of age – copy of one of the following:
 - Birth certificate, driver's license, baptismal record, passport, notarized statement from parent or legal guardian
- ✓ Records must be kept for three years
- ✓ Worker's Comp coverage



What information must an employer provide on the Parent School or Parent Summer Authorization form.

- The address of the Teen's workplace(s).
- A description of the Teen's duties.
- The earliest and latest hours the teen would be working.
- The total number of hours the teen would work per week.
- Your unified business identifier (UBI) number.
- Minor Work Permit expiration date.
- Your signature or the signature of your authorized agent.



Meal and Rest Breaks for 16-17 Year Old

- They must be allowed meal periods of at least thirty minutes in length.
- Meal periods must start no less than two hours but no more than five hours from the beginning of their work shift.
- Must be allowed a rest period of not less than ten minutes on employer time for each four hours worked.
- Rest periods must be scheduled as near as possible to the midpoint of the work period.
- They must receive a rest period at least every three hours.



What Hours are Teens Allowed to Work

What hours are teens under 18 allowed to work in non-agricultural jobs?

Hours and schedules minors are permitted to work in non-agricultural jobs

	Hours per day	Hours per week	Days per week	Begin	Quit
14-15 year-olds					
School weeks	3 hours (8 hours Sat.–Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
16-17 year-olds					
School weeks	4 hours (8 hours Fri.–Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
School weeks with a special variance from school	6 hours (8 hours Fri.–Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight

Notes:

1. An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses.
2. Overtime rules apply for all hours worked over 40 in one week.
3. These rules also apply to home-schooled teens.



When can 16 and 17 year-olds work extra hours when school is in session

Optional School Week Special Variance Authorization **(Non-Agricultural Employment Only)** **For 16- and 17-year-old Minors**

A Special Variance allows a 16- or 17-year-old minor to work up to 28 hours per week with 6-hour shifts during the school week with approval of the authorized school official and the parent. All parties must agree to these additional hours, [pursuant to WAC 296-125-070(3)].

School officials should not sign for any additional hours allowed by the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's educational activities.

Please check if planning to use the Special Variance for additional school-week work hours.

Yes No

_____ Parental Authorization

_____ School Authorization

<http://www.lni.wa.gov/forms/pdf/F700-002-000.pdf>



Prohibited Teen Work Duties

All workers under 18 years of age are prohibited from doing the following work in any industry:

- Operating meat slicers or powered bakery equipment such as a Hobart mixer.
- Regular driving of motor vehicles to make deliveries, such as pizza delivery. (No driving on public roads for those 16 or under.)
- Loading, operating or unloading of paper balers and compactors.
- Work in freezers, meat coolers and in preparing meats for sale.
- Slaughtering, meat packing or food processing.



Prohibited Work Activities Continued...

- Roofing – All work on or around a roof.
- Working at heights greater than 10 feet off the ground or floor level.
- Driving, or working near, a forklift.
- Wrecking and demolition. Hoists and cranes.
- Flagging and work on roadways. Trenching or excavating. Boilers or in engine rooms.
- Power-driven woodworking or metal-forming machines.
- Earth-moving machines.
- Explosives and mining.



Exemptions for Student Learners

Enrolled in a Paid program recognized by the state of OSPI or school district (including private school) and an apprenticeship program registered with Washington State apprenticeship and training council.

➤ Teens (16-17 year-old only)

work involving power-driven machines

- woodworking machines
- metal-forming, punching and shearing
- meat packing or processing
- paper product Machines, balers, compactors
- circular, band saws, guillotine shears
- Fire Fighting
- Roofing
- Excavation



Student Learner Exemption Continued

- ✓ Approved Apprenticeship Standards in place
- ✓ Hazardous work activity is incidental to the training
- ✓ Particularly hazardous work is intermittent - short duration
- ✓ Under direct supervision of experienced adult
- ✓ Safety instruction has been given by the apprenticeship and employer with job training
- ✓ A scheduled learning plan is in place



**You can learn more about teen work hours,
prohibited jobs and regulations:**

Online www.TeenWorkers.Lni.wa.gov

Mail a question to TeenSafety@Lni.wa.gov

Visit any L&I office or call toll-free

1-866-219-7321

or

Contact: Josie Bryan Teen Worker Specialist at
Josie.Bryan@Lni.wa.gov Phone: 360-902-6041



Questions?





Youth Apprenticeship

What is the vision of
Youth Apprenticeship
Washington?



SKILLED AND CERTIFIED WORKFORCE





Apprenticeship is...

- A job, not an internship
- Occupational training, not career exploration
- At least 144 hours of classroom training and 2,000 hours of OJT
- A legal agreement between an apprentice and their employer
- Governed by an Apprenticeship Committee and standards of apprenticeship that are approved by the Washington State Apprenticeship Training Council
- Guided by state and federal laws – coordinated by Washington State Department of Labor and Industries Apprenticeship Division





Identify an Occupation

- What industries exist in abundance in your community?
- Are there employers willing to hire youth?
- Is there an entry level occupation (O*Net classified) that can be trained to in 2,000 hours? Needs to be a stand alone job in the industry VS. skills of a larger body of work
- Is the work environment safe for minors with competencies approved by L&I's Teen Worker Safety Division?
- Does the occupation have any prohibited job duties for youth?
- Can a Student Learner variance be obtained to restricted job duties?





Engage Employers

- Can local employers hire students during or after school hours?
- Mentorship Availability: does this occupation have space for 1:1 mentorship to happen in a meaningful way?
- Address any safety concerns and insurance concerns
- Conduct local meetings and industry roundtables to discuss wage progression, task rotation, and employer responsibilities
- Talk to local human resource managers about getting “buy-in” from the boots on the ground





Find or Build a Committee

Apprenticeships are governed by a committee of industry representatives who oversee the apprenticeship standards for the program. They oversee the standards, enforce the rules, and ensure regulations are followed.

- Is there a committee in your local community that could support your efforts?
- Are there industry partners in your area that would be willing to be on a committee for this occupation or group of occupations?
- Is there a local chamber of commerce or business club that could serve as a committee?
- Define the members who will form your committee





Get Structured OJT in Place

In registered apprenticeship 93% of training takes place on-the-job under the supervision of a dedicated mentor.

- Define the occupational skills and competencies needed to be a journeyman
- Breakdown the competencies into structured OJT training hours
- Identify a solid “task rotation” schedule for the apprentices
- Create and conduct youth mentorship training to support adult mentors
- Make sure there is an apprenticeship coordinator in place to help supervise the OJT experience
- Conduct OJT site visits to ensure rotation, mentoring, wage progression, and safety





Build Related Supplemental Instruction

RSI makes up roughly 7% of the apprentices experience in apprenticeship.

- What theory is needed to support the occupational training?
- Does curriculum need to be created or is there existing curriculum already endorsed by industry?
- Can you find instructors with the right credentials to support the high school/technical education credits?
- Who will provide curriculum and is it approved for high school, college, and apprenticeship committee?
- How will dual enrollment work? What credit will be conferred by the college/high school?
- Who will fund the cost of tuition? Can the credits be cross walked?
- Are there articulation agreements that need to be in place?





Getting Started: Decide Program Structure

Program design elements vary by region but generally include discussions regarding:

- Funding
- Committee Administration
- Program Coordination
- Instruction
- Facilities
- Dual Enrollment/Credit
- Day/Evening/Out of School
- PPE and materials
- Tuition
- Interagency agreements





Submit Standards

Standards of apprenticeship are sent from the Committee to the Washington Apprenticeship and Training Council for approval.

- Standards of apprenticeship are drafted in partnership between the local committee and their apprenticeship advisor with L&I
- Standards are then submitted for technical review by L&I staff before being submitted to Council for final approval
- The standards then go to the Washington Apprenticeship and Training Council for final approval
- Revisions to the standards of apprenticeship may be submitted for Council review quarterly





Facilitate Hiring

Apprenticeship starts with a job – local committees facilitate the hiring process.

- How will applicants be recruited and screened?
- How will hiring be facilitated?
- Will recruitment be continuous or cohort based?
- How will EEO be satisfied in this process?
- Consider the timing of recruitment/screening/hiring when determining program start date





Supervise Apprenticeship

The apprenticeship committee oversees the overall program coordination and they are responsible for compliance related to registered apprenticeship.

- Organize quarterly committee meetings
- Reporting OJT hours to L&I
- Enforce the standards and discipline apprentices according to their non-compliance
- Ensure that program is in compliance of standards
- Audits





Questions?



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