**Mississippi Valley/CESA #4 Youth Apprenticeship Consortium**

**Mentor Training Guide**

**Developed October, 2016**

**Suggested Resources for all Mentor Training Activities:**

* Program Overview – YA 101 (included “R All”))
* Program Area Flyer (Program-specific, either from CESA 4 website or DVD website)
* Program Area Information Sheet (Program-specific, either from CESA 4 website or DVD website)
* Employer Powerpoint (included “R All”)
* Window Cling

**Topics to be addressed as appropriate:**

Program Area and Pathway (all Program-specific)

- Core Employability Skills

-Safety

-OSHA, Confidentiality, etc. where appropriate

-Checklist- review all Pathways to determine the best fit (and be prepared to reference supporting curriculum)

-Technical Skills in selected Pathway

-Child Labor Laws and rules specific to this Program Area (exemptions for student learners, prohibited activities, etc.)

-Work Permit (optional but suggested)

Other forms – Application and Recommendations, Student Registration Form (included “F”)

Responsibilities:

-Education and Training Agreement (ETA)

-Regular check-ins with Youth Apprentice

-Meet 3 times with school coordinator and student

-Inform school coordinator of any concerns or potential problems

-Be aware of student’s school performance

-Mentors need to know basic expectations for THEIR business of student’s daily tasks.   
 -What does the student want to learn? What will they need to flourish? Long term goals?

-Any additional certifications and training that the student might be able to earn

-Helpful background on the student

What to expect from the school coordinator

-Explain the shared grading aspect (grading scales, etc.)

-Role as an advocate both for student and for employer

-What the YA School Coordinator may expect of the student (weekly log, etc.)

-Interested in hearing successes from mentor and student – not there to inspect, critique, etc.

-Preferred means of communication between mentor and School Coordinator

Employment basics

-Work Protocol expectations, time card, etc.

-Payroll, related documents

-Work hours, schedules, time off

-Who to contact when ill

-How to request time off

Provide your contact information (business card)

Resources:

* Discover YA – A Handbook for Employers (DWD publication)
* YA Calendar for Employers (DWD publication)
* Guide to Wisconsin’s Child Labor Laws, 2014 – DWD
* Review of WI Child Labor Laws 2014 – J Chiolino, DWD
* CESA #4 YA Webpage:

<http://www.cesa4.k12.wi.us/programs/cte-youthapprenticeship.cfm>

* DWD YA Website:  
  <http://dwd.wisconsin.gov/youthapprenticeship/>

Key to Guide resources:

R All – should be shared with all Employers/Mentors during training

F All – Forms specific to YA program enrollment and completion

Supporting – optional resources to share as appropriate