CareerWise New York

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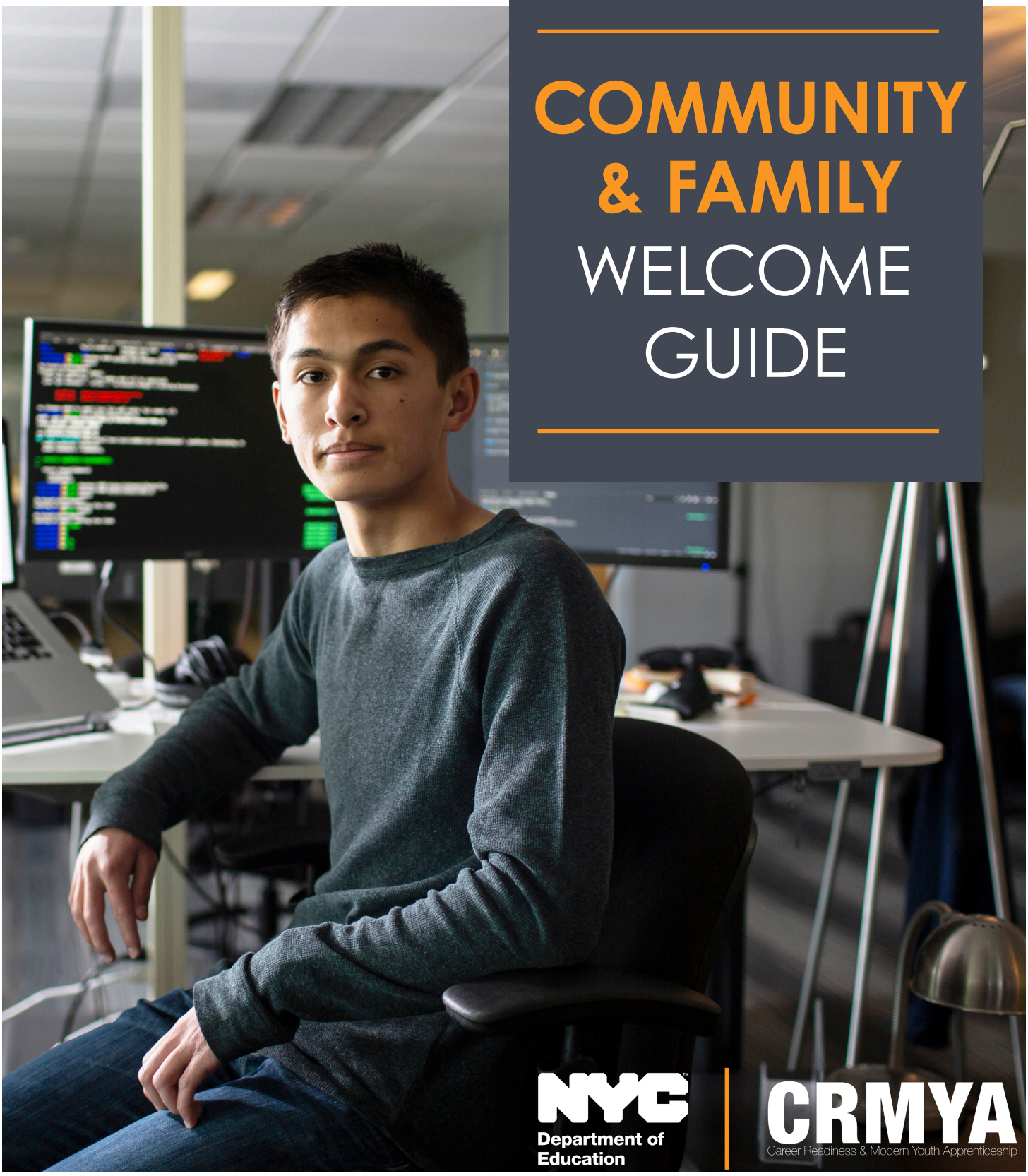
COMMUNITY & FAMILY WELCOME GUIDE



NYC Department of Education

CRMYA
Career Readiness & Modern Youth Apprenticeship

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INTRODUCTION

Congratulations on having your student selected as a CareerWise apprentice. This means that one of the leading companies in New York saw great promise in your student during a very competitive interview process and is confident that they will add value to their organization. The skills and abilities they'll develop during the apprenticeship will lay the foundation for success in their future.

We hope that this opportunity is one of the most significant experiences in their young lives. Former apprentices have come away from their experience feeling more confident, independent, and were seen as peers in the workplace.

Along with personal growth, you can expect your apprentice to learn about the field in which they are working. One of the many differences with a typical high school job is that apprentices are learning industry-supported competencies on the job and are on a path to earn (in most cases) industry-valued certifications. More on competencies and industry certifications below.

Furthermore, you can expect that your apprentice will gain some college credit, especially during their last year based on their readiness and goals. Encourage your student to talk to their supervisor about the higher education benefits offered by their company.

COMMUNICATING WITH CAREERWISE

If you have a question about the program, or you or your student has feedback about their apprenticeship experience, you can reach out to your dedicated CareerWise Customer Success Manager (CSM) or use the parent hotline below.

We will invite you by email to any parent or guardian trainings or events related to the program. Also, we encourage you to visit the parent or guardian section of our website for more information.

PARENT & APPRENTICE HOTLINE

(646) 762-6365

THE CAREERWISE MODEL

The CareerWise modern youth-apprenticeship model borrows from the system in Switzerland, where approximately 70 percent of high school-aged students are apprentices. Many scholars consider the Swiss system the gold standard of apprenticeship. It's credited as a reason for the exceptionally low youth-unemployment rate in that country and a big reason the Swiss economy is rated among the most innovative in the world.

Modern youth apprenticeship is designed to promote both educational and professional permeability. The Swiss often use the phrase "no dead ends" when describing youth apprenticeship, which means apprentices are always able to tap into additional educational and career opportunities. The jobs that apprenticeship allows students to have lead to more opportunities. Americans value keeping options open—especially for younger people—CareerWise values the Swiss model for this commitment to permeability.

CareerWise designed its own modern youth apprenticeship system based on the needs of those in our communities. For instance, in addition to providing the opportunity for debt-free college credit and paths to higher education, CareerWise only includes occupations that:

- Pay a living wage or higher at the entry-level
- Are in high demand and part of a robust career pathway
- Align entry-level positions to associate and bachelor degree pathways

If you are interested in learning more about the Swiss apprenticeship model, this article is a good place to start: *bit.ly/swissapprenticeship*

CAREERWISE & YOUR SCHOOL'S CAREER PROGRAM

Many schools and districts have well-developed career programs. These might include opportunities for career exploration and work-based learning, such as job shadowing and internships. Schools and districts have partnered with CareerWise to offer apprenticeships, which is often the capstone experience of their career program. Our apprenticeships are typically co-branded within the larger school or district initiative.

SAMPLE YEARLY SCHEDULES

CareerWise supports two different apprenticeship models based on employer needs. The duration may vary, but apprentices are expected to work 2,000 hours on the job in order to receive certification from the U.S. Department of Labor. Here are samples of how a two-year or three-year program might work:

YEARLY SCHEDULE: TWO-YEAR	YEAR 1	YEAR 2	
HIGH SCHOOL Core academic courses at school, some community college coursework	**~ 2 DAYS** per week	**N/A**	
ON-THE-JOB Trainings to develop occupational competencies	**20-24 HOURS** per week	**32-40 HOURS/FTE** per week	
EXTERNAL TRAINING Industry certifications and college coursework	**ON THE JOB UPSKILLING & CERTIFICATION** Apprentice upskills for specific occupation and earns an industry relevant certification.		Community college coursework approved by business and apprentice.

YEARLY SCHEDULE: THREE-YEAR	YEAR 1	YEAR 2	YEAR 3
HIGH SCHOOL Academic Classes	**3 DAYS** per week	**2-3 DAYS** per week	**N/A**
ON-THE-JOB Trainings to develop occupational competencies	**12-16 HOURS** per week	**20-24 HOURS** per week	**32+ HOURS** per week
POST-SECONDARY PATHWAYS College-level coursework aligned with your pathway	**COLLEGE COURSES BASED ON YOUR GOALS & READINESS** The instruction you receive here will provide you debt-free college credit and the knowledge you need for your nationally recognized industry certification.		

OTHER CAREERWISE TIME COMMITMENTS

ORIENTATION

Apprentices will attend a professional “Orientation” in the summer prior to beginning their apprenticeship in which they build the skills that will help them during their apprenticeship.

ONGOING TRAINING

Apprentices will have the opportunity to participate in LevelUp. The employer can opt the apprentice into this training where they will receive the time and support to complete an industry certification or credential.

TIME MANAGEMENT

Some apprentices have been able to participate in extracurricular activities, but many have found that they need to make trade-offs. Some businesses can accommodate extracurricular schedules more than others. An apprentice could find it difficult to balance multiple AP courses, play on the basketball team, be in the school play, AND be an apprentice. There just isn’t enough time in the day; students could run the risk of burnout.

If your student is interested in being an apprentice and continuing to take part in one or more extracurriculars, CareerWise recommends the following:

- Discuss extracurriculars with their counselor
- Ask during interviews if work schedules will allow for participation in extracurriculars, and whether weekend work hours might be possible
- Once hired, work with their supervisor to determine what is and isn't possible from a scheduling and participation perspective

HIGH SCHOOL GRADUATION

Being an apprentice will not impact when your student graduates from high school. Schools only approve students who are on track to graduate. The school counselor develops a schedule that ensures the student will have enough time to spend in the workplace and have enough credits to graduate on time.
Note: CareerWise encourages you to check with your district about when students receive their diploma.

THE FINAL YEAR

During the final year an apprentice can expect to be working full-time hours during the week and taking one to three college courses during the year (again, depending on the pathway and the apprentice's readiness and career goals, as well as the company's higher education benefits).

Also, during the final year the apprentice (and his or her parents) can meet with a CSM at CareeWise New York to discuss post-secondary options after the apprenticeship.
These options could include:

1. Full time employment

2. Hybrid schedule of employment and higher education or industry certification

3. Full time advanced education or industry certification.

We are happy to talk through these (and perhaps other) options with you.

LEADERSHIP & COMMUNITY-BUILDING OPPORTUNITIES

Most schools have multiple apprentices, which will allow your students to connect with those who are also participating in the program. Apprentices will come together annually for ongoing training and other cohort-wide events, where they will spend time with their entire apprentice class.

If apprentices are looking to get more involved in the program, we also have an Apprentice Advisory board. If your student is interested in joining the advisory board have them email CareerWise at *info@careerwisenewyork.org* or reach out to a Customer Success Manager.

ROLES OF THE SUPPORT SYSTEM

The best way to be supportive is showing interest in your student's apprenticeship, (see "Apprenticeship Conversation Starters" below) and playing a role in ensuring your student takes the commitment seriously and prioritizes their apprenticeship, including the expectation that they learn and add value to the company.

There are no financial commitments to being part of this program.

APPRENTICESHIP
Conversation Starters

- What are you learning at your apprenticeship?
- How are you progressing against your competencies/training plan?
- Have you received a performance review?
- What did you learn as part of the review?
- Are you feeling challenged?
- How is learning at work different than learning at school?
- Who are some co-workers that you connect with and are learning from?
- What's been your best day as an apprentice?

THINGS TO AVOID
as an Apprentice Parent

Current apprentices report that they welcome an active interest from their support system in their apprenticeships, but that they don't want them to be over-involved. Being over-involved may in fact get in the way of what could be a period of great personal growth for your apprentice.

So if you have any questions or concerns about your student's experience, contact the parent & apprentice hotline email: info@careerwisenewyork.org. Phone: (646) 762-6365. Please refrain from going directly to your apprentice's supervisor.

COMPETENCIES

Competencies—and the tracking of them—are one of the things that set an apprenticeship apart from internships or other work-based learning experiences. Obtaining these competencies will gain apprentices entry into a full-time job in that occupation, help them pass their credential exam, and ensure that they are learning meaningful skills.

There are two types of competencies: Career-Ready Competencies and Occupational Competencies.

CAREER-READY COMPETENCIES are common across all occupations and define the professional skills needed to succeed in jobs of today. The list of these competencies were compiled from State and City industry stakeholders and educators in order to create standard competencies for apprentices. Apprentices are evaluated by supervisors within the 3 year program to assess competency and consideration for advancement.

OCCUPATIONAL COMPETENCIES came from a multi-step process that includes drawing from a U.S. Department of Labor database, interviewing industry experts, and job shadowing to determine the set of tasks and skills that typically make up the an entry level position in a specific field.

Several times a year, supervisors evaluate the apprentice on a four-point scale for each competency. CareerWise encourages each apprentice to become familiar with their set of competencies to ensure they are on track, and to ask their supervisor to teach them new things if needed.

NATIONALLY RECOGNIZED INDUSTRY CERTIFICATIONS

Students can obtain industry certifications through their apprenticeship; certifications demonstrate commitment to upholding industry standards, continued learning and boost students' professional credibility. Industry certifications are a significant return on investment for the student as they increase earning potential and are generously paid for by the student's employer.

WORKPLACE SUPPORTS

SUPERVISOR

Each apprentice reports to a supervisor in the workplace. Like a typical supervisor, this individual monitors the apprentice's work, assigns tasks and projects and completes performance reviews. Apprentice supervisors are also in charge of creating an apprentice's training plans.

MENTOR

Each apprentice also has a mentor in the workplace. This individual will meet with apprentices on a regular basis to check-in and see if they have any questions, and ensure they are getting the most out of their experience.

HIGHER EDUCATION & COLLEGE CREDITS

Another benefit to the student through their apprenticeship is a Higher Education/ College tuition benefit; in the last year of a student's apprenticeship, they can take college courses that are directly tied to their job functions; most employers agree to a max benefit of $4,000 per student to apply to college coursework.

COURSE SELECTION & TIMING

Your student will be fully supported to select courses that align with their position and are designed to be related to the learning apprentices are experiencing on the job. The collaborative and proactive conversation will continue throughout the apprenticeship program to ensure that all coursework is meaningful, relevant, and valuable for the apprentices and employers.

CONGRATULATIONS!

This is an amazing opportunity, for both you and your apprentice. The growth they will make, and the skills they will learn, will be an invaluable experience that will help them for the rest of their lives!

Funded in part by the USDOL Youth Apprenticeship Readiness Grant.
It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex (including pregnancy and gender identity),sexual orientation, age (40 years or older), genetic information, or disability. CareerWise must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.
Visit CareerWiseUSA.org/EEO for more about your right to EEO, including filing a complaint.