



Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE



PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP

<https://www.youtube.com/watch?v=MPJ4FDVa2hc>



Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE

Trident Region
EMPLOYERS



Charleston >excellence is our standard
County SCHOOL DISTRICT



Charleston Regional
Youth Apprenticeships
AT TRIDENT TECHNICAL COLLEGE

Created through a **regional collaborative community partnership** that came together to:

Address the **critical workforce needs** within the region through **customized apprenticeship programs**, and

Mentor the next generation of skilled workers for the Lowcountry.



Trident Region
EMPLOYERS



Charleston >excellence is our standard
County SCHOOL DISTRICT



BERKELEY COUNTY
SCHOOL DISTRICT



SOUTH CAROLINA
PUBLIC CHARTER SCHOOL DISTRICT



Dorchester
School District Two



Dorchester
School District 4
Imagine Greatness

Charleston Metro
Chamber of Commerce



REGIONS

TRIDENT TECHNICAL COLLEGE



Charleston Regional
Youth Apprenticeships
AT TRIDENT TECHNICAL COLLEGE

Youth Apprenticeship Model

- **Related Technical Instruction (RTI)**
- **On-the-Job Training (OJT)**
- **Scalable Wage (\$↑)**



Trident Region EMPLOYERS



Charleston >excellence is our standard
County SCHOOL DISTRICT



*Trident Technical College is the **Hub in the Wheel.***

- Provide the **Related Technical Instruction (RTI)** for local apprenticeship programs we serve.
- Serve as the **Local Intermediary** to assist with and support all aspects of the program.
 - **Division of Apprenticeship (Employer Support)**
 - **Division of School & Community Initiatives (K-12 and student support)**





Serve as liaison & support for local stakeholders

Ensure funding & financial management

Collect & share relevant data for program improvement

Intermediary Services Provided by TTC

Recruit & support employers

Manage employer & college relationships

Assist in developing training plans

Ensure funding & financial management

Convene & serve as liaison for local stakeholders

Market & provide outreach for programs

Recruit & support apprentices

Supervise application process & training

Collect & analyze data for continuous improvement

Apprenticeship Achievements



High School Diploma

**Certificate from TTC in a career specific field
(all courses apply to an Associate Degree)**

National Credential

(from the U.S. Department of Labor)

Two years paid work experience



Exponential Growth!

2014-2015

- 1 Pathway – Industrial Mechanics
- 6 Companies
- 13 Youth Apprentices

2019-2020

- 18 Pathways – 9 Industry Sectors
- 180+ Registered Companies
- 118 Apprentices

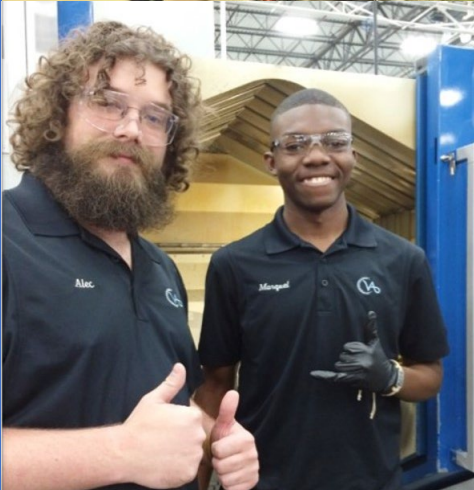
2021-2022

- 18 Pathways – 10 Industry Sectors
- 180+ Registered Companies
- 143 Apprentices





HVAC
Manufacturing
Automotive Services
Engineering Services
Information Technology
Hospitality & Culinary Arts
Transportation & Logistics
Law Enforcement
Business
Health



2022-2023

Youth Apprenticeship Active Pathways

Industrial Mechanic

Engineering Technician

Supply Chain Analyst

Machinist

Baking & Pastry

Security to Pre-Law Enforcement

Welding

Culinary Arts

C.N.A. to Pre-Nursing

HVAC Technician

Hotel Operations

Medical Office Assistant

Automotive Mechanic

Computer Networking

Sterile Processing Technician

Civil CAD

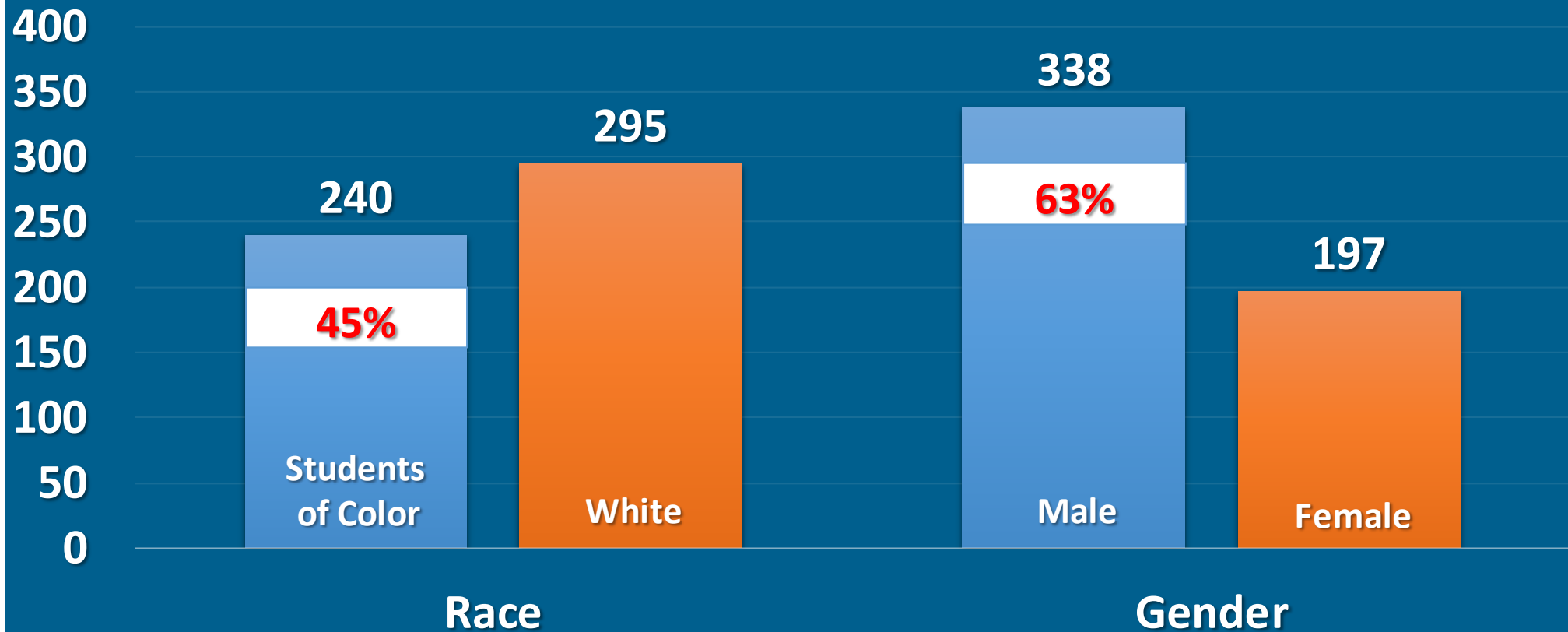
Cybersecurity

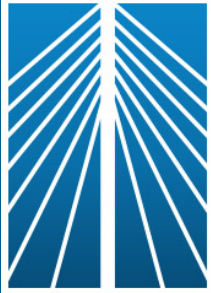


YA Demographics



535 Apprentices to Date (First 9 Cohorts)





Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE



Our Future Today!

PAYA 101

December 5, 2022



About Us

New America is pioneering a new kind of think and action tank: a civic platform that connects a research institute, technology lab, solutions network, media hub and public forum.

- We generate big, bold ideas as templates for change.
- We design and advance evidence-based public policies.
- We surface, share, and scale locally generated and tested solutions to public problems through a national and global network of public, private, and civic partners.
- We develop legal, political and technological tools to build democratic capacity and enable solutions to grow and spread.
- We tell stories about what is happening and what is possible, to give Americans a window into what we are capable of achieving together and a vision of what a renewed America could and should be.

The **Center on Education & Labor** is dedicated to restoring the link between education and economic mobility by advancing policies that strengthen the key social institutions necessary to connect them.





PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP

PAYA is a multi-year, multi-partner initiative that supports place-based efforts to expand access to high-quality apprenticeship opportunities for high school age youth.

How We Work

New America & the PAYA National Partners collaborate to:



Support place-based partnerships to increase the number of youth apprenticeship programs aligned to PAYA's Definition & Principles for High Quality Youth Apprenticeship



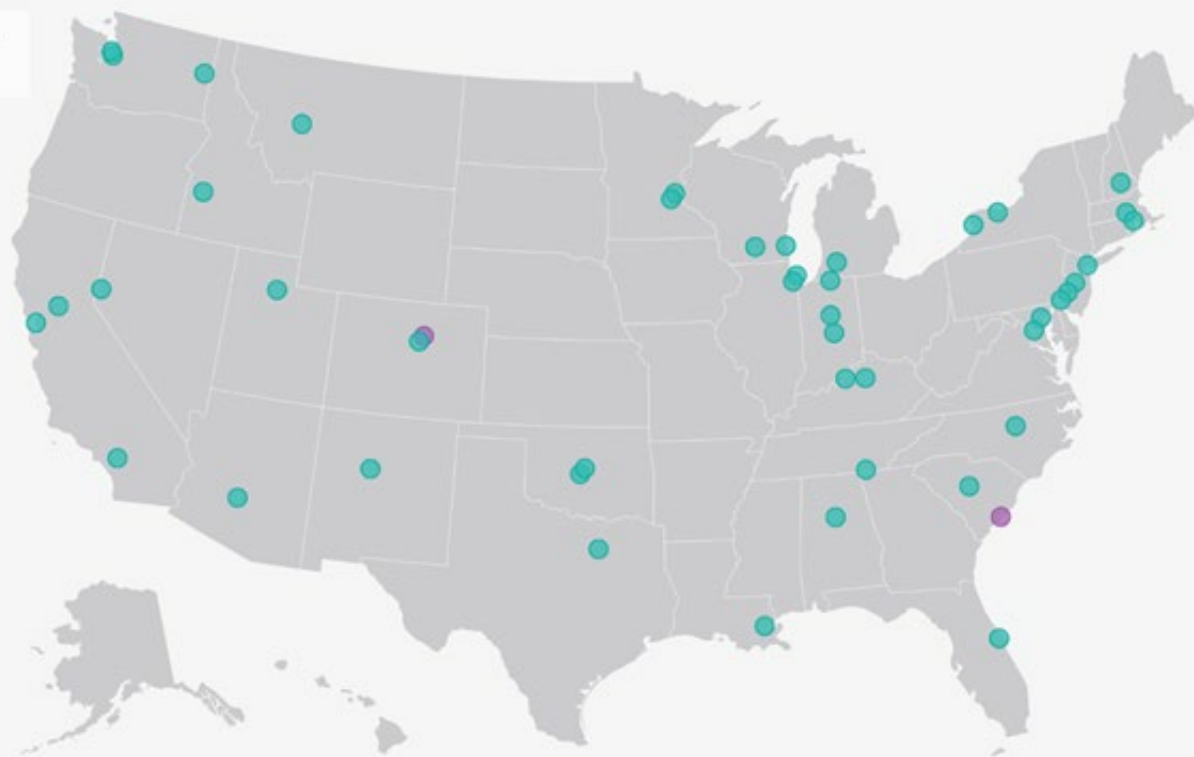
Facilitate learning and innovation to support the wide-scale adoption of best practices and enabling policies across a growing field



Strengthen the case and evidence base for youth apprenticeship to raise awareness and to mobilize policy, action and investment.

PAYA Grantees and Network

- National Learning Hub
- Network Member



[Get the data](#) • [Download image](#)

NEW AMERICA

PAYA National Partners

- Advance CTE
- CareerWise Colorado - *PAYA National Learning Hub*
- Education Strategy Group
- JFF
- National Alliance for Partnerships in Equity
- National Governors Association
- Trident Technical College - *PAYA National Learning Hub*

PAYA Funder Collaborative

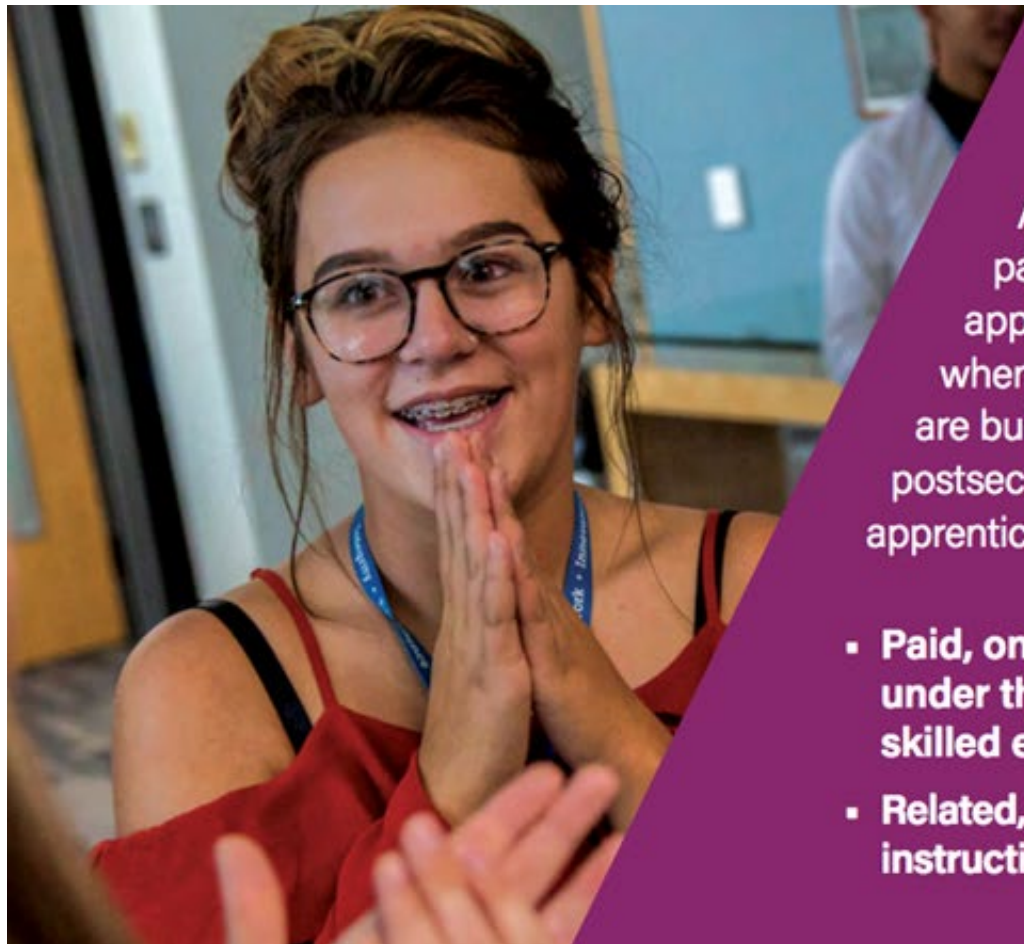
- Annie E. Casey Foundation
- Bloomberg Philanthropies
- Bill & Melinda Gates Foundation
- Carnegie Corporation of New York
- J.P. Morgan Chase & Co.
- Ralph C. Wilson, Jr. Foundation
- Siemens Foundation
- The Smidt Foundation / Harbor Freight Tools for Schools
- Walton Family Foundation

At Our Core

- Youth Apprenticeship Definition
- Five Principles for High-Quality Youth Apprenticeship



Partnerships and Principles for High Quality Youth Apprenticeship



WHAT IS A YOUTH APPRENTICESHIP?

Apprenticeship is a proven education and workforce strategy that combines paid, structured on-the-job training with related, classroom learning. A youth apprenticeship is a structured, work-based learning program designed to start when apprentices are in high school. High-quality youth apprenticeship programs are built on partnerships that include employers, high schools, and providers of postsecondary education, most often a community college. High-quality youth apprenticeship programs include the following four core elements:

- **Paid, on-the-job learning under the supervision of skilled employee mentors**
- **Related, classroom-based instruction**
- **Ongoing assessment against established skills and competency standards**
- **Culmination in a portable, industry-recognized credential and postsecondary credit**

HIGH SCHOOL

YEAR 1



High school classes
& college courses

Paid on-the-job learning

YEAR 2



High school classes
& college courses

Paid on-the-job learning



HIGH SCHOOL
GRADUATION

YEAR 3

PROGRAM COMPLETION

High school diploma

Transferable college credit and an industry recognized credential

Professional network & mentors

Paid work experience

College courses

Paid on-the-job learning



COLLEGE

Youth Apprenticeship Partnerships

Industry & Employers

identify skills requirements, build training plans, and deliver paid on-the-job training

**Industry/
Employer**

Intermediaries

Coordinate the activity of partners to support apprentice & program success

**Youth
Apprenticeship
Intermediary**

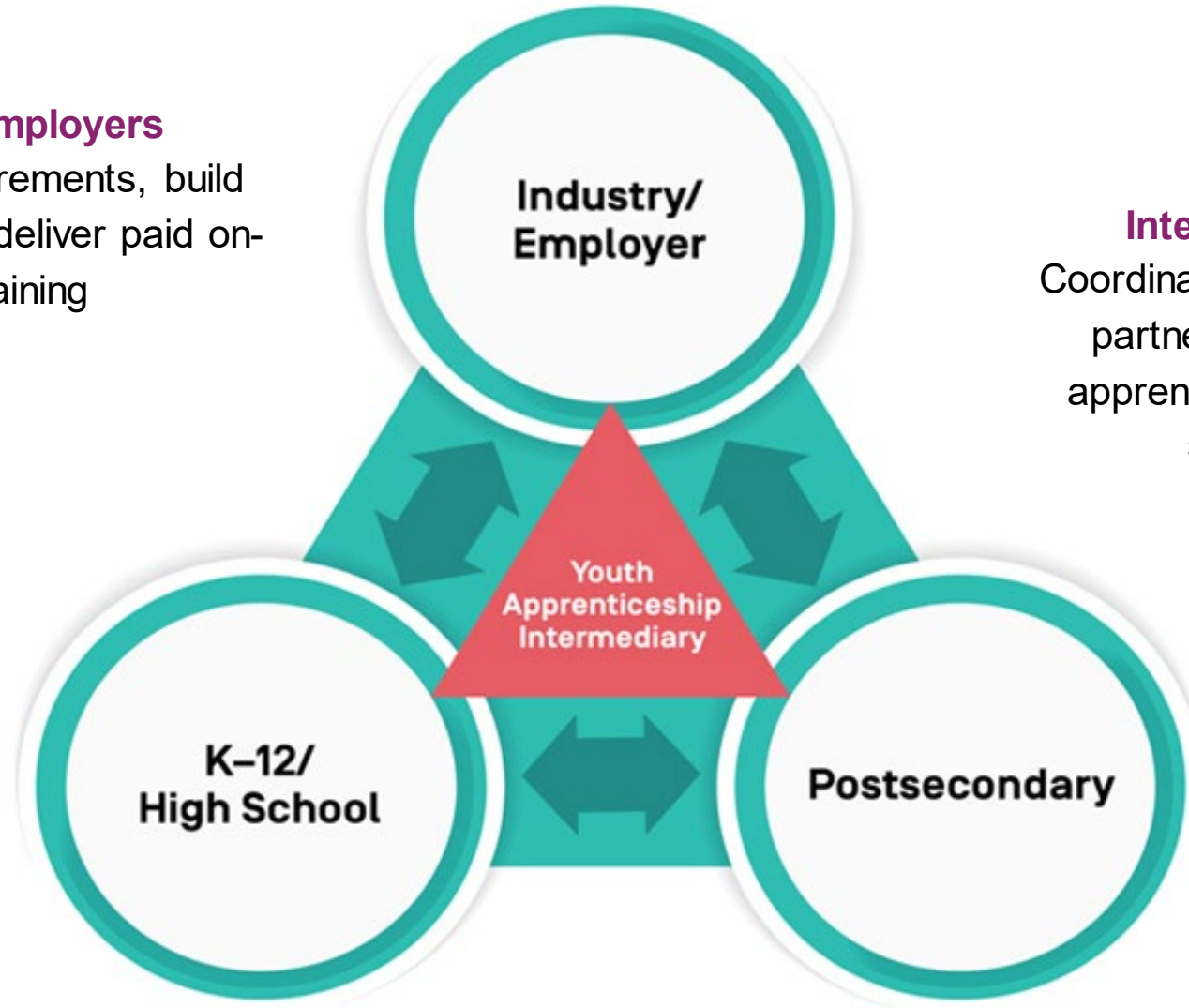
High Schools

design and deliver related instruction and supports, and help students graduate

**K-12/
High School**

Postsecondary

Colleges & Universities
design and deliver related instruction, assess learning, grant credit and credentials



PAYA'S GUIDING PRINCIPLES FOR A HIGH-QUALITY YOUTH APPRENTICESHIP PROGRAM

CAREER-ORIENTED

Learning is structured around knowledge, skills, and competencies that lead to career with family-supporting wages.

EQUITABLE

Learning is accessible to every student, with targeted supports for those adversely impacted by long-standing inequities in our education system and labor market.

PORTABLE

Learning leads to postsecondary credentials and transferable college credit that expands options for students.

ADAPTABLE

Learning is designed collaboratively to be recognized and valued across an industry or sector.

ACCOUNTABLE

Student, employer, and program outcomes are monitored using transparent metrics to support improvement.

CAREER-ORIENTED

Learning is structured around knowledge, skills, and competencies that *lead to careers with family-supporting wages.*



The YA Program is designed to:

- Combine on-the-job and classroom learning so students are prepared to navigate work and postsecondary education
- Lead to improved economic success for students in the short and the long term
- Equip students with skills and competencies that are valued throughout an industry and that can lead to further advancement within that field

EQUITABLE

Learning is accessible to every student, with targeted supports for those adversely impacted by long-standing inequities in our education system and labor market.

The YA Program is designed to:

- Acknowledge and address local equity challenges
- Provide targeted support to ensure equitable representation and success across all industries involved in the program
- Expand opportunity and lead to improved education and employment outcomes



PORTABLE

Learning leads to postsecondary credentials and transferable college credit that expands options for students.



The YA Program is designed to:

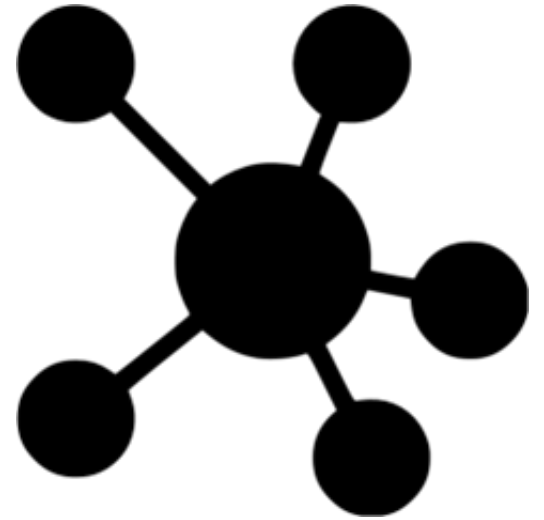
- Lead to increased postsecondary attainment for students in both the short and long term
- Provide affordable postsecondary credentials and credits
- Provide postsecondary credits that are transferable to other institutions and that are valued by the local labor market

ADAPTABLE

Learning is designed collaboratively to be recognized and valued across an industry or sector.

The YA Program is designed to:

- Involve multiple employers, leverage industry-wide standards, and connect to local education and community partners
- Address the needs of participating employers by broadening their access to talent with industry-recognized skills and valued credentials
- Support the economic success of local, regional, and state employer partners



ACCOUNTABLE

Student, employer, and program outcomes are monitored using transparent metrics to support improvement.



The YA Program is designed to:

- Sustain active, high-level leadership and support from all relevant partners
- Disaggregate and publicly report outcomes data to track success for both students and employers
- Share responsibility amongst partners for ensuring the success of apprentices and the continuous improvement of the program as a whole

Resources and Next Steps

- Youth Apprenticeship Quality Assessment Tool
 - <https://www.newamerica.org/education-policy/reports/youth-apprenticeship-quality-assessment-tool/>
- Subscribe to the PAYA Newsletter
 - <https://bit.ly/PAYANewsletter>
 - Stay up to date on events, resources, and opportunities





Thank you!

Attributions

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Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE



PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP

Mitchell Harp, Dean
Yvonne Brown, Business Consultant
Division of Apprenticeships and Employer Partnerships

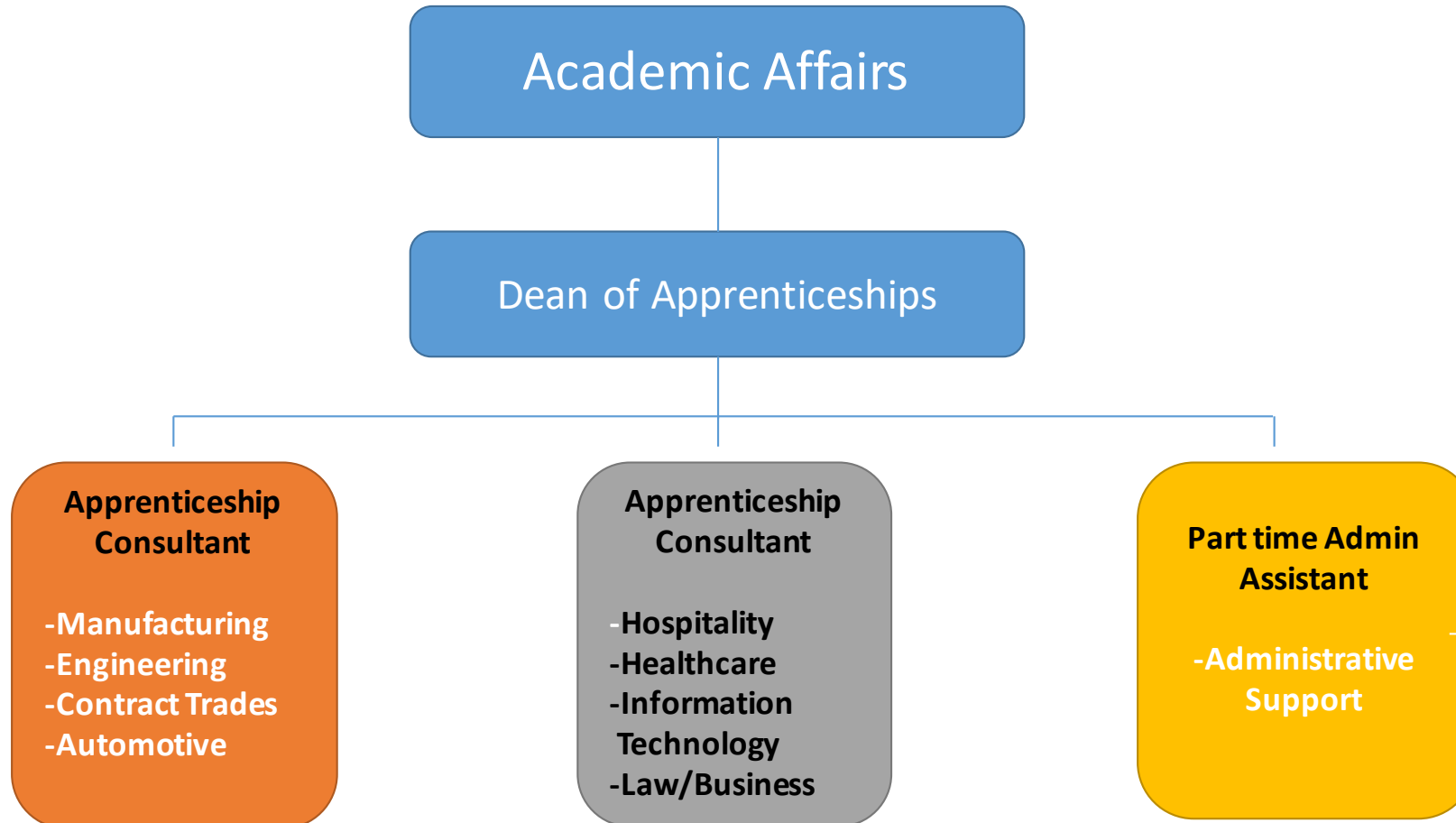
Division of Apprenticeships and Employer Partnerships



Division of Apprenticeships and Employer Partnerships

Internship	Apprenticeship
3-6 Months	1-5 Years
Can be Paid or Unpaid	Paid with a Wage Progression
Supports Classroom Instruction	Classroom Instruction & Structured On-the-Job Training
<u>See It</u> - Focuses on Career Exploration	<u>Do It</u> - Focuses on Skill & Career Attainment
60% of College Graduates Received Job Offers	95% of Completers Employed After Apprenticeship
No Certification	Portable Industry Recognized Certificate
Learn Before you Earn	Earn While you Learn

Division of Apprenticeships



Purpose

To educate and assist employers on how to partner with Trident Technical College and develop a United States Department of Labor Apprenticeship Program in order to grow their own workforce





TRIDENT TECHNICAL COLLEGE

Division of Apprenticeships Playbook

EDUCATE

DESIGN

REGISTER

RECRUIT

IMPLEMENT

AWARD



TRIDENT TECHNICAL COLLEGE

Division of Apprenticeships

GOALS

**Acquire
New
Employers**

**Retain
Employers**

Acquiring New Employers

- **Boots on the Ground (Door to door)**
 - **Take time to educate them.**
- **Entrepreneurial Spirit (Sales Person Mentality)**
 1. Identify your in demand jobs.
 2. Tell your networks and let them help by sending referrals.
 3. Understand your product
(Realize you are probably selling the wrong thing if no one is listening)
 4. Listen to the customer but have the solution (process) ready.
(Believe it or not, they will do it if you make it easy for them)
 4. Remember, data helps employers make good decisions, but stories inspire them to act.
 5. Find a champion because peer pressure really works.
 6. No really just means later.





TRIDENT TECHNICAL COLLEGE

Division of Apprenticeships Playbook

EDUCATE

- Research, identify and call on prospective employers
- Explain how TTC partners with employers to start and manage apprenticeships
- Discuss why apprenticeships are a great solution for recruiting and growing talent
- Discuss possible apprentice occupations.
- Discuss benefits and available tax credits

DESIGN

- Explain apprenticeship model
- Suggest and/or identify Job Related Education (JRE)
- Provide sample On the Job Training (OJT) checklist
- Discuss My Apprentice App
- Discuss scalable wage
- Obtain signed MOA
-

REGISTER

- Connect employer with Apprenticeship Carolina (AC)
- Send AC Job Related Education and On the Job Training checklist.
- AC submits to the United States Department of Labor

Retaining Employers

- **Recruiting Pipeline**
 - Annual Calendar of Events
 - Ask them to speak
- **Communication**
 - My Apprentice App
 - Send apprentice class schedules
 - Send monthly On the Job Training Reports
 - Send faculty mid-term reports
 - Send final grades
- **One Point of Contact**





TRIDENT TECHNICAL COLLEGE

Division of Apprenticeships Playbook

RECRUIT

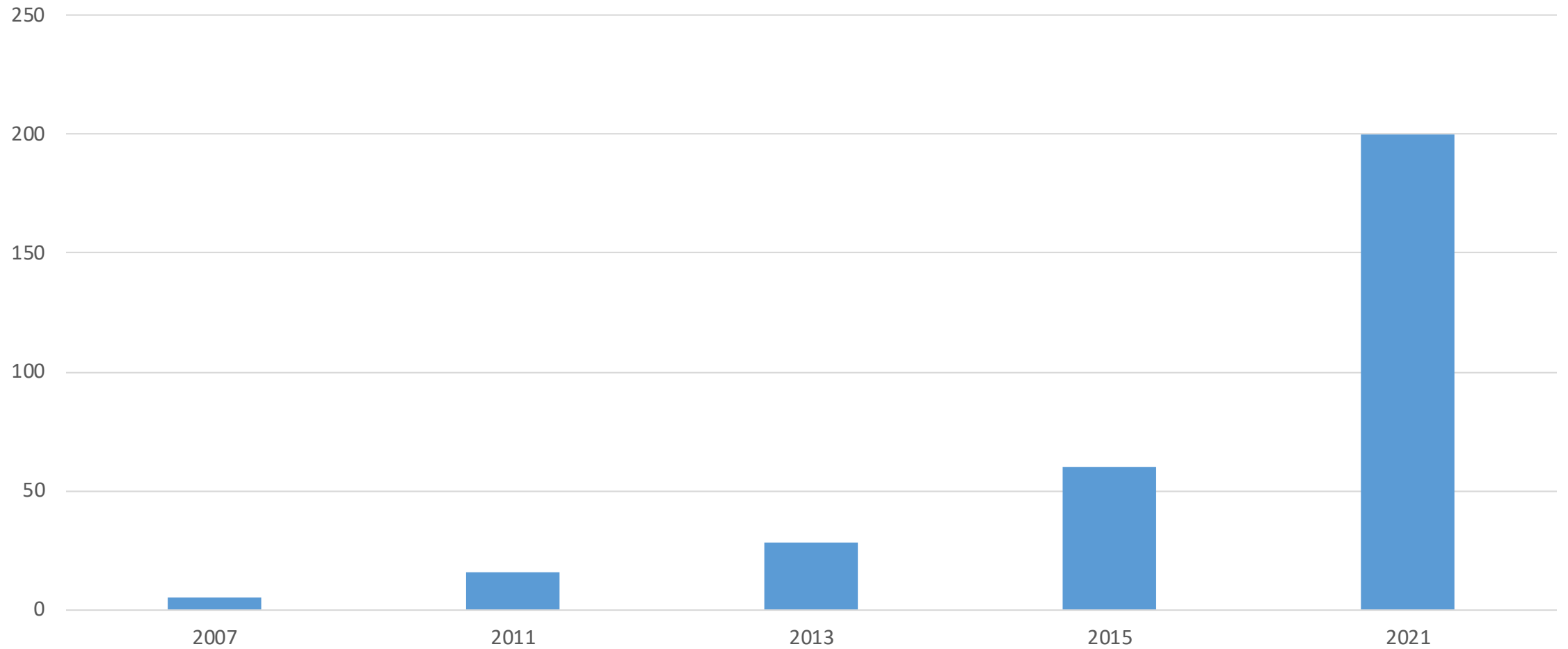
- Calendar of Events
- Accept applications and qualify candidates
- Connect candidates for interviews
- Follow up with employers for placements as needed
- Admit candidates into college

IMPLEMENT

- Remind employers about RAPIDS enrollment
- Enroll apprentices in TTC JRE
- Notify employers of class schedules
- Send Monthly OJT Reports
- Send midterm reports
- Send final grades
- Address issues from employers

AWARD

- Submit paperwork to registrar for TTC Certificate/Degree
- Remind employer about RAPIDS completion
- Educate employer on record keeping for closeout
- Coordinate certificate and /or degree distribution





Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE



Our Future Today!



Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE



PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP

Developing High School Partnerships & Champions

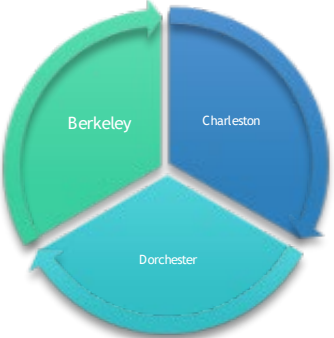
Tanisha Seraphin

Dean, Division of School and Community Initiatives



**Charleston Regional
Youth Apprenticeships**
AT TRIDENT TECHNICAL COLLEGE

Educational Landscape



3
COUNTIES
SERVED



5
SCHOOL
DISTRICTS



35
PARTICIPATING
SCHOOLS

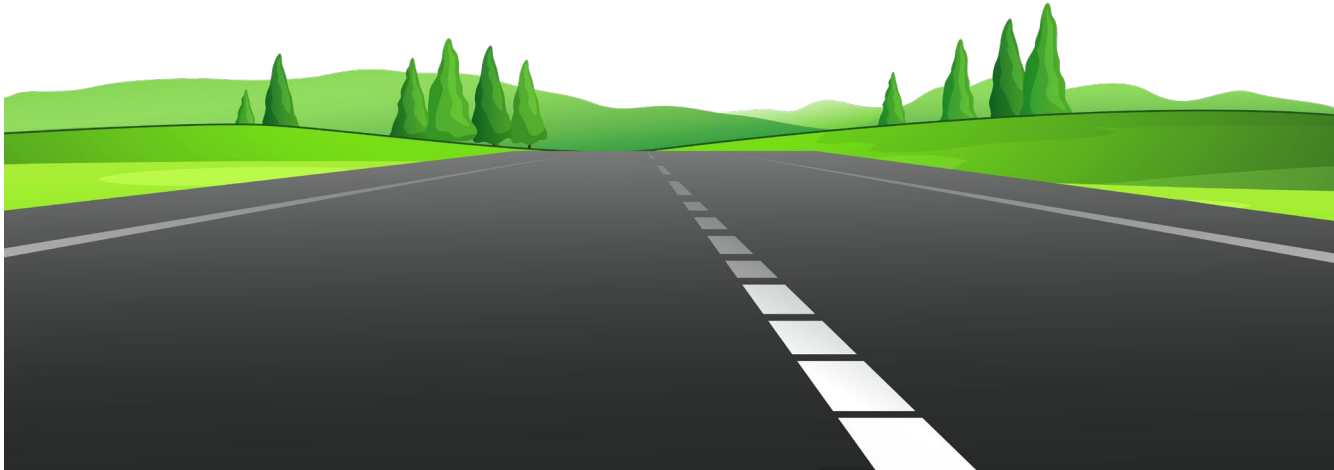


129
ENROLLED
APPRENTICES



19
OCCUPATIONAL
PATHWAYS

Where We've Been...



Initial Strategies

- **Dual Enrollment at TTC**
 - **Est. 1990s**
 - **SC EEDA – South Carolina Education and Economic Development Act (2005)**
 - **Develop seamless educational pathways through early career planning and individualized curriculum**
 - **Career development**
 - **Workforce development**
 - **Economic development**

Initial Strategies

- **Charleston Regional Youth Apprenticeship Program**
 - **Launched August 2014**
 - **6 Local Manufacturing Companies**
 - **13 High School Students**

Cultivating K-12 Relationships

- **Identify Decision Makers**
- **Start Small**
- **Develop a Shared Vision**
- **Maintain Transparency**
- **Visibility**
- **Treat Them Well**

Panel Discussion with K-12 Partners

Things to Consider

1: Value all partners

2: Encourage participation & enthusiasm

3: Be consistent and reliable

4: Create a winning environment

Questions?





Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE



Our Future Today!

Division of School & Community Initiatives

Provides Direct Support to Local K-12 Partners & Apprentices
5 individuals Dedicated to Student Engagement

**Educate K-12
administrators,
educators &
counselors**

**Assist in developing
educational
alignment with K-12**

**Market programs to
community
stakeholders**

**Manage K-12 &
college
relationships**

Convene & serve as liaison for educational stakeholders

**Recruit and manage
student application
process**

**Assist interview
process as needed**

**Supervise education
& provide ongoing
support for
apprentices**

**Collect JRE data for
continuous
improvement**

Application Process

Dual Credit, High School Classes and OJT Begin

TTC Notifies High Schools and Arranges Schedule

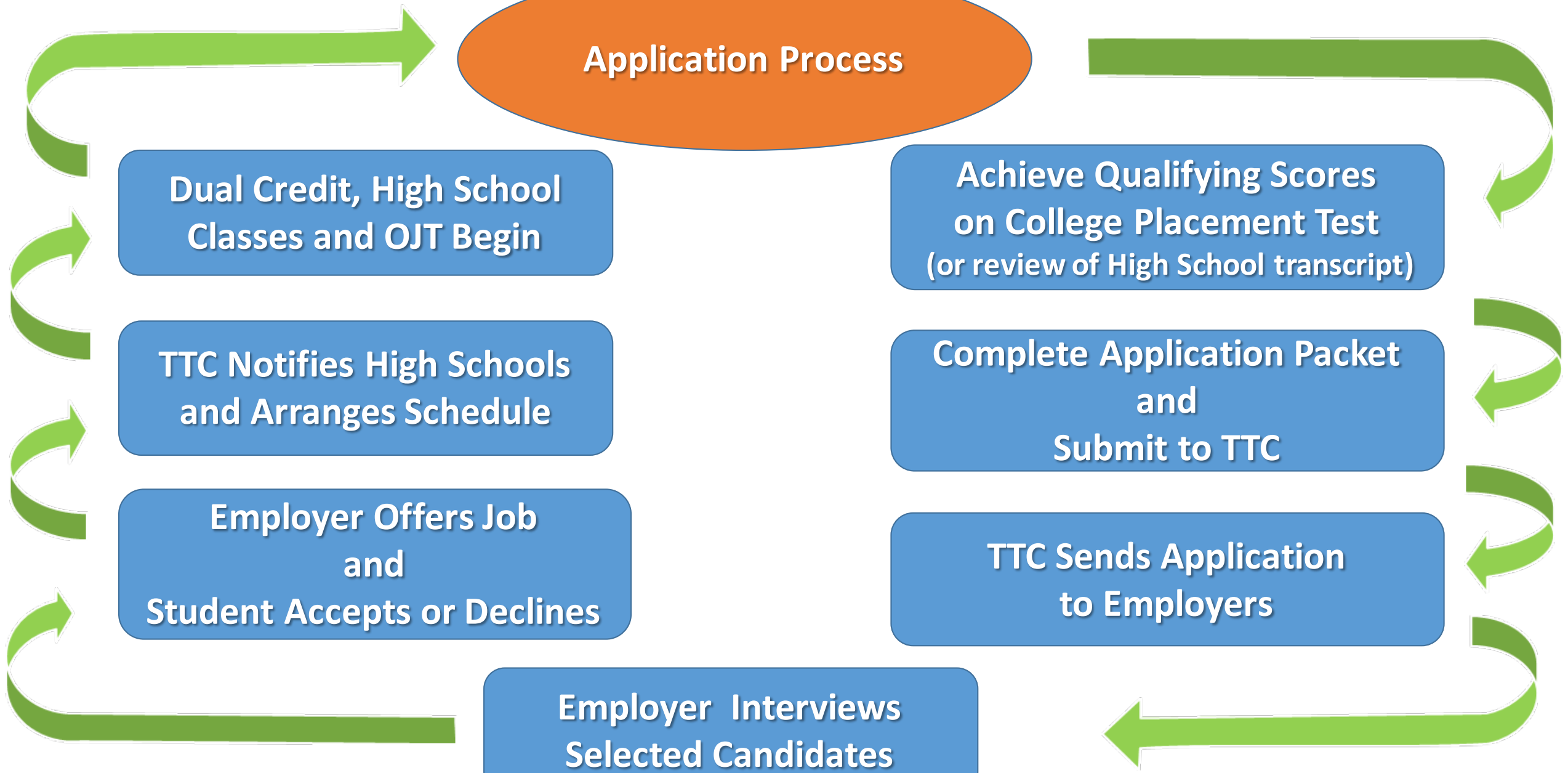
Employer Offers Job and Student Accepts or Declines

Employer Interviews Selected Candidates

Achieve Qualifying Scores on College Placement Test (or review of High School transcript)

Complete Application Packet and Submit to TTC

TTC Sends Application to Employers





Youth Apprenticeship Application Packet Checklist

A complete application packet should consist of the following:

✓ **Youth Apprenticeship Application Form**

PLEASE PRINT CLEARLY!

✓ **A cover letter, which should address the following questions:** (*see sample*)

- a. Why do you want to be a youth apprentice?
- b. How do your career interests relate to the apprenticeship for which you are applying?
- c. Why do you think you should be hired as a youth apprenticeship?

✓ **A résumé, which includes:** (*see sample*)

- a. Education (include any courses/training that support your qualifications and interest in a youth apprenticeship)
- b. Awards and honors
- c. Extracurricular activities
- d. Any employment information
- e. Volunteer work/community service
- f. Interests and skills

✓ **Two recommendation forms**

Recommendations should come from:

- a. Within a school setting (teacher, coach, school counselor)
- b. An individual in the community (volunteer coordinator, youth director, employer)
- c. A relative is acceptable **only** if he or she has supervised you in a paid work setting.

✓ **Release of Information Form**

✓ **Media Consent and Release Form**

✓ **Qualifying Placement Test Scores and any other required testing for apprenticeship**

Submit completed packet to:

TTC Division of School and Community Initiatives

PO Box 118067, Charleston, SC 29423

or email to:

Ellen Kaufman ellen.kaufman@tridenttech.edu



PLTW Youth Apprenticeship Application Packet Checklist

A complete application packet should consist of the following:

✓ **Youth Apprenticeship Application Form**

PLEASE PRINT CLEARLY!

✓ **A cover letter, which should address the following questions: (see sample)**

- a. Why do you want to be a youth apprentice?
- b. How do your career interests relate to the apprenticeship for which you are applying?
- c. Why do you think you should be hired as a youth apprenticeship?

✓ **A résumé, which includes: (see sample)**

- a. Education (include the PLTW courses you have taken/are taking in high school)
 1. Principles of Engineering
 2. Introduction to Engineering Design
 3. Two more PLTW courses required for 2+2 Engineer track
- b. Awards and honors
- c. Extracurricular activities
- d. Any employment information
- e. Volunteer work/community service
- f. Interests and skills

✓ **Two recommendation forms from:**

- a. Within a school setting (teacher, coach, school counselor)
- b. An individual in the community (volunteer coordinator, youth director, employer)
- c. A relative is acceptable **only** if he or she has supervised you in a paid work setting.

✓ **Release of Information Form**

✓ **Media Consent and Release Form**

✓ **Qualifying Placement Test Scores**

✓ **Proof of Successful Completion and Enrollment in High School PLTW Courses**

Submit completed packet to:

TTC Division of School and Community Initiatives

PO Box 118067, Charleston, SC 29423

or email to:

Ellen Kaufman ellen.kaufman@tridenttech.edu



Youth Apprenticeship Application

Email completed application to [Ellen Kaufman in School](#) and [Community Initiatives: ellen.kaufman@tridenttech.edu](#)

PERSONAL INFORMATION – To be completed by student (Please Print CLEARLY):

Name _____
(First) (Middle Initial) (Last)

Address _____
(Street, Apt. No.) (City, State) (Zip)

Student Phone _____ Student E-mail _____

Parent Phone _____ Parent Email _____

High School _____ Current Grade _____ Expected Date of Graduation _____

Check the apprenticeship in which you are interested. You must submit a separate application for each area of interest. Automotive and Security/Pre-Law Enforcement applicants must have a valid S.C. driver's license.

- Industrial Mechanics Computer Networking Culinary Arts Bookkeeping
- Machine Tool Jr. Computer Programming Hotel Operations CNA/Pre-Nursing
- Technology Cybersecurity Civil CAD Technician Medical Office Asst.
- Automotive Technology IT Governance Security/Pre-Law Enforcement EMT
- HVAC

I understand that I must have qualifying test scores, be on track for graduation, and have good attendance and behavior records. I must have reliable transportation to school and work, and I may have to forgo extracurricular activities that would interfere with my apprenticeship.

I understand that this is a TWO-YEAR PROGRAM.

Student Signature _____ Date _____

Parent Signature _____ Date _____

School Counselor Signature _____ Date _____

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity or pregnancy.

YOUTH APPRENTICESHIP PROGRAM

Applicant Release of Information



Receipt Date & Initials

Students enrolled in TTC college courses are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Federal Law prohibits institutions from disclosing and/or discussing any information about a student without a written, signed release.

As parent/guardian of _____
Please print full student name

I hereby authorize Trident Technical College to release information relative to his/her initial Youth Apprenticeship application, including college records, to potential employers engaged in the Youth Apprenticeship Program.

- Initial Information to be released:
- Youth Apprenticeship Application Form
 - Cover Letter and Resume
 - Recommendation Forms
 - Qualifying Test Scores

- Information to be released upon employment in the Youth Apprenticeship Program and admission to the College:
- Academic Information (Transcripts)
 - Enrollment
 - Financial Aid
 - Other _____

Parent/Guardian Name: _____
Please print full name

Parent/Guardian Signature: _____

Student Name: _____
Please print full name

Student Signature: _____

Student Date of Birth: _____ High School/Home School Association _____

SAMPLE COVER LETTER FOR YOUTH APPRENTICES

Name

Street Address

City, State, Zip Phone

Number Email Address

Date

Dear Hiring Manager:

I am writing to express my interest in becoming a youth apprentice with your company. Based on the requirements for the program and the position, I believe that I would be a good match for your company.

I have always been interested in [describe your interests, hobbies, etc. as they relate to this career field]. I have enclosed my resume for your review. I look forward to discussing opportunities with you.

Sincerely,

Your Name

SAMPLE RESUME FORYOUTH APPRENTICES

Firstname Lastname

Phone Contact Number: 843-555-5555

email_address@gmail.co.m

HIGH SCHOOL: Riverdale High School, Charleston, SC

High School Diploma anticipated in May 2019, Current GPA 3.71

AWARDS AND HONORS

National Honor Society: Fall 2014

Academic Honor Roll: 2012,2013

EXTRACURRICULAR ACTIVITIES

Robotics Team, 2012,2013

ROTC 2013,2014

Student Council 2014

WORK EXPERIENCE (If Applicable)

Palmetto Lawn Service

- Assist family owned business with lawn and yard services to 30 neighborhood homes on a monthly basis.
- Help stuff envelopes with invoices for monthly billing

VOLUNTEER & COMMUNITY INVOLVEMENT

5k Charity Walk with Family: October 2011, 2012, 2013

Watch neighbors elementary aged children three days a week after school

INTERESTS & COMPUTER SKILLS

Community Baseball League, 2012, 2013

Boy Scouts, 2005-2012

Proficient with Microsoft Word, Excel, Powerpoint and Internet research



Youth Apprenticeship Recommendation Form

Student Name: _____

High School: _____

This student has indicated an interest in the _____ Youth Apprenticeship. To assist us in evaluating this student's potential, please rate the student's performance in each area below (**mark one for each**)

Elements	No Basis for Judgment	Below Average	Average	Above Average	Excellent
Quality of Work					
Responsibility					
Effort					
Attitude					
Honesty					
Teamwork/ Cooperation					
Work Habits (on time, reliable)					
Problem Solving Skills					

Please provide any additional explanation or examples to support your ratings in the space below, or attach a separate sheet if necessary:

Name _____ Relationship to Applicant _____

Title/Business/School _____

Signature _____ Date _____

RETURN THIS FORM TO:
TTC Office of High School Programs
ellen.kaufman@tridenttech.edu OR lanisha.hook@tridenttech.edu
Fax: 843-574-6489



TRIDENT TECHNICAL COLLEGE

Consent and Release

1. I, _____, parent or guardian of
(Print name of Parent or Guardian)

_____ at _____
(Print name of Student) (Name of School)

hereby grant to Trident Technical College and its agents, and others working for the College or on its behalf and its respective licensees, successors, and assigns the absolute right and permission to use, publish and broadcast voice recording, name, picture, and likeness, or any material based upon or derived therefrom, or to refrain from so doing, in any manner or media whatsoever for purposes of advertising, illustration or promoting and publicizing Trident Technical College's programs.

2. I shall have no right of approval, no claim to additional compensation, and no claim, including, without limitation, claims based upon invasion of privacy, defamation, or right of publicity arising out of any use.

3. I agree that this release does not in any way conflict with any existing commitment on my part.

Signature (Parent or Guardian)

Date

Witness

Date

Print Name

Apprenticeship Achievements



High School Diploma

**Certificate from TTC in a career specific field
(all courses apply to an Associate Degree)**

National Credential

(from the U.S. Department of Labor)

Two years paid work experience



Hi Joshua,

Congratulations on your hire with Robert Bosch! Attached is some important information you should keep in your records for future reference. If you have questions about any of it, please let us know.

- **Please complete the free online dual-credit application** so we can get you into the college system as a dual-credit student. This must be done before we can register you for classes. Please start here: [DUAL-CREDIT APPLICATION](#)
Your high school counselor also must sign the Signature Page portion and Ms. Williams is copied on this email.
- **If you think you may need accommodations, you must contact Student Disability Services:** [STUDENT DISABILITY SERVICES](#)
- **We will be celebrating the 2022 cohort of Youth Apprentices on Tuesday, July 26th here at Trident Technical College!**
 - This event will be located in the 920 building.
 - Doors will open and breakfast will be available at 7:30 a.m. The program will be held from 8 a.m.-10 a.m.
 - Please dress in neat, business casual clothing or you may dress up if you'd like!
 - There will be lots of video and picture taking so bring your smile! 😊

PLEASE MAKE SURE TO [RSVP FOR SIGNING DAY](#) HERE!

- There is some onboarding that needs to be completed with us, so please use the link below to schedule an appointment starting next week and beyond. The college closes at noon on Friday's during the Summer, so please keep that in mind when scheduling. This appointment will be held in person.
 - You may view Ellen's calendar and make an appointment here: [Schedule an appointment](#)
 - **You should bring a parent/guardian if at all possible.**

Again, congratulations on your hire and welcome to the 2022 cohort of Charleston Regional Youth Apprentices!

Greetings Youth Apprentices:

BELOW IS IMPORTANT INFORMATION ABOUT GETTING THE BOOKS YOU MAY NEED FOR ANY SPRING 1 SEMESTER AND SPRING FULL SEMESTER YOUTH APPRENTICESHIP APPROVED CLASSES. SPRING 1 CLASSES RUN FROM 1/9/2023 THROUGH 2/28/2023. SPRING FULL CLASSES RUN FROM 1/9/2023 THROUGH 4/28/2023.

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS.

NEW: YOUTH APPRENTICESHIP books and materials must now be purchased in person at the Main Campus bookstore. Any attempted online orders of Youth Apprenticeship books and materials to be charged to the Youth Apprenticeship program will be cancelled by the bookstore.

You may pick up your Spring 1 and Spring Full materials beginning 8 a.m. on Monday, December 5, and ending at 1 p.m. on Friday, December 16. It will reopen on Tuesday, January 3 at 8 am until Friday, January 13 at 5 pm.

This is the time in which you must obtain your books for any Spring 1 or Spring Full youth apprenticeship approved classes in order for them to be covered by the program. *If you miss the open charge period, you will be responsible for the cost of the YA course books and materials yourself.*

You will need to check [The Bookstore Website](#) for books required for individual classes.

Please read the attached Text Book Information Guide *CAREFULLY*.

This guide provides step-by-step instructions for determining what materials you will need for your courses.

IF THE BOOK / DIGITAL CODE IS ONE FOR WHICH THE YOUTH APPRENTICESHIP PROGRAM HAS ALREADY PAID, DO NOT PURCHASE ANOTHER ONE.

To purchase your books at the Main Campus bookstore in person, you must:

1. Follow all required COVID-19 safety procedures.
2. Identify yourself as a Youth Apprentice at the register when getting books for your approved YA courses.
3. Bring your schedule and I.D. with you (driver's license, etc.) and **know your TTC student I.D. number**. It is 7 digits long and begins with a "0". This number can be found on your individual schedules that were emailed to each of you.
4. If you are also getting books and/or materials for classes that are *not* in your Youth Apprenticeship approved list, **you must make separate trips/transactions for those**. (For example, get your YA approved book(s), go put those in your car, then go back into the bookstore to get any other books/materials you might need.)
5. **If you are taking courses outside of those in your Youth Apprenticeship pathway, you will be charged for any books or materials for those classes at the end of the semester.**

Hi K--,

We just heard from your CRJ 101 instructor that you are doing excellent work with online participation and keeping up with all that is due – both are things that we like to hear!

There are still several upcoming tests and assignments that can help you boost your grade in the course – so keep studying and you will do well!

As always, please don't hesitate to reach out if you have any questions or concerns!



Hi N--,

I am reaching out to you to see how things are going.

We heard that you are struggling to get through the last of your high school classes – You have done so well and we want to make sure that graduating HS is a **top priority** for you!

Please feel free to reach out to Ellen and me if you have any questions or concerns about anything. We truly want to see you do well!



Hi M--,

We just heard from your PSY 201 instructor that you missed all of the assignments last week resulting in your low grade at this point in the course.

Is there anything going on that Ellen and I need to be aware of that is impeding your ability to submit the assignments?

We want to see you do well, but can't help if we don't know.

Please confirm that you have received this message and let us know if you have any questions!



Hi D--,

We just heard from your ACR 106 instructor that you are doing awesome in the course– We are so happy to hear this! Great job with the perfect attendance as well!

Keep up the great work!!!



Hi T--,

Below are some tutoring resources for you, and I still encourage you to let your instructor know you need some extra help if you haven't already.

For information about math tutoring at TTC, please start here: [TUTORING AT TTC](#)

Another tutoring resource is available at Tutor.com:

Tutor.com offers free, real-time tutoring for all SC residents. Tutor.com is available 24 hours a day, seven days a week, for English and Spanish speakers.

Connect with a tutor on various subjects, such as math, science, language arts, social studies, world languages, computer literacy, and AP courses.

Tutor.com offers test prep assistance, skills coaching, and help with specific math and essay-writing questions. For more information on Tutor.com, visit <https://libguides.tridenttech.edu/tutor>. For direct access to Tutor.com, visit <https://guides.statelibrary.sc.gov/tutordotcom>.

The logo for Tutor.com, featuring the text "tutor.com" in a blue, lowercase, sans-serif font. Below the text, there is a small, partially obscured tagline that appears to read "a service of".

YA Information for Parents

A Youth Apprenticeship is an exciting and valuable opportunity for your high school student, and we want you to be as informed as possible about this two-year program. Just as sports or other extracurricular activities typically demand some degree of parental involvement for a student to be successful, a youth apprenticeship also requires some commitment from parents or guardians.

- **Learn and Earn**

- This is a “learn and earn” opportunity and students must be hired by one of the participating employers in order to become youth apprentices. Once applications are sent to the companies, **all hiring decisions are made by the employers.** Trident Technical College does not place applicants with companies, and students must be prepared to go on job interviews and regularly check their phone and email messages. You can help by reminding them to check their messages.

- **It Can Be Competitive**

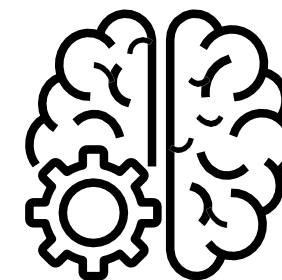
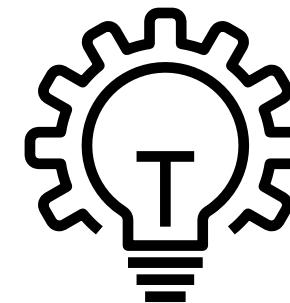
- As with any job search and application process, **there is no guarantee that a student will be hired.** For example, in apprenticeship pathways such as Information Technology (Networking, Computer Programming, Cybersecurity and IT Governance), there are often more qualified applicants than available opportunities. This is not to discourage interested students from applying, but it is a competitive program. Some areas are more competitive than others. You can help your student maintain a realistic perspective when applying by discussing options.

- **This is a Two-Year Commitment**

- Once a student is hired as a youth apprentice, he or she makes a good faith, two-year commitment to the employer and to the corresponding TTC certificate program. Even if a youth apprentice moves through the college curriculum at an accelerated pace, companies are hiring with the expectation that the apprentice will be with them for the full two years of the program.

- **Reliable Transportation is a Must**

- Youth apprentices must have reliable transportation to work and to the appropriate TTC campus for classes. This may mean a parent or other responsible licensed driver needs to provide rides to work and school. Additionally, any student who applies for an Automotive or Security/Pre-Law Enforcement apprenticeship must have a valid South Carolina driver's license.



Grades and Attendance Matter

Youth apprentices are required to be successful in their TTC courses, and you can help by checking in periodically with your student about how she or he is doing in class. Youth apprentices are expected to attend every class session and complete all assignments by their due date, and those taking online courses are expected to be active participants and meet all deadlines and requirements. **Youth apprentices who fail a required course will be responsible for the cost of retaking it, and failing grades may jeopardize their continuation in the program and/or their eligibility to receive S.C. Lottery Tuition Assistance.**

Expect Some Out-of-Pocket Expenses

Some examples of anticipated expenses include:

1. Transportation
2. Background checks (CNA/Pre-Nursing)
3. Vaccinations/physicals (CNA/Pre-Nursing)
4. Uniform (EMT)
5. Appropriate footwear (CNA/Pre-Nursing, Culinary, Manufacturing, Automotive, etc.)
6. State licensing/exam fees (CNA/Pre-Nursing)

Youth Apprentices May Take Additional Classes

Youth apprentices may take TTC courses beyond those required by their apprenticeship, but the cost of tuition, fees and any textbooks and supplies for those courses will be the financial responsibility of the student. Please be sure you and your student understand the costs you may incur before enrolling in courses outside of the youth apprenticeship curriculum.

The Youth Apprenticeship Curriculum Leads to a Certificate from TTC

The required courses in each apprenticeship pathway lead to a TTC certificate in a career-specific field. ***This is not an associate degree program.*** Youth apprentices may take additional courses leading to a two-year degree, but those costs are not covered by the Charleston Regional Youth Apprenticeship Program.

When You Have More Questions:

Contact Ellen Kaufman, Youth Apprenticeship Coordinator
ellen.kaufman@tridenttech.edu

Job Related Education (JRE)

Three Models Of YA Education and Training

Employer partners play the primary role in developing a curriculum that meets specific industry needs. In collaboration with K-12 and post-secondary partners, employers decide which courses and types of classroom/lab training their youth apprentices should successfully complete.

The three ways of developing and delivering JRE/RTI:

- Post-secondary institution provides all related courses (**IM pathway**)
- Some high school courses may be counted for college credit (**Culinary**)
- Some high school courses will be required as part of the YA curriculum (**PLTW**)



INDUSTRIAL MECHANICS

	Fall	Spring
Academic Year 1	IMT 210 Basic Industrial Work Skills I	IMT 104 Schematics
	IMT 211 Basic Industrial Work Skills II	IMT 161 Mechanical Power Applications
	<i>OJT (5-15 hours)</i>	<i>OJT (5-15 hours)</i>
Summer	<i>Full-time Employment</i>	
Academic Year 2	MAT 170 Algebra, Geometry & Trigonometry	IMT 160 Preventive Maintenance
	IMT 151 Piping Systems	IMT 132 Hydraulics
	IMT 124 Pumps	IMT 163 Problem Solving for Mechanical Applications
	<i>OJT (5-15 hours)</i>	<i>OJT (5-15 hours)</i>



CULINARY ARTS

	Fall	Spring
Academic Year 1	CUL 104 Introduction to Culinary Arts *	CUL 112 Classical Foundations of Cooking
	CUL 105 Kitchen Fundamentals *	CUL 118 Nutritional Cooking
	<i>OJT (5-15 hours)</i>	<i>OJT (5-15 hours)</i>
Summer	<i>Full-time Employment</i>	
Academic Year 2	CUL 123 American Bistro	CUL 216 International Cuisine
	CUL 215 Cuisine of the Americas	CUL 186 Mediterranean Cuisine
		CUL 188 Italian Regional Cuisine
	<i>OJT (5-15 hours)</i>	<i>OJT (5-15 hours)</i>

* Students may be awarded college credit for completion of high school culinary courses.

ENGINEERING TECHNICIAN

	Fall	Spring
Academic Year 1	EGT 151 Intro to Computer Aided Design (CAD)	EGR 290 Numerical Applications in Eng. Technology
	MAT 170 Algebra, Geometry & Trigonometry I	EGT 152 Fundamentals of CAD
	<i>OJT (5-15 hours)</i>	<i>OJT (5-15 hours)</i>
Summer	<i>Full-time Employment</i>	
Academic Year 2	EGR 110 Intro to Computer Environment	EET 113 Electrical Circuits I
	ENG 101 English Composition I *	SPC 209 Interpersonal Communication
	<i>OJT (5-15 hours)</i>	<i>OJT (5-15 hours)</i>

* *Students may be awarded college credit with qualifying high school AP scores.*

Students must complete the high school PLTW courses IED & POE, which will count as EGT 265 & EGR 104 at college.

CNA/Pre-Nursing Youth Apprenticeship 2022 Program Information

Youth apprentices will begin CNA classroom instruction in June and clinical instruction in July, followed by PCT training.

Summer Certified Nursing Aide (CNA) course:

**Classroom - June 20-July 18 Mon-Thurs 8 a.m.-1 p.m.
Thornley Campus, Bld 920, Rm 785**

Clinical – July 19-Aug. 1 Tue/Wed/Th/Fri/Mon 6:45 a.m.-noon

Summer Patient Care Technician (PCT) course:

**Aug 8-Sept. 8, Mon-Thursday 3:30-6:30 p.m.
Thornley Campus, Bld 920, Rm 769**

The CNA and PCT courses are offered through Trident Technical College's Continuing Education division. No high school or college credit is awarded for them. Students who successfully complete the CNA training are eligible to sit for the S.C. Nurse Aide Certification Exam (must be 17 to take exam). Students must successfully complete these courses in order to continue as youth apprentices.

CNA Training Classroom/Clinical Requirements

- Students must complete homework per course schedule.
- Students may miss only one day of classroom hours, not including the first day of class. Students must attend the first day of class and the first day of clinical to be eligible to attend the remainder of the program.
- Student must provide proof of a S.C. SLED or national background check that is less than 90 days old, and a drug screen that is within 30 days of the start of clinical. *(Information available.)*
- Students need a “two-step PPD” TB test. On the first day of class, the student must bring to his/her instructor proof of a negative TB test result that is less than 90 days old. Prior to starting the first day of clinical the student must show the instructor proof of a second negative TB test result. Incomplete proof will result in the student being unable to complete the CNA training program. No exceptions. *(May go to Concerta or Healthfirst or own physician.)*
- Students must show proof of medical insurance.

Classroom uniform: Scrubs or comfortable pants with T-shirt with flat, closed-toe shoes. *(Scrubs provided via voucher.)*

Clinical uniform: White scrubs with white nursing shoes or leather shoes and white socks. *(Scrubs provided via voucher.)*

Required supplies: Blood pressure cuff to fit student's arm and stethoscope. Students will need an 8GB flash drive. *(Supplies provided via bookstore voucher.)*

To successfully complete the CNA program students must attain a grade of 78 percent on the final exam and demonstrate competency on 5/5 randomly chosen skills during lab practicum.



CNA to PRE-NURSING

	Courses to be Completed	
Summer	XNUR-501 Certified Nursing Assistant & XNUR-503 Patient Care Technician	
Academic Years 1 & 2	ENG 101 English Composition I *	MAT 110 College Algebra -- OR -- MAT 120 Probability & Statistics *
	BIO 210 Anatomy & Physiology I	BIO 211 Anatomy & Physiology II
	PSY 201 General Psychology *	PSY 203 Human Growth & Development
	<i>OJT (5-15 hours)</i>	<i>OJT (5-15 hours)</i>
Summer	<i>Full-time Employment</i>	

* *Students may be awarded college credit with qualifying high school AP scores.*

The program will cover the cost of the PAX-RN exam for CNA/Pre-Nursing youth apprentices.

Industry Sectors



HVAC
Manufacturing
Automotive Services
Engineering Services
Information Technology
Hospitality & Culinary Arts
Transportation & Logistics
Law Enforcement
Business
Health





Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE



PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP

Financing Youth Apprenticeship: Paving the Way for Sustainability

Youth Apprenticeship Learning Session

December 5-6, 2022 | Charleston, South Carolina

Today's Discussion

- Background:
 - YA research findings
 - Sample funding sources
- Case Study:
 - Financing Charleston Regional Youth Apprenticeships at TTC
- Exercise: Supporting and Sustaining YA
- Discussion / Q&A

Preliminary Research Findings:

Blending & Braiding Resources
for Sustainability

About the Study

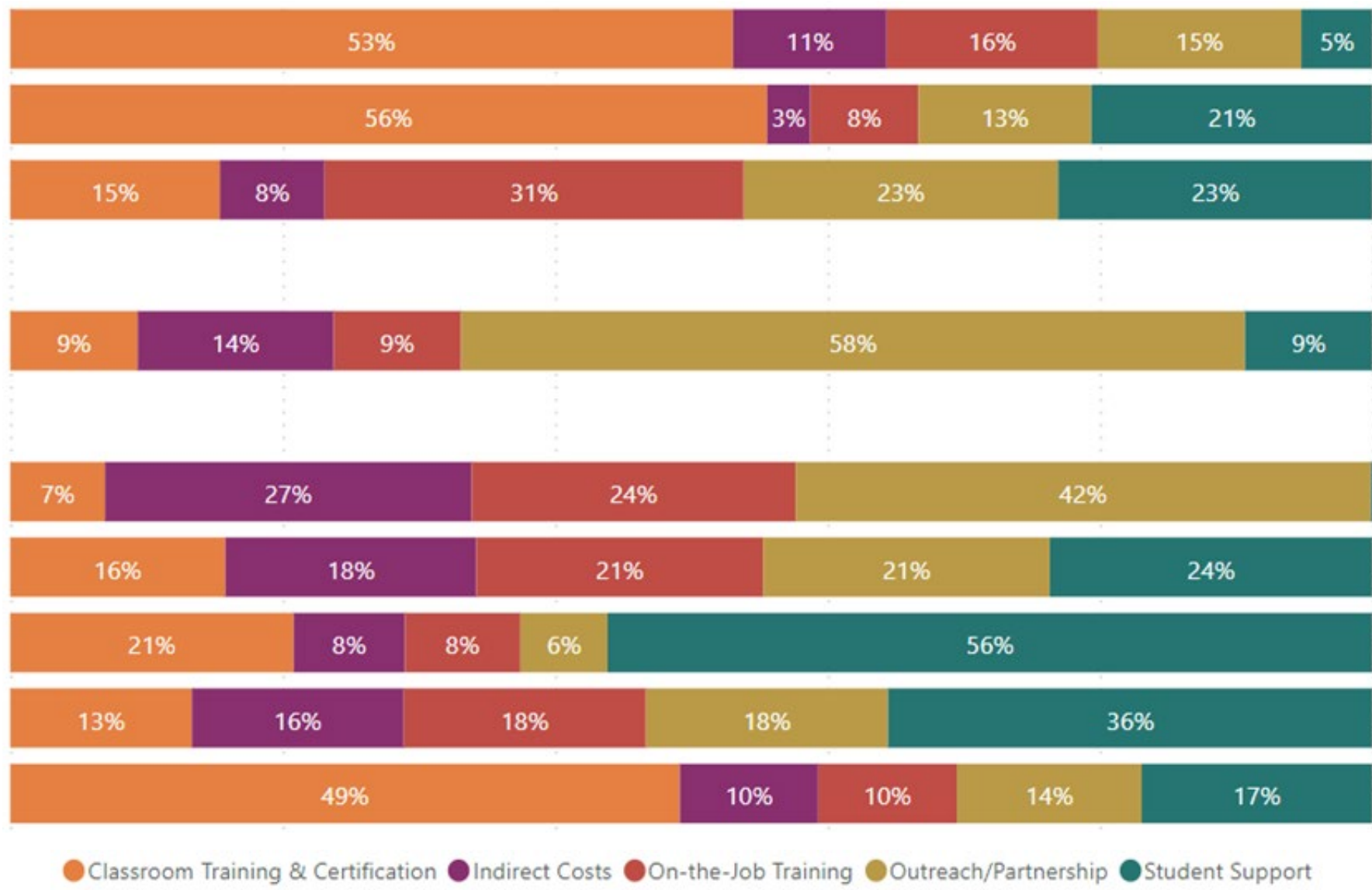
- With support from the Bill & Melinda Gates Foundation, New America is leading a multi-phase research project to advance the field's understanding of effective, innovative approaches to braiding and blending funding in support of intensive work based learning (WBL) programs for youth
- Phase 1 research was conducted by Kinetic West
 - Detailed budget analysis of 12 work-based learning programs across 8 organizations

Highlights

- Participating organizations dedicated from \$360K to \$6.2M towards work-based learning
- 7 programs are largely funded by public sources, and 4 are largely funded by private sources
- Employers pay to participate in 4 of the 12 programs
- The number of revenue sources supporting a program ranged from 2 to 15
- 20 of 35 philanthropic grants were \$100K or under.



- In-kind donation
- Private - Fee-for-service
- Private - Individual donation(s)
- Private - Industry employer
- Private - Other
- Private - Philanthropy
- Private - Student or family contributions
- Public - Local or state higher education funds
- Public - Local or state K-12 funds
- Public - Local or state workforce funds
- Public - Local, state or federal grants
- Public - Other



Sample Funding Sources

Potential Federal Funding Sources

Workforce Innovation and Opportunity Act (WIOA)

- See Apprenticeship USA's "[Using Workforce Funds to Support Apprenticeship](#)"

Strengthening Career and Technical Education for the 21st Century Act (Perkins)

Higher Education Act

Every Student Succeeds Act of 2015 (ESSA)

Temporary Assistance to Needy Families (TANF)

Supplemental Nutrition Assistance Program - Employment & Training

Federal Funding Sources - Time-Limited

Current: [Recovery Funds](#)

- Elementary and Secondary School Emergency Relief (ARP ESSER) Fund, CRRSA ESSER II Fund, the Governor's Emergency Education, Relief Fund (GEER II), and the Higher Education Emergency Relief Fund (HEERF)(a)(1)) institution portion dollars

[USDOL Discretionary Grants](#)

- Youth Apprenticeship Readiness Grants - \$42M in 2020
- Workforce Pathways for Youth- ~\$12M in 2022

Current: [Experiential Learning for Emerging and Novel Technologies \(ExLENT\)](#)

[Bipartisan Infrastructure Law](#)

[Good Jobs Challenge](#)

Examples of State Resources

- **Dual Enrollment:** See [ECS 50-State Comparison: Dual/Concurrent Enrollment Policies](#)
- **RTI:** California's Montoya Funding (vs. Washington RTI waiver)
- **Credential Attainment:** Colorado's "CDIP" funding
- **State Apprenticeship Grants:** PA Smart, NJ Place Grants
- **Employer Incentives:** South Carolina, Alabama, Maryland
- **Intermediary Capacity:** Wisconsin YA Grants

Private Funding Sources

- Employer contributions
- Industry association support
- Philanthropic grants

Working with Philanthropy

Prospecting

- Start with who you know
- Research Funders
 - Learn about funder network members
 - Workforce Matters
 - National Fund for Workforce Solutions
 - Youth Transition Funders Group
 - Search databases like Candid's Foundation Maps

Making the Case

- Job quality
- Economic mobility
- Equity
- Leveraging
- Impact

Financing Charleston Regional Youth Apprenticeships at TTC

Exercise: Supporting and Sustaining YA



Planning for Long Term Financial Sustainability: Understanding Current Funding Sources Activity

Understanding Current Funding Sources: How are the core elements of your program currently funded? Or, if you're just launching a pilot or program, how do you anticipate funding the elements listed below? In the table below, list the sources used for each cost type, to the best of your knowledge. If your program relies on multiple sources of funding to cover a particular cost, list all of the relevant sources and, if known, the portion of funding that comes from each source. The most common sources of funding include:

- **Public Sources:** Workforce funding; K-12 education funding; higher education funding; apprenticeship or work-based learning specific appropriations, funds and grants (Note: Public funding may be local, state, or federal. Where possible, specify which type.)
- **Private Sources:** Apprentice or family tuition/fees, revenue from partner businesses, private donations, philanthropic grants
- **Other:** Other sources of funding that may not fall neatly into the categories above.

Consult the [definitions document](#) for more information on what is included in each of the categories below. The categories are meant to be broad and may not be exhaustive of all costs. You may use the blank rows at the bottom of the table to add others relevant to your program.

Cost Type	Public Funding Sources	Private Funding Sources
Apprentice wages		
On-the-job training costs		
Related instructional costs		
Supplies and equipment		
Counseling and apprentice supports		
Credentialing and assessment		
Recruitment and marketing		



Youth Apprenticeship in Action Conference Sustainable Funding Session Definitions Document

Apprentice wages – wages earned by apprentices paid by their sponsoring employer

On-the-job training costs – the cost associated with on-the-job training, including any training delivered by an employer and the wages, time, and development of workplace mentors

Related instruction tuition – the cost of related instruction coursework, including tuition, or training costs for related instruction providers (e.g. community colleges), so that apprentices are able to earn industry recognized credentials as well as college credit through their experience.

Supplies and equipment – materials, books, technology, and tools required for apprentices to complete on-the-job training and related instruction as part of their apprenticeship

Recruitment and hiring – the costs incurred by a program and/or employer to facilitate an application process, as well as the matching and hiring process of an apprentice as an employee

Credentialing and assessment – the costs associated with assessing and documenting apprentice learning, such as exam/certification fees, credentialing costs, and prior learning assessments

Counseling and supports – the cost of staffing advisors who provide case management for apprentices and costs associated with providing wraparound support for apprentices, which can include transportation, counseling and mentorship outside the apprentice's company or school, professional development, financial literacy, etc.

Communications and awareness – the costs associated with developing strategic outreach, marketing, and branding to increase public awareness of the initiative and gain stakeholder support

Data and research – the costs associated with collecting information about apprentices and their outcomes, and developing and maintaining a centralized database. This also includes the costs associated with engaging researchers to evaluate program effectiveness

Discussion Questions

Looking at your chart...

- What do you feel most optimistic about?
- Where do you see challenges for financing specific costs or realizing sustainability?
- Where do you see opportunities for expanding blended investment across public and private resources?



PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP



**NEW
AMERICA**



Charleston Regional Youth Apprenticeships

AT TRIDENT TECHNICAL COLLEGE



PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP

MyApprenticeship App-Mitchell Harp

<https://apprenticeapp.tridenttech.edu/dashboard/home>