

# Career and Technical Education

#PrepareForTheRealWorld



## ***What is Apprenticeship Maryland?***

Apprenticeship Maryland is a Career and Technical Education (CTE) program of study for students, ages 16 and older. Piloted in Frederick and Washington Counties, the Maryland State Department of Education, in partnership with the Maryland Department of Labor (Labor), is now prepared to make this program available to all school systems for adoption.

The program is designed to prepare students for sustainable employment and further education based on career pathways in Manufacturing and Science, Technology, Engineering, and Mathematics (STEM) related fields as well as traditional occupations. Participating students start the program in their junior year and complete at least one year of related classroom instruction and a minimum of 450 hours of work-based training under the supervision of an eligible employer.

The workplace component is a paid, mentored, experience with a work-based learning plan and a formal agreement among the student, school and employer. Students are paid at least minimum wage, so they can “learn and earn.” The workplace component is supervised by a registered Apprenticeship sponsor that is approved by the Maryland Apprenticeship and Training Council (MATC) through the Maryland Department of Labor.

## **The overarching goals of Apprenticeship Maryland are to help students to:**

- ✓ Earn a salary while learning valuable and marketable industry skills;
- ✓ Receive instruction at the worksite by skilled mentors;
- ✓ Learn and practice technical and employability skills under the guidance of a professional;
- ✓ Receive credit to meet high school graduation requirements;
- ✓ Receive a State Skill Certificate signed by the Secretary of the Maryland Department of Labor for meeting all program requirements; and
- ✓ Get a jumpstart into an existing adult apprenticeship or fulltime employment.



## Is Your School Ready For Apprenticeship Maryland?

To Implement, the school system must identify a coordinator who is responsible for the following tasks. Ideally, the coordinator is assigned to a half-time position to fully implement the program. The coordinator:

- ✓ Understands the Apprenticeship Maryland Program and can communicate the program to all stakeholders (i.e. students, parents, counselors, work-based learning coordinators, teachers, and potential employers);
- ✓ Acts a liaison between the local school system and the Labor staff;
- ✓ Communicates regularly with the local or regional Labor apprenticeship navigators on youth apprenticeship employment opportunities to help recruit students for available positions;
- ✓ Assists the navigators by relating information on what is considered to be appropriate placements for each student as well as identifies school events that are appropriate for the navigator to attend;
- ✓ Acts as the primary lead in recruiting students for the program and assesses their interest, maturity, and suitability for the available positions;
- ✓ Ensures that each student is meeting the academic graduation requirements prior to enrollment into the program integrates the Apprenticeship Maryland program into the student's overall educational program;
- ✓ Monitors each student's progress throughout the apprenticeship experience;
- ✓ Leads the local school system's Apprenticeship Maryland Program Advisory Committee (PAC) to oversee continuous program improvement and recruit new members to the PAC;
- ✓ Ensures policies regarding attendance and performance are available to all instructors, mentors, youth apprentices, and parents at the time students are enrolled into the program;
- ✓ Determines the related instruction options are available and appropriate for each youth apprentice;
- ✓ Supports the Training Plan created by the employer for each youth apprentice;
- ✓ Develops an individual Student Rating/Work-based Training Plan for each youth apprentice to ensure that all graduation requirements will be met; and
- ✓ Once the student is selected for a position, the coordinator ensures that the Youth Apprentice Agreement is complete and that it is signed by all parties.



**Larry Hogan**, Governor

**Mohammed Choudhury**, State Superintendent of Schools

**Tiffany P. Robinson**, Secretary, Maryland Department of Labor

**R. Michael Gill**, Secretary, Maryland Department of Commerce

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