



WORK-BASED LEARNING & YOUTH APPRENTICESHIP

Learning AND Earning

WHAT IS THE DIFFERENCE... ESD, COOP, INTERN, YAP?

- ESD – Employability Skills Development are WBL students who have completed at least one CTAE course or pathway but are employed in a position NOT RELATED to their pathway or future career goals.
- COOP – Cooperative work experience are WBL students who are concurrently enrolled in a CTAE course related to the job placement.
- INTERN – Unpaid placement for WBL students who have completed at least one CTAE course or pathway related to the job placement and who are seeking work experience to enhance the student's future program of study.
- YAP – Youth Apprenticeship is designed for students have completed at least one CTAE course or pathway in their future career area, who are willing to commit to a postsecondary program of study and complete 720 work experience during and after high school. YAP students earn a Completer Certificate upon completion of hours and a postsecondary credential.

WBL/YAP ENTRY REQUIREMENTS

- Junior or Senior status at least 16 years old
- Transportation to and from job site if working off campus
- Good behavior record
- Good attendance
- Positive teacher recommendations
- Parent permission
- On track for graduation
- “B” or better grade average
- GREAT ATTITUDE!

HOW ARE CREDITS EARNED?

- Credits count the same as any other course. WBL/YAP participation earns 1 credit per block released for work.
- Credit earned in WBL/YAP is an extension of the student's related pathway.
- Example:
 - A student who has complete a business pathway and is employed in a business related job will earn WBL/YAP Business credits.

APPLICATION PROCESS

- Students are to complete only ONE application to either Ms. Hart in D-13 or Mrs. Knowles in D-15
- Student applications will be processed in consideration of attendance, behavior, and grade history.
- Students who are accepted will be notified and placement will be assigned to one of the four WBL/YAP programs best suited to the student's qualifications and career/academic goals.

WHAT'S NEXT?

- Students must obtain a job prior to being scheduled into WBL/YAP
- Coordinators assist students in securing employment as positions open with participating employers.
- Students **MUST** secure reliable transportation to work prior to being scheduled into WBL/YAP.

FOR MORE INFORMATION CONTACT:

- Jaqueline Hart – Work-Based Learning Coordinator
 - jhart@Camden.k12.ga.us
 - 912-510-5274
- Teresa Knowles – Youth Apprenticeship Coordinator
 - tknowles@Camden.k12.ga.us
 - 912-510-2145

CAMDEN COUNTY WORK-BASED LEARNING PROGRAM APPLICATION

This application is used for screening students applying for Work-Based Learning, Youth Apprenticeship, Teacher Apprenticeship and Peer Internship at Camden County High School. Students will be admitted to the appropriate program based on historical academic accomplishment, behavior, attendance and character recommendations. Applicants must have completed an academic pathway or have completed a minimum of two classes within the same pathway.

Applications should be completed neatly using black or blue ink. Incomplete applications will not be considered. A resume must be submitted electronically with each application. Only electronic resumes will be accepted. Drop it in the Resume folder under the WBL folder on the Y drive.

Student Name _____ Date of Application _____

Home Telephone Number: _____ Cell Phone Number: _____

Student Email Address: _____

Please identify the Academy and Pathway that you are currently enrolled in by circling ONE Academy and ONE pathway

- | | |
|--|---|
| <ul style="list-style-type: none"> • Business Academy <ul style="list-style-type: none"> <input type="radio"/> Business & Technology <input type="radio"/> Financial Pathway <input type="radio"/> Programming <input type="radio"/> Advanced Accounting <input type="radio"/> Web & Digital Technology <input type="radio"/> Information Support & Services <input type="radio"/> Business Accounting <input type="radio"/> Marketing & Management <input type="radio"/> Computer Science • Engineering, Architectural & Industrial <ul style="list-style-type: none"> <input type="radio"/> Architectural Drawing & Design <input type="radio"/> Masonry <input type="radio"/> Sheet Metal <input type="radio"/> Carpentry <input type="radio"/> Plumbing <input type="radio"/> Welding <input type="radio"/> Engineering <input type="radio"/> Electrical <input type="radio"/> Machine Operation <input type="radio"/> Maintenance & Light Repair • Fine Arts Academy <ul style="list-style-type: none"> <input type="radio"/> Dance Arts <input type="radio"/> Band <input type="radio"/> Chorus <input type="radio"/> Painting/Drawing <input type="radio"/> Acting <input type="radio"/> Technical Theatre <input type="radio"/> Pottery <input type="radio"/> Journalism/Writing <input type="radio"/> Culinary | <ul style="list-style-type: none"> • Government and Public Services <ul style="list-style-type: none"> <input type="radio"/> Law Enforcement Services <input type="radio"/> Early Childhood Care & Education I <input type="radio"/> Application of Law <input type="radio"/> Spanish <input type="radio"/> French <input type="radio"/> NJROTC • Health and Environmental Science <ul style="list-style-type: none"> <input type="radio"/> AgriScience Systems <input type="radio"/> Companion Animal Systems <input type="radio"/> Plant and Floriculture Systems <input type="radio"/> Forestry/Wildlife Systems <input type="radio"/> Veterinary Science <input type="radio"/> Horticulture and Animal Systems <input type="radio"/> Plant & Landscape Systems <input type="radio"/> Horticulture & Forest Science <input type="radio"/> Forestry & Animal Science <input type="radio"/> Sports Medicine <input type="radio"/> Emergency Medical Responder <input type="radio"/> Patient Care <input type="radio"/> Nutrition & Food Science |
|--|---|

1. Where do you plan on continuing your education after high school? _____
2. What program of study (major) do you plan to pursue? _____
3. What is your occupational goal? _____
4. Have you taken any of the following tests? PSAT _____ SAT _____ ACT _____ COMPASS _____
5. Are you 18 years of age? _____ If not, what is the date and year you will turn 18? _____
6. Do you have a driver's license? _____ Do you have your own transportation? _____

CAMDEN COUNTY WORK-BASED LEARNING PROGRAM APPLICATION

<u>CIRCLE YOUR ANSWER</u>		
My typing speed is	0 20 30 40 45 50 55+WPM	I do not have this skill
I can use the following software applications:	Word Excel PowerPoint Access Publisher	Adobe Fireworks Adobe Flash
	InDesign Illustrator PhotoShop	Dreamweaver Internet Email
I can design web pages	I can network computers	I do not have these skills
I can use copy equipment	I can use a fax machine	I know how to file alphabetically
I can operate the following equipment:	Hand tools, power tools	I do not have these skills

7. List any school or community activities you are involved in. Include honors/awards received and offices held.

8. Are you currently employed? _____ Where? _____

9. Name of current supervisor: _____

10. Are you willing to remain with your current employer if you are accepted into the Work-Based Learning Program? _____

11. If you answered NO to question 10, what type of position would you like to have as a part of this program?

12. How will you transport yourself to work? _____ Who will drive? _____

APPLICANTS: DO NOT WRITE IN THE BOX BELOW!

ATTENDANCE TOTALS	FULL DAY ABSENCES	TARDIES		DISCIPLINE
ACADEMY	PATHWAY	AP COURSES		OSCR
PROGRAM	HART – COOP/INTERN/ PEERINTERNS KNOWLES – YOUTH APPRENTICESHIP	HENDRX – TEACHER INTERN	GREEN HEALTH OC.	SCHWARZ - MARKETING

CAMDEN COUNTY WORK-BASED LEARNING PROGRAM APPLICATION

On a separate page, copy the following statement **in your own handwriting**. Date, complete and SIGN your statement and attach to your application. (Please use blue or black ink only) If portions of the statement do not agree with your commitment or situation, please rephrase the statement to document your service potential to the Work-Based Learning Program.

STATEMENT OF UNDERSTANDING

My enrollment in the Work-Based Learning Program means that I am committed to school and to work. If I am absent from school, I will not be allowed to attend work. I must call my coordinator if I am unable to report to school or work. I will be sacrificing some activities in order to be able to manage my time. My attendance at school and work is expected regardless of activities like the prom, and the non-school sanctioned, "senior skip day." If I get in trouble and have to serve detention or In-School-Suspension, I must accept my punishment and any consequences with my employer that result from my absence at work. I will take full advantage of any assistance offered to me by the work-based learning program. I realize that my performance on the job is a representation of this program to the Camden County employment community and can positively or negatively impact current and future employers' willingness to hire teenagers. I need to concentrate on aligning my plans with options for postsecondary education and work. Therefore, I will not neglect my grades or performance and will focus on developing a good reputation with my teachers, employers and peers.

Henry Ford said "You can't build a reputation on what you are going to do." In relation to my enrollment in the work-based learning program that means . . . (complete the statement)

CAMDEN COUNTY WORK-BASED LEARNING PROGRAM APPLICATION

STUDENT & PARENT CERTIFICATION AGREEMENT

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that if selected for this program, falsified statements may be grounds for removal.

I understand that many facts from my school records will be considered and shared with potential employers. These facts will include information about my grades, behavior, attendance and teacher recommendations.

I authorize investigation of all statements contained herein and the references listed in this application and all information concerning previous employers, and release all parties from liability for any damage that may result from furnishing the same to employers considering me for hire and coordination with the Camden County Work-Based Learning Program.

I agree to have my latest achievement scores and grades submitted by school personnel with my application to the school site committee and potential employers.

I agree to provide proof of insurance, immunization records and submit to drug screening (when required by the employer) if I am to be considered in the employment process.

I agree that once I am admitted to the program, my grades can be discussed with an employer when it is related to my employment performance, academic credit and future goals.

If selected for the program, I will seek employment only with employers approved by the school. I will maintain my employment by following the Work-Based Learning Rules, agreement and training plans.

I commit to maintaining an exemplary record of attendance and behavior realizing that by participating in the program that I am making a choice. My CHOICE means that I put school, then work ahead of other activities that may interfere with my success.

I will avoid activities that could impact my school or work performance in a negative way and I will work to demonstrate dependability and integrity as an ambassador for the Camden County Work-Based Learning Program.

I recognize that I may be terminated from the program for failure to comply with school or work policies and procedures.

Student Signature: _____

Date: _____

- I am aware that my student has applied for the WBL program and has agreed to the commitments listed above.
- I understand that my student is earning academic cred(s) for the work experience. Therefore, grades can be discussed with employers as they relate to school and work performance and future employment placement.
- I will encourage and support my student to develop and maintain good work ethics both on the job and at school.
- I understand that it is the responsibility of the student and his/her family to provide safe transportation to and from the worksite and proof of insurance.
- I support the work-based learning program in not allowing my student to attend work when they are absent from school.
- I will encourage my student to use this opportunity as a “stepping stone” for career decision-making.

Parent/Guardian Signature: _____

Date: _____

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students, parents, employees and the general public are hereby notified that the Camden Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employee responsible for coordinating the school system's effort to implement this nondiscriminatory policy:

Title IV, Title, IX and Section 504 and ADA contact:

Jonathan Miller, Assistant Superintendent of Schools-Camden County School System - 912-729-5687 or email: jmilller@camden.k12.ga.us