

SOFT SKILLS

Employability Skills

Employability skills (also called soft skills) are the basic skills necessary for getting, keeping, and doing well on a job. These are the skills that all employees need at all jobs and the skills in which the YAP Program expects its students to excel.

GeorgiaBEST

GeorgiaBEST is a soft skills certification program offered through the Georgia Department of Labor. It focuses on developing the top skills required in the workforce. GeorgiaBEST certification serves as validation to employers that students have displayed strong work habits that will foster success in higher education and in the workplace. Students will work toward earning this credential through employer evaluations and portfolio activities.

GeorgiaBEST has ten criteria which YAP students are expected to master.

- Social Media/Technology
- Attendance
- Discipline and Character
- Time and Self-Management
- Responsibility and Organization
- Oral and Written Communication
- Productivity and Performance
- Attitude and Respect
- Teamwork and Work Habits
- Appearance and Professional Image

Work-Ethics—Worksite Behavior

Grade Criteria

50	All time sheets, pay stubs, journals and portfolios completed on time
40	All items above completed, but one item was late
30	All items above completed, but more than one item was late
20	Missing 1-2 item above
10	Missing more than 2 items above
0	Nothing completed

Total

50	Signed out all days
40	Signed out 98% of the time
30	Signed out 95% of the time
20	Signed out 90% of the time
10	Signed out less than 90% of the time
0	Did not sign out

Total

Grade

Houston County Schools Youth Apprenticeship Program



Student Handbook

2020-21

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SECOND SEMSTER GRADES

Beginning Paperwork	Major	IP	1
January Portfolio	Minor	1P	2
January Hours	Minor	1H	3
January Hours Earned	Minor	1HE	4
January Journals	Daily	1J	5
January Sign Out	Daily	1S	6
January Verification	Daily	1V	7
February Portfolio	Minor	2P	8
February Hours	Minor	2H	9
February Hours Earned	Minor	2HE	10
February Journal	Daily	2J	11
February Sign Out	Daily	2S	12
February Verification	Daily	2V	13
Employer Evaluation 1	Major	EE2	14
March Portfolio	Minor	3P	15
March Hours	Minor	3H	16
March Hours Earned	Minor	3HE	17
March Journals	Daily	3J	18
March Sign Out	Daily	3S	19
March Verification	Daily	3V	20
April Portfolio	Minor	4P	21
April Hours	Minor	4H	22
April Hours Earned	Minor	4HE	23
April Journal	Daily	4J	24
April Sign Out	Daily	4S	25
April Verification	Daily	4V	26
May Hours	Minor	5H	27
May Hours Earned	Minor	5HE	28
May Journal	Daily	5J	29
May Sign Out	Daily	5S	30
May Verification	Daily	5V	31
Employer Evaluation 3	Major	EE3	32
Work Ethics Grade	Major	WEG	33
Work Ethics-Attendance	Major	WEA	34
Final Hours Earned	Major	FHA	35

Work Ethics- Attendance

Number of classes attended and on time/Number of classes

First semester- 616

Second Semester- 644

FIRST SEMSTER GRADES

Beginning Paperwork	Major	BP	1
August Portfolio	Minor	1P	2
August Hours	Minor	1H	3
August Hours Earned	Minor	1HE	4
August Journals	Daily	1J	5
August Sign Out	Daily	1S	6
August Verification	Daily	1V	7
September Portfolio	Minor	2P	8
September Hours	Minor	2H	9
September Hours Earned	Minor	2HE	10
September Journal	Daily	2J	11
September Sign Out	Daily	2S	12
September Verification	Daily	2V	13
Employer Evaluation 2	Major	EE1	14
October Portfolio	Minor	3P	15
October Hours	Minor	3H	16
October Hours Earned	Minor	3HE	17
October Journals	Daily	3J	18
October Sign Out	Daily	3S	19
October Verification	Daily	3V	20
November Portfolio	Minor	4P	21
November Hours	Minor	4H	22
November Hours Earned	Minor	4HE	23
November Journal	Daily	4J	24
November Sign Out	Daily	4S	25
November Verification	Daily	4V	26
December Hours	Minor	5H	27
December Hours Earned	Minor	5HE	28
December Journal	Daily	5J	29
December Sign Out	Daily	5S	30
December Verification	Daily	5V	31
Employer Evaluation 2	Major	EE2	32
Work Ethics-Behavior	Major	WEB	33
Work Ethics-Attendance	Major	WEA	34
Final Hours Earned	Major	FHA	35

Quick Information

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Other communication methods: <https://www.remind.com>

COVID-19

Students participating in Houston County Work-Based Learning Program are required to adhere to the Houston County Board of Education Reopening Plan and the student's employer plan/procedures to help prioritize the health and safety of all. Decisions regarding student participation remain with the parent and student. Reopening Plan Link: <https://www.hcbe.net/reopeningplan>

Work Ethics -Behavior—See details on Page 17.

Course Description

Youth Apprenticeship (YAP)/Youth Apprenticeship is a specialized, one to two year program designed for juniors and/or seniors who are at least 16 years of age. The program allows for students who are enrolled in Career Tech, Advanced Academics, ROTC, Fine Arts, or World Language courses to experience work in their particular area of study and to receive academic credits for the work performed. The students' places of employment become extensions of school instruction with the employer acting as a co-teacher in the endeavor.

Youth Apprenticeship promotes the idea that not all learning happens within the walls of a classroom. Experiential learning, not only provides new information and experiences, but also allows students to make a connection between concepts and skills learned in school with applications to real life experiences in the workplace.

Program Objectives

- To help students learn skills and knowledge to qualify for a full-time job
- To allow students to foster their own learning through work
- To develop positive attitudes and work habits
- To instill work ethics, transferable skills, specific job skills
- To provide experiences that cannot be duplicated in the classroom

Benefits of YAP Programs

For students:

- Application academic concepts and technical skills
- Establishment of a clear connection between school and work
- Exploration of possible careers

For employers:

- Creation of pool of skilled and motivated potential employees
- Reduction of training/recruiting costs
- Extra accountability for student workers

For schools:

- Expansion of curriculum and learning facilities
- Reduction of overcrowding by utilizing off-campus learning
- Improvement in student retention rate

For community:

- Collaboration between school and community
- Foundation for a more productive economy
- Increased confidence in school system through practical results

If after ten days the student has not secured employment, the Coordinator and the CTAE Supervisor will consider discipline measures, an alternate supervised location, alternate assignments, or removal from the program.

DOCUMENTING CLASSROOM LEARNING

******STUDENTS MISSING ANY WORK MUST REPORT FOR THE FINAL EXAM******

Portfolio Assignments

All YAP students will be required to keep a YAP portfolio. The portfolio serves as a visual documentation of your accomplishments at work and at school. Monthly assignments will be given to aid in the development of the portfolio. In some cases, the portfolio replaces the Senior Capstone Project; therefore, there can be NO MISSING ASSIGNMENTS. Do not staple your portfolio to your Time Sheet.

Daily Sign Out

Students are responsible for completing daily attendance either electronically or physically PRIOR to their release from school. If students do not complete attendance, they can be considered as skipping and disciplined accordingly. The students receive a grade for each week of attendance and it is recorded as a daily grade.

Weekly Journal

Students will be assigned a weekly or monthly journal on a topic related to work and work ethics. Journals should be at least 3-5 sentences in length and completed on time. The journal response should be tied to the student's current job or to the student's overall career goal. The response must be logically organized, thorough, and well written, with varied sentence structure and vocabulary. Journals are weighted as a daily grade.

MANDATORY Monthly Meetings

Dates have been set aside for meetings throughout semester. These correspond to the dates YAP monthly assignments and printed/signed Time Sheets are due. This year we will have mostly virtual meetings, but some physical meetings are mandatory at both the first and the last months of every semester. Meeting dates are listed on the Quick Reference page in the front of this handbook.

Grades will be given for meeting attendance at the discretion of the Coordinator. Meetings are weighted as a minor grade.

Employer Evaluations

The employer will evaluate the YAP student based on employability skills at least twice a semester. These results will determine a student's eligibility to earn a GeorgiaBEST certificate from the DOL and will determine the majority of the student's YAP grade.

- Once an evaluation is delivered to the employer, the grade is entered into the gradebook as "missing". If the evaluation is not returned, the grade remains a 0. If a student or an employer loses an evaluation, the YAP Coordinator should be notified so an additional evaluation can be delivered.
- If an employer gives the evaluation to the YAP student to return, it must be given to the Coordinator in a timely manner.
- Sealed evaluations must remain sealed until given to the Coordinator, otherwise 5 points will be deducted from the evaluation
- Employers are encouraged to review completed evaluations with YAP students, in addition to discussing it with the Coordinator.

Grading policy

The evaluation is a total of 81 points and is recorded as a major grade.

Changing Jobs

*****STUDENTS MAY NOT QUIT A JOB WITHOUT PRIOR APPROVAL FROM THE YAP COORDINATOR.*****

Students are encouraged to remain in the same job for the duration of the program. Too many jobs may be an indication of a lack of soft skills, one of the instructional goals of the program.

Situations do arise in which change is both encouraged and supported. These include, but are not limited to, increases in pay or responsibility and openings in fields of long-term interest.

To change jobs, students must do the following:

- Speak with the Coordinator first.
- Fill out the job change request form and get it signed.
- Give two weeks' notice in writing to the employer.

Termination

Being fired (terminated) from a job is not acceptable **and may result in a failing grade**. A student who has been fired must report to the Coordinator immediately or the student will likely be referred to the office for disciplinary action.

The student will complete alternative assignments and will **remain at school** during the YAP period (s). If another job is acquired, he/she may continue with the regular YAP program.

The Coordinator will provide 10 school days for the student to secure new, approved employment. During this time, the student will need to maintain an Employment Contact Form which lists all the employers contacted. The student will continue to fill out the Time Sheet documenting the job search as work hours which should be equal to the number of hours required for work.

WORKSITE/STUDENT SELECTION

Student Selection

It is both an honor and a privilege to be accepted into the YAP Program. Any student selected should treat it as such.

Student selection guidelines:

- Be at least 16 years of age.
- Be classified as a junior or senior.
- Be on track for graduation.
- Complete the YAP/YAP application process.
- Demonstrate the knowledge, skills, behaviors, and abilities required for successful employment.
- Complete the required courses.
- Have reliable transportation arranged to and from the worksite.
- Have an acceptable attendance, grade, and discipline record.
- Provide recommendations from three teachers, with one being CTAE, Advanced Academics, ROTC, Fine Arts or World Language teacher, who can assess the student's employability.

Worksite Selection

Worksites are selected prior to a YAP student's entry into the program.

Worksites must adhere to the guidelines set by the Department of Labor (DOL), the Houston County Board of Education (HCBOE), and the YAP Program.

Worksite selection guidelines:

- Provide training in an area of future interest or current study
- Provide each student employed with a worksite mentor
- Provide experiences related to the student's career or academic goals
- Recognize the YAP Program by signing the Training Agreement and Training Plan
- Provide on-going advisement and evaluation
- Provide up to 15 hours of work each week determined by the student's release time
- Adhere to federal and state safety standards
- Provide safety instruction to student learners
- Adhere to fair employment practices as established by the EEOC
- Provide workers' compensation insurance for students
- Comply with HCBOE dress code standards except when safety is an issue
- Do not promote or condone lewd or lascivious behavior

FIRST TEN DAYS

Required Meeting

Due to COVID-19, the required meeting will be virtual. During the meeting, students will learn about Youth Apprenticeship, policies, procedures, and grading policy. Students will learn how to document hours and pay and how to access any necessary electronic forms or websites. If the students or parents have any questions about the program, this is the perfect time to ask.

Contact Information

Students are expected to provide accurate contact information for the YAP Coordinator. It is likely that the Coordinator will suggest a web-based app to use, such as Edmodo, Microsoft Teams, Remind, or GroupMe. Students should be prepared to join the group. If a student does not have access to a smartphone, communication will still be possible, but will take concerted effort. Downloading the Office 365 and Microsoft Excel apps on a cellphone is very helpful, but not necessary, in fulfilling the requirements of the program.

Employment Verification

A student must be able to verify employment no later than **9th day** of the semester or he/she will be removed from program. The student should turn in all paperwork and pay verification (either a paystub or a signature from a manager).

Required Documents

YAP students are expected to return all required paperwork within the specified time. Students will not be allowed to leave campus until the student folder is completely filled out and signed. These documents are vital to the recordkeeping process established by the Georgia Department of Education. All of these documents will be handed out on the first day of class. The folder is to be returned by the second day.

The student folder contains the following:

- Personal Information
- Employer Information
- Release from Liability
- Photography Release
- Insurance Verification
- Student Assurances
- Parent Assurance
- Individual Career Plan

Students also need to return the following documents within the specified time:

- Training Plan Development Form
- Employer Information and Assurances
- Employer Assistance Questionnaire

Conferences with Employers

It may be necessary to discuss what normally would be private information with prospective and/or current employers. There will be a minimum of two conferences per semester with an employer.

Some of these are:

- Career Goals
- Skill Levels Achieved
- Attendance
- Punctuality
- Grades
- Honors
- Computer Proficiency
- Quality and Quantity of Work
- Basic Personal Characteristics

DOCUMENTING WORKSITE LEARNING

Time Sheet

Students are required to maintain a Time Sheet that documents all hours worked and all pay received even if an employer provides a print out of hours. The Time Sheet must be printed, signed, and turned in by the specified date. Employers must fill out the evaluation at the bottom of the Time Sheet. The Time Sheets are recorded in several areas:

Minor grade–	turned in on time
Minor grade–	total hours earned
Daily grade–	necessary signatures

Hours Requirements

Students enrolled in YAP programs must maintain a minimum number of hours as established by the YAP program. Students receive a Minor grade each month in addition to a major grade for hours earned divided by the number of hours required.

Below are the hours requirements:

	<u>First semester</u>	<u>Second Semester</u>
3 period release	264	276
2 period release	176	184
1 period release	88	92

****Goal for YAP students is 720 total hours of work.**

Pay Verification

YAP students are expected to verify employment. Students submit copies or text/email a picture of pay it since many companies have gone to online versions. If a student is in a non-paid internship, the signature on the Time Sheet will suffice.

Parking

Do not park in the faculty parking places. YAP students are required to have parking stickers and park in designated student parking lot.

Leaving campus

Students should not be on campus during their YAP periods. If YAP students must wait for transportation, they need to wait outside the main office. If a YAP student wishes to remain on campus, arrangements must be made with the YAP Coordinator. The YAP Coordinator should be notified if a student returns to campus after his/her release period.

Notification

The YAP Coordinator must know what happens at work, whether it be positive or negative. Remember that a YAP job placement is a **class with grades** based on work performance. What a student does at the workplace affects what happens at school. There are multiple ways to contact the Coordinator, but anything of substantial importance is better addressed in person. Substantial importance would include write-ups, suspensions, and terminations. If a student is written up or suspended for behavior, the Coordinator must be notified immediately. The Coordinator should also be immediately notified in the event a YAP student is terminated from, or abandons, his/her employment. There are other situations in which the Coordinator should be notified. Additionally, notify the Coordinator in the event of harassment or injury. Other important topics include hours, pay changes, absences, and changes in employment.

Changes in Employment

Lateral moves

A lateral move is a move to a different department or position that may or may not increase pay or responsibility. Lateral moves are acceptable, but generally require new mentors and paperwork.

Promotions

A promotion on the job is a good sign of a well-respected employee. The Coordinator will need to change the Training Plan.

Layoffs

Sometimes employers let workers go through no fault of their own, called a "layoff". If a student is laid off, every effort will be made for quick job placement. The student must actively seek employment, also. Alternative assignments will be given during the period of unemployment. If this exceeds a two-week period, the student will be expected to remain at school during the YAP period (s).

ATTENDANCE GUIDELINES

Attendance

YAP students must attend both school and work regularly.

Regular attendance develops personal satisfaction, a sense of belonging, and a feeling of accomplishment. It strengthens a relationship with employers and co-workers.

If a student cannot go to work,

- Report the absence to the manager prior to the scheduled work start time.
- Follow alternate notification procedures as set by the company if a manager cannot be reached.
- Give the reason for the absence and date of expected return to work.
- Report absence early enough if a replacement worker is required.
- Report all work absences to the YAP Coordinator.
- Schedule all appointments during non-working hours if possible.
- Put absences that are not emergencies in writing.

The Houston County Board of Education policy on absences states that "students who are absent from school may not participate in any extracurricular activities the day or night of the absence." This means that if a student does not come to school, he or she may not go to work.

The YAP Coordinator can review absences on a case-by-case basis. If a student intends to go to work, but did not attend school, he/she must notify the YAP Coordinator. If a student is at work on a day in which he/she is not at school, that student will receive a warning from the YAP Coordinator and possible administrative discipline for repeat offenses.

Checking in

All YAP students must sign in/out with the YAP Coordinator using the designated method. Students are subject to disciplinary action or revocation of early release if they do not follow these procedures daily.

Unusual School Schedules

If the school follows a different schedule during the semester, it is the YAP student's responsibility to notify the employer of availability. Oftentimes, these schedule changes happen around EOC testing and final exams. The YAP Coordinator will notify you of these changes. Students may not be dismissed early from other classes to accommodate work schedules.

Hours Requirements

Students enrolled in YAP programs must maintain a minimum number of hours as established by the YAP program. The current requirements are:

- 1 hour work release—5 weekday hours (90 per semester)
- 2 hour work release—10 weekday hours (180 per semester)
- 3 hour work release—15 weekday hours (270 per semester)

The total hours required does not include weekend hours, which should be recorded on the Time Sheet, but do not count towards the total hours required.

Any deviations from the hourly requirements must be approved by the Coordinator.

Students MUST maintain employment throughout the semester even if the required number of hours are met early in the semester.

Hospital Homebound Services

Students who are on Hospital Homebound, including Intermittent Homebound, may not participate in extra-curricular activities per Board policy; therefore, **students on HH are not allowed to enroll in the YAP program**. Any students who begins HH services after the 10th day of school will either be placed in another course or will be required to complete alternate assignments for the duration of the HH time.

BEHAVIOR GUIDELINES

At the worksite, YAP students are representatives of the Houston County School System, their school, and the YAP program. Students must conduct themselves favorably to the community at all times.

School Suspension

Houston County Board policy states that “students assigned to school suspension will not be allowed to participate in extracurricular activities.”

In-School Suspension

Students receiving in-school suspension must report to the ISS classroom and remain for the duration of the regular school day. Students are expected to complete assignments provided by the Coordinator. Arrangements for absence or lateness to the worksite must be made in advance by the student.

Out-of-School Suspension

Students receiving out-of-school suspension will not be allowed to report to work prior to the end of the regular school day (2:45) for the duration of the discipline. Arrangements for absence or tardiness to the worksite must be made in advance by the student. The Coordinator will notify the CTAE Supervisor for violation of this policy.

Revoking Early Release

Students may lose the privilege to leave campus early. Oftentimes, it is temporary, but many times, it is permanent. It will be recommended that these students will sit in the ISS classroom for the duration of the semester during the YAP period and they will be removed from YAP for the following semester.

Removal from the YAP Program

Student eligibility to continue in the YAP program will be directly impacted by the following:

- Not completing portfolio assignments
- Dismissal from/ firing from employment
- Several poor evaluations from employers
- Not following procedures for YAP
- Not returning/maintaining paperwork
- Discipline problems in classes
- Excessive absences at school or work

On-The-Job Safety

Student safety is of utmost importance. Professional behavior and responsible actions are expected of all YAP students.

The DOL has selected 17 occupations too hazardous for 16-17 year olds.

- Manufacturing & storing explosives
- Motor vehicle driving & outside helper
- Coal mining
- Logging & saw milling
- Power-driven hoisting wood working machines
- Power-driven hoisting apparatus
- Mining, other than coal mining
- Power-driven bakery machines
- Slaughtering, meat-packing, processing, rendering
- Power-driven paper products machines
- Wrecking, demolition, & ship-breaking operations
- Manufacturing brick, tile, & kindred products
- Roofing operations
- Excavation operation
- Exposure to radioactive substances
- Power-driven metal-forming, punching, shearing machines
- Power-driven circular saws, band saws, guillotine shears

YAP students must report any accident or ANY unsafe working conditions to the YAP Coordinator.

Transportation

Having reliable transportation is a condition of admission to this program.

Students must be able get to and from work and school in timely manner. It is of great concern to employers when students' arrival is affected by transportation. YAP grades will be directly impacted by transportation issues.