**To:** Prospective K12 Partner

**From:** EmployIndy and Ascend Indiana

# Central Indiana Modern Youth Apprenticeship

# K12 Partner Statement of Interest Questions Template

***Directions:*** Please respond to the following questions and submit your completed Statement of Interest (SOI) responses as an email attachment to Erika Cheney, Vice President, Career Connected Learning at [echeney@employindy.org](mailto:echeney@employindy.org) AND Marie Wright, Associate Director of Apprenticeships at [mwright@employindy.org](mailto:mwright@employindy.org) by **Friday, April 26, 2024**.

**School/District:** [Insert School/District Here]

**Names of those Contributing to Response:** [Insert Names Here]

# LEADERSHIP, ADMINISTRATION, AND FACULTY

### Please address how your school / district leadership and administration will be invested in modern youth apprenticeship (MAP) development.

### How will your school’s leadership and administration commit to, support, and reinforce the development and implementation of MAP?

### Please also provide a letter of support from your school leader and/or district superintendent as an attachment to your SOI submission.

[Insert Answer Here]

### Share your plan for ensuring there are designated staff members to connect students with the modern apprenticeship program and support them during the experience.

* 1. Will your WBL coordinator (or alternative) be able to serve as Teacher of Record for the YA experience [via WBL course + capstone]?
  2. If you do not currently have a WBL Coordinator, how are you currently managing the logistics needed to implement WBL?
  3. Please fill out the stakeholder matrix below with names of staff to support / fulfill each of the roles critical for MAP program and student success

[Insert Answer Here]

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibility** | **Name / Title / Contact Information** |
| **Point Person + back-up Program Lead** | * Advocate for youth apprenticeship initiative * Lead school-based activities * Serve as point of contact for EmployIndy and Ascend * Serve as communication liaison for school roles * Must ensure that broader school staff + teach understands the MAP program, has been exposed to the initiative, is equipped with K12 resource toolkit, knows where to direct questions | Program Lead / Point Person   * Name: * Job Title: * Email:   Back-up Program Lead   * Name: * Job Title: * Email: |
| **Superintendent / principal / assistant principal** | * Champion pilot development process * Support implementation of the program * Hold staff accountable for agreed-upon activities | * Name(s): * Job Title(s): * Email(s): |
| **WBL coordinator(s)** | * Recruit and connect students to apprenticeship opportunities * Align relevant curriculum with occupation pathways * Provide resume and interview preparation support for students * Identify strong student candidates for program * Serve as teacher of record / instructor for WBL course / capstone * In alignment with Criteria 10 of the [Indiana K-12 Work-Based Learning Manual.](https://www.in.gov/doe/files/indiana-k-12-work-based-learning-manual-final.pdf) the WBL Coordinator is responsible for maintaining accurate records regarding enrollment, assessment, and awarding of credit for data and monitoring purposes. | * Name(s): * Job Title(s): * Email(s): |
| **College / Career / CTE team** | * Future Centers / Career Academy coordinators * CTE director * Director of College and Career Readiness * *Prep for College and Career teachers* | * Name(s): * Job Title(s): * Email(s): |
| **School counselor(s)** | * Support student participation in apprenticeship program by providing scheduling assistance | * Name(s): * Job Title(s): * Email(s): |
| **Academic teachers [MAP Champions]** | * Identify students who would be strong candidates for program * Help inform students about MAP opportunities * Support connection of students to apprenticeship opportunities * Inform students about apprenticeship opportunities * Connect students to youth apprenticeship school-based team | * Name(s): * Job Title(s): * Email(s): |

### Please discuss your ability to leverage teachers, school counselor, and other staff capacity to support students to and through the program.

* 1. School counselors need to be heavily involved in student recruitment. How will your school navigate this?
  2. Who are the key teachers who will need to be engaged in student and family engagement efforts? (i.e., Preparation for College and Careers course teacher, sophomore team leaders, aligned related instruction pathway educators, etc.)
  3. Are you able to allocate teacher and school counselor capacity to support students during their youth apprenticeship experience?
  4. How will you plan to engage additional staff or personnel to support implementation?
  5. Will you have team members who will be able to work on preparations for the program roll-out over the summer?

[Insert Answer Here]

# PARTNERSHIPS

### Describe your school/district’s experience building partnerships with local businesses.

* 1. How have you engaged with business to build partnerships that provide career awareness, exposure, and experiences for your school/district’s students?
  2. If business partnerships are not currently in place, how are you hoping to build and sustain business partnerships moving forward?

[Insert Answer Here]

### Please discuss your existing partnerships with businesses that can be leveraged to provide modern apprentice experiences.

* 1. What business partnerships already exist that could be leveraged to increase work-based learning opportunities for students?
  2. Could any of your existing employer partners benefit from this program? Are there opportunities to build upon your existing partnerships to provide additional MAP opportunities for students?

[Insert Answer Here]

### Please discuss your existing partnerships with postsecondary institutions. Do you provide students with any dual credit and/or dual enrollment opportunities in partnership with post-secondary education institutions?

[Insert Answer Here]

### Please discuss your existing partnerships with community-based organizations. How are you able to leverage existing partnerships with community-based organizations to provide students with necessary wrap-around services?

[Insert Answer Here]

### 

# WORK-BASED LEARNING AND RELATED INSTRUCTION

### Please speak to your school / district’s current Career and Technical Education (CTE) and other industry-aligned program offerings, courses, and pathways.

* 1. Which of your existing pathways align with the [provided occupation pathways](https://www.talentbound.org/industries.html)? Where is dual credit available within the aligned pathways? Please attach your school / district’s 30A form detailing your courses offered along with your SOI submission and fill out the tables below.

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| **Advanced Manufacturing (occupations listed** [**here**](https://www.talentbound.org/advanced-manufacturing.html)**)** | | | | | | | |
| **Course** | **Aligned PSE**  **Course Title** | **Credits** | **Required Grade Level** | **Delivery Method** | | **Certified HS Instructor?** | **When is it offered?** |
| **Dual Enrollment or Dual Credit** | **Who offers it?** |
| *Example: Principles of Business Mgmt.* |  | *2* | *12* | *DC – ITCC* | *GWHS*  *Area 31 CC* | *J. Doe* | *Full Year* |
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| **Business Operations (occupations listed** [**here**](https://www.talentbound.org/business-operations.html)**)** | | | | | | | |
| **Course** | **Aligned PSE**  **Course Title** | **Credits** | **Required Grade Level** | **Delivery Method** | | **Certified HS Instructor?** | **When is it offered?** |
| **Dual Enrollment or Dual Credit** | **Who offers it?** |
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| **Construction Trades (occupations listed**[here](https://www.talentbound.org/business-operations-124568.html)**)** | | | | | | | |
| **Course** | **Aligned PSE**  **Course Title** | **Credits** | **Required Grade Level** | **Delivery Method** | | **Certified HS Instructor?** | **When is it offered?** |
| **Dual Enrollment or Dual Credit** | **Who offers it?** |
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| **Education (occupations listed** [here](https://www.talentbound.org/business-operations-124568-995373.html)**)** | | | | | | | |
| **Course** | **Aligned PSE**  **Course Title** | **Credits** | **Required Grade Level** | **Delivery Method** | | **Certified HS Instructor?** | **When is it offered?** |
| **Dual Enrollment or Dual Credit** | **Who offers it?** |
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| **Financial Services (occupations listed** [**here**](https://www.talentbound.org/business-operations-637048.html)**)** | | | | | | | |
| **Course** | **Aligned PSE**  **Course Title** | **Credits** | **Required Grade Level** | **Delivery Method** | | **Certified HS Instructor?** | **When is it offered?** |
| **Dual Enrollment or Dual Credit** | **Who offers it?** |
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| **Healthcare (occupations listed** [**here**](https://www.talentbound.org/business-operations-637048-534035.html)**)** | | | | | | | |
| **Course** | **Aligned PSE**  **Course Title** | **Credits** | **Required Grade Level** | **Delivery Method** | | **Certified HS Instructor?** | **When is it offered?** |
| **Dual Enrollment or Dual Credit** | **Who offers it?** |
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| **Information Technology (occupations listed** [**here**](https://www.talentbound.org/business-operations-637048-534035-967404.html)**)** | | | | | | | |
| **Course** | **Aligned PSE**  **Course Title** | **Credits** | **Required Grade Level** | **Delivery Method** | | **Certified HS Instructor?** | **When is it offered?** |
| **Dual Enrollment or Dual Credit** | **Who offers it?** |
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| **Life Sciences (occupations listed** [here](https://www.talentbound.org/business-operations-637048-534035-967404-350414.html)**)** | | | | | | | |
| **Course** | **Aligned PSE**  **Course Title** | **Credits** | **Required Grade Level** | **Delivery Method** | | **Certified HS Instructor?** | **When is it offered?** |
| **Dual Enrollment or Dual Credit** | **Who offers it?** |
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1. What pathways are you in the process of shifting to Next Level Programs of Study?
2. What existing certified State Earn and Learns (SEALs) do you have? What plans do you have in place for developing additional SEALs moving forward?

[Insert Answer Here]

### Please share about your current staff within the aforementioned course and program pathways.

### Do you have instructors for your dual credit courses with the necessary credentials?

### For occupation pathways where your school / district do not have credentialed dual credit instructors, are you interested in learning more about contracting out those instructing services or providing dual enrollment opportunities for your students?

[Insert Answer Here]

### What existing work-based learning opportunities does your school / district offer to students?

[Insert Answer Here]

## STUDENT EXPERIENCE

### Please discuss your ability to recruit students into the modern apprenticeship program.

* 1. How would your school/district communicate the youth apprenticeship opportunity to students? What strategies have been most effective in the past to engage students in new programs and opportunities?
  2. How would you engage parents to gain their support of the initiative? What strategies for engaging families and marketing existing programs have been most successful in the past?

[Insert Answer Here]

### Our intention is that students engaged in the modern apprenticeship experience are on-track to graduate and are in good standing with their school.

* 1. How do you define and determine on-track to graduate? How do you define and determine ‘in good standing’?
  2. What is your school’s process for students to sign up for / apply to WBL experiences?

[Insert Answer Here]

### Please discuss your ability to support students with career exploration, resume development, and preparation for interviews.

* 1. Does your school/district currently offer career exploration opportunities, resume building, and interview preparation? When and in what capacity are students able to participate in these offerings?
  2. If your school/district currently does not offer this opportunity, how will you support students in building a resume and preparing for interviews?

[Insert Answer Here]

### Please speak to your ability to support students during their modern apprenticeship experience.

* 1. How much flexibility can be created in a student’s junior and senior year schedule for participation in the youth apprenticeship program? Could include: scheduling support for junior and senior year to account for MAP experience
  2. While Ascend and EmployIndy will work with the employer to design training plans and processes for supervisors to share formative feedback with apprentices, how will your WBL team work to ensure the Modern Apprenticeship experience is in accordance with Criteria 8-10 from the state’s WBL Manual?
     1. 8: Each WBL student has a training plan and an updated graduation plan on file.
     2. 9: Each WBL student receives regular feedback from the worksite mentor and WBL coordinator on progress towards goals established in the student’s training plan.
     3. 10: WBL Coordinator is responsible for maintaining accurate records regarding enrollment, assessment, and awarding of credit for data and monitoring purposes.

[Insert Answer Here]

### Please share how your school / district can support students with wrap-around services.

* 1. What is your ability to support students in transporting to an employer’s worksite before, during, and/or after school hours?
  2. To what extent would your school/district be able to provide a clothing stipend for students, if needed?

[Insert Answer Here]