

Toolkit Guide & Program Blueprint

let's build it together.

How to use this toolkit, the anatomy of a youth registered apprenticeship, and a 12-step roadmap for launching a program in your community.



Tehama County CTE Coalition · Job Training Center · in partnership with Expect More Tehama

Developed through the California Jobs First Catalyst Grant — Youth Apprenticeship Project, Industrial Maintenance Pilot

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This guide orients you to the Youth Apprenticeship & Work-Based Learning Toolkit and walks through the blueprint used to launch the Tehama County Industrial Maintenance pilot — so your community can adapt it instead of reinventing it.

1. About This Toolkit

In 2025, the Job Training Center — on behalf of the Tehama County Career Technical Education (CTE) Coalition — received California Jobs First Catalyst Grant funding to pilot innovative work-based learning models connecting high school students to high-wage, high-demand careers. The first pilot: a **Youth Registered Apprenticeship Program for Industrial Maintenance Technicians** serving approximately eight students.

Every template, policy, and guide in this toolkit was developed for, and field-tested by, that pilot. The toolkit exists to help educators, employers, workforce boards, and rural communities:

- Increase the **quality, consistency, rigor, and accessibility** of work-based learning experiences
- **Reduce duplication of effort** through reusable templates and sample materials
- Build **sustainable workforce partnerships** aligned with local labor market needs

Open source, on purpose

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2. What's in the Toolkit

No.	Document	Use it to...	Primary audience
01	Toolkit Guide & Program Blueprint	Understand the model and plan your launch	Everyone
02	Sample Apprenticeship Training Plan	Define on-the-job competencies, instruction, and wages	Employers, sponsors
03	Employer Onboarding Guide & Checklist	Take a host employer from interest to launch	Employers
04	HR Templates, Policies & Job Descriptions	Adapt ready-made HR paperwork for youth apprentices	Employers, HR
05	Student & Employer Responsibilities Agreement	Set clear expectations for every party	All signatories

No.	Document	Use it to...	Primary audience
06	Communication & Outreach Kit	Recruit students and employers; tell the story	Schools, communicators
07	Work-Based Learning Best Practices	Benchmark and improve program quality	Program staff, educators
08	Case Studies & Lessons Learned (added during pilot)	Learn from the North State experience	Replicating communities

3. Anatomy of a Youth Registered Apprenticeship

A youth registered apprenticeship is a formal, state-registered earn-and-learn model with five required ingredients:

Ingredient	What it means in practice
Paid on-the-job training	Students are employees, earning a progressive wage while logging supervised training hours against a defined competency list.
Related technical instruction	Classroom or lab coursework aligned to the occupation — delivered through high school CTE, community college, or program providers.
Mentorship	Each apprentice is paired with a journey-level mentor responsible for day-to-day coaching and skills sign-off.
Wage progression	A published schedule of raises tied to competency milestones, not just time served.
Portable credential	Completion is recorded in a state-registered system, giving the apprentice a credential recognized by employers anywhere.

Why "youth" changes the design

Because apprentices are high school students (typically 16–18), programs must also coordinate school schedules and credit, work permits, parent/guardian consent, transportation, and supervision rules for minors. Documents 03–05 address each of these directly.

4. The 12-Step Launch Roadmap

The sequence used in Tehama County, generalized for any rural community.

1

CONVENE THE COALITION

Bring together schools, the county office of education, workforce development, and at least two committed employers under a lead agency.

2

VALIDATE LABOR MARKET DEMAND

Confirm the target occupation is genuinely high-wage and high-demand locally — employer testimony plus labor market data.

3 CHOOSE THE OCCUPATION & STANDARDS

Select an apprenticeable occupation and adopt or adapt existing training standards (see Document 02).

4 SECURE FUNDING & SPONSORSHIP

Identify a program sponsor and braid funding: grants, employer wages, school resources, workforce funds.

5 REGISTER THE PROGRAM

Work with your state apprenticeship agency to register standards, wage schedules, and the sponsor relationship.

6 RECRUIT HOST EMPLOYERS

Use the business case and onboarding materials (Documents 03–04) to convert employer interest into signed commitments.

7 ALIGN SCHOOL LOGISTICS

Resolve scheduling, credit, work permits, insurance, and transportation with each participating district before recruiting students.

8 RECRUIT & SELECT STUDENTS

Run info sessions, applications, and employer interviews (Document 06 provides the outreach materials).

9 TRAIN MENTORS

Prepare journey-level workers to coach teenagers — expectations, communication, and evaluation practices.

10 SIGN AGREEMENTS & LAUNCH

Execute the responsibilities agreement (Document 05), complete safety orientation, and start paid hours.

11 SUPPORT & MONITOR

Hold quarterly check-ins with student, school, employer, and family; track hours, competencies, and wage milestones.

12 DOCUMENT & IMPROVE

Capture lessons learned and outcomes continuously — they become your case studies and your sustainability argument.

5. Lessons Learned from the North State Pilot

This section is updated as the Tehama County cohort progresses. Early structural lessons:

- **Employer paperwork is the biggest friction point.** Pre-filled, plain-language templates (Documents 03–04) materially shortened employer onboarding.
- **Scheduling is solved at the master-schedule level**, not student by student — engage counselors and administrators a full term ahead.
- **Transportation is a real eligibility gate in rural counties.** Budget for it or site placements deliberately.
- **One coordinator with authority** across schools and employers keeps momentum better than distributed ownership.

Replicating this model?

The Tehama County CTE Coalition welcomes questions from other communities. Contact the Job Training Center — details on the program website — for an orientation to the toolkit.

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