



## Youth Training Program Criteria

### What is a Youth Training Program?

Youth training and apprenticeship programs focus on youth development in the workforce and require mentoring and career development elements.

Listed below are the criteria for qualifying youth training programs.

### There Are Two Ways To Qualify:

1. Qualified Funding Sources:

Programs that receive local/state/federal grants for youth workforce development will automatically be included in the approved programs.

Or

2. Youth Training Programs that do not receive local/state/federal grants for youth workforce development must include the following program components:

# I. Work Readiness Training

Youth employees must have training for a minimum of six (6) hours with the following curriculum included:

## Required Components

1. Communication Skills
2. Teamwork/Collaboration
3. Time Management

## Two (2) of the following:

1. Job Basics
2. Work Ethic
3. Problem Solving

## II. Programs must include at least one (1) of the following :

1. Youth employee has at least one professional development opportunity in the first 90 days of employment
2. Youth employee has at least one job shadowing opportunity in the first 90 days of employment
3. Academic credit-based opportunities (youth earn high school credit for the experience)

# III. Supervisory Requirements

## Supervisor Training

Supervisors will be required to complete at least two (2) hours of training covering the following areas:

1. Cultural Competency
2. Adolescent Development Mentorship
3. How to create an effective project-based learning plan

## Scheduling Component

Employees must work a minimum of 15 hours a week for at least six (6) weeks if not enrolled in school (summer or not enrolled), or a minimum of 10 hours a week when actively enrolled in classes.

## Supervisor and Employee Requirements

1. Weekly check-ins with supervisor
2. Youth employee has an active project-based learning plan developed together with their supervisor.