



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: APPRENTICE STUDENT SERVICES FUNCTIONS	Code: FF0102
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Policy Reference: FF1100, Student Rights and Responsibilities

Apprentice Student Services provides the related instruction for apprentices indentured to an employer or joint apprenticeship committee through the Department of Workforce Development (DWD), Bureau of Apprenticeship Standards (BAS), in compliance with the state apprenticeship law and to cooperate with management and labor in the apprenticeship program.

1. An apprentice is a person indentured to an employer or joint apprenticeship committee through the Wisconsin Department of Industry, Labor and Human Relations, Bureau of Apprenticeship Standards. Indentured apprentices require practical training by the employer and additional related training by an educational agency.
2. Districtwide coordination of apprentice education is the responsibility of the apprentice coordinator. Student Services education functions are the responsibility of a counselor and registration personnel.
3. MATC first receives notification through a "Related Instruction Supplement" from the Department of Workforce Development (DWD), Bureau of Apprenticeship Standards that a person has become an apprentice. All information is sent to the Milwaukee Campus, which distributes it to the appropriate campus.
4. When the educational supplement is received, it is reviewed for trade title to determine whether an apprentice curriculum of that nature is in existence at MATC. If appropriate curriculum is available, the supplement for apprentice records is distributed to the appropriate campus to process registration. If there is no appropriate curriculum, additional information is submitted to the dean of the instructional area for the development of such a curriculum.
5. The instructional division develops curricula and schedules for all organized student apprentice programs.
6. The apprentice coordinator serves the entire district. However, when the student attends classes at a regional campus, it is the responsibility of Student Services personnel to notify the students when to report to classes and to orient them to their programs. Student Services personnel make orientation arrangements.
7. Apprentices may be eligible for Advanced Standing for courses previously taken as per DWD BAS policy.



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8. The Student Services Division is responsible for maintaining permanent apprentice records and a campus directory of apprentices by location.
9. It is important that apprentices make adequate progress since employers are obligated to pay them for their time in classes. See Administrative Regulation and Procedure DD1003 for attendance reporting procedures.
10. If a student is doing unsatisfactory work, it is important that the faculty member report this fact in writing, first to the administrator to whom the teacher is responsible, and then to the apprentice coordinator. If necessary, the apprentice coordinator will confer with the student's employer.
11. It is the responsibility of personnel at each campus to consult with students who are doing poorly. However, if it becomes necessary to take actions that might ultimately result in a student losing pay or being suspended from the college, the apprentice coordinator is to be involved and consulted before action is taken. If anywhere in the district it becomes necessary to suspend an apprentice because of behavior or activities in the classroom, the action is taken in accordance with MATC Policy F1100, Student Rights and Responsibilities.
12. The MATC Assessment service is available to employers; however, MATC does not make the decision regarding the minimum scores required for acceptance.

See also Administrative Regulation and Procedure DD1003, Attendance Reporting Apprentice.

Office of Responsibility: Student Services