



HILLSBORO
ADVANCED MANUFACTURING
APPRENTICESHIP



YOUTH APPRENTICESHIP
HANDBOOK

2024 - 2025

Welcome!

Apprentices and Families,

We are thrilled that you have chosen to participate in the Youth Apprenticeship Program in Advanced Manufacturing! Through this unique experience, you will not only gain valuable on-the-job skills but also apply new knowledge to your Career and Technical Education (CTE) program while earning school credits and wages.

This handbook contains key information about the program structure, roles, and responsibilities, as well as essential guidelines to help ensure your success. Please keep this handbook for future reference.

This Youth Apprenticeship Program is overseen by the Hillsboro Advanced Manufacturing Joint Apprenticeship Training Committee (JACT), which is registered with Oregon's Bureau of Labor and Industry. The JACT is responsible for setting policies to guide apprentices through the learning process. As a youth apprentice, you will be receiving direct support and guidance from Ms. Claudia Rizo Mendoza, Youth Apprenticeship Project Manager. Contact information is listed below.

Claudia Rizo-Mendoza
Youth Apprenticeship Project Manager
Email: rizomenc@hsd.k12.or.us
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For General Inquiries, please email: apprenticeship@hsd.k12.or.us

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About Us

The Hillsboro School District, in collaboration with the City of Hillsboro, has established a modern youth apprenticeship program in the Advanced Manufacturing sector, designed to be scalable across Oregon and applicable to various industries.

This program leverages existing partnerships to foster the development and modernization of youth apprenticeships. The 2024-25 training agent who will be hiring and mentoring students is Jireh Semiconductor located in Hillsboro, Oregon.



Jireh Semiconductor, Inc., a wholly owned subsidiary of Alpha and Omega Semiconductor Ltd., is the in-house wafer fab for AOS. Located in Hillsboro, OR in the heart of the famed “Silicon Forest,” Jireh is dedicated to its mission 'To Bring Manufacturing Back to the United States Profitably'.

To learn more, visit: <https://www.aosmd.com/jireh-semiconductor>

A Virtual Tour of Jireh Semiconductor can be found here:

https://youtu.be/Vtxvq7VxSzs?si=REIS1eMO-_tKcJvb

Program Structure

Apprenticeship Components:

- **Employer-Driven:** Employers must hire youth apprentices with the intention of training them, accommodating the school's academic calendar.
- **On-the-Job Learning:** Employers are required to provide a qualified Mentor to guide apprentices in developing specific competencies tied to the registered occupation.
- **Related Instruction:** Apprentices will participate in classroom-based instruction that aligns with their career field through an appropriate Career and Technical Education (CTE) program.
- **Wage Progression:** Wage increases will be awarded as apprentices reach designated skill milestones, recognizing their growth in knowledge and abilities.
- **Credentialing:** Upon successful completion of the program, apprentices will receive a nationally recognized occupational credential from the Department of Labor, certifying their qualification for the occupation.

Competency-Based Program:

- **Program Duration:** The apprenticeship spans two years, covering the apprentice's junior and senior years of high school.
- **Competency Requirements Certification** is awarded based on the completion of six specific skills or competencies related to the registered occupation.
- **Flexible Scheduling:** We collaborate with counselors and teachers to adjust students' schedules (e.g., early release or late arrival) and ensure they receive "Work-Based Learning Credit" for apprenticeship hours.
- **Registered Occupation:** The apprenticeship is aligned with the Industrial Manufacturing Technician role.

Eligibility Requirements

To participate, students must:

- Be at least 16 years old and enrolled in a relevant high school Career and Technical Education (CTE) program.
- Be in good academic standing and on track to graduate.
- Submit an Apprenticeship Program Application, which will be reviewed by the manufacturing faculty for selection.
- Interview with hiring companies and all meet pre-screening requirements if selected.

Program Registration

Our apprenticeship standards have been approved by the Oregon State Apprenticeship & Training Council. These standards define minimum requirements for apprentices, including a probationary period, apprentice-to-mentor ratios, wage schedules, and on-the-job training (OJT). A copy of these standards is included for your review and reference.



Onboarding

Details

Offer Letters

After completing interviews, selected candidates will receive official offer letters, initiating the hiring process. Apprentices are required to respond to these offers within a specified timeframe.

Employment Pre-screenings (Training Agents)

Selected apprentices may be required to complete pre-screening steps as part of the hiring process, which may include background checks, drug tests, and other evaluations. These requirements are managed by each Training Agent individually, not by the Hillsboro School District.

Required Onboarding Training:

In addition to any required employer training, apprentices must also complete an Anti-Harrassment Training Modules and pass the final exam, as well as participate in Oregon Employability Training.

Registration with Oregon Apprenticeship & Training Division

Upon accepting participation in the program, apprentices must be registered with the State of Oregon Apprenticeship Training Division. The Apprenticeship Registration Agreement must be completed and signed by the apprentice and parent/guardian before the start of the program. Additionally, once registered, students will be entered into a statewide apprenticeship database. While identifying information will remain confidential, only the student's first and last name will be listed. For any questions about the pre-screening or hiring process, apprentices and parents/guardians can contact the Project Manager.

What to Expect

- The Youth Apprenticeship Program serves to provide long-term high-wage, high-earning opportunities to participating students.
- This opportunity should be considered as a real-life job experience. Apprentices will need to abide by employee rules and responsibilities, as they will be officially hired by the company (training agent).
- Apprentices are expected to work at their apprenticeship site during “Work Based Learning Credit” class periods and may opt to work additional hours after school or before school if coordinated with their employers/supervisor. Apprentices may work during non-school days, holidays, and school breaks (summer, spring, and winter breaks), but are not required to do so.
- Transportation to and from the apprenticeship site during non-school days is the responsibility of the apprentice/parent or guardian and will not be provided by HSD.
- Apprentices are required to participate in periodic evaluations with their assigned mentor, supervisor, and classroom instructor to gauge progress attained skills/competencies.
- Apprentices are required to maintain a work log (Apprenticeship Timesheet), which will need to be submitted to the Project Manager by the 5th of each month via email: apprenticeship@hsd.k12.or.us.
- Participating apprentices will be asked to share their experiences through formal and informal interviews.
- Other media/press opportunities are optional.

Worksite Supervision Policy

Apprentice Worksite and Supervision Policy

- During the on-the-job training hours, apprentices will be working directly at the company site under the supervision of company employees. These employees, known as journey workers, will serve as mentors to the apprentices.
- It is important to note that during these training hours, Hillsboro School District staff members **will not be present** on-site to directly oversee the students.
- To ensure the safety and well-being of the students, HSD conducts background checks for designated company personnel who will work directly with apprentices. This process follows the same protocol used for parent volunteers in our district. Drivers who provide transportation for apprentices are also subject to the same background checks.
- While the Hillsboro School District is committed to supporting the company and its mentors in maintaining a safe and productive learning environment, the direct supervision of apprentices during work hours will be the responsibility of the company and its designated journey workers.

Supports

School Schedule (Work Experience Credit)

Apprentices may earn "Work Experience" credit through early release or late arrival in their school schedule. Apprentices are responsible for ensuring they are at their assigned workplaces during this time, and schedule changes must be coordinated with school counselors before the first day of work. An "Application for Work Experience Credit" form must be completed and submitted to student counselor at the end of each semester in order for credit to be granted.

Transportation

Transportation may be provided during school hours for program participants . The Hillsboro School District may coordinate transportation, either directly or through a district-approved provider, such as a third-party cab company, as necessary.

Guidance and Mentorship Support

The Youth Apprenticeship Project Manager is assigned to provide you with direct guidance and support throughout the duration of the program. Any questions, concerns, conflicts, and feedback can be directly addressed with them.

You may also connect with your CTE Instructor for any questions regarding your participation in the apprenticeship program, as they will directly oversee the instruction aligned with the apprenticeship.

Attendance & Absences

Attendance

- **School attendance is a priority.** Apprentices are considered full-time students, and any changes to work hours must be pre-arranged with the employer and project manager.
- Apprentices must notify their supervisor immediately if they will be late or absent from work. This must also be communicated with Ms. Rizo-M.
- Pre-arranged absences must be communicated and approved whenever possible.

Leave of Absence

- Apprentices who need a temporary leave from the program can request a suspension by submitting appropriate documentation, such as a doctor's note. Approval is subject to employer and committee review.

Program Withdrawal

- Apprentices may withdraw at any time by submitting a written request to the committee. A letter detailing their completed on-the-job hours and attained skills/competencies will be provided upon withdrawal.
- A one-on-one meeting with the Project Manager & CTE classroom teacher is highly encouraged before submitting a withdrawal notice.

Communication & Other Important Details

Seek Support and Report Concerns

As an apprentice, you are encouraged to take an active role in your learning and development. Please seek help, guidance, and support whenever you feel it is necessary to succeed in your role. This includes reaching out to your project manager, instructor, mentor, supervisor, or any trusted adult when you have questions, need clarification, or encounter challenges in your work.

Please report these concerns promptly to one of the individuals mentioned above. We are committed to ensuring a safe and supportive learning environment, and your well-being is our priority. Your voice is important, and seeking help or reporting concerns is a critical step in making the most of your apprenticeship experience.

Parent/Guardian Consents

For apprentices under 18, parent/guardian consent is required for participation, including but not limited to agreements for information release and pre-employment screenings.

Disciplinary Action Procedures

Disciplinary actions may be taken for policy violations, including late reports, absenteeism, or poor job performance. Apprentices must comply with all committee standards and employer guidelines.

Equity & Equal Opportunity

Equity

The Hillsboro School District is dedicated to ensuring the success of every student. Achieving educational equity means recognizing and eliminating barriers, and ensuring that students' identities do not predict their success in school. We strive for an inclusive, barrier-free learning environment where every student has an equal opportunity to thrive.

Inclusion

The program actively seeks to include students traditionally underrepresented in the tech industry, including women, students of color, low-income students, and students with disabilities.

Non-Discrimination

The Hillsboro School District provides equal educational opportunities to all students, regardless of race, color, creed, national origin, gender, age, disability, or any other protected status.

Confidentiality

The Youth Apprenticeship Program is committed to safeguarding all student information and ensuring it remains confidential. Personal data will not be shared or disclosed without prior consent from the student or their legal guardian, except as required by law. We will take all necessary steps to protect the privacy and security of student records, ensuring compliance with applicable regulations and best practices.

Employee Handbook Acknowledgment

Hillsboro Advanced Manufacturing Apprenticeship Handbook Acknowledgment:

This handbook may be updated from time to time, and notice will be provided as updates are implemented.

It is the responsibility of the apprentice to understand and familiarize themselves with all the content within the Apprenticeship Handbook and to ask for clarification of any policy, procedure, or information contained in this handbook that I need help understanding.

Thank you for acknowledging the policies and procedures we have established for this youth apprenticeship program.

If you have any questions or concerns about the contents of the Apprenticeship Handbook, please contact us at apprenticeship@hsd.k12.or.us.

