

Mentorship Training

Guiding Success in the Tribal
Educator Apprenticeship Program

September 14, 2024



Agenda

- I. Introductions
- II. Apprenticeship Overview
- III. Mentor Role Overview
- IV. Elevate Your Mentoring:
Discovering Effective Approaches
- V. Responsibilities
- VI. Q&A
- VII. Next Steps
- VIII. Point of Contact



Team Members



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Introductions

Principles of Building a
Beloved Community


*Mahalo nui
Aunty Puanani Burgess*

★ **Tell the story of your name.**

★ **Tell the story of your
community.**

★ **Tell the story of your gift.**

Place-Based Learning Bootcamp



AULLAAGVIK
PLACE-BASED LEARNING
BOOTCAMP

Place-Based Learning Bootcamp



Apprenticeship Overview

Purpose

The purpose of an apprenticeship program is to ensure a **skilled and productive workforce**.

This is achieved by providing each apprentice with systematic work experience in all areas of the trade under the direction of a skilled craft worker.

This **on-the-job learning** is supplemented by related-trade instruction, which is usually provided during non-work hours.

Apprentice to mentor ratio:

One (1) apprentice to one (1) journeyman (certified teacher)



Vocabulary

Terms	Definitions
Apprentice	A paid employee, who participates in structured on-the-job learning to prepare for a successful career. Apprentices earn a progressive wage as their skills and productivity increase.
Sponsor	Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Sponsors are fully responsible for the administration and running of the Registered Apprenticeship Program.
Employer	Any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
Related Instruction	Apprentices are provided supplemental classroom education based on the employer's unique training needs to ensure quality and success. Supplemental Instruction is used to be called Related Technical Instruction (RTI) or Related Instruction.
Journey worker / Mentor	An experienced worker who has attained a mastery level of skills, abilities, and competencies required for the occupation and oversees and guides the work of the apprentice in the on-the-job placement.
On-the-job learning (OJL)	Registered Apprenticeship Programs provide structured OJL to prepare for a successful career, which includes instruction from an experienced mentor. All apprenticeships must include at least 2000 hours or more of OJL. Hours and competencies for OJL expectations vary by state and trade.

Mentor Role Overview

As a mentor in the Tribal Educator Apprenticeship program, your role is **crucial in guiding and supporting apprentices** throughout their training journey.

You will provide **individualized training and mentorship**, focusing on the apprentice's specific needs and goals while aligning with the program's objectives and requirements.



What does good mentorship look like?



Mohala ka pua. The blossoms are opening.

Mentoring is a Practice...

- **Try to recall an impactful mentor you have had. What made their mentorship effective for you?**
 - Why that memory?
 - How did you benefit?
 - What mentoring quality and/or skill(s) was demonstrated?
-



Makawalu: Activity 1



Mentoring is a Practice...



-
- **Consider a time you needed mentorship. What did you need most in that situation, how might a mentor have helped?**
 - What were your needs?
 - How could a mentor have helped?
 - What was the consequence?



Makawalu: Activity 2



Mohala ka pua. The blossoms are opening.

Time for a Break



Let's have a quick **10-minute break** and we'll see you back here refreshed and ready to go!

Mentor Commitment



-
- Mentors are expected to commit to **regular mentorship sessions, ongoing communication with apprentices, and active participation** in program activities and events.
 - The duration of the mentorship commitment aligns with the apprenticeship program timeline and may vary based on apprentices' progress and needs.
-



Apprenticeship Documents

Documents	Page Numbers	Descriptions
Standards of Apprenticeship	Pages 1-8	These Apprenticeship Standards are a written agreement between the employer/sponsor and the U.S. Department of Labor, Office of Apprenticeship. Standards are the governing document regarding the conduct of apprentices' training. The purpose of written standards is to both increase the quality of training and to ensure the fair treatment of those involved . Apprentices and mentors should familiarize themselves with these standards and retain them for the duration of the apprenticeship. ASCF provided apprentices with a copy of the Apprenticeship Standards.
Apprenticeship Agreement	Pages B-1 - B-6	Each apprentice (and parent or guardian, if a minor) shall enter into and sign a written agreement with the employer/sponsor. This agreement contains a statement making the terms and conditions of the apprenticeship standards part of the agreement between the apprentice and the employer/sponsor. This agreement also registers the apprentice with the U.S. Department of Labor's Office of Apprenticeship. A copy of this agreement is in this packet and should be retained throughout the apprenticeship.

Apprenticeship Documents

Documents	Page Numbers	Descriptions
Work Process Schedule	Pages A-2 - A-15	The Work Process in the standards is an outline of the skill areas that apprentices are to receive on-the-job training in, and the approximate number of hours for each area. The employer/sponsor has committed to make all reasonable efforts to train apprentices in each of the listed areas. Efforts to carefully follow the work process will avoid the problem of narrow specialization and ensure that apprentices are broadly trained in the chosen trade.
Related Instruction Outline	Page 3, Pages A-16 - A-21	Related-trade instruction is an essential part of an apprenticeship program. Its purpose is to provide the apprentice with the technical knowledge necessary to become a journeyworker . Methods of related-trade instruction delivery to apprentices will vary. The program may require apprentices to attend classes at night or on the weekends or some other combination. However it is delivered, apprentices need to know that completion of the trade-related instruction is a mandatory part of apprenticeship. The employer/sponsor can defer scheduled wage increases, and even discharge apprentices, should apprentices fail to make satisfactory progress in related-trade instruction.

Apprenticeship Documents

Documents	Page Numbers	Descriptions
Wage Progression Policies	Pages A-2 - A-3	The apprenticeship standards provide for periodic wage increases during the apprenticeship. The number and frequency of increases are listed in the Standards of Apprenticeship. This requirement is based on the belief that as apprentices' skill and productivity increases, so should their pay. However, these wage increases are not automatic but depend on their performance both on-the-job and in the related instruction component of the apprenticeship.

Additional Documents

Documents	Page Numbers
Apprenticeship Orientation Form	N/A
Discuss Job Site Safety	N/A
Employer / Program Policies	Employer Acceptance Form: Page D-2
Complaint Procedures	Pages 4-5
Voluntary Disability Disclosure Form	Page B-7

Apprentice's Recordkeeping

- All apprentices are to keep a **daily record** of their on-the-job activities.
 - The purpose of keeping these records is to ensure that apprentices receive broad training in as many parts of the trade as possible (see the Work Process Schedule in the Standards of Apprenticeship).
 - The apprenticeship lasts for years and without daily records, it would not be possible to keep track of which skill areas apprentices have received training in, and how much.
- It is the apprentices' responsibility to **post this record daily** and to have the employer/sponsor review and certify monthly.
 - These records should be kept by the apprentices as a permanent record.
 - Records will also enable apprentices to track exactly when apprentices are due for their next wage increase.
- Should apprentices change employers, these records will also serve to **prove how far apprentices have progressed** through the apprenticeship.
- The Office of Apprenticeship supplies the employer/sponsor with the necessary **record keeping forms**, which they will make available to apprentices upon request.

Apprentice's Recordkeeping



Apprenticeship Agreement (671) Form - Signed

Apprenticeship Orientation Form - Signed

Monthly On-the-Job Learning (OJL) Report

Competency Check-offs

Related Technical Instruction

Credit for Prior Experience

Standards of Apprenticeship

Apprenticeship Program Policies and Procedures

Licensing Requirement, if applicable

Training to be Completed

- **Link:** [Promoting an Anti-Harassment Environment for Sponsors](#)
- Send your certificate of completion to Cheryl Anderson at Cheryl@ArcticSlopeCommunity.org.
- **Due by:** September 20, 2024

The screenshot shows a course interface for 'Promoting an Anti-Harassment Environment for Sponsors'. The course is 0% complete. The current lesson is 'Part 1: Lesson'. The page includes a 'Welcome!' section and a list of 'Objectives'.

Promoting an Anti-Harassment Environment for Sponsors
0% COMPLETE

Lesson 1 of 3

Part 1: Lesson

Welcome!
To get started, view the course **objectives**. Following the objectives, you can view an optional navigation tutorial.

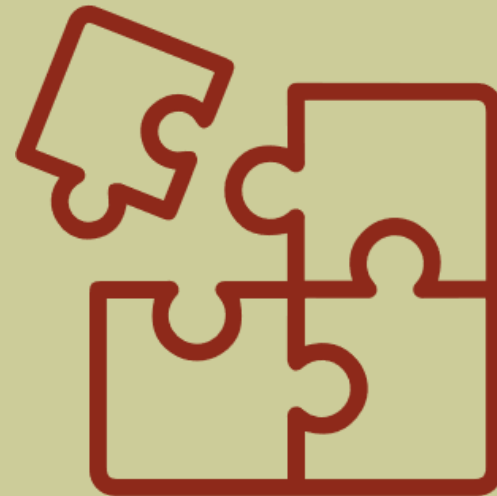
Objectives:
At the end of this course, you will be able to:

- Define unlawful harassment.
- Provide examples of various types of conduct that constitute inappropriate and/or unlawful behavior.
- Recognize that harassing behaviors will not be permitted.
- Identify how to take appropriate action if you are being harassed, or are a witness or bystander to harassment.
- Recall how to report harassment.
- Recognize that retaliation will not be tolerated when a complaint is raised.

Individual Apprentice Meetings with Mentors and ASCf Team



**Examine previously
completed academic credits.**



**Discuss goals, course
infrastructure, connectivity
requirements, and necessary
support structures.**



**Review administrative
procedures and documents,
such as Apprenticeship
Agreements and Voluntary
Disability Disclosure Forms.**

Time for a Break



Let's have a quick **10-minute break** and we'll see you back here refreshed and ready to go!

Elevate Your Mentoring

Discovering Effective Approaches



Effective Approaches



-
1. Mentoring Style
 2. Building Relationships
 3. Continuous Learning and Improvement
-



Responsibilities

The subsequent slides delve into the specific responsibilities of apprentices, employer/sponsor, and mentors.



Apprentice Responsibilities

- On-the-Job Training
- Related Instruction
- Adherence to Safety Standards
- Progress Tracking
- Compliance with Program Rules



Employer / Sponsor Responsibilities



Arctic Slope Community Foundation must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed in the link below and with the requirements outlined in the document "Requirements for Apprenticeship Sponsors Reference Guide."

More information in pages 2 and 3 of the [Standards of Apprenticeship](#).



Mentor Responsibilities



Instructions:

Please read the "[Mentor Responsibilities](#)" handout during the break, as we will discuss it upon your return.

1. Guidance and Support
2. Setting Clear Expectations
3. Providing Industry Knowledge
4. Facilitating Networking
5. Professional Development
6. Creating a Supportive Environment
7. Compliance and Accountability
8. Recognition and Celebration

Time for a Break



Let's have a quick **10-minute break** and we'll see you back here refreshed and ready to go!

Mentor Responsibilities



1. Guidance and Support

- Provide personalized guidance and support to apprentices, addressing their challenges and helping them navigate their career paths effectively.
- Develop and implement customized learning plans that meet apprentices' objectives and organizational standards.
- Offer regular feedback, coaching, and mentorship sessions to enhance apprentices' skills, performance, and confidence.

2. Setting Clear Expectations

- Collaborate with apprentices to set clear goals, expectations, and milestones, ensuring alignment with program objectives.
- Regularly review progress, provide feedback, and adjust goals as needed to keep apprentices motivated and engaged.

Mentor Responsibilities



3. Providing Industry Knowledge

- Share your expertise, industry knowledge, and best practices with apprentices to help them stay updated with industry trends and developments.
- Teach technical skills, impart industry-specific insights, and facilitate learning experiences to enhance apprentices' professional growth.

4. Facilitating Networking

- Introduce apprentices to industry professionals, networking opportunities, and professional events to expand their professional network.
- Encourage apprentices' participation in industry-related activities to broaden their knowledge and connections.

Mentor Responsibilities



5. Professional Development

- Identify apprentices' strengths, areas for improvement, and development opportunities through regular assessments and feedback.
- Encourage continuous learning, skill development, and self-awareness to support apprentices' long-term career success.

6. Creating a Supportive Environment

- Foster a safe, inclusive, and supportive environment where apprentices feel comfortable asking questions, sharing concerns, and seeking guidance.
- Promote open communication, collaboration, and teamwork to enhance apprentices' learning experiences.

Mentor Responsibilities



7. Compliance and Accountability

- Ensure apprentices' compliance with program policies, procedures, and regulations, maintaining a high standard of professionalism and ethics.
- Encourage apprentices' accountability, ownership, and responsibility for their learning and development journey.

8. Recognition and Celebration

- Celebrate apprentices' successes, achievements, and milestones, providing recognition, rewards, and encouragement for their hard work and dedication.
- Create opportunities for apprentices to showcase their skills, talents, and contributions within the program and the community.

Q&A

What questions do you have for the ASCF team and presenters to set you up for success this week and beyond?



Next Steps

To provide feedback, you can either:

1. Scan the QR Code:

- Point your smartphone camera at the QR code.
- It should automatically open a browser and direct you to the feedback form.

2. Click the Link:

- Click on the [link](#) provided.
- It will open a web page with the feedback form.

Please take a moment to share your thoughts and help us improve our training.

Thank you for your time and valuable input!



Next Steps

Mentor Training Stipends

- Please send your completed Automated Clearing House (ACH) Authorization form and W-9 to Cheryl Anderson at Cheryl@ArcticSlopeCommunity.org.
- Due date: September 16, 2024

Upcoming Meetings/Training

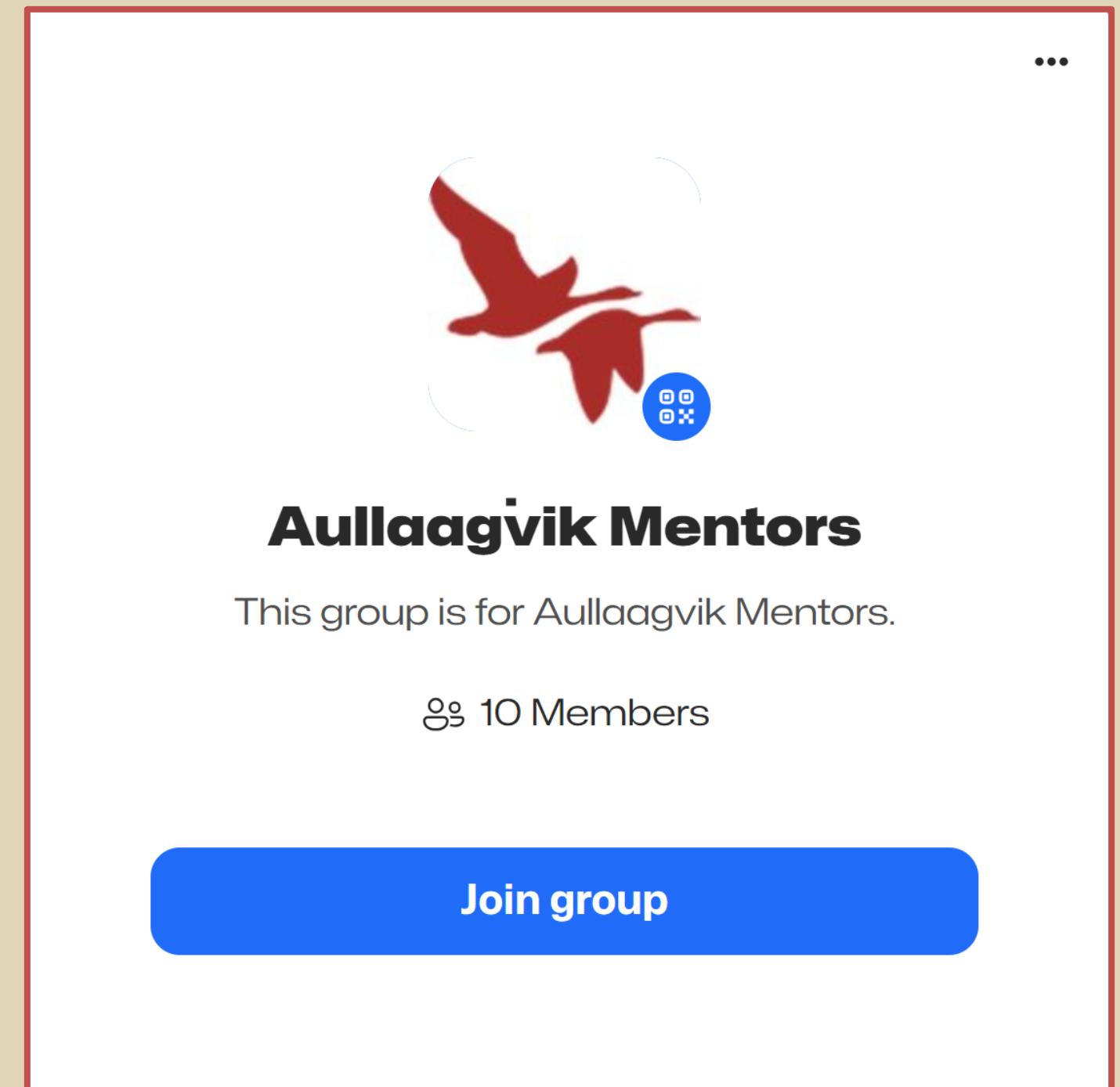
- Evaluating prior OJL of apprentices
 - Sponsor Case Manager and Journeyworker/Mentor Teacher will assess documented prior work experience in the education field for OJL credit during the probation period.
- Monitoring and tracking of apprentice artifacts, hours, and progress



Next Steps

Group Communication Platform: GroupMe

- Apprentices and mentors have access to the GroupMe app.
- Free and convenient alternative to email for:
 - Quick questions
 - Program support
- Available for iPhone and Android devices.
- Join ASCF Tribal Educator Apprenticeship on GroupMe:
 - [Link to join](#)



Point of Contact (POC)



Ryan Cope

General Questions and
Apprentice POC

ryan@arcticslopecommunity.org



Cheryl Anderson

Mentor POC

cheryl@arcticslopecommunity.org





Thank You

As a mentor in the Tribal Educator Apprenticeship program, you play a vital role in shaping the success of apprentices and contributing to their professional development. Your dedication, expertise, and support are essential in creating a meaningful learning experience and helping apprentices achieve their career goals.

Thank you for playing this important role in our program.
