



TOOLS

Workplace Checklist for Youth/Pre-Apprenticeship Application

Use this checklist as a quick reference to ensure you have completed all the steps detailed in this guide.

Before the Youth/Pre-Apprenticeship

- Indicate your interest in participation in youth/pre-apprenticeship by completing your business profile on **Connect 2 Business** at <https://okcg-c2b.kuder.com>.
- Determine who will be the person working most closely with the students and the teacher.
- Interview and select the student for youth/pre-apprenticeship.
- Inform staff that a student youth/pre-apprenticeship will be at the workplace.
- Review support materials provided by the teacher. This will help guide your role with students for the youth/pre-apprenticeship.
- Provide a workplace orientation for student(s).

During the Youth/Pre-Apprenticeship

- Confirm the communication strategy.
- Communicate successes and opportunities for improvement during the youth/pre-apprenticeship so the teacher can use them to enhance the value of classroom connections.

After the Youth/Pre-Apprenticeship

- Complete the **Youth/Pre-Apprenticeship Evaluation** and send it to the school.