



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
2023 Non-Joint Standards of Apprenticeship

Appendix A

WORK PROCESS SCHEDULES

AND

RELATED INSTRUCTION OUTLINE

University of Nevada, Las Vegas – College of Education

OCCUPATION: Human Services - Youth Development Practitioner

O*NET-SOC CODE: 21-1093.00 RAPIDS CODE: 1039

**APPROVED BY
THE NEVADA LABOR COMMISSIONER AND THE NEVADA STATE
APPRENTICESHIP COUNCIL**

Toni Giddens, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

RAPIDS PROGRAM ID NUMBER: _____

**DEVELOPED IN COOPERATION WITH THE
THE NEVADA LABOR COMMISSIONER, THE NEVADA STATE
APPRENTICESHIP COUNCIL AND THE U.S. DEPARTMENT OF LABOR**

2023 Non-Joint Standards of Apprenticeship

Appendix A

WORK PROCESS SCHEDULE

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

☐ Time-based ☐ Competency-based XX Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position. The program uses a hybrid approach, with specified skills that must be acquired and the minimum number of hours of on-the-job learning that must be completed by an apprentice includes 2000 hours of OJL, supplemented by at least a 180 hours of related instruction per year of the apprenticeship.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey worker/fully trained worker ratio is a minimum of 2:1 apprentice(s) to journey worker/fully trained worker(s).

4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least \$14.40 per hour. Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey worker/fully trained worker wage. A journey worker/fully trained worker minimum wage will be at least \$24.67 per hour.

Periodic review and evaluation of the apprentice's on-the-job learning and related technical instruction will be conducted in alignment with the wage schedule established.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

Appendix A**WORK PROCESS SCHEDULE**

The term of the occupation shall be defined by the attainment of all competencies, both technical and behavioral, of the position, which would be expected and approximated to occur within **2000** hours of OJL supplemented by at least 735 hours of related instruction.

Apprenticeship Competencies – Technical

Item	Work Processes	Apprenticeship Hours
A	Observation and Assessment - Assist with social emotional learning assessments - Monitor youth progress and safety	200
	Case Management - Develop care plans addressing student's abilities and needs - Report concerns about issues related to health and safety - Assist with SEL lesson planning - Assist with presentations in the classroom and/or community	600
C	Youth SEL Support - Provide support for youth with higher needs - Help youth develop effective learning skills and study habits - Facilitate/co-facilitate small groups - Create positive environments - Provide peer support and mediation - Provide referrals and connect youth and family to appropriate community resources	1000
D	Professional Ethical Responsibilities - Maintain appropriate boundaries - Maintain confidentiality - Aware of own strengths and limitations - Participate in professional development and ethics training	200
	Total hours (approximate)	2000

2023 Non-Joint Standards of Apprenticeship

Competencies / OtJ Work Processes	Field Training	Demonstrate Fundamentals	Proficient in Task	Journey Worker Signoff	Completion Date
<u>Observation and Assessment</u>					
OA1. Conducts social emotional learning related assessments.					
OA2. Apprentice monitors youth progress, well-being, and safety.					
<u>Case Management</u>					
CM1. Demonstrates knowledge of principles and practices of child and youth development and ability to develop care plans addressing student's abilities and needs.					
CM2. Reports to a supervisor, when direct assistance is inappropriate, and documents concerns about issues related to health and safety including behavior changes, family crises, etc. Complies with health, safety, and emergency requirements.					
CM3. Assists with SEL lesson planning and effectively implements curricular and program activities. Prepares lesson/activity plans that are relevant and engaging.					
CM4. Assists with presentations in the classroom and/or community to promote health and wellness.					
<u>Youth SEL Support</u>					
YS1. Embraces positive youth development principles and practices that are culturally sensitive, person-centered, strength- and evidence-based. Apprentice sets SMART goals and maintains high standards that support youth with diverse and higher needs.					
YS2. Helps youth acquire academic skills and encourage participation in academic tasks. Helps youth develop effective learning skills and study habits. Helps promote the value of education.					
YS3. Facilitates/co-facilitates small groups, teaches SEL skills, and helps youths develop a healthy sense of self to reach their full potential.					
YS4. Models and promotes an inclusive, respectful, and positive environment for youth. Apprentice helps youths foster positive relationships with peers and adults.					
YS5. Teaches responsible decision-making and healthy/safe coping skills, promotes health/mental health awareness. Provides peer support and mediation; responds appropriately to reports of dating violence, tobacco, alcohol, and drugs, and involvement in criminal behaviors.					
YS6. Provides referrals/connects youth/family to appropriate resources.					
<u>Professional Ethical Responsibilities</u>					
PER1. Exercises professionalism and maintains appropriate physical, emotional, and sexual boundaries in all interactions with program participants (youth/family) and all staff.					
PER2. Maintains confidentiality and understands the limits of confidentiality.					
PER3. Demonstrates awareness of own strengths and limitations. Communicates concerns effectively, seeking supervision or consultation as needed, and examines implicit biases, committing to life-long learning.					
PER4. Takes initiative and leadership when appropriate. Participates in professional development and ethics workshops or training sessions.					

The work process competencies are intended as a guide. It need not be followed in any sequence; it is understood that adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Apprenticeship Competencies – Behavioral

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies, to complete the apprenticeship.

Item #	Behavioral Competencies
1.	Participation in team discussions/meetings
2.	Focus in team discussions/meetings
3.	Focus during independent work
4.	Openness to new ideas and change
5.	Ability to deal with ambiguity by exploring, asking questions, etc.
6.	Knows when to ask for help
7.	Able to demonstrate effective group presentation skills
8.	Able to demonstrate effective one-on-one communication skills
9.	Maintains an acceptable attendance record
10.	Reports to work on time
11.	Completes assigned tasks on time
12.	Uses appropriate language
13.	Demonstrates respect for patients, co-workers, and supervisors
14.	Demonstrates trust, honesty, and integrity
15.	Requests and performs work assignments without prompting
16.	Appropriately cares for personal dress, grooming and hygiene
17.	Maintains a positive attitude
18.	Cooperates with and assists co-workers
19.	Follows instructions/directions
20.	Able to work under supervision
21.	Able to accept constructive feedback and criticism
22.	Able to follow safety rules
23.	Able to take care of equipment and workplace
24.	Able to keep work area neat and clean
25.	Able to meet supervisor's work standards
26.	Able to not let personal life interfere with work
27.	Adheres to work policies/rules/regulations

RELATED INSTRUCTION OUTLINE

The related instruction has been developed in cooperation with the employer and sponsor partners as part of the apprenticeship. Related Technical Instruction (RTI) - This instruction shall include, but not be limited to, at least 735 hours throughout the apprenticeship. The related technical education listed is tightly integrated with work product. The curriculum is defined as a variety of classes and professional development opportunities, with exercises and projects tied to practice. All competencies required of the students are met, through project work. Partners will include UNLV, Nevada school districts as relevant employer partners, and any providers approved by the ATC as meeting the curricular and practical objectives.

Course Topics	During Academic Program Hours (Undergraduate)	Post Academic Program Hours
Observation and Assessment	135	15
Case Management	180	15
Youth SEL Support	225	15
Professional Ethical Responsibilities	135	15
Totals	675	60

PROGRAM OF STUDY CORRESPONDING TO 735

Undergraduate Apprentices: 675 hours during the academic program and 60 hours post-academic year

Academic Program	Undergraduate	Graduate
Human Services	Link	Link

COURSE TOPIC DESCRIPTIONS & DISTRIBUTION OF HOURS

Area	Level	Human Services	
Observation and Assessment Courses may include Introduction to Human Services, Relationships Across the Life Span, School-Based Mental Health	Bachelor	135 hours in at least 9 academic credits aligned with the approved degree plan.	Professional Development OR 1 Advanced Graduate Course - 15 Hours - offered by sponsor or approved partner related to Observation and Assessment
Case Management: Courses may include Introduction to Human Services, Relationship Across the Lifespan, Case and Resource Management in Human Services	Bachelor	180 hours in at least 12 academic credits aligned with the approved degree plan.	Professional Development OR 1 Advanced Graduate Course - 15 Hours - offered by sponsor or approved partner related to Case Management
Youth SEL Support: Courses may include School-Based Mental Health, Multicultural Issues of Counseling, Counseling Skills in Human Services, Mental Health and the Human Services Profession	Bachelor	225 hours in at least 15 academic credits aligned with the approved degree plan.	Professional Development OR 1 Advanced Graduate Course - 15 Hours - offered by sponsor or approved partner related to Youth SEL Support
Professional Ethical Responsibilities: Courses may include Ethical and Professional Issues in Human Services and prof seminar.	Bachelor	135 hours in at least 9 academic credits aligned with the approved degree plan.	Professional Development OR 1 Advanced Graduate Course - 15 Hours - offered by sponsor or approved partner related to Professional Ethical Responsibilities
		Phase 1: Degree Portion 675 Hours Undergraduate	Phase 2: Non-Degree Portion 60 Hours All Apprentices

SECTION 27 - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The University of Nevada, Las Vegas hereby adopts these standards of apprenticeship.



Signature of Sponsor (designee)

Date: April 1, 2025

Danica G. Hays – Dean, UNLV College of Education
Type Name & Title



Signature of Sponsor (designee)

Date: April 1, 2025

Kenneth J. Varner – Associate Dean, UNLV College of Education
Type Name & Title