



# Health Science Occupational Pathway

Youth Apprenticeship  
RELATED INSTRUCTION GUIDE

## RECOMMENDATIONS

These recommendations are intended to be used by the YA Consortiums to determine appropriate related technical instruction for the youth apprenticeship programs in the Health occupational area. These recommendations are not all-inclusive.

## RELATED INSTRUCTION CREDITS

The minimum number of related instruction credits for youth apprentices per year is indicated below. Youth apprentices may take more related instruction courses than the minimum required. No matter the options offered for the related instruction, youth apprenticeship students must receive high school credit toward graduation.

Options for related instruction include the following. Students must complete one of the options below.

Course Options	Minimum Number of Credits
High School Course	1 high school credit per year
College Course	3 college credits per year
Other options: employer provided training, online learning, independent study, etc.	1 high school credit (options may be combined in various ways but must be equal to one high school credit—the student must receive high school credit toward graduation for this work)

## RELATED INSTRUCTION OPTIONS

Related instruction must be provided to all youth apprentices to support the attainment of knowledge necessary to master the competencies. Courses selected for related instruction should be aligned to the competencies identified in the program On-the-Job Learning Performance Standards Guide.

Related courses can be drawn from a variety of options:

Type	Description
Registered Apprenticeship Bridge Courses	Youth apprentices may take courses that are part of the registered apprenticeship at local technical colleges or at other technical colleges online. These courses provide excellent options for students because they provide a pathway for the student to seamlessly bridge into the registered apprenticeship having completed some of the required coursework.
College Transcribed/Dual Credit Courses	Transcribed credit courses (also referred to as dual credit) provide an opportunity for the student to earn college credit directly from the college. Usually offered through the technical college, these courses may be taught by a technical college instructor or a high school instructor who holds an appropriate

Type	Description
	credential. Transcribed credit courses are good options because they allow students to earn credit toward a degree at the technical college or sometimes toward related instruction in a registered apprenticeship.
<b>High School Courses</b>	High school courses that relate to the apprenticeship job competencies can be used for related instruction. Sometimes these courses can be articulated with the local technical college for advance standing. If the student goes on to take courses at the technical college, advance standing may be awarded for the course based on an articulation agreement between the high school and the college.
<b>Other Options</b>	<p>Other options to help students learn related instruction content include:</p> <ul style="list-style-type: none"> <li>• Employer provided training</li> <li>• Online courses provided by professional organizations</li> <li>• Independent study courses offered at the local high school</li> </ul> <p>These options can be combined in various ways provided they are related to the competencies in the On-the-Job Learning Performance Standards Guide and meet the minimum number of hours required for one high school credit.</p>

## CHECKLIST FOR COURSE SELECTION

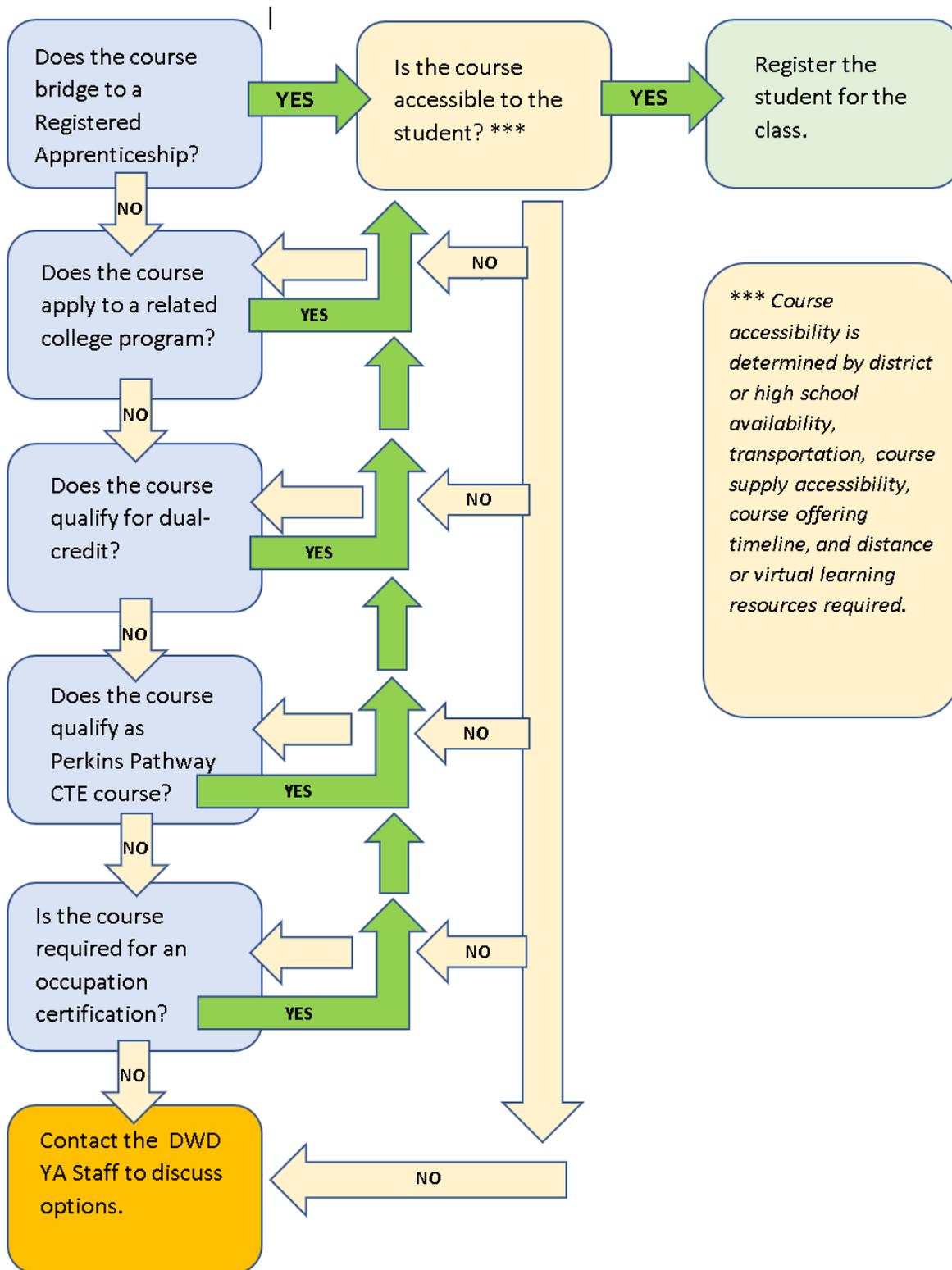
When choosing the courses for a Youth Apprenticeship using the competencies in the On-the-Job Learning Performance Standards Guide, consider these questions or refer to the decision flowchart.

- Does the course bridge to a Registered Apprenticeship?
- Does the course apply to a related college program?
- Does the course qualify for dual-credit?
- Does the course qualify as a Perkins Pathway CTE course?
- Is the course required for an occupation certification?

If YES to any above:

- Is the course accessible to the student?  
*NOTE: Courses accessibility is determined by district or high school availability, transportation, course supply accessibility, course offering timeline, and distance or virtual learning resources required.*

If NO to any above, contact the DWD YA Staff through the YA mailbox ([ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov)) to discuss options.



## OPPORTUNITIES FOR REGISTERED APPRENTICESHIP BRIDGE

**Medical Assistant:** Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

**Community Health Worker:** A Community Health Worker (CHW) is a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery.

## SUGGESTED RELATED INSTRUCTION COURSES

The following courses are suggested as options for related instruction because they are aligned to the apprenticeship competencies in the On-the-Job Learning Performance Standards Guide. These recommendations are not all-inclusive.

### Suggested College Courses (titles are representative)

Course	Hours Credits (College)	Resident Aide	Nursing Assistant	Medical Office
Culture of Healthcare	2 credits	X	X	X
Digital Literacy for Healthcare	2 credits	X	X	X
Medical Terminology	3 credits	X	X	X
Nursing Assistant	2-3 credits	X	X (Required)	
CBRF Care Giver Fundamentals (or other CBRF Care Giver training)	2 credits	X (Required)	X	
Microsoft Office Suite	Varies	X		X
Anatomy and Physiology	3-5 credits	X	X	X
Medical Law, Ethics and Professionalism	2 credits	X	X	X

## BRIDGED COURSES TO REGISTERED APPRENTICESHIP

### Medical Assistant

The following WTCS courses bridge to the Medical Assistant Registered Apprenticeship.

Course #	Course Title	Credits	Description
10-501-101	Medical Terminology	3 Credits	Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic

Course #	Course Title	Credits	Description
			terminology of all body systems, as well as systemic and surgical terminology.
10-501-104	Culture of Healthcare	2 Credits	An introduction to the culture of healthcare for students interested in working in various healthcare settings. Learners examine professionalism, interpersonal and written communication skills, problem-solving skills and patient privacy and confidentiality issues as they relate to healthcare.
10-501-107	Digital Literacy for Healthcare	2 Credits	The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined.
10-501-308/ 31-509-308	Pharm for Allied Health	2 Credits	Introduces students to medication classification, basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration.
31-509-302	Human Body in Health & Disease	3 Credits	Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting.
31-509-309	Medical Law, Ethics and Professionalism	2 Credits	Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of ambulatory healthcare, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

### Community Health Worker

The following WTCS courses bridge to the Community Health Worker Registered Apprenticeship.

Number	Title	Credits	Description
10-501-104	Healthcare Customer Serv.	2 Credits	This course is designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written

			communication skills, and confidentiality as they relate to customer service in healthcare.
10-539-705	CHW 1: Navigating Health	2 Credits	Provides an introduction to the role of the community health worker. Learners explore the impact of social determinants on client health. Health literacy, health care access (insurance), and the Affordable Health Care act are examined. In addition, learners consider how to provide safe, culturally sensitive care.
10-539-706	CHW 2: Promoting Health	2 Credits	Prepares community health workers to promote health with individual clients and in the community. The role of the social determinants of health in health is explored. Provides basic concepts regarding healthy lifestyles, heart disease and stroke, diabetes, oral health, emotional/mental health, and cancer screening.
10-539-707	CHW 3: Impacting the Community	2 Credits	Explores the role of the community health worker as a facilitator, leader, advocate and capacity builder. Learners build a resource toolkit for use in the community. The importance of self-care to maintaining personal health long-term is examined.

## REQUIRED WI CBRF CAREGIVER TRAINING

All Residential Aides are required to take the following state approved related instruction (delivered by a state approved instructor). Taking the CBRF Caregiver Fundamentals course offered by the WTCS also meets this requirement.

Content	Hours	Notes
<b>Standard Precautions</b>	2 hours	Prior to beginning work; can be provided by the employer on the first day.
<b>Fire Safety</b>	3 hours	Within 90 days of employment
<b>First Aid and Choking</b>	4 hours	Within 90 days of employment
<b>Medication Administration</b>	10 hours	Before beginning to pass medication

### **DWD Youth Apprenticeship Program Identification, Affiliation and Branding**

The Wisconsin Youth Apprenticeship Program was created under state legislation. When operating a program that is recognized by the DWD as an official Youth Apprenticeship Program the operating entity must use the DWD/YA logo to acknowledge the affiliation.

Additionally, when involving YA stakeholders in publications, projects, marketing materials, banners, media releases, public events, etc., grantees must acknowledge funding from the Wisconsin Youth Apprenticeship Program with the DWD/YA logo and/or the following statement:

*"This **[[publication/project/event was made possible] or [[publication/project/event was funded in part]]** with support from the Wisconsin Youth Apprenticeship Grant."*

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

