

Related Instruction

Related instruction is "an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation."¹ It is a required component of every registered apprenticeship training program.² Related instruction falls into two categories: paid and unpaid.

Paid Related Instruction

During paid related instruction, employers compensate apprentices at their standard rate of pay.³ If the apprenticeship duration is for two years or less, 144 hours of paid related instruction is required per year.⁴ If the apprenticeship duration is longer than two years, then the paid related instruction must not be less than 400 hours during the term of apprenticeship.⁵ However, it is allowable for total hours of paid related instruction to exceed these statutory minimums.

Unpaid Related Instruction

The apprentice and the program sponsor may enter into an agreement requiring that the apprentice take additional unpaid related instruction on the apprentice's own time in excess of the number of paid related instruction hours required by law.⁶ Unpaid related instruction is often used to supplement technical subjects not covered in the core curriculum. This type of agreement is outlined in the special provisions section of the apprentice contract.

Related Instruction Providers

Employers and sponsors have three options for related instruction delivery, subject to approval by the Bureau:

1. ***WTCS College and Faculty***
Related instruction for most apprenticeships is provided at a Wisconsin technical college by technical college instructors. According to state law, the training of apprentices is part of the primary mission and purpose of the WTCS.⁷ Non-apprentices are prohibited from enrolling in apprentice technical instruction courses.
2. ***Independent Training Provider (with WTCS Faculty)***
The employer or sponsor may request that related instruction be provided through an independent training center, or virtual platform, and contract with a WTCS college to provide instruction of the curriculum.⁸
3. ***Independent Training Provider***
The employer or sponsor may request related instruction be delivered through an independent training provider using instructors employed by that provider, the employer or sponsor.

Independent Training Approval

Review & Inspection

The Bureau must approve all requests to provide related instruction outside of the WTCS, prior to the implementation of such instruction. As part of the approval process, the Bureau will review program and course outcomes; established competencies; total contractual hours of related instruction; instructor qualifications, administrative and record-keeping procedures; and will inspect the training

¹ § DWD 295.001(20)

² § DWD 295.15(2)(d)

³ Wis. Stat. § 106.01(6)(a)

⁴ Wis. Stat. § 106.01(6)(b)

⁵ Wis. Stat. § 106.01(6)(b)

⁶ Wis. Stat. § 106.01(6)(c)

⁷ Wis. Stat. § 38.001(1m) and (2)

⁸ Wis. Stat. § 38.14

center. Independent training centers must maintain labor neutrality: union or employer association activities are not permitted at the training center while classes are in session; an entrance must exist that is separate from any union or employer association offices; and no union or employer association materials are permitted onsite. In addition, sponsors must ensure centers are available and accessible to apprentices regardless of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability.⁹

Notice to WTCS

Current programs or sponsors that want to change related instruction from WTCS to an independent training center or provider must notify the Bureau and the impacted technical college district's apprenticeship office in writing before March 1 for the coming school year. Failure to provide proper notification may result in the temporary denial of any proposed changes to related instruction delivery or location.

Partnership Agreement

If a program or sponsor, current or new, requests to utilize a WTCS instructor to deliver related instruction through an independent training center, the Bureau must review and approve the partnership agreement between the program or sponsor and local WTCS college.

Qualifications for Instructors

All instructors who teach apprentices in the technical subjects related to their occupation are required to possess or obtain specific educational training, apart from the experience or knowledge they may possess in that field of study or trade.

WTCS Instructors

Each person employed by a local technical college district and responsible for the delivery of classroom instruction of one or more apprenticeship programs must meet the minimum qualifying criteria for academic credential, occupational experience, and continuing professional development according to the standards and policies set by the local college, in accordance with the WTCS Board, Wisconsin administrative code, and the Higher Learning Commission—an educational accreditation institute.

WTCS instructors must...

1. Have at least 2 years of occupational experience in a target job for the program being taught within five years of appointment. Two years of post-secondary teaching experience in the appropriate occupational may be substitutes for one year of occupational experience.
2. Possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach. An associates degree is generally required for apprenticeship instructors
3. Complete 80-100 hours of education across 15 competencies within five years of appointment (three years for part-time staff). Four of the competencies are in teaching methods.
4. Maintain a peer mentoring, occupational experience opportunities, and professional development plan that spans their tenure.

Non-WTCS Instructors

An instructor not employed by WTCS must meet two general requirements related to professional experience and also teaching techniques.

⁹ § DWD 296.03(2)(d)2.

1. **Professional Experience:** Apprenticeship instructors must be a subject matter expert, which is an individual, such as a journeyworker, who is recognized within an industry as having expertise in a specific occupation.¹⁰ The instructor must demonstrate at least seven years of combined occupational experience (including registered apprenticeship) and relevant education and training in the occupation or industry.
2. **Teaching Techniques:** Instructors must have training in teaching techniques and adult learning styles.¹¹ This can be accomplished through the 30-hour, WTCS-delivered Teaching Methods course, or equivalent. If the instructor does not have training in teaching techniques and adult learning styles before the instructor has started to teach apprentices, these required classes must occur within two years of the onset of those initial classes. The Bureau will assess each instructor's qualifications and maintain the records of instructor qualifications.

Generally, in Wisconsin, any technical subjects taught as part of the apprenticeship are incorporated into the program as paid related instruction. However, there may be some instances when the technical subjects, part of core courses or curriculum, may be delivered as unpaid related instruction. In these cases, instructors who provide unpaid technical instruction for the apprenticeship program are also required to possess or obtain specific educational training in teaching techniques and adult learning styles.

Schedule and Delivery Method

Apprentices must receive at least four hours of instruction per week, or the equivalent, during each week that the designated school providing instruction for the program is in session.¹² Program sponsors may design their apprentice instruction for four hours per week, one day per week, one day every other week, or in a block of time. The total number of hours of related instruction and work assigned to an apprentice in one week may not exceed 55 hours.¹³

The delivery modality is subject to Bureau approval and may entail in-person or distance education, such as through virtual formats, or other methods approved by the Bureau.¹⁴ The delivery modality of related instruction is determined by the related instruction provider, in consultation with their local program sponsors. If the related instruction provider is a WTCS college, the Bureau must be consulted and make the final determination if the college and majority of local sponsors substantially disagree on acceptable method of instruction.

Curricula

Apprenticeship program curricula document the learning to be accomplished through related technical instruction. Curricula include specified program and course outcomes and competencies that, in combination with the additional work-based learning components included in the Exhibit A, define the occupational training outcomes of an apprenticeship program.

Documented curricula ensure consistency of related technical instruction for each unique apprenticeship occupation recognized by the Bureau of Apprenticeship Standards regardless of assigned provider of related instruction, location, instructor, program type, mode of delivery, scheduling configuration, or sponsor.

Public Domain Curricula

Public domain curricula are developed in whole or in part with government funding. Material

¹⁰ § DWD 295.02(2)(b)6

¹¹ § DWD 295.02(2)(b)6

¹² Wis. Stat. § 106.01(6)(b)

¹³ Wis. Stat. § 106.01(6)(b)

¹⁴ § DWD 295.02(2)(b)6.

products are copyrighted to the institution(s) that created them but are available for use by other entities according to applicable public copyright license and attributions

Proprietary Curricula

Proprietary curricula is developed and owned by one or more private entities, commonly an industry organization or labor union. Use of the curricula is restricted to entities authorized by the curriculum owner. Proprietary curricula is delivered in a manner consistent with documented content and format. All proprietary materials, including text and workbooks, handouts, and exams remain the property of the sponsor. Direction as to the disposition of these materials will be given to the provider of related instruction by the sponsor. Every effort must be made to comply with the sponsor's intent regarding the curriculum.

Curriculum Approval and Modification

When a new apprenticeship program is developed the program and course outcomes, established competencies, and the total contractual hours of related instruction are subject to review and approval by the Bureau. The Bureau will consult the apprentice sponsor and State Committees, when applicable, during the process. The Bureau will also consult industry advisory committees established by the Bureau, the Wisconsin Technical College System, or the provider of related instruction. Apprenticeship related technical instruction provided through a WTCS college require local District Board and WTCS Board approval in advance of local implementation.¹⁵

Bureau approval is required for modification to previously approved curriculum that rises to the level of divergence from the approved program and course outcomes, established competencies, or the total contractual hours of related instruction.

Bureau approval is not required for modifications to course configuration, lesson plans, lesson sequencing, student assessment techniques, teaching resources, reference materials, or other learning activities. These are selected and determined at the discretion of the related instruction provider and the instructor, except when defined as part of a proprietary curriculum or a third-party accredited program.

Sponsor notification and approval is required when modifying proprietary curriculum. Any changes, additions, or deletions must be approved by the program sponsor prior to implementation. Instructors and apprenticeship coordinators may exercise discretion over routine or minor changes to related instruction delivery including instructor changes, class size, stacked classes, classroom location, classroom equipment, and instructional methodology.

Apprentice Attendance and Progress

Related instruction providers must submit reports on the attendance and grades of each apprentice to the Bureau and the apprentice sponsor.¹⁶ The employer or sponsor should address notices of any school absence by an apprentice and caution the apprentice that absence from school may lead to termination of the apprenticeship contract. In addition, the employer or sponsor should address deficiencies in the apprentice's school assignments and grades and notify the apprentice that discipline or termination may occur if such deficiencies are not corrected.

It is the sponsor's responsibility, in coordination with the related instruction provider, to ensure apprentices are released from work to attend their required related instruction. Failure to allow an apprentice to attend related instruction is in violation of the apprenticeship contract.

¹⁵ Wis. Stat. §§ 38.001

¹⁶ Wis. Stat. § 106.01(6)(d)