

THIS IS A DRAFT ONLY, INTENDED AS A PREVIEW OF A
DEVELOPING RESOURCE

HFFI_GuidebookEW.docx

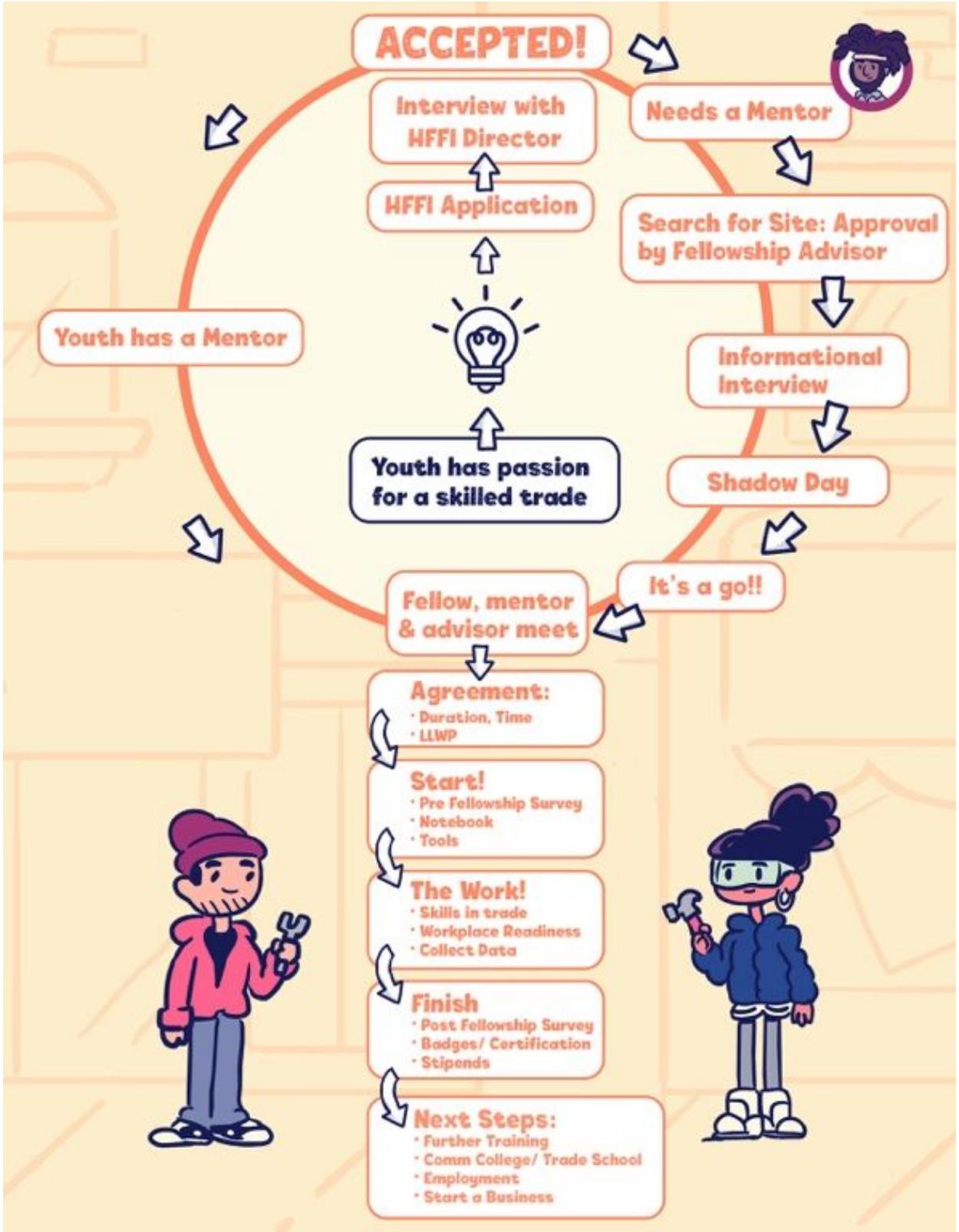


Introduction

Big Picture Learning (BPL) is designing a new form of apprenticeship to serve young people who have demonstrated outsized interest and competence (knowledge, skills, and dispositions) in a trade or craft, but who may be struggling to negotiate the requirements of a traditional high school or Career and Technical Education (CTE) program. These young people are ready for, and capable of, entering the workforce upon high school graduation because they are well along on a pathway to becoming highly successful tradespersons. The program, currently in pilot testing and supported by a grant from Harbor Freight Tools, is called the [Harbor Freight Fellows Initiative](#) (HFFI).

The purpose of this guide is to help BPL's local partners to implement the HFFI program in their local sites. The figure provides a visualization of the flow of activities. The table provides a brief description of each activity and identifies the materials a local partner can use for each activity. These materials are provided as attachments to this guide.

Steps to develop a Fellowship



The HFFI Program

Activity	Materials*
<p>Scouting Talent HFFI will help local partners to spread the word to CTE teachers and students.</p>	<p>Marketing literature Web site</p>
<p>Application Prospect complete the application with, if needed, help from CTE teacher, who will serve as fellowship advisor.</p>	<p>Application form and instructions</p>
<p>Interview Local partner will interview applicant in person and review the application.</p>	<p>Interview form</p>
<p>Acceptance Local partner will send a formal letter of acceptance to applicant and fellowship advisor.</p>	<p>Acceptance letter</p>
<p>Identifying a Fellowship Advisor In most cases, the fellowship advisor will have already been identified, either because that person helped the fellow during the application process or nominated the fellow.</p>	<p>Fellowship Advisor Agreement</p>
<p>Securing a Mentor In some cases, the fellow will have already established a relationship with a mentor(s). In that case, the local partner and the fellowship advisor will conduct whatever vetting procedures the local site requires. In most cases, the local partner and the fellowship advisor will assist the fellow in identifying a mentor. The advisor will assist the fellow in interviewing and shadowing prospective mentors.</p>	<p>Mentor Agreement</p>
<p>Selecting a Site Typically, the selection of a mentor and a work site will be accomplished simultaneously, as the mentor will use their site.</p>	<p>Site Requirements Site Approval Form</p>
<p>Initiating the Program The advisor will facilitate the first formal meeting, during which all agreement forms will be reviewed and signed. The fellow will complete a pre-fellowship survey. The advisor will discuss with the mentor and the fellow other program components, such as the fellow notebook and the procurement of tools for the fellow.</p>	<p>Suggested agenda for kick-off meeting. Mentor Agreement Pre-Fellowship Survey</p>
<p>Monitoring the Program The advisor will use several forms and protocols for</p>	<p>Advisor monitoring form</p>

<p>monitoring the fellow's progress and collecting appropriate data on program implementation fidelity and student progress.</p>	<p>Mentor report Fellow report Competency assessment (trade-specific and general workplace readiness).</p>
<p>Concluding the Program The advisor will coordinate all documentation regarding fellow competencies and accomplishments. The advisor will ensure that badges and certificates are awarded, where applicable.</p>	
<p>Post Program The advisor will assist the fellow in creating a plan for the post-program trajectory.</p>	<p>Learning and Work Plan</p>

* Materials Appendices being developed