



Co-Designers Apprenticeship Program Standards

The Competencies shall be measured by demonstrating the following tasks:

- Produce six high-quality error-free products using Microsoft Word, Excel, or PowerPoint; and meet deadlines with minimal or no supervision.
- Attend 10 meetings on time or early.
- Create three Mural/Miro boards to use for project management and collaboration with clients or internal team.
- Conduct professional communication on Microsoft Outlook and Teams during the apprenticeship.
- Produce two written pieces of content for websites, social media, blogs, etc.
- Create a personal budget using Microsoft Excel (i.e., understand compound interest, taxes, rent, credit cards, savings, etc.)
- Create and regularly update LinkedIn profiles and resumes.
- Present final apprenticeship project and reflection at public showcase; produce and update a digital portfolio (e.g., vlog, blog, livestream, podcast, etc.)



Leadership: 12 hours

Exhibit effective leadership skills by taking charge of projects from initiation to completion, engaging with clients, overseeing Co-Designer Corner sessions, and providing guidance and training to interns and pre-apprentices.



Communication and Influence: 12 hours

Utilize effective communication skills to express ideas and influence stakeholders in educational projects, internships, pre-apprenticeships, and grant writing initiatives.



Conceptual and Critical Thinking: 12 hours

Apply analytical and creative thinking to develop innovative solutions, analyze educational challenges, and make informed decisions related to internships, pre-apprenticeships, and grant writing.



Teamwork and Adaptability: 12 hours

Collaborate with team members in educational projects, internships, pre-apprenticeships, and grant writing endeavors, adapting to diverse circumstances, and contributing to the achievement of shared goals and organizational competencies.



Operations: 12 hours

Execute tasks and processes efficiently and accurately to ensure the smooth operation of educational initiatives, internships, pre-apprenticeships, and grant writing activities, whilst maintaining high standards of quality and organization.



Project management software —Microsoft Teams: 15 hours

Utilize Microsoft Teams daily to schedule and attend meetings, collaborate with team members, manage project tasks, and track progress.



Electronic mail software —Microsoft Outlook: 10 hours

Use Microsoft Outlook to send and receive professional emails, manage appointments, and organize tasks.



Cloud-based data access and sharing software — Microsoft OneDrive: 5 hours

Access and share data securely through Microsoft OneDrive, enabling efficient collaboration and document management.



Data base user interface and query software — Airtable: 15 hours

Utilize Airtable to interact with databases, retrieve and analyze data, and generate reports.



Graphics or photo imaging software — Canva: 10 hours

Utilize Canva to design visually appealing graphics and images for presentation, flyer, report, social media, and website purposes.



Internet browser software — Research on web browser software: 5 hours

Conduct research and gather information effectively using various web browsers.



Office suite software — Microsoft Office software: 10 hours

- Presentation software — Microsoft PowerPoint: Create engaging presentations with Microsoft PowerPoint to effectively communicate ideas and information for clients and internal team meetings.
- Spreadsheet software — Microsoft Excel: Use Microsoft Excel to analyze data, create spreadsheets, and perform calculations.
- Word processing software — Microsoft Word: Use Microsoft Word to create and edit professional documents, reports, and correspondence.



Document management software — Adobe Systems Adobe Acrobat; Adobe Systems Adobe Acrobat Reader: 5 hours

Use Adobe Acrobat and Adobe Acrobat Reader to manage, edit, and view documents in various formats, ensuring efficient document handling.



Web page creation and editing software — WordPress: 5 hours

Support in editing web pages using WordPress, enabling the development of professional and user-friendly websites to relevant target audiences.



Social media — LinkedIn; Instagram; Twitter; Facebook; YouTube: 10 hours

Produce content and manage social media channels to connect with relevant target audiences, share information, and promote key messages.

Total: 150 hours