



**ACADEMY
OF
CONSTRUCTION
TECHNOLOGIES**

PROGRAM REQUIREMENTS

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**PROGRAM
REQUIREMENTS
FOR THE
CONSTRUCTION TECHNOLOGIES
YOUTH/PRE-APPRENTICESHIP PROGRAM**

MISSION STATEMENT

The MISSION of the Academy of Construction Technologies (ACT) is to establish and manage a youth/pre-apprenticeship program in the public schools of Orange, Osceola, Seminole and Volusia Counties, Florida. Its purpose is to develop a well-trained workforce in construction careers that will meet the needs of the construction industry and the youth of Central Florida.

PROGRAM GOALS/OBJECTIVES

1. Develop student's attitudes, work habits and competencies necessary to succeed in the job market, complete the youth/pre-apprenticeship program and continue education and training at the post-secondary level.
2. Develop the student's ability to solve problems, think critically and work cooperatively with others to complete a project.
3. Develop in each student a sense of individual responsibility and pride in craftsmanship.
4. Prepare students to contribute to the economic growth of the construction industry as skilled, stable and productive employees.
5. Provide a structured career path, which will lead students directly into the job market and continuation to postsecondary education and training upon graduation.

INTENDED OUTCOMES:

After successfully completing this program, the student will be able to:

1. Demonstrate knowledge of safe and efficient work practices.
2. Apply fundamental skills related to the specific occupation, craft or trade.
3. Safely use and care for equipment & tools
4. Properly use materials of the trade.
5. Demonstrate manipulative skills of the trade.
6. Demonstrate appropriate communication skills, math skills, and understanding of basic science and employability skills.
7. Be in a position to successfully enter the construction trade in the area in which he/she has demonstrated interest and aptitude.
8. Be equipped to continue and complete the postsecondary apprenticeship program in a chosen field.
9. Be encouraged and prepared to continue education and training at the postsecondary level.

BENEFITS TO STUDENTS

Students will receive:

1. A program of study intended to provide for a smooth school-to-work transition.
2. A program that will enable students to link instruction received in school-related construction classes and laboratories with training received at the job site.
3. An opportunity to earn while they learn.
4. Counseling, testing and the opportunity to master academic and pre-identified occupational skills, which will allow entry into postsecondary apprenticeship with advanced standing.
5. Program options that will lead to job performance competency and self sufficiency to enable students to enter the labor force directly upon high school graduation and to continue education and training at the postsecondary level.

STUDENT RESPONSIBILITIES

The student will:

1. Perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. Report job problems to supervisor and designated school coordinator.
3. Adhere to employer's company policy. (Note: employment may be terminated for the same reasons as for regular employees.)
4. Be regular in attendance at school and on the job. If unable to report to work, the employer and school coordinator must be notified by the student before the start of the normal workday.
5. A student youth/pre-apprentice may be terminated from apprenticeship employment upon withdrawal from school.
6. Maintain a Grade Point Average (GPA) of 2.0

BENEFITS TO EMPLOYERS

The employer will receive:

1. A program that ensures the availability of a quality construction work force to local contractors with necessary specific trade skills.
2. Youth/pre-apprentices who exhibit a proven work ethic and enhanced safety practices.
3. Reduced recruiting costs and less employee attrition.
4. Less difficulty in meeting current and future training quota requirements.
5. The opportunity to become more competitive due to higher productivity and higher-quality finished products.
6. An active feeder program to encourage participation in existing postsecondary apprenticeship or trade- specific training.

CONTRACTOR RESPONSIBILITIES

1. To adhere to all state and federal regulations regarding employment, child labor laws, minimum wages and workmen's compensation.
2. To recognize and support the educational objectives of the Program Requirements for The Academy of Construction Technologies Youth/Pre-Apprenticeship Program and to provide employment for the student youth/pre-apprentice on a regular, continuous basis. However, employment is subject to availability due to economy.
3. To appoint a training supervisor/mentor for the student youth/pre-apprentice.
4. To agree to follow the "training plan" designed by the program's instructors and the training supervisor/mentor appointed by the contractor, to give the student youth/pre-apprentice a variety of work assignments according to the "training plan" and to provide comprehensive instruction under the direction of qualified personnel.
5. To provide a "Safety Orientation" on the job site for ALL new youth/pre-apprentices followed up with continuous safety instruction throughout the apprenticeship-training program.
6. To provide adequate equipment, materials and other facilities required in order to provide an appropriate learning experience for the student youth/pre-apprentice.

7. To keep accurate records of the student's attendance.
8. To notify the designated school coordinator if the student is absent without notification.
9. To pay the youth/pre- apprentices at the same rate as any other beginning employee in the same job as established and outlined in ACT's registered standards.
10. To permit the designated school coordinator(s) to visit the student and supervisor at the place of employment to determine progress, obtain direct feedback and make adjustments in the "training plan" whenever necessary.
11. To provide feedback and periodic evaluations of the student's performance by the training supervisor on a designated school form and to advise the school coordinator when a training problem arises.
12. If contractor terminates a student, the contractor shall provide written notice to ACT, to the student, and the school coordinator within 5 business days stating reason of termination.

BENEFITS TO SCHOOL

1. Provides an opportunity to address the increasing gap between emerging job requirements and the ability of Florida's high school graduates to meet them.
2. Assists high school students' transition into meaningful careers with promising futures.
3. Provides an opportunity to reduce the dropout rate by offering instruction, which enables the youth/pre-apprentice to clearly see the relationship of school to the workplace.
4. Provides an opportunity for fewer high school disciplinary problems by offering more relevant occupational core training in grades 9 – 12.
5. Provide school instructors with exposure to current construction trends in industry.

SCHOOL RESPONSIBILITIES

1. To provide core curriculum instruction and relevant trade-specific instruction from the occupational instructor.
2. To provide an on-the-job (OJT) training program under the direct supervision of a certified cooperative education coordinator/instructor.
3. To assure visitation to the student and employer by the cooperative education coordinator on a regular basis at the employer's site.
4. Student work attendance record will be completed by the contractor and reported to the home school.
5. To provide continuous safety instruction in the classroom and enforce work habits in the lab.
6. The participating school agrees to award credits earned in the Youth/Pre-Apprenticeship Program toward the student's high school diploma.
7. The participating school agrees to adhere to the curriculum and Program Requirements for the Youth/Pre-Apprenticeship Program in The Academy of Construction Technologies.
8. Instructors will communicate to the students employer's employment requirements to enter the OJT training program.
9. Students must have completed the core curriculum prior to OJT training.
10. To permit ACT's representative and the contractor's representatives to visit the classroom and/or laboratory to determine the effectiveness of instruction and curriculum delivery.
11. Provide on-going staff development programs for construction instructors.
12. Ensure ACT program requirements and training standards are effectively taught and adhered to.

NOTICE OF ADVERSE ACTION

The youth/pre-apprentice and ACT office shall be given written notice within 5 school days of any adverse action affecting a registered youth/pre-apprenticeship status, and shall have an opportunity to present to the coordinator his/her response to the proposed action.

YOUTH/PRE-APPRENTICESHIP AGREEMENT

The youth/pre-apprentice (and, if a minor, his/her parent or guardian) shall sign the youth/pre-apprenticeship agreement, which shall also be signed by the Academy of Construction Technologies.

RESPONSIBILITIES OF THE ACADEMY OF CONSTRUCTION TECHNOLOGIES

The Academy of Construction Technologies is hereby responsible to carry out the provisions of these program requirements of apprenticeship.

DUTIES OF THE ACADEMY OF CONSTRUCTION TECHNOLOGIES

The Academy of Construction Technologies is the administrative body responsible for successful overall operation of the apprenticeship program.

- (A) ACT is responsible for establishing program requirements and meeting with instructors on a regular basis to ensure proper training is conducted so that a skilled person graduating from the program is fully qualified in those areas of training designated by the program requirements and standards.
- (B) ACT is the body that, together with the schools involved, selects individuals for apprenticeship and refers them to participating firms for training.
- (C) ACT refers youth/pre-apprentices under written agreement for placement in the program.
- (D) ACT advises the schools in establishing minimum standards for related core and specific trade instruction, establishes on-the-job training and supervises the apprentice to see that these criteria are adhered to during the training period.

- (E) ACT listens to all complaints of violations of apprenticeship agreements, whether it is employer or apprentice and takes appropriate action within the guidelines of the Program Requirements.
- (F) ACT ensures the ACT student Youth/Pre-Apprenticeship application packet and Youth/Pre-Apprenticeship student summer employment packet are complete with student, parent(s), instructor and school representative signatures.

SCHOOL BOARD RESPONSIBILITIES

1. The School Board or representatives will form a curriculum review committee comprised of representatives from the County School Board, Academy of Construction Technologies, contractors and teachers to review the youth/pre-apprenticeship curriculum on a regular basis.
2. The School Board will have a designated representative as an active board member to serve on the ACT Board of Trustees.

YOUTH/PRE-APPRENTICE COMPLAINT PROCEDURE POLICY

In the event that a youth/pre-apprentice believes there is a basis for complaint, the youth/pre-apprentice must first discuss the alleged complaint with the designated school coordinator.

In case of failure by a youth/pre-apprentice in related occupational instruction, The Academy of Construction Technologies shall fulfill its obligations, including the right to suspend him/her from the program for a specific length of time/or for sufficient reasons, take steps to have his/her apprenticeship agreement removed after a hearing by The Academy of Construction Technologies. The youth/pre-apprentice shall be given five (5) school days notice of any adverse action taken against him/her.

MINIMUM QUALIFICATIONS FOR YOUTH/PRE-APPRENTICESHIP APPLICANTS

The youth/pre-apprenticeship committee shall determine the qualifications of all applicants for apprenticeship. Each applicant for apprenticeship shall submit the following information to the youth/pre-apprenticeship committee:

- a. Evidence that student is at least 16 years of age.
- b. Transcript of school courses and grades.
- c. Evidence that the student has completed a youth/pre-apprenticeship application in its entirety.
- d. Each student shall participate in an interview.
- e. Substance abuse testing, if allowable by law.

EQUAL OPPORTUNITY STATEMENT

Selection of youth/pre-apprentices into the program shall be made from qualified applicants without regard to race, creed, color, national origin, sex or occupationally irrelevant physical requirements, in accordance with objective standards, which permit review after full and fair opportunity for application.

REQUIREMENTS FOR ENTRANCE INTO ON-THE-JOB TRAINING

The student must meet the participating employer's employment requirements to be accepted into the OJT portion of the Youth/Pre- Apprenticeship Program. The student must also have completed the core curriculum and designated safety training prior to employment and must complete the student learner exemption form from Florida Department of Labor (Education) regarding the State's Child Labor Law.

TERM OF APPRENTICESHIP

The minimum number of hours for the trade involved will be determined by the Academy of Construction Technologies and shall be realistic in terms of attainment of predetermined competencies and relative to national industry standards.

COMPLIANCE WITH YOUTH/PRE-APPRENTICESHIP PROGRAM REQUIREMENTS

The signing of the following listed apprenticeship agreements shall bind ALL parties to the ACT program requirements:

- A. Youth/Pre-apprenticeship Agreement between the youth/pre-apprentice and the Youth/Pre-Apprenticeship Program Committee.
- B. Student Learner Exemption Agreement
- C. Participating School Apprenticeship Agreement between Orange, Osceola, Seminole or Volusia County Public Schools and the parent, student, contractor, school coordinator, and school board representative.
- D. OJT training plan and training agreement.

SAFETY

The Youth/Pre-Apprenticeship Program Committee agrees that safety will be included as part of the instruction provided at the OJT training site and that OSHA standards will be strictly enforced.

RECORDS

All records pertaining to the progress and training of the youth/pre-apprenticeship will become a part of the youth/pre-apprenticeship cumulative folder, and be maintained for not less than five (5) years after completing or terminating from program.