



**ACADEMY
OF
CONSTRUCTION
TECHNOLOGIES**

PROGRAM REQUIREMENTS

Post Office Box 592744
Orlando, Florida 32859-2744
Phone: 407-851-7803 Fax: 407-851-7804
Web Site: www.actcareers.com

**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 and Seminole 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. Properly use and care for equipment.
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 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/mentor and/or high 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 high school coordinator must be notified by the student before the start of the normal workday.
5. A student 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. 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 training.

CONTRACTOR RESPONSIBILITIES

1. To adhere to all state and federal regulations regarding employment, child labor laws, minimum wages and workmen's compensation. Each contractor must furnish to the School Board a copy of sponsor's current Worker's Compensation Certificate of Insurance and a letter from their carrier stating that the student apprentice is a "covered" employee.
2. To recognize and support the educational objectives of the Program Requirements for The Construction Technologies Youth/Pre-Apprenticeship Program and to provide employment for the student apprentice on a regular, continuous basis.
3. To appoint a training supervisor/mentor for the student 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 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 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 apprentice.
7. To keep accurate records of the student's attendance.
8. To notify the sending high school if the student is absent without notification.
9. To pay the youth apprentices at the same rate as any other beginning employee in the same job.
10. To permit the school's representative(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 perform periodic evaluations of the student's accomplishments and performance by the training supervisor on a form provided by the high school; and to advise the high school coordinator when a training problem arises.
12. If contractor intends to terminate a student, the contractor shall provide five (5) days advance written notice to ACT, to the student, and the home school stating intent to terminate the student.

BENEFITS TO HIGH 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 student 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. Provides on going staff development programs for construction teachers.

HIGH 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 high school.
5. To provide safety instruction in the classroom and enforce work habits in the lab.
6. Each high school will send an application in EACH specific trade area for Partial Waivers listing the names of all student apprentices to the Florida Department of Education. Next, the DOE will send the approved application for Partial Waivers back to the high school with the instructions to keep a copy on file and send the appropriate copies to the employer/contractor, ACT, the apprentice and the Child Labor Section.
7. The participating high school agrees to award credits earned in the Apprenticeship Program toward the student's high school diploma.
8. The participating high school agrees to adhere to the curriculum and Program Requirements for The Youth/Pre-Apprenticeship Program in The Construction Technologies.
9. Students must meet the participating employer's employment requirements to enter the OJT training program.
10. Students must have completed the core curriculum prior to OJT training.
11. 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.

APPRENTICESHIP AGREEMENT

The apprentice (and, if a minor, his/her parent or guardian) shall sign the 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 enforcing program requirements, and ensuring that 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.
- (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 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.

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 Academy of Construction Technologies will serve as the vehicle to unite the construction industry and the School Board for the delivery of high school based youth/pre-apprenticeship construction programs.

APPRENTICE COMPLAINT PROCEDURE POLICY

In the event that an apprentice believes there is a basis for complaint, the apprentice must first discuss the alleged complaint with the occupational instructor and/or the cooperative education coordinator.

In case of failure by an 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 apprentice shall be given five (5) school days notice of any adverse action taken against him/her.

MAXIMUM QUALIFICATIONS FOR APPRENTICESHIP APPLICANTS

The youth apprenticeship committee shall determine the qualifications of all applicants for apprenticeship. Each applicant for apprenticeship shall submit the following information to the youth 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 an 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 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 Apprenticeship Program. The student must also have completed the core curriculum prior to employment and must have received a Partial Waiver from the 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.

PROBATIONARY PERIOD

All apprentices, in accordance with these program requirements, will be subject to a probationary period not exceeding eighteen (18) weeks. During this probationary period, cancellation of the apprenticeship agreement shall be made by the request of either the apprentice, The Academy of Construction Technologies or the contractor.

NOTICE OF ADVERSE ACTION

The apprentice shall be given five (5) school days advance written notice of any proposed adverse action affecting their apprenticeship status, and shall have an opportunity to present to the coordinator his/her response to the proposed action.

COMPLIANCE WITH YOUTH APPRENTICESHIP PROGRAM REQUIREMENTS

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

- A. Apprenticeship Agreement between the apprentice and the Youth/Pre-Apprenticeship Program Committee.
- B. Student Learner Exemption Agreement
- C. Participating High School Apprenticeship Agreement between Orange, Osceola or Seminole County Public Schools and the parent, student, contractor, OJT coordinator, and principal.
- 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 apprenticeship will become a part of the apprenticeship cumulative folder, and be maintained for not less than five (5) years.