



## Spokane Community College

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### Apprenticeship and Journeyman Training Center

August 24, 2015

Washington State Apprenticeship and Training Council Members:

Spokane Community College's (SCC) Apprenticeship and Journeyman Training Center and Adult Basic Education departments are excited to ask for recognition from the Washington State Apprenticeship and Training Council for a new pre-apprenticeship program, Skilled Trades Preparation (STP).

Eastern Washington had great success with Spokane ANEW which ran four cohorts, with 59 total completers before the funds expired. Of the 59 completers, 18 entered an apprenticeship program, 11 were placed on apprenticeship waiting lists, and eight gained employment. This equates to 37 students finding success in the construction trades. That is a phenomenal number! Not only did Spokane ANEW serve an underrepresented population, the apprenticeship programs and the construction industry benefited as well by having a qualified pool of women and minority applicants for their programs. To say that it was unfortunate when ANEW could no longer fund a cohort in Spokane, is a great understatement.

Building on the success of Spokane ANEW, SCC developed a pre-apprenticeship program to promote diversity in the trades by providing a qualified pool of female and minority applicants to the apprenticeship programs. SCC is developing a *sustainable* program that can operate without outside or grant funds. SCC's Apprenticeship and Journeyman Training Center have partnered with SCC's Adult Basic Education Division to create this program. The curriculum was developed with enormous contribution and full support from the area apprenticeship coordinators.

SCC and the Eastern Washington Apprenticeship Coordinators have a positive relationship and work together on many events to positively promote apprenticeship as a whole. These events include Pizza Pop and Power Tools, Construction Career Days, and CRAFT (Career Related Apprenticeship For the Trades) to name a few. It's this outstanding relationship that will be the basis to keep STP growing and continuing to meet the needs of Eastern Washington.

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Spokane Community College is very excited about this program and its ability to promote diversity in the trades. We respectfully ask for recognition from the Washington State Apprenticeship and Training Council for the new pre-apprenticeship program, Skilled Trades Preparation.

If you have any questions, please contact me directly.

Sincerely,

*Kenna May*

Spokane Community College  
Apprenticeship & Journeyman Training Center  
(509) 533-8098  
kenna.may@scc.spokane.edu

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### Skills Trade Preparation (STP)

Spokane Community College's (SCC) Apprenticeship and Journeyman Training Center, Eastern Washington Apprenticeship Coordinators Council (EWACC), and the Adult Basic Education division partnered to develop a pre-apprenticeship program aimed at providing a diverse and qualified pool of applicants for the apprenticeship training programs. The curriculum was developed with input and participation from the Spokane area apprenticeship coordinators. This program will give students the basic knowledge and certifications they need to be successful in applying and preparing for a career in a trade oriented apprenticeship. The program will operate during the fall and spring quarters, and have an anticipated enrollment of 25 students each session and tuition of \$25.00. The 11-week program will have the following components:

Monday – Thursday  
24 hours per week

### **Applied Math for the Trades**

Applied Math for The Trades is an introductory course in mathematical theory and its use in a wide range of practical and workplace situations with an emphasis on the apprenticeship programs. The course will cover mathematical concepts such as: Basic math fundamentals (whole numbers, fractions, decimals, and fraction/decimal conversion), ratio and proportions, estimating and rounding, the fundamentals of algebra (basic linear equations, roots and powers, algebraic formulas), basic geometry, and fundamentals of trigonometry.

### **Apprenticeship Basics**

This course will cover the basic concepts of the apprenticeship programs. Students will learn the following content: Basic blue print reading, material identification, soldering, hand & power tool identification and safe operation, along with learning the conditions, fitness, and strength training required to succeed in the trades. Several apprenticeship program coordinators and/or representatives will give presentations on their program giving students an opportunity to take notes and ask questions of the trade they're interested in.

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### **Literacy for Apprenticeship**

This class is designed to provide students with opportunities to improve their understanding of written materials, reading comprehension strategies, and writing skills. This will be a contextualized course with a focus on vocabulary development, main idea/supportive detail comprehension and written communications for the apprenticeship programs.

### **Apprenticeship Job Skills**

This is a non-credit “soft-skills” course to encourage and facilitate the student’s recognition and positive response to workplace opportunities to maintain a professional demeanor, problem solve, communicate and demonstrate proper workplace etiquette. It will focus on skills such as showing up on time, having the proper work clothes and tools, team work, taking direction in a positive manner and interpersonal skills. The course is designed to help the student to seamlessly emphasize the relationship between “soft-skills” and the student’s workplace success, career or job search, resume development, and other human relations development within a professional work environment.

### **Apprenticeship Lab**

The Apprenticeship Lab is designed to help students with their coursework in an informal manner. Students will work on their assignments with a faculty member in the classroom.

### **Computer Basics**

This non-credit computer application course provides a focused introduction to the most important features of Microsoft Office 2010. It is designed for students to learn about the popular software suite of programs so students can make practical use of it at school, work, or at home.

Friday – Continuing Education Courses

### **First Aid/CPR/AED Certification**

This course is designed to certify students in industrial first aid and CPR/AED. The class is nationally recognized through the American Heart Association. Students will learn how to administer the “ABC”s (Airway, Breathing, and Circulation) of first aid along with CPR/AED operation and procedures. The course will be taught by a certified first aid instructor. A class



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with more than 16 students will either require two instructors or the class will need to be split into two days of training. Successful students in this class will pass all the certification tests to become first aid certified.

**Flagging Certification**

This will be a one day class giving students the basic knowledge, information and awareness to sit for the flagging certification at the conclusion of the day. Students who successfully pass all phases and testing of the class will receive their flagger certification card valid for three years.

**OSHA-10 Hour Construction Certification**

The OSHA 10 class for the Construction Industry is designed to train workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Students who successfully complete all phases of the class will receive an OSHA 10 certification card for the Construction Industry. This certification requires two days (10 hours) of classroom instruction. The training will be taught on two Fridays during the STP quarter.

**Forklift Operation Certification**

Students will learn the practical and technical aspects of operating a forklift. This will be two or three day training (dependent on number of students). The instruction for this certification will be conducted by Western States Operating Engineers faculty.

**Financial Literacy for the Trades**

Students will learn how to manage their personal finances as it relates to apprenticeship programs. It is designed for the building and construction trades. Competencies covered will be preparing for apprenticeship and potential layoffs, manage money using spending plans and budgets, understanding credit and building a good credit history, understand and deal with debt, and planning for retirement.

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**Certification Instructors**

Course	Instructor(s)	Apprenticeship Program
First Aid/CPR/AED	Frank Benish	Cement Masons
Flagging	Todd Cady	Avista Corp.
OSHA 10	Leo Marsura	Roofers
	Frank Benish	Cement Masons
Forklift Operation	Bryan Adams	Western States
	Faculty	Western States
Financial Literacy	Gordon Herr	ABE

**STP Typical Schedule**

Days	Time	Class
M,W	7:30-9:30	Applied Math
T,TH	7:30-9:30	Apprenticeship Basics
M,T,W,TH	9:30-10:30	Apprenticeship Lab
M,T,W,TH	10:30-11:30	Literacy for Apprenticeship
W,TH	11:30-1:30	Apprenticeship Job Skills
M, T	11:30-1:30	Computer Basics
F (one or two days)*	8:00- 4:00	First Aid
F (one day)	8:00-5:00	Flagging
F (two days)	8:00-1:30	OSHA 10 training
F (one day)	8:00-12:00	Forklift Classroom Instruction
F (one or two days)*	8:00 – 4:30	Forklift Practical Operation
F (three days)	8:00-12:00	Financial Literacy

\*Dependent on number of students

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### **Recruitment / Target Population**

STP is open to anyone interested in applying for the apprenticeship programs at Spokane Community College (SCC). The program provides students the opportunity to improve their basic skills prior to applying to the apprenticeship programs. The apprenticeship coordinators will recruit the students for the program and prioritize female and minority students. The coordinators will work closely with Work Source, transitional living facilities, high school career fairs, area tribes and NAWIC (National Association of Women in Construction), and the SCC English as a Second Language (ESL) students. The coordinators will use Pizza, Pop, and Power Tools as a word-of-mouth event for participants to talk to their relatives and friends about the STP program.

The STP program will have orientation sessions for prospective students. During the orientations, students will take the CASAS test. The CASAS test is a federal test that all Washington state adult education students must take. It assesses students' reading and math scores and must be given as a pre and posttest. The test is a state requirement for students to be able to pay only \$25 for tuition. The students with the 25 highest CASAS scores will gain entry into the program. Those students will be given a Student Handbook laying out the policies and procedures of the program.

Students will be allowed into the program without a high school diploma. However, a student must pass his or her G.E.D. test or attain a high school diploma to enter most of the apprenticeship programs. A student without a high school diploma or GED will be given the opportunity to work with SCC's ABE division to complete his or her GED prior to applying for the apprenticeship programs.

### **Outcomes**

Program Outcomes –

- Students will have applied to one or more apprenticeship program
- Students will meet or exceed minimum qualifications of those programs
- Improve students' CASAS scores in math and reading
- Provide apprenticeship programs with qualified pool of female and minority applicants

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Student Outcomes – In addition to the program outcomes, successful students will also –

- Achieve 90% program attendance
- Maintain 75% or higher in Applied Math for the Trades
- Improve soft skills
- Students have the opportunity to gain forklift, flagger, first aid and OSHA 10 certifications

Students will take the CASAS test at the beginning and end of the program. The test assesses students' reading and math skills. Comparing students' post-test scores to the pre-test scores will show how well the students improved their reading and math skills in one quarter. Students must finish the program and earn their certificates. Students will have the opportunity to earn certificates in First Aid, OSHA 10 Construction, forklift operation, and flagging. The successful student will earn all four certificates. Students will be required to attend class on a regular basis. A successful student must attend 90% of the STP classes. The apprenticeship programs want students who will attend class regularly. At the end of the STP program, the instructors will meet with the students and assess how well each student met the criteria for success. There will be a checklist showing the students' success in each area that the students can take with them to the apprenticeship programs. Students will be given a certificate of completion and a record of achievement reflecting their success in the program at the end of the STP course. The record will include the courses and certificates the students earned and comments from the instructors.

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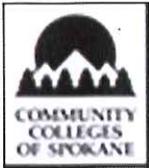
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### Advisory Committee

The STP program will serve as a pathway for students to enter the apprenticeship programs. Students will learn basic content to sharpen their skills and prepare them for the apprenticeship programs. On April 1, 2015, SCC staff met with 12 of the Spokane coordinators to discuss the STP curriculum. The coordinators advised the SCC team incoming apprenticeship students needed math, reading, work place success, and financial literacy skills. In addition, the coordinators wanted basic continuing education courses such as forklift driving, First Aid, flagging, and OSHA 10 training. The SCC team created a curriculum that incorporated all the apprenticeship coordinator's suggestions. The apprenticeship coordinators will form an advisory board for the STP program. The STP program will continually meet with the advisory board to ensure the STP program is meeting or exceeding the needs of the apprenticeship community.

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Apprenticeship & Journeyman Training Center, 2110 N Fancher, Spokane WA 99212, (509) 533-8098

### Skilled Trades Preparation "STP"

### Record of Student Achievement

August 27, 2015

This is to certify that <name> has satisfactorily met all the requirements of the Spokane Community College Skilled Trades Preparation 11-week Pre-Apprenticeship Program.

Fall Quarter, 2015

September 21, 2015 – December 4, 2015

Class attendance - \_\_\_\_\_%

CASAS	Beginning Score (date)	Ending Score (date)
Math		
Reading		

Course	Date	Certificate /Pass/Fail
First Aid/CPR		
OSHA 10 Construction		
Material / Tool Identification		
Math for the Trades		
Apprenticeship Basics		
Literacy for Apprenticeship		
Job Preparation Skills		
Flagger Training		
Forklift Operation		
Financial Literacy		
Fitness & Strength Training		

Instructor Comments:

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# SKILLED TRADES PREPARATION AGREEMENT



This Skilled Trades Preparation (STP) agreement is based on the mutual concern for the need of supportive services and Pre-Apprenticeship training to ensure minorities, females and other disadvantaged applicants who desire to work or have a career in the apprentice trades are provided assistance and opportunities while pursuing additional training after high school in order to access High Skilled, High Wage career opportunities.

The purpose of this agreement is to provide minority, female and other disadvantaged applicants with a pathway of preparation through a skilled trade's pre-apprenticeship to the possible acceptance into a participating apprenticeship program. (NOTE: Apprenticeship is an industry scholarship arrangement in which the student is "earning while learning on the job" and attending required classes for related instruction in journey level, transferable credentials.)

All parties to this agreement **hereby agree** to the following stipulations:

1. All applicants to the pre-apprenticeship program must meet minimum qualifications set forth in this document.
2. All applicants to the participating apprenticeship programs must meet minimum qualifications set forth in the selection procedures governed by the Washington State Apprenticeship and Training Council (WSATC).
3. Each signatory partner agrees to participate in the program as set forth in this document.
4. The Pre-apprenticeship student will successfully complete all required pre-apprenticeship course work prior to being awarded recognition toward possible entrance into the participating apprenticeship program.
5. Apprenticeship Training Directors will meet at least one time each year to review all aspects of the Skilled Trades Preparation Agreement. Revisions can be made upon unanimous consent to all parties to the agreement.
6. Those students successfully completing the program may be granted up to 10% advanced standing credit to enter an apprenticeship program.
7. Upon written notice to the other parties, this agreement may be terminated by any of the parties.  
Such terminations are specific to the notifying party and do not affect the remaining signatory parties.

Dated: May 26, 2015

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Brian Dudak, Asst. Dean Adult Education  
Spokane Community College

Kenna May, Program Coordinator  
Spokane Community College

Todd Turner, Training Director  
Inland Empire Electrical Training Trust

Bryan Adams, Training Director  
Western States Operating Engineers  
Training Institute



Kim Wasieca-Love, Training Director  
Spokane Home Builders Association  
Apprenticeship Committee



Leo Marsura, Training Director  
Inland Empire Roofers & Employers



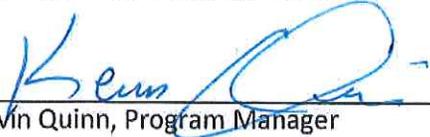
Luis Licea, Training Director  
Northwest Labors Apprenticeship Committee



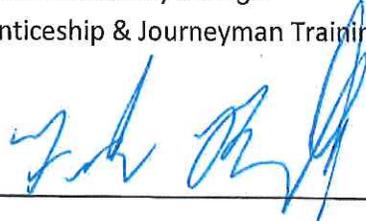
Brett Wideman, Training Director  
Inland Empire Plumbing & Pipefitting Industry  
Apprenticeship Training Committee



Linda Poage, Program Manager  
Spokane Community College  
Apprenticeship & Journeyman Training Center



Kevin Quinn, Program Manager  
Aerospace Joint Apprenticeship Committee



Frank Benish, Training Director  
Washington Cement Masons  
Apprenticeship Committee



Mike Ankney, Training Director  
Inland Northwest Chapter Associated  
General Contractors Apprenticeship Committee

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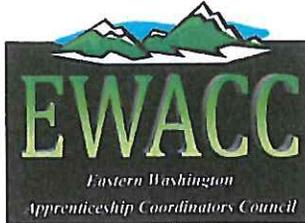
Jeremy Gull, Training Director  
Avista Corporation

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# Eastern Washington Apprenticeship Coordinators Council

Bryan Adams, Chairman  
Phone (509) 235-9393  
Fax (509) 235-9395



Ken Cox, Secretary  
Phone (509) 545-8340  
Fax (509) 545-8280

March 25, 2015

Washington State Apprenticeship & Training Council  
Attn: Program Manager, Apprenticeship Section  
PO Box 44530  
Olympia, WA 98504-4530

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RE: Spokane Letter of Endorsement – Pre-Apprenticeship Program Recognition

Dear Mr. Wilson:

The Eastern Washington Apprenticeship Coordinators Council (EWACC) is pleased to submit this letter of endorsement on behalf of Spokane Community College's (SCC) request for Pre-Apprenticeship Program Recognition.

EWACC is a 19-member organization comprised of apprenticeship coordinators throughout Eastern Washington representing a wide array of trades including aerospace, bricklayers, carpenters, cement masons, electricians, iron workers, laborers, operating engineers, roofers, plumbers, heavy equipment operators and numerous others.

Spokane Community College offers educational opportunities in college readiness, workforce training, and university transfer that meets the needs of the diverse communities we serve. They are committed to student success through active learning, dynamic relationships, and supportive environments. SCC's Pre-Apprentice Program will give students the opportunity to receive their GED / HSE, complete OSHA 10 Safety Training, improve their math and reading skills, and receive training and qualification on extended reach forklift in preparation for application to our registered apprenticeship programs. The concept of this training is a hybrid approach which will use both Community College instructors and local Apprenticeship Program instructors, giving the programs the opportunity to do some of the training of these individuals personally. The idea is to "put a face on" apprenticeship, giving the students the chance to see which programs they might want to apply to, and giving programs the opportunity see who might be a good fit for them.

Sponsoring and supporting programs that develop future workforce leaders is an important part of EWACC's mission. In fact, we coordinate two local events to engage youth in the trades. *Construction Career Day* introduces over 800 young people annually to the many employment opportunities in the transportation and construction industries in this region. *Pizza, Pop and Power Tools* provides an introduction to the trades to over 400 young women each year. For many years now, Spokane Community College and their Apprenticeship Training Center have had the opportunity to participate in and sponsor these events, giving people of Eastern Washington opportunity to gain knowledge about and access to information about recognized pathways to registered apprenticeship programs along with having an equal opportunity to participate in them.

Through these events and other related activities, EWACC will support SCC's work towards connecting people of our communities to apprenticeship opportunities within the construction trades and endorses the preparatory construction training curricula that they follow; Basic Principles for Construction. Coverage of building codes and safe materials handling ensures the students will stay current with industry standards and trends. In addition, green building principles introduces the students to jobsite practices while they plan and execute their work. The textbook is ideal for those beginning a career in the building trades industry and provides thorough, up-to-date coverage of the core academic areas that are necessary for success in the trades. Topics include work ethic, math, communications, print reading, safety, and common tools.

EWACC fully recommends Spokane Community College's proposal for formal recognition by the Washington State Apprenticeship and Training Council as an *Apprenticeship Preparation Program* designed to provide quality instruction and related work preparation experience resulting in graduates that meet and/or exceed the minimum qualification standards for the apprenticeship programs represented in our local region.

In addition, our commitment to Spokane Community College will include continuing to provide guest speakers and instructors at SCC training events, mentoring and apprenticeship opportunities to Pre-Apprenticeship graduates.

Sincerely,



Bryan Adams, Chairman  
Eastern Washington Apprenticeship Coordinators Council

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