



Northern California Construction Training

WELCOME PACKET



P.O. Box 293585, Sacramento CA 95829-3585 • 1290 Carrie Street West Sacramento, CA 95605
Telephone (916) 372-7422 Fax (916) 372-7416 • ncctwestsacramento@att.net
A non-profit community based organization. An accredited private post-secondary school.

What is the Construction Technology Program?

The program is designed to prepare students for work in the construction industry through training in the classroom and on jobsites. All instruction will be performed by journey level Craftsmen. The program is also designed to increase each student's academic competency to prepare the student for apprenticeship entry exams and to handle the demands of the apprenticeship training process. Skills that will be taught in this program include:

- Use of Construction Terms, Tools, and Equipment
- General Safety on the Job
- Measurement/Basic Blueprint Reading
- Carpentry
- Cement Work
- Electrical
- Plumbing
- Basic Heating, Ventilation, and Air Conditioning
- Painting
- Landscaping
- Development of Work Ethic, Work Habits and Attitudes
- Labor History
- Applied Math
- Technical Reading and Writing

1.

Welcome to the Program!

This packet contains information to be covered in the class orientation. Read each document carefully ask any questions you may have to ensure we have a good understanding of what is to be expected in the coming months.

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Construction Technology

Work Ethic Agreement

The purpose of this document is to clarify what is expected of student in aspects related to behavior, attendance, program requirements, dress, and safety standards.

If a student fails to meet the minimum standard and as infractions of the rules occur, there will be a verbal warning, followed by a written warning.

BEHAVIOR

Students will be expected to behave in a manner that will enhance the working and learning environment. Behaviors that are subject to warnings, suspensions, and potential expulsion include:

- a) Intimidation or violence such as fights, throwing things, provoking of others.
- b) Disrespect of instructors, NCCT Staff, other students and guests.
- c) Disruption of learning environment.
- d) Leaving the classroom or job site without permission of the instructor.
- e) Smoking in the classroom, or any other location that is posted as restricted smoking areas.
- f) Profanity.
- g) Vandalism or theft.
- h) Having any weapon of any kind on the job site or the classroom.
- i) Being under the influence of drugs or alcohol or having possession of drugs or alcohol.
- j) Cell phone use or use of electronics of any kind during class.

ATTENDANCE

Students will be expected to be on time, prepared for work and instruction. Students are expected to call on any day of absence.

The definition of an excused absence is any absence due to:

- Illness
- Medical appointments
- Bereavement do to death, Funerals
- Jury Duty/Court Appearances/Parole or Probation Appointments
- Family Sickness
- With prior approval and adequate documentation, instructors may excuse absence.

IMPORTANT INFORMATION RELATED TO ABSENCES

After the 3rd day of absence due to illness, you will be expected to provide verification of illness.

If the student has 3 consecutive days of unexcused absences or 5 total days of unexcused absences, there is risk of termination from the program.

Excessive absences (more than 5) may result in termination from the program.

One day's absence is equal to 7 hours. Partial days of absences will be added together so that when they equal 7 hours, a full day is documented.

The instructor will make every effort to keep a timely record of a student's attendance. The information as to the student's absences will always be available. Students will be informed when they have been placed on "attendance alert" due to absence excesses. The student will at that time be alerted to how many more absences will merit termination from the program.

TARDINESS

Tardiness falls into the category of excused and unexcused. Examples of occasional excused tardiness would be related to: bus schedule conflict, prior appointments, and unforeseen transportation difficulties. Excessive tardiness for whatever reason may result in the student being placed on "attendance alert". In the construction industry, the norm is for all employees to be at work 15 minutes prior to the start of work. You are expected to be on time and ready for class at 7:00 AM. The following are the standards by which being late to class will be dealt with:

- 1st Tardy Warning
- 2nd Tardy Warning
- 3rd Tardy Conference with Instructor

PROGRAM REQUIREMENTS

Students not having a high school diploma or GED Certificate will be required to take the GED Test on designated test dates during the program. Failure to take the GED Test on the scheduled testing dates will constitute a failure to comply with the program requirements and the student will be terminated from the program.

DRESS REGULATION

It is most appropriate that the student always be dressed for the job at hand. Students must be prepared for the job at hand all times even if they are not scheduled to work in the shop. Clothing will always meet the safety requirements of the job site. (See safety handouts for clarification) If students come unprepared for the day they will be sent home to return when dressed properly. Violations will carry warnings, then suspensions and potential termination from the program.

Major dress requirements for class and the shop site:

- Boots must be worn at all times. (See instructor if you don't have any)
- Shirts must be worn at all times.
- Hats and bandannas can not interfere with the wearing of safety helmets while on the work site.
- Long pants will be worn and must be appropriate. Any excessive bagginess is a safety hazard and will not be allowed.
- Long hair must be tied back while on the work site.
- Jewelry (rings, necklaces, long ear rings, etc.) should not be worn in the shop area.

SAFETY ISSUES

Students are expected to follow all safety instructions. Each student will be required to pass the safety exam with 100% prior to working on the training site. Failure to follow safety rules will lead to warnings, suspensions and/or termination from the program.

INJURIES

All injuries, no matter how slight, are to be reported to the NCCT Instructors.

PERSONAL PROPERTY

Students are not to bring unnecessary personal property to class or shop site. NCCT is not responsible for loss or damage to students' personal property. Please leave all radios, tape players, telephones, and any other personal items at home.

CLASS AND SHOP RULES & INFORMATION

CLOTHING

1. No baggy pants or shirts. (Safety hazard)
2. Belts or suspenders must be worn to secure trousers at appropriate waist level. No short pants.
3. Appropriate work boots only! No athletic type or tennis shoes.
4. Hard hats will be worn while working, in accordance with CAL OSHA regulations. NO HATS-NO BOOTS-NO WORK!!!!
5. A watch and a wedding ring are the only acceptable jewelry.
6. Hair longer than collar length must be securely tied back.

ATTENDANCE

1. It is advisable to arrive at the training site at least 10 minutes before start time.
2. Absences due to illness must be verified by a physician, or at the discretion of the supervisor.
3. Tardiness Policy:
 - A. First Offense: Conference with supervisor and warning.
 - B. Second Offense: Individual sent back to class.
 - C. NO SHOW-NO CALL. Back to class for rest of week.
 - D. Emergency tardiness must be reported as soon as possible to the classroom instructor.
 - E. Planned tardiness must be reported prior to the date of absence.

6.

ATTENDANCE Continued.

- F. Take advantage of 3 & 4 day weekends. Vacations do not happen during the work season.
- G. There will be no smoking on the jobsite, or drugs of any type with the exceptions of prescription medications with the knowledge of the supervisors.
- H. DO NOT leave the facility during break.

ATTITUDE

- 1. Show consideration for your co-workers.
- 2. Racial or sexual prejudices will not be tolerated at any time.
- 3. Assume a large measure of personal responsibility. We must all realize that we are responsible to and for our co-workers.
- 4. You are here to learn. At some point, each of you will be required to do a job you won't like. Grin and bear it, you might find out it was not so bad after all.
- 5. Profanity is offensive and will not be tolerated.

SAFETY

- 1. Report any injury or accident to the supervisors immediately.
- 2. Be aware of the surroundings at all time. THINK SAFE!
- 3. Handle all tools properly. Damaged tools can hurt you!
- 4. Report any damaged tool to the supervisor.
- 5. Any fears you may have (such as heights, ladders, power tools, etc.) need to be reported to the supervisor before attempting them.
- 6. Each Monday morning the class will have safety meetings.

CLASSROOM

The classroom will be open during breaks and lunchtime at the discretion of the instructor. Some food and beverages are available in the facility kitchen.

No beverages are allowed near any computer or other electronic device. If food and beverages become a management challenge, the privilege will be suspended.

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CLASSROOM HOURS

7:00 AM – 11:00 AM
BREAK 9:00 AM

Take care of family matters and private matters only before and after the class, not during class hours.

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TRAINING SITE

NCCT Instructors will develop a rotation schedule, which will attempt to give each student an equal opportunity to work in the shop area. Students are required to satisfactorily complete classroom instruction prior to being assigned to the work in the shop area. All policies regarding safety and dress must be complied with prior to training site assignment.

I have read the preceding work ethic document. I understand the rules and regulations presented in this document, along with the consequences of any violations of the standards. My signature verifies my agreement to abide by the standards.

Signature: _____ Date: _____

SPECIAL TRAINING AGREEMENT FOR NCCT PRE-APPRENTICESHIP PROGRAM

Student: _____

Date: _____

The above student agrees to the following conditions that he/she may return to the program as of the above date. Students are expected to be on time, prepared for work and instruction. Students are expected to call on any day of absence. Specifically, the student above agrees to the following:

1. I agree to be on time, prepared for work and instruction for the duration of the program.
2. I agree to notify the instructor by 7:00 AM if I am going to be late, or absent.
3. I agree to provide documentation if I am late or absent from the date above.
4. I understand my attendance and lateness for work may result in termination from the program.
5. I understand that excessive absences may result in termination from the program.

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6. I understand that planned absences must be reported to and approved by the instructor prior to the date of absence.

The definition of an excused absence is any absence due to:

Illness, Doctor/Dentist appointment, Bereavement/Funerals, Jury Duty, Court Appearance, or Probation Officer appointment w/documentation.

The purpose of this document is to enforce what is expected of the student in aspects related to attendance. My signature on this document indicates that I understand and will comply with the above requirements. In the case of violations of the above agreements, termination of the program will occur.

_____ Student Signature	_____ Date
_____ Instructor Signature	_____ Date

CC: Student File

GENERAL

1. NCCT is a designated "Smoke Free" work site. There will be no smoking in the classroom or project-training site. Any smoking will only be allowed at the discretion of the instructor.

Name: _____ Date: _____

Please tell us a little bit about yourself. Tell us why you want to attend this class, what you're apprehensive about, and if you already have construction background. If you have a high school diploma or GED (where and when you received it). Let us know about your family and your children. If you have any transportation issues. If you have a drivers license or not and what is holding you back. All of this information will allow for the instructor to get to know you better.