



Student
Handbook
For Pre-Apprenticeship, Education and Training

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From the Director of Adult and Community Education

On behalf of Brevard Adult Education, the Pre-Apprenticeship Committee, and the staff of Brevard Adult Education, I want to take this opportunity to welcome you to the skills trade industry and our pre-apprenticeship program.

This handbook is written specifically for the pre-apprentice and other individuals who are considering careers in the skills trade industry. As you begin your new career, you should become thoroughly familiar with the career field, the nature of the program, and its values and requirements. This is especially important when this program can lead to additional training for a lifelong occupation.

The general increase in building construction and manufacturing at the present time demands a great number of highly-skilled craft workers. Today, the successful skilled trade worker must have both the “know-how” and the “know-why” skills of the trade to succeed in this challenging and rewarding career field.

The Brevard Adult Education pre-apprenticeship training program has been developed to provide you with the quality educational and practical skills that you will need to build your successful future. The successful completion of the pre-apprenticeship training is a step toward becoming an apprentice in a registered apprenticeship program. The Brevard Adult Education staff is here and available to help you climb the ladder of success, please contact them should you have any questions.

Sincerely,

Jeff Arnott
Director of Adult and Community Education

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Introduction

Brevard Adult Education offers a registered pre-apprenticeship and craft training in the electrical, HVAC, pipefitting, plumbing, sheet metal and line erector trades.

Description of the Trades

Regardless of the trade you choose, the skilled trades are areas in which individual ability and skill are recognized and rewarded. The industry offers opportunities for indoor and outdoor work by providing surroundings and working conditions that are favorable to the worker. Working hours and conditions of the trades allows the individual to find pleasure in doing a first-class job. The craft-workers on the job have the opportunity to deal with customers and individuals from other trades; therefore, personal conduct on the part of each worker affects future advancement of the individual, trade and industry.

Opportunities in the Trade

The general public's interest in skilled trades at the present time demands a greater number of skilled craft-workers. The modern home, office and factory require a higher degree of proficiency in skilled trade work. The constant increase in new types of construction, manufacturing, new equipment, tools and methods as well as increased skilled trades and safety regulations offers increasing employment opportunities for qualified individuals.

Technological advances have created new improvements, new ideas, and new processes. It is necessary for the pre-apprentice to be familiar with these developments in order to advance in the profession. The increased use of this information by the skilled trades' worker makes the trades more interesting and desirable.

The opportunity is open for the pre-apprentice to become an apprentice and continue on to be a first-class journey-person by understanding new phases of the trade. A first-class journey-person can advance to the position of foreman, project manager, estimator, or supervisor. The industry is in need of individuals with a complete knowledge of the practical and technical phases of the trade.

Pre-Apprenticeship

Apprenticeship training is the oldest method by which an individual can gain the knowledge and experience necessary to enter a skilled trade or craft. Under traditional apprenticeship, an individual was indentured into the trade for an indefinite number of years. During this period, the individual, under the instruction of a master craft person, would learn the "mysteries" of the trade.

Pre-Apprenticeship training provides an avenue for both adults and youth to become qualified to enter registered apprenticeship programs. Pre-apprenticeship programs are sponsored and operated by registered apprenticeship programs in the same trade or

trades. Brevard Adult Education's pre-apprenticeship program will provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the apprenticeship occupation career cluster. The program will also include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the apprenticeship occupation career cluster.

Values of a Pre-Apprenticeship Program

1. Prepares pre-apprentice for a registered apprenticeship program.
2. Provides an opportunity for the pre-apprentice to gain exposure to careers in the trades.
3. Provides an opportunity for the pre-apprentice to earn credits/hours towards their apprenticeship program.
4. Provides an opportunity for the pre-apprentice to earn industry credentials.

Qualifications for Pre-apprenticeship

Applicants for the pre-apprenticeship shall possess the following minimum qualifications:

1. At least 16 years of age; (Note: a minor must have written parental or guardian consent to participate in the program).
2. Physically capable of performing the work of the trade

If required by the apprenticeship program sponsor and L.E A.; be enrolled in a program that includes career pathways instruction and general education courses required to obtain a high school diploma or equivalency certificate. 6A-23.014(4) (d.1) 5.

Responsibilities of the Pre-Apprentice

Related training (educational) programs and optional work experience provide the pre-apprentice with the opportunity to acquire the knowledge and skills necessary for a registered apprenticeship program. It is the pre-apprentice's responsibility to make the most of these opportunities.

The pre-apprentice responsibilities are the following:

1. Learn pre-requisite skills and knowledge for becoming an apprentice.
2. Work faithfully and diligently at the occupation.
3. Complete promptly and carefully all lessons, assignments, and school tests required by the committee and/or the L.E. A.
4. Protect the property of the employer/school program sponsor.
5. Attend related instruction classes regularly.

If given an opportunity for an optional work experience provided by CareerSource Brevard, the pre-apprentice is expected to take an interest in his or her work, to have a desire to learn and fit into the employer's organization.

Related Instruction

Generally, the pre-apprentice is required to attend classes for minimum number of hours (typically 144) for the program. This program is 167 hours. These classes are generally held 2 to 3 nights per week and are 3 to 3.5 hours in length. Brevard Adult Education, your pre-apprenticeship coordinator, and your instructor will advise you of your class schedule and meeting dates. The program's related instruction consists of courses designed to provide basic and foundational knowledge for the trades. For example, safety and construction math.

On the Job Training

This program does not require on the job training. Pre-apprentice can participate in work experience programs provided by CareerSource Brevard. All applicants must meet CareerSource Brevard work experience requirements for participation in the work experience program.

Policies and Procedures

As a state registered training program, we are required to comply with many mandatory training guidelines and regulations. The following information will help us accomplish these objectives and give you a better understanding of your responsibilities.

Application for Pre-Apprenticeship

To apply for pre-apprenticeship, you must complete and submit the application for pre-apprenticeship. In addition to fully completing the application, you are required to provide Brevard Adult Education a copy of a valid driver's license or state identification card showing your date of birth (social security and/or resident cards if applicable).

After your application and the required documents are received at the Brevard Adult Education office, your training file will be presented to the pre-apprenticeship coordinator. The pre-apprenticeship committee or pre-apprenticeship coordinator will review, approve or deny your application for pre-apprenticeship program.

Term of Pre-Apprenticeship

The term or length of the pre-apprenticeship program may vary each term. This pre-apprenticeship program consist of 167 hours. These hours can be completed in a period varying from 6 months to 1 year.

Program Completion

Upon successful completion of the program, Brevard Adult Education will issue a certificate of completion. The committee will recommend to the Registration Agency, through the Servicing Apprenticeship Representative, that a Certificate of Completion of Training be awarded to the registered pre-apprentices by use of the Action Report Form upon satisfactory completion of their term of pre-apprenticeship training. 6A-23.010(4) (u). Upon successful completion of the program, students will receive a NCCER core curriculum certificate, OSHA 10 wallet card, first aid and CPR wallet card and a CPT certificate.

Related Training

As discussed earlier, your related training is an important part of your pre-apprenticeship training program. To ensure that each trainee has the opportunity to achieve the maximum of their potential, it is necessary to implement and enforce certain policies to minimize the disruptions to your training which might be caused by the actions of other pre-apprentices.

Pre-apprenticeship is adult education. The classroom and lab training are critical to the success of each pre-apprentice.

Disruptions by a pre-apprentice will be immediately addressed by your instructor and if warranted, a Brevard Adult Education administrator.

The instructor has the authority to immediately dismiss a pre-apprentice for disruptive behavior.

1. Schedule:

Your instructor or program coordinator will provide you with a class schedule (calendar). You are required to attend the full class session. Any pre-apprentice leaving class after break without permission, will be counted as an unexcused absence for the entire class.

2. Absences:

All pre-apprentices must make up missed classes. If a pre-apprentice is absent, he/she must make up the class(es) by the third consecutive scheduled class. If the absenteeism is not made up in the allocated time, the pre-apprentice shall not be allowed to attend the (4th) class; therefore he/she must make up all missed class time before the scheduled term has ended and will not receive their completion certificate until their obligation is met.

Excessive absences as well as your failure to complete make-up deadlines will lead to disciplinary action, which could result in your termination from the program

3. Tardiness:

Pre-apprentices are expected to attend class on time. Punctuality is crucial to pre-apprentice success in the classroom. If a pre-apprentice is late, this will be reflected in his or her grade. If there is excessive tardiness, it will affect program clock hours and will ultimately affect the final grade. You should be in the classroom ready to learn.

4. Grades/Evaluations:

Your instructor will evaluate your performance, attendance and participation in class. You will be given a cumulative numerical and letter grade, which will be determined from the grades you obtain on the lesson quizzes, mid-term and final exams.

The numerical and letter grading structure for this program is:

90 - 100	A
80 - 89	B
70 - 79	C
69 -	D

Note: In order to be granted credit and have your exam results recorded in the National Center for Construction Education and Research (NCCER) registry, you must achieve a score of 70% and pass the module practical application task(s).

Institutional Information

Safety:

1. Safety and safe practices are of utmost importance at Brevard Adult Education Centers.
2. Students are expected to wear safety equipment when needed, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. If you do not follow the program safety rules you may be dismissed from the program.

Campus Safety and Security:

Brevard Adult Education may utilize deputies from local law enforcement agencies and school district administrators to provide security. In the event of an emergency, if no deputy is on campus, students and staff need to contact 911 for immediate assistance.

Crisis Response Plan:

In the event of an extreme, dangerous, or emergency situation a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, notify your instructor or administration immediately. In extreme circumstances, call 911.

Student Code of Conduct:

Brevard Adult Education pre-apprentices are expected to adhere with the legal and ethical standards of the institution. Brevard Adult Education reserves the right to administratively withdraw students at any time for misconduct. Pre-apprentice admitted to the program will receive specific information regarding student conduct.

Complaint/Grievance Procedure:

In the event that there is a complaint or issue at the classroom level, the pre-apprentice should follow the guidelines below.

1. Your first course of action is to speak with the instructor in private about your concern.
2. If the complaint cannot be resolved at the classroom level, the pre-apprentice should submit the complaint to the program coordinator or administrator. The program coordinator is the liaison between your instructor, Brevard Adult Education Administration and the Pre-apprenticeship committee.
3. If the complaint cannot be resolved at that level, the student may present the complaint formally, in writing, to the Director of Adult and Community Education or designee. Your request should clearly state the problem you are experiencing, the actions that have been taken to resolve it, as well as your ideas as to what will be required to resolve the matter.
4. If the grievance is not resolved satisfactorily, the pre-apprentice may present your final written appeal to appear before your pre-apprenticeship committee at their next scheduled meeting. Your request should clearly state the problem you are experiencing, the actions that have been taken to resolve it, as well as your ideas as to what will be required to resolve the matter.

Notice of Nondiscriminatory Policy as to Pre-apprentices:

The Brevard Public School District Board provides that no qualified individual shall, solely by reason of his/her race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status (except authorized by law), religion, military status, age, ancestry, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in the district, except as otherwise provided by state law.

Equal Opportunities:

The recruitment, selection, employment and training of pre-apprentices during their pre-apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The sponsor will take affirmative action to provide equal opportunity in pre-apprenticeship and will operate the pre-apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30. 6A-23.010(4) (t)

Record Keeping:

Records of the pre-apprentice related instruction shall be kept and maintained by the Brevard Adult Education staff/committee.

All students' records shall be kept at the Brevard Adult Education Cocoa office for at least 2 years following pre-apprentice completion or removal from the program.