

JOB READINESS

NEW WORLD OF WORK 21st CENTURY SKILLS CURRICULUM AND DESCRIPTION:

The California Community Colleges Chancellor's office 21st Century Skills began in 2012 through the New World of Work Initiative. This program provides individuals an opportunity to study the "Top 10" Century Skills and practice them in real workplace settings.

The New World of Work 21st Century 10 Work skills (54 hours)

Adaptability (Open to Change)

Provides individuals with a foundational understanding of how to perceive change and how to respond to change positively. This teaches individuals to view failures, setbacks, and change as a learning opportunity as well as how to embrace varying roles, conditions, working environments, and points of views.

Analysis / Solution Mindset (Problem Solver)

Builds or enhances individuals into critical thinkers. Will teach students how to critically analyze situations, examine information, and test ideas to determine the most viable solutions for evident problems.

Collaboration (Team Player)

Teaches individuals to respect and view diversity as beneficial while learning how to find a common ground with team members to successfully work together to meet common goals.

Communication (Good Communication)

Obtaining a better understanding on how to convey messages clearly and concisely, verbally and through the use of PowerPoint, LinkedIn, and email. Individuals will understand how to communicate with regard and sensitivity to differences of opinions and varying cultures within the workplace. Further, they will understand and know how to attentively listen to others and use non-verbal communication as a communication tool.

Digital Fluency (Good with Technology)

Individuals will learn how to utilize technology tools in person and remotely while utilizing technology to research and locate information or desired resources. Individuals will also learn to understand the significance of protecting private information, ethical standards and practices while handling information to avoid compromising private information.

Empathy (Sensitive to Others' Feelings)

Understanding the difference between empathy and sympathy and learning how to select and apply either approach to each unique situation. Individuals will understand the importance of developing and sustaining relationships and listening and responding to customer desires.

Entrepreneurial Mindset (Go-getter)

Stresses the importance and need for self-motivated and innovative individuals who strive for professional development, job responsibilities, and use mistakes as an opportunity to improve and incorporate new ideas.

Resilience (Plans for Success & Bounces Back from Failure)

Anticipating and preparing for issues by having back-up plans, setting priorities and goals. Learning to bounce-back when plans are delayed or fail and learn to positively respond to failures. Individuals will learn to implement better in the future by learning from their failures.

Self-Awareness (Self-Understanding)

Teaches individuals to take ownership over their own actions, self-identify their weaknesses and strengths and to apply their interpersonal skillset / qualities in the workplace.

Social Diversity / Awareness (Sensitive to Differences in Backgrounds and Beliefs)

Teaches individuals to value and respect cultural, gender, sexual orientation, age, and ethnicity differences. Enhances their understanding of diversity in the workplace and to embrace and leverage diversity to establish a new "normal" in the workplace.

3-Day Orientation:	Description	Hours
Day 1	*Please see attached BIA Orientation form	2
Day 2		2
Day 3		8
Total Hours		12
Program:	Inclusions	Hours
Basic Safety (OSHA 10)	OSHA 10 Certification	12
Intro to Construction Math	Measurement, fractions, geometry, decimals	10
Intro to hand tools	Safe use of hammers, screwdrivers, saws, measuring tape	10
Intro to Construction Drawings/Blueprints	ISO forms, general construction blueprints, maps	24
Intro to Material Handling	Common material handling and safety	5
Construction Communication	Common speech used at construction sites	8
Construction Employability Skills	Employer Expectations	8
Introduction to Power Tools	Safe use of screw gun, router, electric drills, chop saws, sawzalls	10
Introduction to Heavy Equipment	Safety and Awareness of boomlift and scissor lifts	4
Job Readiness Program	*Please see attached Job Readiness form	54
Attention to Detail	Awareness	4
Organization	Building Methodology, elevation requirements, stucco vs. brick	4
Team Building	How to be a Team Player	8
Listening Skills	How to Listen and techniques	8
Communication Skills	Work Communication	16
Time Management, Critical Thinking	Awareness and problem solving techniques	16
Harassment/Bullying in the Workplace	Statistics of women and men in the Construction Industry	8
Generations	Understanding Work Ethics with Different Generations	8
7 Habits of Highly Effective People	How to succeed at your job	8
Financial / Money Management	Managing money / healthy spending habits / saving	4
Basic Computing	Online job applications, familiarity with technology, timeclocks	4
Code Books	Building Code Overview	2
Intro to Project Management		4
California State Licensing Board process	Overview of construction license process	1
Safety Leadership	Leadership practices	4
Mock-Interviewing	Interviewing skills to improve self-presentation	4
Resume revamp / final and Drug Tests	Final inspection for relative training, skills and experience	4
Field Trips to businesses / Job Site Visits	*Varies depending on number of job sites	8
Graduation Ceremony	Receive BIA approved Industry Recognized Certificate	3
Total Program Hours		275
275/8 = 34.5 Day Program		
7 Weeks Full Time		



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BIA ORIENTATION

RIGHT TO WORK DOCUMENTATION FOR ELIGIBILITY (*EDCT requires documentation prior to registration*)

- Unexpired and valid California Driver's License
- Valid and physical Social Security Card
- (*Comply with Unexpired List of Acceptable Documents for Employment on **USCIS Form I-9***)
- *All males may need physical proof of Selective Service registration <https://www.sss.gov/Registration-Info/Who-Registration> (Possible funding requirement)*

ORIENTATION TO CONSTRUCTION PROGRAM: To determine which participants would have the highest potential for successful completion and aptitude for specific field of interest. Orientation is an allotment of time enabling SBCCD representatives to provide information pertaining to the career pathways within the Construction Industry and its financial potential. Additionally, this time enables SBCCD representatives to recruit participants who are willing to work in varying physical working conditions and who will willingly complete fluctuating or redundant tasks while on the job. In addition, candidates are provided with information regarding work tool resources and are assisted with developing their personal resumes. At this time, businesses will have the opportunity to engage the program participants while sharing unique industry demands and company desires.

INTRO TO CONSTRUCTION DESCRIPTION - INDUSTRY EXPECTATIONS

- Industry professionals will serve as guest speakers to provide real-time and real-world descriptions of the expectations of the trades career pathways and income potential.
- Working conditions, health & physical agility – individuals must be able to work in varying weather conditions and climb up and down ladders / move quickly while remaining safe. Candidates must be able to lift and move objects weighing up to 50+ pounds. Additionally, candidates must prepare for the workday by remaining hydrated, well nourished, and well rested.
- Reliability – individuals must have reliable and personal transportation as job-sites consistently change and job shifts begin as early as 6 a.m.
- Flexibility – individuals must be willing to work on routine tasks on a daily basis but must also be able to shift tasks as the job needs fluctuate.



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RESOURCES (*EDCT Provides*)

Provides list of resources to obtain ***Right to Work Documents***, such as vouchers for reduced prices, locations of local DMV's, court houses, social security administration, public transportation schedules, access to free legal aid, etc. Additionally, provides list of resources to obtain **work tools at a reduced price or at no cost.**

RESUME DEVELOPMENT

SBCCD representatives will meet with each student individually to assist each student with creating a customized resume containing all work history and experience until the current point in time. Resumes additionally will be enhanced and updated containing newly attained skills (acquired during training program) near the end of the program. In addition, SBCCD will cover basic application requirements including not using a pencil to fill out applications.



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January 17, 2019

Richard Galope, Vice Chancellor
San Bernardino Community College District
Economic Development & Corporate Training
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San Bernardino, CA 92408



Baldy View Chapter

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RE: Supporting San Bernardino Community College District's (SBCCD) implementation of the BIA Entry-Level Residential Construction Trades Program.

Dear Vice Chancellor Galope,

The Building Industry Association of Southern California, Baldy View Chapter has for the past 18 months partnered with San Bernardino Community College District to address the labor shortages affecting the residential homebuilding industry. Our organization supports the district's efforts in the creation and implementation of the **BIA Entry-Level Residential Construction Trades Training Program**.

SBCCD has provided high quality training programs in the Inland Empire Region committed to developing the local workforce. They are dedicated to the region's growth and have shown their willingness to partner to improve the employability of those most in need.

The BIA Baldy View Chapter and our members companies are committed to provide advice on the curriculum development and offer guidance on the effectiveness of the program. We are pleased in supporting a program that will provide the necessary training and possible employment opportunities to address the chronic labor shortages facing the residential home building industry.

Sincerely,

Carlos Rodriguez, CEO