

Orig: X Mod.: Date: 1/10/18 Course has been approved until 6/30/18. CORE course required for all training programs.



RECRUITMENT AND REFERRAL FORM

WIOA Skills Upgrade/Retraining (formerly Intensive) Services

Course Name: Heavy Equipment Operator – CORE course

Program Provider: Associated Builders and Contractors

FEIN: 362859690

Address: Main Office
1541 Elmhurst Road
Elk Grove Village, IL 60007

Telephone: 877/353-9622 (Adult Accelerated Enrollment Center)

Training Site Address: 12268 West Sabin Church Rd
Pearl City, IL 61062-9225

Contact Person: Manny Rodriguez, Education and Safety Director
1541 Elmhurst Road, Elk Grove Village, IL 60007
Phone: 847/709-2960
Fax: 847/709-2770

Email: manny@abcil.org

Activity Name: Skills Upgrade/Retraining (SUR)

Provider Code: 2018-401

CIP Code: 490202

OES: Look up, if appropriate. Otherwise, N/A.

Session Dates or Open Entry-Open Exit: See current Training Schedule--call Manny Rodriguez:

Average Time to Complete Program/Certificate/Degree: 2 weeks

Last Day Program Will Accept Referrals: Day before class begins--if class is not filled.

Program Description: See curriculum attached

Expected Outcome: Core course required for participant's employability.

Program Schedule: Call Steve Foltin or Manny Rodriguez

No. of Participants: Total: Per Session: Age: Math Level: Reading Level: Other:

Referral Procedures: Call Manny Rodriguez, 847/709-2960

Costs: See next page

Authorization: The Workforce Connection, Inc.

R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager.

Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by TWC.

SKILLS UPGRADE/RETRAINING**TWC-Approved Skills Upgrade/Retraining Courses Conducted
by Associated Builders & Contractors**

All courses listed below are approved for both WIOA and TAA participants.

Skills Upgrade/Retraining Courses/CIP Code**Tuition Costs and Fees, Supplies****COURSES APPROVED UNTIL JUNE 30, 2018:**

Class schedules float, based on customer demand. Call Entre. Starts classes with minimum of 3 students.

Heavy Equipment Operator - CORE COURSE: Use **CIP Code 490202**

COST:

Tuition and fees for Heavy Equipment Operator – CORE Course only:

Tuition & Books: \$1,305.00

Refund Policy

No refunds after first week.

Potential for refund of ½ of tuition cost during 1st week if demonstrated math skills not high enough for employment.

Heavy Equipment Operator**CORE CURRICULUM – REQUIRED FOR ALL LEVEL ONE COURSES REGARDLESS OF CRAFT**

BASIC SAFETY – Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the dangers of rationalizing risk. Reviews the role of company policies and OSHA regulations in maintaining a safe workplace. Introduces common job-site hazards and protections such as lockout/tagout, personal protective equipment (PPE), and HazCom.

INTRODUCTION TO CONSTRUCTION MATH – Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions, and decimals, and explains their applications to the construction trades. Explains decimal-fraction conversions and the metric system using practical examples. Also reviews basic geometry as applied to common shapes and forms.

INTRODUCTION TO HAND TOOLS – Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, vises, and clamps. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand tools.

INTRODUCTION TO POWER TOOLS – Provides detailed descriptions of commonly used power tools such as drills, saws, grinders, and sanders. Reviews applications, proper use, safety, and maintenance. Many illustrations show power tools used in on-the-job settings.

INTRODUCTION TO CONSTRUCTION DRAWINGS – Familiarizes trainees with basic blueprint terms, components, and symbols. Explains the different types of blueprint drawing (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and instructs trainees on how to interpret and use drawing dimensions.

BASIC RIGGING – Explains how ropes, chains, hoists, loaders, and cranes are used to move material and equipment from one location to another on a job site. Describes inspection techniques and load-handling safety practices. Also reviews American National Standards Institute (ANSI) hand signals.

BASIC COMMUNICATION SKILLS – Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasize the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

BASIC EMPLOYABILITY SKILLS – Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem solving skills and computer systems and their industry applications. Also reviews effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress, and substance abuse.

INTRODUCTION TO MATERIALS HANDLINGS – Recognizing hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces materials handling equipment, and identifies appropriate equipment for common job site tasks.