

I.C.T. INDUSTRIAL COOPERATIVE TRAINING

Employer/Employee Handbook



Four County Area Vocational Cooperative

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INDUSTRIAL COOPERATIVE TRAINING (I.C.T.)

Program Description

The Industrial Cooperative Training (I.C.T.) program is a combination of classroom study and on-the-job training. The I.C.T. program is an eight-week summer program in which students receive one credit upon completion. The student is employed a minimum of 15 hours per week (Monday-Friday) for which the student will receive wages. The student will also attend classroom instruction on a designated day that covers many topics related to career success. This program is open to juniors who have completed one year of career and technical training through a Four County Area Vocational Cooperative training program during their junior year and plans to return to the program as a senior. Students enrolled in the program must complete on-the-job training and classroom instruction.

Purpose

Providing technical skills training and developing positive work habits are the main purposes of the I.C.T. program. Students learn to meet the responsibilities of working as a productive employee. It is important for employers to realize their position as an educator and employer while training a student throughout the school year. It is equally important that the student realize the value of the training received from his/her employer.

Related Class

The I.C.T. related class meets for four hours weekly and is designed to enhance the student's technical skills and knowledge about the "world of work". Instruction in class will cover safety on the job, communication and interpersonal relations, teamwork, work attitudes, career search skills, and consumer skills.

I.C.T. On-The-Job Training

Local industry works together with Four County Area Vocational Cooperative to provide an educational work training station providing an educational opportunity for students to develop their technical skills. The I.C.T. Coordinator will weekly employer visits. The Trade and Industry instructors will make a minimum of two employer visits per month.

General Student Requirements

1. The Student will keep a daily journal of his/her work experience. The following is to be included:
 - a. Hours worked
 - b. Tasks/Duties of the day
 - c. Equipment used
 - d. New skills learned
 - e. Comments
2. Each student is expected to provide his/her own transportation to and from work and have adequate insurance coverage. Students should have a “backup” plan in case of emergencies (car break down, out of gas, etc.)
3. Supplies needed by the student include a notebook to be used as a journal, a pen, and personal safety equipment.
4. Students are expected to bring supplies and equipment to class each week.
5. Students are expected to follow a strict attendance policy (see page 3) and be prompt to both work and class.
6. A copy of the student’s birth certificate and work permit (if under 18) must be provided to the coordinator before the first day of the program.
7. Students are required to meet as a class every week for the four-hour related class.
8. Students involved in the I.C.T. program are in a school-related program; therefore, he/she is to follow all school rules while in the work training station. (Examples: no smoking, no drinking, etc.) Any student breaking these rules is subject to removal from the program.
9. If a student is terminated for just cause from the work training station, he/she will be dismissed from I.C.T. program and lose the credits. If a student is laid off, every effort is made to find another work training station placement so that he/she may continue in the program.

WORK REQUIREMENTS

Student

1. All students will complete an application and arrange an interview with the prospective employer.
2. Students under 18 must have a work permit submitted to the I.C.T. coordinator.
3. A minimum of 32 hours per week is required to receive credit for on-the-job training.
4. A Training Agreement and Training Plan with the appropriate signatures must be on file (included in packet).
5. Students are expected to follow the same company rules as other employees.
6. The employer will evaluate students after four and eight weeks (midterm and final grade).
7. Enrollment in the I.C.T. program does not guarantee continued employment. If a student does not meet the standards of the employing company, he/she is subject to removal from the program.
8. Students enrolled in a school program, such as the I.C.T. program, are not entitled to unemployment compensation.

WORK REQUIREMENTS

Employer

- The employer agrees to employ the student a minimum of 32 hours per week and pay the student at least minimum wage.
- The employer will assign an adult to work with and supervise the student. This adult realizes that his/her role is providing technical skills as well as helping the student develop positive work habits and attitudes.
- The student will be evaluated at the end of four and eight weeks using the school evaluation form (midterm and final grade). The employer may also evaluate the student using the company evaluation instrument.
- The employer will follow all labor laws in employing an I.C.T. student.
- The employer will contact the I.C.T. coordinator when any problems arise with the student.
- If the I.C.T. student does not meet the company standards and every attempt has been made to help the student improve, the student is then subject to removal from the work training station and the I.C.T. program.

Ways an employer can provide a valuable work training station:

- Allow students to feel a part of the organization.
- Allow students to be given added responsibilities throughout the school year.
- Provide students with effective feedback and evaluations.
- Help students develop positive work habits.
- Allow students to learn from their mistakes.
- Assist students in building a professional attitude.
- Provide students with clear directions and expectations.
- Help students develop a respect for those they work with and for themselves.
- Allow students to experience a variety of opportunities.
- Help students understand the importance of following rules and procedures.

Attendance Policy

Developing positive work habits is a primary objective of the I.C.T. program. One of the most important skills/habits employers seek is dependability – *attendance!* Therefore, a strict attendance policy has been developed for the Four County Area Vocational Cooperative I.C.T. program as well as other vocational programs.

Students are limited to two absences from the training station during the eight-week summer program. The second absence will lead to removal from the I.C.T. program, which includes the work training station. Students are required to attend all related classes.

Absences include but are not limited to: car trouble, illness, oversleeping, personal business, doctors' appointments, etc.

Procedures:

1. Upon the second absence, the parent/guardian will be contacted indicating that upon the third absence, the student will be removed from the program.
2. Upon the third absence, the student will be removed from the I.C.T. summer program.

If the employer's policies are stricter than the above policies and the employer feels the need to terminate the student due to attendance violations, *the employer's policies will be followed.*

If a student is absent, the employer and the I.C.T. coordinator are to be contacted. Insufficient notification can result in removal from the program.

When an absence is unforeseeable:

1. Contact the employer as soon as the organization opens. The student is to contact the employer, not a parent/guardian.
2. A message must also be left for the I.C.T. Coordinator.

RELATED CLASS

Assignments

1. To encourage the importance of meeting deadlines and to develop a sense of self - discipline and time management, assignments will be collected on the due date only. No late assignments will be accepted unless the student is absent on the date the assignment is due.
2. Students are responsible for obtaining assignments when absent.
3. All assignments, handouts, and materials are to be kept in the student's personal file.

Grading

1. The student will earn two grades. One for the work training station and one for the I.C.T. related class. Students must have a passing grade in both areas at the end of the four weeks in order to continue in the program.
2. Students will earn two credits for the work experience portion and one credit for the classroom portion of the I.C.T. program.
3. All assignments, quizzes, and tests are figured using the Four County Area Vocational Cooperative grading scale (attached in packet).

Interdisciplinary Cooperative Training Program

Summer 2010

Student Performance Review

Grading Scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59↓

Student Name: _____

Employer: _____

Supervisor Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

APPEARANCE

- 5 - Always Well Groomed
- 4 - Neat/Appropriately Groomed
- 3 - Satisfactory
- 2 - Careless About Grooming
- 1 - Definitely Unsatisfactory

SCORE FOR APPEARANCE

ACCURACY

- 5 - Always Accurate
- 4 - Seldom Make Mistake
- 3 - Usually Accurate
- 2 - Frequently Makes Mistakes
- 1 - Always Makes Mistakes

SCORE FOR ACCURACY

PERSONALITY

- 5 - Always Poised and Pleasing
- 4 - Generally Poised and Pleasing
- 3 - Acceptably Pleasing
- 2 - Somewhat Easily Upset
- 1 - Very Easily Upset

SCORE FOR PERSONALITY

FOLLOWING DIRECTIONS

- 5 - Follows Directions Implicitly
- 4 - Very Seldom Needs Reminders
- 3 - Satisfactory
- 2 - Needs Frequent Reminders
- 1 - Needs Constant Reminders

SCORE FOR FOLLOWING DIRECTIONS

CONTROL OF EMOTIONS

- 5 - Composed Under All Conditions
- 4 - Rarely Shows Emotions
- 3 - Occasionally Becomes Upset
- 2 - Somewhat Easily Upset
- 1 - Very Easily Upset

SCORE FOR CONTROL OF EMOTIONS

SUITABILITY TO JOB

- 5 - Ideally Placed
- 4 - Well Placed
- 3 - Satisfactorily Placed
- 2 - Limited Adjustment Required
- 1 - Definitely Unsuitable

SCORE FOR SUITABILITY TO JOB

ADAPTABILITY

- 5 - Able to Meet New Situations
- 4 - Can Make Adjustments Generally
- 3 - Tries to Adjust
- 2 - Does Not Readily Adjust
- 1 - Is Unable to Adjust

SCORE FOR ADAPTABILITY

LOYALTY

- 5 - Superior Loyalty to Business
- 4 - Shows Pride in Business
- 3 - Average Pride in Business
- 2 - Little Pride for Business
- 1 - No Respect for Business

SCORE FOR LOYALTY

INITIATIVE

- 5 - Does the "Extra Things"
- 4 - Requires Little Supervision
- 3 - Works Well with Some Supervision
- 2 - Needs Constant Supervision
- 1 - Dependent on Others

SCORE FOR INITIATIVE

COMPANY RULES & REGULATIONS

- 5 - Always Complies
- 4 - Above Average Compliance
- 3 - Average Compliance
- 2 - Below Average Compliance
- 1 - Seldom, if ever, Complies

SCORE FOR COMPANY RULES & REGULATIONS

KNOWLEDGE OF JOB

- 5 - Superior Job Knowledge
- 4 - Above Average Knowledge
- 3 - Adequate Knowledge
- 2 - Below Average Knowledge
- 1 - Lacks Sufficient Knowledge

SCORE FOR KNOWLEDGE OF JOB

KNOWLEDGE OF MERCHANDISE

- 5 - Complete Knowledge
- 4 - Knowledge of Details
- 3 - Fairly Well Informed
- 2 - Knows Enough to Get By
- 1 - Completely Lacking

SCORE FOR KNOWLEDGE OF MERCHANDISE

ATTITUDE – APPLICATION TO WORK

- 5 - Outstanding
- 4 - Very Interested and Industrious
- 3 - Average in Diligence and Interest
- 2 - Somewhat Indifferent
- 1 - Definitely Not Interested

SCORE FOR ATTITUDE

JUDGMENT

- 5 - Exceptionally Mature in Judgment
- 4 - Above Average in Making Decisions
- 3 - Usually Make the Right Decision
- 2 - Often Uses Poor Judgment
- 1 - Consistently Uses Poor Judgment

SCORE FOR JUDGMENT

SAFETY

- 5 - Always Complies
- 4 - Above Average Compliance
- 3 - Average Compliance
- 2 - Below Average Compliance
- 1 - Seldom, if ever, Complies

SCORE FOR SAFETY

ATTENDANCE

- 5 - Usually Regular in Attendance
- 4 - Seldom Absent
- 3 - Occasionally Absent
- 2 - Frequently Absent
- 1 - Normally Absent

SCORE FOR ATTENDANCE

DEPENDABILITY

- 5 - Completely Dependable
- 4 - Above Average in Dependability
- 3 - Usually Dependable
- 2 - Sometimes Neglectful or Careless
- 1 - Undependable

SCORE FOR DEPENDABILITY

USE OF EQUIPMENT

- 5 - Superior Ability
- 4 - Above Average Ability
- 3 - Average Ability
- 2 - Below Average Ability
- 1 - Poor Ability

SCORE FOR USE OF EQUIPMENT

QUANTITY OF WORK

- 5 - Usually High Output
- 4 - More than Average
- 3 - Normal Amount
- 2 - Below Average
- 1 - Low Output/Slow

SCORE FOR QUANTITY OF WORK

PUNCTUALITY

- 5 - Always on Time
- 4 - Usually on Time
- 3 - Occasionally Late
- 2 - Frequently Late
- 1 - Normally Late

SCORE FOR PUNCTUALITY