

SOUTHWEST CARPENTERS MEMORANDUM OF UNDERSTANDING For Direct Entry

This Memorandum of Understanding (MOU) is entered Southwest Carpenters Training Fund (SWCTF), (SWRCC) and Perris Union School District. An (MOU) must be agreed to by both parties upon purchase of the (SWCTF) Career Connections curriculum and materials.

The purpose of this agreement is to support the above-mentioned pre-apprenticeship of Perris Union School District's efforts to provide students with exposure to careers in the construction industry. This agreement memorializes the pre-apprenticeship program's efforts to provide its participants with skills suitable for entry into various construction apprenticeship programs registered with the Division of Apprenticeship Standards (DAS) and administered by (SWCTF), and to establish the conditions and procedures, herein agreed to, for the apprenticeship program referral and intake process.

This partnership may provide direct entry to completers in the Perris Union School District pre-apprentice programs meeting the qualifications set out in section C paragraphs 3 and 6 below.

B. Roles and Responsibilities

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1. The role and responsibility of the Southwest Regional Council of Carpenters (SWRCC) is to offer to support school districts, administrators, and teachers in successful implementation of the Career Connections curriculum. The (SWRCC) commits to providing a Career Connections liaison who will offer direct support in classroom set up and curriculum delivery. The (SWRCC) further commits to host students at one of the Training Centers.
2. The role and responsibility of the Southwest Carpenters Training Fund (SWCTF) is to administer the day to day operations of the Apprenticeship Training Programs established by the Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee (SCAT JATC). These duties include employing the policies and procedures outlined in the approved program standards related to the intake of apprentices as:
 1. If the JATC has an articulation agreement to include pre-apprenticeship with an educational entity, Community-based Organization, a government program, or a similar program and the Registration Agency is agreeable, then a component for pre-apprenticeship may be added to the Selection Procedures. Successful completers would then be eligible to make application.
3. The role and responsibility of Perris Union School District shall be to provide the (SWCTF) with documentation describing the participant intake/vetting process, work-readiness skills covered, curricula outline, training duration, and safety instruction conducted by the program. Pre-apprenticeship programs must meet the pre-apprentice hours listed herein (see paragraph 4 below). Additionally, the program must provide the projected participation goal for the period covered under this agreement. Under this agreement, Perris Union School District will work with (SWCTF) to determine the eligibility of program participants to receive direct entry status, by meeting all 3 project book certificates using the Carpenters International Training Fund (CITF) curricula (Career Connections).

4. Perris Union School District and Instructor shall provide student enrollment data for each class. (SWRCC) will need the names of the students to generate and award certificates at completion of each level.
5. Instructors selected for the Career Connection program shall attend an orientation relating to the curriculum and projects upon receipt of the materials. The (SWRCC) will provide an “Instructor Workshop” annually, the Instructors shall attend and participate.
6. Pre-apprenticeship hours shall be no less than five hundred hours (500).

C. Procedures

During the period covered by this agreement:

1. (SWRCC) and (SWCTF) shall review for suitability the curricula of the Perris Union School District programs. In cases where there are possible skill deficiencies for entry level success, (SWRCC) and (SWCTF) will require the program to include training with the recommended materials (Career Connections).
2. (SWRCC) shall work with the appropriate staff at Perris Union School District to calendar sponsored visits to the Training Centers and curriculum support meetings.
3. Program participants will be required to:
 - a. Perform satisfactorily on all soft skill components (i.e. technology, basic math, interview skills, communication)
 - b. Perform at the highest percentile for construction skill related subjects (i.e. 90-100% without a graded curve; includes both written and performance testing)
 - c. Complete all required program elements successfully
 - d. Maintain an attendance record of a minimum of 95% of total hours
4. (SWCTF) staff shall compare the active number of journeyman and apprentices in a registered program at the initial date and at least every six months thereafter, to determine and report to the JATC the number of apprenticeship slots available to direct entrants on a periodic (*biannual*) basis.
5. Perris Union School District shall report to (SWCTF) the names, contact information, trade interest, and performance status (score/grade as stated in C3 a-d) of interested participants and provide interested participants with the information regarding direct entry to the applicable trade program. The names reported shall be in descending order of the highest scores during reporting period.
6. (SWCTF) will provide instructions to successful candidates that meet the eligibility requirements listed above stating how to appear before the Joint Apprenticeship and Training Committee (JATC) and request consideration for direct entry. Perris Union School District will provide all completers with information sheets on “How-to-Join” which lists the process for apprenticeship application to the desired trade program.
7. Both parties agree that the partnership’s success depends on the availability of job opportunities and that, at times, job opportunities may be limited due to many variables including a downturn in

construction or the economy. When these conditions exist, one or both parties may give a thirty-day notice to terminate this agreement and each party shall be held harmless.

D. Reporting and Funding

Each party to this agreement will collect and disseminate reports on outcomes related to the roles and responsibilities described above and agree to share information as required or requested. Furthermore, each party will maintain separate funding.

E. Timeframe

This (MOU) will commence on September 19th, 2019 and will dissolve on June 30th, 2020

This Memorandum of Understanding is the complete agreement between the parties signed below. The agreement may only be amended by written agreement signed by each of the parties involved.

Southwest Carpenters Training Fund

Authorized Official: _____

Signature
Printed Name and Title: Louis Ontiveros, Director
Address: 3250 E. Shelby Street, Ontario, CA 91764
Telephone(s): 213-739-9339
E-Mail Address: lontiveros@swctf.org

_____ **District**

Authorized Official: _____

Signature
Printed Name and Title: Dawn Bray, Director of Purchasing
Address: 155 E. 4th Street, Perris, CA 92570
Telephone(s): (951) 943-6369
E-Mail Address: dawn.bray@puhsd.org

_____ **District**

Authorized Official: _____

Signature
Printed Name and Title:
Address:
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