



## Trade Prep Program

**BASIC SAFETY/OSHA REGULATIONS** (15 hrs.)  
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 HAND TOOLS** (10 hrs.)  
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** (5 hrs.)  
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 BLUEPRINTS** (7.5 hrs.)  
Familiarizes trainees with basic blueprint terms, components, and symbols. Explains the different types of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and instructs trainees on how to interpret and use drawing dimensions. Two oversized drawings are included.

**BASIC RIGGING** (20 hrs.)  
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.

**INTRO. to CONSTRUCTION MATH** (15 hrs.)  
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.

**BASIC COMMUNICATION SKILLS** (5 hrs.)  
(Must be combined with Basic Employability 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** (15 hrs.)  
(Must be combined with Basic Communication 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.

*(All of the above are essential components of the NCCER Core Curriculum. Some locations may add "Introduction to Masonry" or other specialties.)*

**INTRODUCTION to MASONRY** (20 hrs.)  
Introduces the trainee to the historic and current materials and processes used in the masonry trade and covers safety concerns specific to the trade. The uses of brick and concrete block are explained, along with basic techniques for mixing mortar and laying masonry units. Opportunities in the trade are also covered. The trainee will mix mortar and perform basic bricklaying.

## Additional Courses

**LAY RESPONDER -- FIRST AID, CPR, and AED** (8 hrs.)

(This is a "plus" for job-site preparation. Trade Prep participants are offered this course -- not required, but encouraged!)

One of the Red Cross most popular courses, it is great for community needs. This course combines lectures, demonstrations and video with hands-on training and practice. Participants in this course learn to recognize and respond to emergencies including shock, cardiac and breathing emergencies for adults, children and infants, heat and cold emergencies, sudden illnesses and poisoning. Additionally, participants will learn first aid for everything from cuts and scrapes to muscle, bone and joint injuries.

## Specialties Ready and Available

### MASONRY, LEVEL 1

- \_\_ Introduction to Masonry (20 hrs.)
- \_\_ Masonry Tools and Equipment (12.5 hrs.)
- \_\_ Measurements, Drawings, & Specifications (10 hrs.)
- \_\_ Mortar (10 hrs.)
- \_\_ Masonry Units & Inspection Techniques (50 hrs.)

### MASONRY, LEVEL 2

- \_\_ Residential Plans & Drawing Interpretation (12.5 hrs.)
- \_\_ Residential Masonry (15 hrs.)
- \_\_ Metal Work in Masonry (15 hrs.)
- \_\_ Advanced Laying Techniques (40 hrs.)

*The Trade Prep program works with local contractors who supply expertise and materials. These contractors are often eager to hire our well-prepared high school students and adults. We do what we can to help.*

# TRADE PREP PROGRAM

Division of National Education Developers, LLC



**OUR GOAL --**

**to introduce future workers to the construction trades and to general industry; to include high school students and adults in transition.**

Trade Prep offers industry-designed and industry-recognized courses accredited by the National Center for Construction Education and Research (NCCER).

Trade Prep introduces masonry, plumbing, electrical, carpentry, heating, A/C, & welding. Completed courses qualify for high school credit; and, if desired, additional trade prep work is eligible for college credit.

National Educational Developers delivers the trade preparation programs where we are invited. Call us with your ideas.

## Benefits to Students



Students become eligible to have their earned credentials entered into the National Registry of the NCCER.

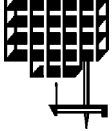
Students work in the industry of their choice.

Apprentices do not **PAY** for their education, they **GET PAID**. We bring the **COURSES** to you! Courses are taught by

NCCER-certified instructors, delivering excellence. Courses are eligible to earn high school credit in a fully

accredited private high school (college credit also available). Hands-on training, practice, and classroom work

The student knows that the effort, the work, and the goal of this education is practical and useful -- and it is



**PORTABLE** --there is work everywhere!

## Benefits to Families

Your student has an honorable, valuable trade. Since the trades will always be needed, your student will always have employment opportunities. Without the extensive time and expense of college, this young man or woman will have a sustainable career to support a lifestyle and family of the future.

Families do not **pay out** money for expensive college courses; rather, the apprentices will **earn as they learn**.

Students with a trade will support his or her own education. More than 95% of trained tradesmen work in their professions; whereas less than 50% of college graduates actually work in

the areas of their college degrees. The student will acquire practical, usable skills that may be valuable to enhance his or her own home or buildings.

# TRADE PREP

## Outcomes

- 📌 Learning while earning \$9-12/hr. to start
- 📌 Earn trade skills AND high school credit
- 📌 Earn trade skills AND college credits, too
- 📌 Find work anywhere

## Program

- 📌 Learn industry-standards from accredited materials
- 📌 Complete "core curriculum" required for all trades
- 📌 Get hands-on training from masters in their trades
- 📌 Classroom time taught by NCCER-certified instructors

## Features

- ▶ Students as young as 14 can begin Trade Prep
- ▶ Trained 16 year olds may work with local contractors
- ▶ High-demand workforce is eager for your skills
- ▶ Be exposed to multiple trades, then pick a specialty

## Details

- National Center for Construction Education and Research
- "Core Curriculum" takes 92.5 hours to complete
- Completion makes the student eligible for entry into the National Registry of the NCCER, validating your readiness and training for nationwide employment
- Specific, extensive training is available in individual trades after the "Core" is completed
- OSHA's new 11-hour cards can be earned (add 11 hours)
- CPR & First Aid certifications can be earned (add 8 hours)
- Each student will be guided to prepare a "working resume" for use when applying for a job

## Contact

National Education Developers  
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**TRADE PREP PROGRAM**  
 Preparing for tomorrow's construction and today's industry.