



## VOCATIONAL TRAININGS OVERVIEW

### Recycling Training

<b>Provider</b>	SF Clean City Coalition
<b>Description</b>	The SF Clean City Recycling and Resource Recovery Training curriculum aims to provide environmental literacy and vocational skills training through classroom, active practice, and field trip settings in the waste reduction, recycling, reuse, and recovery fields, in preparation for applying for and working in a related green collar job.
<b>Occupations</b>	Recycling and Reclamation Workers Refuse and Recycling Materials Collectors Moving Materials Workers Laborer and Materials Movers
<b>Certifications Received</b>	None
<b>Minimum Qualifications</b>	18 years old Ability to work in the US
<b>Assessment Requirements</b>	Reading Level- 6 <sup>th</sup> -8 <sup>th</sup> grade Ability to sit in a classroom setting for up to four hours Ability to lift 20 pounds Ability to walk continuously for up to two hours Basic computer skills
<b>Schedule</b>	6 week cycles Monday- Friday 8am-12pm

### Recycling Training Schedule

September 20- October 29, 2010	February 14- March 25, 2011
November 1- December 10, 2010	March 28- May 6, 2011
January 3- February 11, 2011	



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## Transportation Training

<b>Provider</b>	Goodwill Industries
<b>Description</b>	Prepares students for commercial driver's license (CDL A) with passenger endorsement. The training is a combination of classroom lecture covering customer service, industry standards, Department of Transportation regulations, and safety protocols along with environmentally efficient driving and vehicle maintenance practices. Students receive hands-on training using a state of the art driving simulator and behind the wheel driving instruction. Students are accompanied by the instructor to the commercial driving test.
<b>Occupations</b>	Truck Drivers, Heavy and Tractor Trailer Passenger Transport Drivers (e.g. bus, shuttles) Taxi Drivers and Chauffeurs Truck Drivers, Light or Delivery Services
<b>Certifications Received</b>	Class A CDL with passenger endorsement
<b>Minimum Qualifications</b>	22 years old Class C license Class A commercial driver's permit
<b>Assessment Requirements</b>	Clean DMV record Ability to pass DOT drug test Ability to speak and understand conversational English Math and Reading Level- 7 <sup>th</sup> grade
<b>Required Equipment</b>	Work boots strongly encouraged Sturdy pants (e.g. jeans)
<b>Schedule</b>	Open enrollment 10-12 week training 4 hours per day (between 7:30am-3:30pm)



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## Administrative Trainings

<b>Provider</b>	City College of San Francisco
<b>Description</b>	<p>The CCSF training program prepares students for administrative assistant positions within solar, energy efficiency and green companies. Skills covered will include: customer service, keyboarding, Microsoft Office, business English, and more. Students will receive workplace simulation practice and introduction to green industries.</p> <p>The October 2010 Skills Enhancement class is for individuals with demonstrated computer skills. This is an 8-week training.</p> <p>The January 2011 Entry Level class does not require previous computer skills. Computer skills will be included in the training. This is a 17-week training.</p>
<b>Occupations</b>	<p>Administrative Assistant            Receptionist            Customer Service Representative</p>
<b>Certifications Received</b>	Microsoft Certifications test available to qualified individuals
<b>Minimum Qualifications</b>	<p>18 years old            Ability to work in the US            High School Diploma or GED            *Demonstrated computer skills for <u>October training</u> (no experience required for January training).</p>
<b>Assessment Requirements</b>	<p>Ability to speak and understand conversational English            Math and Reading Level- 9<sup>th</sup> grade</p>
<b>Required Equipment</b>	None
<b>Schedule</b>	<p><u>Skill Enhancement Training</u>: October 18– December 17, 2010            8 week course            4 days per week, minimum 20 hours per week</p> <p><u>Entry Level Training</u>: January 18 – May 27, 2011            17 week course            4-5 days per week, minimum 20 hours per week</p>



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## Energy Efficiency Trainings

<b>Provider</b>	City College of San Francisco, Evans Campus
<b>Description</b>	<p>The CCSF Energy Efficiency training programs prepares students for jobs in the energy efficiency and auditing industry. The program covers energy efficiency concepts, auditing principles and techniques, and weatherization skills.</p> <p>The October 2010 class is for individuals with demonstrated professional construction experience. This is an 8-week training.</p> <p>The January 2011 class does not require previous construction experience. Construction skills classes will be included in the training. This is a 17-week training.</p>
<b>Occupations</b>	Weatherization Laborer
<b>Certifications Received</b>	OSHA 10 Construction Safety First Aid and CPR
<b>Minimum Qualifications</b>	<p>18 years old</p> <p>Ability to work in the US</p> <p>High School Diploma or GED</p> <p>Ability to move in small spaces (e.g. attics and crawl spaces)</p>
<b>Assessment Requirements</b>	<p>Ability to speak and understand conversational English</p> <p>Math and Reading Level- 10<sup>th</sup> grade</p> <p>Prior construction experience or completion of construction training program required for <u>October training</u> (no experience required for January training)</p>
<b>Required Equipment</b>	None
<b>Schedule</b>	<p><u>Skill Enhancement Training</u>: October 18– December 17, 2010</p> <p>8 week course</p> <p>Tuesday-Thursday 11am-4pm, Friday 10am-3 pm</p> <p><u>Entry Level Training</u>: January 18 – May 27, 2011</p> <p>17 week course</p> <p>4 days per week, minimum 20 hours per week</p>



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## Solar Thermal Training

<b>Provider</b>	City College of San Francisco, Evans Campus
<b>Description</b>	The CCSF Solar Thermal Design and Installation training program prepares students for jobs in the solar hot water industry. The 17-week program covers basic construction skills, construction safety, plumbing, blueprint reading, and design & installation of solar thermal (solar hot water) systems. Additionally, students will receive training in how to maximize customer satisfaction. No previous construction experience is necessary.
<b>Occupations</b>	Solar Thermal Installer
<b>Certifications Received</b>	OSHA 10 Construction Safety First Aid and CPR
<b>Minimum Qualifications</b>	18 years old Ability to work in the US High School Diploma or GED Ability and comfortable to climb ladders and work on roofs
<b>Assessment Requirements</b>	Ability to speak and understand conversational English Math and Reading Level- 9 <sup>th</sup> grade
<b>Required Equipment</b>	None
<b>Schedule</b>	January 18 – May 27, 2011 17 week course 5 days per week, minimum 20 hours per week



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## The Green Launch Pad

<b>Provider</b>	City College of San Francisco, Campuses TBA
<b>Description</b>	<p>The Green Launch Pad is a college-success program designed to provide participants with an in-depth orientation to the green economy while also helping them strengthen basic skills necessary for employment. Green career exploration will focus on job opportunities available in the San Francisco Bay Area.</p> <p>As part of the program, participants will enroll in 11 units of college courses and complete a 20 hour green service component in partnership with the San Francisco Conservation Corps.</p>
<b>Occupations</b>	<p>Occupations are determined on an individual basis and pursuit of these will require separate enrollment after completing the Green Launch Pad program. CCSF offers several relevant classes and certificate programs that participants might consider taking after completing the Green Launch Pad:</p> <ul style="list-style-type: none"> <li>• Environmental education</li> <li>• Environmental monitoring (biotech)</li> <li>• Environmental horticulture</li> <li>• Hybrid/electric vehicle service</li> <li>• Green construction</li> <li>• Energy efficiency</li> <li>• Solar panel installation</li> </ul>
<b>Certifications Received</b>	Participants can earn 11 units of college credit and a \$1,000 scholarship if they successfully complete all Green Launch Pad classes and the 20 hours of green service.
<b>Minimum Qualifications</b>	<p>18-24 years old</p> <p>Ability to work in the US</p> <p>High School Diploma or GED</p>
<b>Assessment Requirements</b>	<p>Ability to speak and understand conversational English</p> <p>Math and Reading Level- 9<sup>th</sup> grade</p>
<b>Required Equipment</b>	Participants are responsible for purchasing textbooks and other school supplies.
<b>Schedule</b>	<p><u>Fall 2010</u>: August 16, 2010- December 17, 2010</p> <p><u>Spring 2011</u>: January 18, 2011- May 27, 2010</p>