

ABOUT THE OST PROGRAM

PCC's Occupational Skills Training is a cost-effective, worker retraining program that has helped thousands of people set goals, learn skills and build a future. If you're looking for a way to get bottom-line results quickly, contact us today for more information.

Because employers prefer workers with on-the-job experience, students who complete occupational skills training are usually able to get jobs immediately after they complete the program. And even though training sites are under no obligation to hire trainees, they often do.

The Occupational Skills Training program is designed to provide the opportunity for students to receive instruction in a specific occupational area. The programs are individualized and allow flexibility in program design, delivery, and implementation. Individualized plans are developed in consultation with the student, PCC faculty, PCC OST coordinators, work-site supervisors, and vocational counselor or agency representative

PCC faculty and academic professionals approve community employers based on their experience and training in the specific occupational area. PCC faculty and academic professionals provide on-site monitoring of student progress toward learning outcomes through monthly on-site supervisor reports, weekly/monthly student reports, quarterly learning outcomes and curriculum reviews, and quarterly student evaluations. This is an open entry/open exit program so that students complete a full college quarter, but may begin their program at any time during the school term.

TUITION AND FEES

The following costs are for the 2012-2013 academic year. This cost is based upon Portland Community College tuition per credit hour. Tuition may change. Please contact the Occupational Skills Training program for up to date tuition costs.

The first term of tuition is \$1,312.00 whether the student is full or part time. For the successive terms, tuition is based upon the number of credit hours for which the student is enrolled. Please contact our office to determine the cost.

The Vocational Counselor has the option of offering a fee to be paid to the training site. The current cost of this fee is \$112.00 per month (\$336.00 per term) and would be included with the cost of tuition. The purpose of this fee is to provide the training site a monthly stipend to offset the cost of training the student. Many employers are appreciative of this, making them eager to train a student.

If you chose to utilize this option, please be sure to increase the term tuition by \$336.00 per term.

HOW TO REFER TO THIS PROGRAM

Site development is generally completed by the vocational counselor; however the OST Coordinators can be a resource in the process of site development.

Once a training site and start date have been determined, please fax a completed referral form and a curriculum if you have one to 971-722-6124 or email completed form to ost@pcc.edu. This referral form is needed for our office to begin work.

Curriculum samples have been included on this flash drive for your review. The OST Coordinator can also assist you with a curriculum.

At the start of training, the OST Coordinator will meet the student and vocational counselor at the training site to complete Portland Community College paperwork admitting the student to PCC and registering for the OST class.

Please feel free to contact us with any questions

Sandy Schramm 971-722-6132
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OCCUPATIONAL SKILLS TRAINING

Southeast Center
Mt Tabor Hall (MTH), Room 106
971-722-6127

www.pcc.edu/ost

CAREER AND PROGRAM DESCRIPTION

The Occupational Skills Training program is designed to provide the opportunity for students to receive instruction in a specific occupational area. The programs are individualized and allow flexibility in program design, delivery, and implementation. Individualized plans are developed in consultation with the student, PCC faculty, PCC OST coordinators, work-site supervisors, and agency representative(s), if appropriate.

DEGREES AND CERTIFICATES OFFERED

Two-Year Certificate

Occupational Skills Training

PREREQUISITES AND REQUIREMENTS

An interview with an OST coordinator is required for assessment, to determine the specific occupation and to identify a suitable training site and its availability. Prerequisites are determined by specific occupational standards.

COURSE OF STUDY

PCC faculty and academic professionals approve community employers based on their experience and training in the specific occupational area. PCC faculty and academic professionals provide on-site monitoring of student progress toward learning outcomes through monthly on-site supervisor reports, weekly/monthly student reports, quarterly learning outcomes and curriculum reviews, and quarterly student evaluations. This is an open entry/open exit program so that students complete a full college quarter, but may begin their program at any time during the school term.

OCCUPATIONAL SKILLS TRAINING TWO-YEAR CERTIFICATE

Minimum 64 credits are required for a Certificate of Completion. A maximum of 64 pass/no pass credits are allowed in the Occupational Skills Training Certificate. Students who have OST 101 and no other PCC credit courses will not have a GPA as all OST courses are offered as Pass/No Pass only. A maximum of 24 credits of Occupational Skills credit may be applied to an Associate of General Studies Degree.

COURSE DESCRIPTIONS

OST 101 Occupational Skills Training 101 Provides the opportunity for students to receive instruction in a specific occupational area not normally addressed by on-going PCC programs. An individualized course in consultation with the student, PCC faculty, PCC OST coordinators, work-site supervisors, and agency representatives(s), if appropriate. An interview with an OST coordinator is required for assessment, to determine the specific occupation and to approve a suitable training site and its availability. Prerequisites are determined by the specific occupational standards.

Portland Community College

Occupational Skills Training –OST 101
Career & Technical Certificate Program

2305 SE 82nd Avenue
MT Tabor Hall, Room 106
Portland, Oregon 97216
Phone: 971-722-6127
Fax: 971-722-6124

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SYLLABUS

The Occupational Skills Training program is designed to prepare students for entry level employment in the area identified and agreed upon for their individual training. Students earn from 1 to 16 credits per term depending on their hours of participation.

Major assignments include:

- Completion of an individualized course of study
- Completion of student timesheets on a regular basis
- Active participation in all aspects of the training program
- Comply with the rules and responsibilities identified by the funding agency, the consultant, the training plan and the training site

Intended Outcomes for the Course:

- Use industry specific vocabulary and tools effectively.
- Use professional behaviors appropriate to the work place such as punctuality, attendance, cooperation, teamwork, and respect.
- Understand and apply the safety standards of the works site and the industry.
- Use written and oral communication appropriate for the occupation or industry.
- Be prepared to enter the occupation of choice with entry-level skills.

Grading:

This course is offered on a pass/no pass basis. A grade of P represents satisfactory achievement which would have been graded C or better on the regular grading scale, but is given instead of a letter grade. Students who

successfully complete the program will receive a passing score based on attendance, attitude and progress in training as rated by the on-site instructor. Timeliness of reporting by student and trainer may also affect the grade for the course. A Monthly Timesheet & Trainer Report is completed by the on-site instructor. Student Activity reports are completed by the student and submitted to the PCC Skills Training supervisor regularly. Periodic visits by a PCC Skills Training supervisor are made with a written progress report generated.

Accommodations: Students who have a disability and require a classroom adjustment or accommodation should make their needs known. Please arrange to meet with your supervisor to discuss your request.

PCC has an Institutional Withdrawal Policy. You and your referring counselor may access this information through the class schedule, the PCC catalog or the PCC website at www.pcc.edu. Responsibility for withdrawal from a class within the specified withdrawal timelines resides with the student. If you are working with a vocational counselor, you should work with him/her in this process.

Please initial:

_____ *Student*

_____ *Trainer*

_____ *PCC Supervisor*

TRAINING PLAN CURRICULUM

Worker:

Vocational Goals: Clerical Assistant

Professional Skills Site:

Plan Dates:

Training Objectives:

	Date of Evaluation	_____	_____
		% COMPLETED	
1. Human Resources – Payroll Audit (Reviewing timesheets for Adherence to policy).		_____	_____
2. Reception:			
A. Answering phones		_____	_____
B. Taking messages		_____	_____
C. Greeting people entering office.		_____	_____
D. Direct people entering the office to staff person.		_____	_____
E. Office etiquette.		_____	_____
3. Filing:			
A. Sorting information into file index system (alpha & numeric).		_____	_____
B. Put documents, forms, letters and other material into proper Location in file jackets and office file.		_____	_____
4. Copying:			
A. Make copies of assigned material.		_____	_____
B. Collate where needed.		_____	_____

- C. Distribute to requested locations. _____
- 5. Computers (MS Word, Windows 97):
 - A. Type materials assigned by office coordinator or Other staff person. These may include:
 - 1. reports _____
 - 2. memos _____
 - 3. business letters _____
 - 4. other such material _____
 - 5. opportunity to upgrade skills in MS Excel, Access and Power Point. _____
- 6. Record Keeping:
 - A. Compile such reports as requested by tabulating information. _____
 - B. Compile reports by transferring data from one document to another. _____
- 7. Equipment Used:
 - A. Personal Computer _____
 - B. Printer _____
 - C. Copy machine _____
 - D. Fax machine _____

Portland Community College

Occupational Skills Training
(971) 722-6127 Fax (971) 722-6124
2305 SE 82nd Ave, MTH 106
Portland, Oregon 97216

Training Agreement

Portland Community College District ("College") and _____
_____ ("Training Site", hereinafter "Site") agree as follows:

1. Site agrees to accept student enrolled at the college for training in a(an) _____ skill. Upon written certification from Site that a student has satisfactorily completed the course of training, College shall award the student a Certificate of Completion in the designated skill.
2. Site agrees to maintain a course of study in compliance with the Performance Objectives set by the college. College shall supervise the instructional program to insure compliance with the Performance Objectives. The site further agrees to provide appropriate safety training and to provide a safe learning environment for the student.
3. All tools, equipment, machinery, and supplies necessary for the training course shall be furnished by Site, except those items specifically required by Site to be furnished by the student. Items to be furnished by the student, if any, shall be designated by Site, and accepted by College prior to execution of this agreement, and a copy thereof shall be attached hereto.
4. The purpose of this agreement is to enable students enrolled at the College to learn the designated skill by working along with Site. The results or products of the student's efforts shall belong to Site, and neither College nor the student shall have any right or claim with respect thereto.
5. College may dismiss a student from the training program if the student ceases to be duly enrolled in good standing at College. Site may dismiss the student from the training program for cause, which fact shall be promptly communicated to the College.
6. This agreement is based on a _____ hour week for _____ month(s) for _____ (student), provided he/she is duly registered as a student of Portland Community College and is receiving appropriate training. The Site agrees to submit monthly progress reports.
7. Site is providing a training service to the student. This training agreement is not a contract of employment. Site and the student understand that they have no employment relationship. Site and the student additionally agree to the following conditions of training:
 - A. The training, even though it includes actual operation of the employer's facilities, is similar to what the student would receive in a vocational school.
 - B. The training is for the benefit of the student.
 - C. The student does not displace regular employees, but works under the close observation of the employee whose position the student is learning.
 - D. The student's presence at Site does not enable Site to hire fewer workers than it would otherwise require.
 - E. Site derives no immediate advantage from the student's activities. On occasion, Site's operations may actually be impeded by the training obligation.
 - F. The student has no guarantee of future employment with Site.
 - G. The student and Site agree that the student will not receive wages from the Site for the time spent in training.

This agreement shall become effective on the _____ day of _____, _____ and shall continue in force and effect to and including the _____ day of _____, _____.

TRAINING SITE OFFICIAL

PORTLAND COMMUNITY COLLEGE

By _____

By _____

Executive Dean

Title _____

By _____

Student

Address _____

Ref Agency _____

Please be advised that all PCC students in Occupational Skills work experience educational programs are covered by Worker's Compensation insurance for their work experience by Portland Community College self insurance pursuant to Oregon Revised statutes 656.046.

Portland Community College

Occupational Skills Training
(971) 722-6127 Fax (971) 722-6124
2305 SE 82nd Ave, MTH 106
Portland, Oregon 97216

Training Agreement (Fee Paid)

Portland Community College District ("College") and _____
_____ ("Training Site" hereinafter "Site") agree as follows:

1. Site agrees to accept student enrolled at the college for training in a/an _____ skill. Upon written certification from Site that a student has satisfactorily completed the course of training, College shall award the student a Program Award or Certificate of Completion in the designated skill.
2. Site agrees to maintain a course of study in compliance with the Performance Objectives set by the college. College shall supervise the instructional program to insure compliance with the Performance Objectives. The site further agrees to provide appropriate safety training and to provide a safe learning environment for the student.
3. All tools, equipment, machinery, and supplies necessary for the training course shall be furnished by Site, except those items specifically required by Site to be furnished by the student. Items to be furnished by the student, if any, shall be designated by Site, and accepted by College prior to execution of this agreement, and a copy thereof shall be attached hereto.
4. The purpose of this agreement is to enable students enrolled at the College to learn the designated skill by working along with Site. The results or products of the student's efforts shall belong to Site, and neither College nor the student shall have any right or claim with respect thereto.
5. College may dismiss a student from the training program if the student ceases to be duly enrolled in good standing at College. Site may dismiss the student from the training program for cause, which fact shall be promptly communicated to the College.
6. In consideration of the services to be performed by Site, College agrees to pay to Site the following amount of _____ per month based on a _____ hour week for _____ month(s) for _____ (student) provided he/she is duly registered as a student of Portland Community College and is receiving appropriate training. The Site agrees to submit monthly progress reports.
7. Site is providing a training service to the student. This training agreement is not a contract of employment. Site and the student understand that they have no employment relationship. Site and the student additionally agree to the following conditions of training:
 - A. The training, even though it includes actual operation of the employer's facilities, is similar to what the student would receive in a vocational school.
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 - F. The student has no guarantee of future employment with Site.
 - G. The student and Site agree that the student will not receive wages from the Site for the time spent in training.

This agreement shall become effective on the _____ day of _____, _____ and shall continue in force and effect to and including the _____ day of _____.

TRAINING SITE OFFICIAL

PORTLAND COMMUNITY COLLEGE

By _____

By _____
Executive Dean

Title _____

By _____
Student

Address _____

Federal Tax ID Number _____

Ref Agency _____

Please be advised that all PCC students in Occupational Skills work experience educational programs are covered by Worker's Compensation insurance for their work experience by Portland Community College self insurance pursuant to Oregon Revised statutes 656.046.

TRAINING OCCUPATIONS

Some occupations in which at least one Occupational Skills Training student has recently trained:

- Activities Assistant
- Admitting Clerk
- Assembler
- Auto Body Appraiser
- Auto Mechanic Helper
- Auto Service Writer
- Barber/Hair Stylist
- Bead Shop/Craft Worker
- Building/Facility Maintenance
- Building Permit Technician
- Case Aide Support
- Certified Medication Aide
- Community Corrections Officer
- Computer Fire Modeling Tech
- Claims Representative
- Computer Support Specialist
- Concrete Lab Assistant/Sampler
- Cook
- Cost Estimator
- Customer Service Representative
- Dental Assistant
- Dept. Of Motor Vehicles Clerk
- Dispatcher/Health & Safety Officer
- Drafting/Design Technician
- Eligibility Specialist
- Emergency Management Specialist
- Engineering Technician
- Environmental Technician
- Fiber Optics Technician
- Food Broker
- Fundraiser
- General Office /Clerical Support
- GIS Technician
- Hardwood Floor Installer/Finisher
- Heavy Equipment Operator
- Highway Maintenance Specialist
- Housekeeping Aid
- Human Resource Assistant
- HVAC Installation Mechanic
- Information Clerk
- Industrial Sales
- Insurance Agent
- Insurance Agent
- Interior & Finish Painter
- Janitor
- Job Coach
- Landscaping/Building Maintenance
- Loan Processor
- Medical Assistant
- Medical Clerk
- Medical Supply Technician
- Minister
- Motorcycle Mechanic

- Network Technician
- Nursery School Attendant
- Office Assistant
- Office Machine Servicer
- Pet Groomer
- Picture Framer
- Plans Examiner
- Plumbing Inspector
- Printer Repair Technician
- Project Analyst
- Property Appraiser
- Prosthetics Assistant
- Public Safety Assistant
- Real Estate Assistant
- Receptionist
- Records Technician
- Safety Coordinator/Personnel Clerk
- Sales Representative
- Scheduler
- Service Writer
- Shop Superintendent
- Shuttle Driver
- Sleep Disorder/Polysomnography Technician
- Small Engine Repair
- Social Service Assistant
- Sterile Processing Technician
- Structural Steel Inspector
- Substance Abuse Counselor
- Survey Technician
- Telecommunications Technician
- Tile Setter
- Tool Cutter
- Tool Repair Technician
- Truck Dispatcher
- Veterinary Assistant
- Volunteer Coordinator
- Warehouse & Showroom Manager
- Waste Water Treatment Operator
- Wine Specialist
- Youth Advocate

TRAINING OPTIONS AND IDEAS

- Accounting Clerk
- Administrative Assistant
- Administrative Clerk
- Assistant Publisher
- Computer Service Technician
- Cost Estimator
- Dental Lab Technician
- Denture Technician
- Diesel Mechanic
- Dispatcher
- Facilities Maintenance Supervisor
- GIS Technician
- Graphic Designer
- Grounds Maintenance
- Human Services Specialist
- HVAC
- Information Clerk
- IT Specialist
- Juvenile Custody Services Specialist
- Law Clerk
- Machinist
- Medical Billing & Coding Specialist
- Medical Office Assistant
- Medical Supply Technician
- Multimedia Technician
- Natural Resource Specialist
- Network Technical Support Specialist
- Nursing Home Administrator
- Office Administrator
- Outpatient Clerk
- Park Ranger
- Peer Support Specialist
- Pharmacy Technician
- Power Plant Operator
- Procurement Clerk
- Project Manager
- Property Management Assist
- Real Estate Appraiser
- Residential Care Manager
- Safety Inspector
- Service Technician
- Social Service Aide
- Sterile Processing Technician
- Visual Information Specialist
- Wastewater Treatment Plant Operator
- Web Design
- Welding Inspector
- Wireless Installation Technician
- _____
- _____