



GREATER WEST TOWN TRAINING PARTNERSHIP
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CHICAGO, ILLINOIS 60612
(312)563-9570
(312)563-9028
WWW.GWTP.ORG

COURSE CATALOG

July 2020 - June 2021

Greater West Town Training Partnership
Course Catalog
Last updated July 2020

BUSINESS OFFICE:

Greater West Town Project
500 N. Sacramento Blvd.
Chicago, Illinois 60612
312-432-9595 Phone
312-432-1051 Fax

SCHOOL TRAINING FACILITY:

500 N. Sacramento Blvd.
Chicago, Illinois 60612
Shipping & Receiving: 312-563-9028 Phone
312-563-9756 Fax
Woodworkers: 312-563-9570 Phone
312-563-9756 Fax

MISSION STATEMENT

GWTP's mission is to develop model programs and policy initiatives linking the employment and training of the neighborhood workforce with local economic development efforts and the needs of small and mid-sized employers.

WHAT ARE THE GOALS OF THE TRAINING PROGRAMS?

The Shipping & Receiving Training Program provides quality technical skills training in shipping and receiving operations; basic education remediation; job readiness guidance; and job placement support for qualified students. Graduates of the program qualify for entry-level shipping and receiving positions as clerks and other related tasks.

The Woodworkers Training Program provides quality technical skills training in wood products manufacture, and solid surface fabrication, basic educational remediation, job readiness guidance; and job placement support for qualified students. Graduates of the program qualify for entry-level, precision woodworking and solid surface fabrication positions.

The programs address the urgent needs of Greater West Town residents for technical skills training with the potential for careers offering decent wages, stable employment, and growth. At the same time, the programs address the needs of local industries to develop a skilled and motivated work force, which industries require to stay and expand their operations in the area.

WHAT IS THE HISTORY AND MISSION OF THE GREATER WEST TOWN TRAINING PARTNERSHIP?

The Greater West Town Training Partnership (GWTP) is a subsidiary organization established by Greater West Town Community Development Project (GWTCDP) to operate the agency's vocational training programs: Woodworkers and Shipping & Receiving.

GWTP is a non-profit corporation organized to expand economic and educational opportunities for low-income residents of the West Town, Humboldt Park, and near West Side community areas.

The Project is a community-based venture created by community leaders recognizing the priority of establishing effective employment/training, educational and economic development programs to address the community's chronic social problems: dropouts, gangs, drugs, violent crime, illiteracy and family instability.

The first Woodworking class began in January of 1993 and graduated the following April. Since then, seventy-five classes have graduated. The first Shipping & Receiving class began in February of 1996 and graduated the following June. Since then, sixty-eight classes have graduated.

HOW DID THE SHIPPING & RECEIVING TRAINING PROGRAM COME ABOUT?

The Shipping & Receiving Training Program developed from a partnership between the City of Chicago Department of Planning & Development and GWTP.

GWTP's research, based on surveys of local employers, economic development experts, and workers, revealed that the lack of qualified shipping & receiving personnel is a serious need for local industry.

A review of job orders over the past several years shows that shipping & receiving tasks are becoming more technically sophisticated. Local companies are seeking better educated and trained candidates.

There will be an average of approximately 2,400 annual job openings in shipping & receiving and related occupations in Cook County, according to a study published by the Illinois Department of Employment Security (IDES).

Interviews with local employers have shown strong interest and support for the creation of a shipping &

receiving training program in our area. There are none locally or citywide.

Based on information from local employers, trained, entry-level shipping & receiving workers earn a competitive starting wage with good benefits. They have excellent career advancement potential.

HOW DID THE WOODWORKERS TRAINING PROGRAM COME ABOUT?

The Woodworkers Training Program came about from a four-year partnership between the business community, represented by the Industrial Council of Nearwest Chicago (ICNC), and GWTP to link business retention and expansion efforts with community employment and training initiatives.

The training program's design is the result of a two-year, in-depth study funded by the John D. and Catherine T. MacArthur Foundation. Based on a survey of local employers, economic development experts, and workers, the study concluded that:

- Wood manufacturing is a viable industry in the Greater West Town Area. There are 91 woodworking firms, which employ about 1,900 workers, in this area alone.
- The lack of qualified, entry-level employees is a problem for local woodworking firms.
- Entry-level, semi-skilled wood manufacturing technicians earn good beginning wages with opportunities for advancement.
- No local woodworking program existed to address the needs of local wood manufacturing firms.

Among the study's achievements: it created a detailed curriculum reflecting the needs of local firms; it mobilized local firms in support of the program; it linked the business community with local educational institutions; it helped define training facility and equipment requirements.

WHAT CRITERIA ARE THERE FOR SUCCESSFUL COMPLETION?

Attendance

Regular attendance is considered essential. Cultivation of desirable work habits and a positive attitude is as important as the development of technical skills. You must sign in and out on the weekly time sheets every day. Use the exact time. Do not sign out

ahead of time. If you do not sign in and out you will be considered absent for that day.

Your attendance and behavior play an important part in maintaining your participation in the training. Poor attendance is not acceptable. If you are absent or tardy (including return from breaks) you will receive a verbal warning the first time this occurs. The second time this occurs you will receive a written warning. The third time this occurs you will be required to sign a written agreement that will define the terms under which you may continue as a student. If you fail to comply with the agreement, you will be terminated from training. With the successful completion of the program, you will receive a certificate.

You must complete all hours of the course to graduate. In the event that an emergency arises and you miss training time, see your instructors for make-up work and arrange a schedule to make up all hours within two weeks. Also for tardiness, time must be made up. The school does not allow students to take a leave of absence.

Students are expected to telephone a technical instructor of their program if they will be late or absent for any reason. Ask for a technical instructor or leave a voice message with your name, time of your call, reason for late/absent, and your phone number. The phone number for reporting this to Shipping & Receiving is **(312) 563-9028** and to Woodworking is **(312) 563-9570**. If you do not call and are absent for any reason you are subject to termination. Weather is not a valid excuse for being late or absent. Only if Chicago Public Schools are closed for weather is the training program closed.

Performance

Throughout the training program(s), students will be evaluated for their proficiency in basic skills and job specific skills; quizzes and workbook assignments will be administered. To obtain a certificate of completion, students are required to have average grades of at least 70% on all written quizzes and assignments in the Basic Skills and Job Specific Skills and 80% on Employment Guidance (i.e. Job Readiness). However, a student may successfully pass the Shipping & Receiving Program even if that student has not received a satisfactory grade in forklift operations. For satisfactory progress in the course, the same levels of performance must be in evidence at the initial (end of first quarter of the program) and midpoint of the course.

Those who enroll in the program are expected to make a commitment to it. Tutoring and extra help will be available from program staff, but students are expected to dedicate themselves to learning the skills and to

Follow through on a job search.

Students not performing at the expected academic or behavioral levels may be placed on probation or terminated. The initial time period for probation will be one week, at the end of which the student's performance will be reevaluated. Terms of probation will be agreed upon in writing with a time period and steps to recover specified. At the staff's discretion students may be placed on probation a second time during training. If a student's performance has not improved after the second probationary period, the student will be terminated from the program. Students must maintain an overall average of 80% to remain eligible for forklift training.

Students, who do not master the material initially, may be permitted to be retested. Students will receive a new grade and the initial grade will be discarded. Make-up quizzes for material missed during absences may also be arranged within two-days of the student's return to class. The program shall not be required to administer make-up quizzes or retesting more frequently than five times per student. Students should contact the appropriate instructor to arrange make-up exams. The program must be completed within 150% of the total program length (570 class hours for shipping & receiving and 675 class hours for woodworking). Incomplete grades will revert to a status of failed.

The decision to terminate a student can be appealed to the Director of Training. Students who have been terminated or have failed to complete the program may be considered to reapply. Students seeking to reapply to the program, must disclose that they have been previously enrolled. Students will receive new grades if readmitted to the program.

WHAT CONDUCT IS EXPECTED OF STUDENTS?

Your attendance and behavior is a very important in maintaining your participation in the training. Poor attendance, punctuality, and insubordination are not acceptable and are cause for termination. Students will be terminated who commit any of the following documented actions:

1. Physical or verbal abuse of any school staff, other participants, or funding agency staff; malicious destruction or theft of property; evidence that the student is under the influence of a controlled substance or alcohol; in possession of alcoholic beverages, controlled substances, or weapons.
2. We strive to provide a drug-free environment for

all who come onto our premises. We prohibit the manufacture, distribution, dispensing, possession, and use of controlled substances on our premises. As part of our policy a program of identification and referral has been established for students affected by drug or alcohol use. This program does not serve to modify, suspend or act as a substitute for our right to discipline; which would include the discharge of students who violate our policy. Prohibited items and substances include illegal drugs, controlled substances, mood or mind-altering substances, look-alike substances, designer or synthetic drugs, inhalants, prescription drugs (excepted when prescribed to the individual involved by a licensed physician), drug paraphernalia and equipment related to illegal drug or substance abuse. Students may be subject to testing if circumstances and/or observations of their conduct lead to the conclusion that they are in violation of this policy. Such suspicion may arise when, for example, a workplace accident has occurred, the student has engaged in disruptive, abusive, unsafe and/or uncharacteristic behavior. Periodic unannounced testing may also take place during the one-year period following the student's completion of a substance abuse treatment or rehabilitation program.

3. Computers are to be used for training, instructional, or employment purposes only, when monitored by a staff member. Game playing, visiting pornographic web sites or chat rooms, transmission of pornographic messages, use of drives other than those received from a staff member, modification, deletion, or addition of software, or other inappropriate use of computers is prohibited.
4. Prior to leaving the training area or classroom, students must obtain the instructor's permission.
5. Permission must be obtained from the instructor before tools or equipment are handled or used. No tools or equipment may be taken from the shop area. All tools must be returned to the proper storage locations by the end of class.
6. Professional behavior is expected at all times, including lunch time, entering/leaving the premises, breaks and company tours. Voices resonate in the building; be respectful to those who are working.
7. All students will be part of a weekly rotation of duties which are necessary for the smooth, safe running of the program. All students are responsible for the general cleanup of the area.
8. Students are not allowed to wear hats, caps, scarves, open-toed shoes, or sandals in the building.

Piercings should hold no jewelry other than a post. There is no eating or drinking outside the lunchroom area without staff approval.

9. Proper attire, that is, clothing that would be worn on the job, must be used at all times. Pants are to be at your waist; no under garment should be exposed, no shorts, boots and gym shoes are acceptable, no loose laces, no sandals, heels or open toed shoes, no tank tops or cut-off sleeves. Apparel with inappropriate words, graphics, or gang symbols are prohibited. If you are unsure about what to wear, please ask the instructors.
10. Smoking is permitted only in the designated smoking area located at the northeast corner of the parking lot. Entrances must be kept clear at all times. Doors may not be held or propped open.
11. The use of profanity is never allowed. If you have a problem with someone, inform an instructor immediately. Fighting, bullying, and verbal abuse are all strictly prohibited.
12. Nails must be trimmed to a length no longer than 1/8" above the cuticle.
13. No reading material other than that designated by staff will be allowed in the classroom during training. You must have permission from your immediate instructor to work on assignments for other instructors.
14. Co-mingling, that is, any interaction other than a traditional, politely spoken greeting with any student of West Town Academy is prohibited.
15. Cell phone use is not permitted inside the building. Cell phone use is permitted during non-training hours outside the building. Cell phones must be stored in your locker and turned off if brought inside the building. Use the training program phone number as your emergency contact number. A phone in room 706 is available for students to use for emergency and training related calls only with prior approval of a staff member. Non-compliance will result in progressive discipline up to and including termination.
16. Lockers are provided for student use. They must be cleaned out no later than graduation or upon completion of training. Locks will be removed at that time. GWTP is not responsible for items stored in lockers nor for damage or theft of vehicles/bikes.
17. Your behavior must have a positive impact on the group. Insubordination, negative, or indifferent

Attitudes are not acceptable. You must show respect for staff members as well as other participants.

WHAT IS REQUIRED FOR PROGRAM ADMISSION?

Applicants must be at least 18 years of old to be selected. (Applicants under age 18 at the time of application must have the written permission of parents or guardians.)

The training programs require that applicants have a high school diploma or recognized equivalence certificate. Applicants who are unable to provide the school with either a high school diploma or a recognized equivalence certificate will be required for admission to have reading and math achievement scores of not less than 6.0 (i.e. 6th grade) as established by administering Level D of the standardized Comprehensive Adult Student Assessment Systems (CASAS) and Test of Adult Basic Education (TABE).

In order to comply with the requirements of the Illinois Community College Board applicants who have provided the school with either a high school diploma or a recognized equivalence certificate will be required for assessment to pre-test at an appropriate TABE and CASAS Level as determined by administering the TABE Locator and CASAS Appraisal prior to the first day of training. Woodworkers Training Program applicants are also required to take and pass a measurement test for admission. No credits earned at other institutions are accepted for transfer. Students are advised to consult the institution of higher learning to which they may seek to transfer regarding the transferability of a certificate to that institution.

Because of the physical demands and safety requirements made of workers in Shipping & Receiving and Woodworking, applicants are required to undergo and pass drug screening to be admitted to training. All persons who would be unable to safely handle Shipping & Receiving or Woodworking equipment are not eligible for enrollment.

The Program may request the following as part of its admissions process:

- School transcripts
- Letters of recommendation
- Proof of employment
- Doctors' statements of physical condition

Applicants must demonstrate a substantial understanding of the requirements, demands, and potential benefits of a career in their chosen field to be able to make informed decisions and commitments about participating. Towards this end, all students are required to complete and sign an Individual

Employment Plan.

Applicants, through their prior work and school records, must demonstrate an ability to follow through on decisions, apply themselves, and finish what they begin.

Special consideration will be given to low-income persons who are residents of the Greater West Town area; however, enrollment will not be limited to such persons. Prospective students will undergo individual interviews by Program staff. The interview will discuss the applicant's prior employment experience, education, skills, interests, aspirations, and test results.

GWTP is committed to the policy that all persons shall have equal access to its programs, facilities, services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, or sexual orientation. The Program does not discriminate on account of race, color, creed, sex, religion, national origin, or physical or mental handicap unrelated to ability to perform task.

HOW ARE STUDENTS GRADED?

Students will be evaluated through a combination of written quizzes and observed performance. The grading scale is as follows:

- 90 - 100% Excellent
- 80 - 89% Good
- 70 - 79% Satisfactory
- 0 - 69% Unsatisfactory/Failure

In general, students are encouraged to review material that they have not fully understood until the subject has been mastered. Therefore, retesting is encouraged. Students will retake TABE test prior to program completion to determine educational gains in reading and math.

Students will be promptly informed about their grades on quizzes and proficiency tests. Written grade reports will be issued to students once after the training mid-point and at training completion.

IS ADVANCED STANDING GRANTED?

The Program does not grant advanced standing. However, applicants applying late who attain satisfactory grade level scores on the verbal or mathematics entrance examination may be eligible for late enrollment; that is, they may enroll after the first day of classes but no later than the 10th day of classes.

WHAT IS THE TUITION CHARGE?

Tuition for the Shipping & Receiving program is **\$10,475**. The Woodworking program tuition is **\$12,475**. This includes the cost of the training, placement services, and instructional materials. If an applicant is not eligible for Federal, State, or City funding, a **\$25** registration fee is required. There are no separate fees for books, supplies, equipment, or services.

If an applicant is eligible under the Federal, State, and/or City funding sources available, tuition and registration are waived. GWTP programs are designed to meet the needs of low-income, disadvantaged workers. This waiver of tuition is limited by the availability of Federal, State, and City funds or of grants received from private foundations and donations.

HOW DO I APPLY FOR ADMISSION?

To apply for admission, an applicant must come to the training site to complete and sign the application forms with the assistance of a program representative. In order to receive a tuition waiver, an applicant must also present documentation of eligibility. Applications will be accepted within sixty days prior to the beginning of each new class.

Employers, government agencies, and other organizations may also arrange to sponsor students. The terms of these arrangements will be separately negotiated and will be confirmed in a written contract with the sponsoring organization. (Sponsored students must also complete the informational sections of the application.)

HOW IS TUITION TO BE PAID?

There are two tuition plans for students whose tuition has not been waived or who are not sponsored by an organization:

- 1) They may pay their tuition in a single payment at the time of enrollment;
- Or
- 2) They may pay the tuition in two equal payments: 50% of the balance at the time of enrollment, and the unpaid balance of the cash price within thirty days.

No finance fees are applicable.

Payment must be in the form of a cashier's check, certified check or money order made out to the "Greater West Town Training Partnership."

REFUND / CANCELLATION POLICY

STUDENT'S RIGHT TO CANCEL

Students who have not visited the school prior to

enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. Written notification of withdrawal from the student shall not be required for refund payment. Refunds will be given in accordance with the schedule below.

“BUYER’S RIGHT TO CANCEL”

A student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within ten days of cancellation. Any cancellation should be in writing and must be delivered to school management.

REFUND POLICY

Applicants not accepted by the school shall receive a refund of all tuition and fees paid within thirty calendar days after the determination of non-acceptance is made.

When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.

When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student’s first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.

When notice of cancellation is given after the students’ completion of the first day of class attendance, but prior to the student’s completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph twelve of this Section, the cost of any books or materials which have been provided by the school.

When a private student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:

After 5% of the course of instruction, but within the first four weeks of classes the school shall refund at least 80% of the tuition. During the first 25% of the course, the school shall refund at least 55% of the tuition. During the second 25% of the course the school shall refund at least 30% of the tuition. In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section. Deposits or down payments shall become part of the tuition.

The school shall mail a written acknowledgement of a student’s cancellation or written withdrawal to the student within fifteen calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the fifteen calendar days. All student refunds shall be made by the school within thirty calendar days from the receipt of the student’s cancellation.

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than fifteen school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

The school shall refund all monies paid to it in any of the following circumstances:

- a. the school did not provide the prospective student with a copy of the student’s valid enrollment agreement and a current catalog or bulletin;
- b. the school cancels or discontinues the course of instruction in which the student has enrolled;
- c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The school must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

Greater West Town Training Partnership is a school which is accredited by the Accrediting Commission of Career Schools and Colleges, a nationally recognized accrediting agency as designated by the Secretary of the U.S. Department of Education pursuant to provisions of the Higher Education Act of 1965 (P.L. 89-329) and related regulations.

Information regarding any applicable third-party funding agency refund or return of funds policies may be obtained in the school's administrative department.

GROUNDS FOR CANCELLATION

Students whose absenteeism exceeds forty of the course hours or whose conduct violates program rules and regulations are subject to termination by the program.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students' complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved should be submitted in writing to the persons below in the order listed:

- a) Director of Student Services
- b) Director of Training
- c) Assistant Director of Greater West Town Partnership
- d) Executive Director

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the ACCSC. All complaints considered by the ACCSC must be in written form, with permission from the complainant(s) for the ACCSC to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the ACCSC.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302

Arlington, VA 22202

(703) 247-4212

www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Training.

Students are encouraged to resolve problems with the school initially. If the student feels that the school has failed to resolve the problem, **complaints against this school may be registered with the Board of Higher Education.**

Illinois Board of Higher Education (www.ibhe.org)

Division of Private Business & Vocational Schools

1 N. Old State Capitol Plaza, Suite 333 Springfield,

Illinois 62701

Fax Number: (217)782-8548

WHAT ARE THE SCHOOL'S HOURS?

Normal business hours for GWTP are 8:30 a.m. until 5:00 p.m. The training facility's hours are from 7:30 a.m. until 4:30 p.m.

HOW DO I OBTAIN A TRANSCRIPT?

An official transcript will be issued upon completion of the respective program.

WHAT SERVICES ARE AVAILABLE TO STUDENTS?

GWTP is co-sponsored by other human service and educational organizations. It has access to a variety of services which may interest students. Direct referral is available for Adult Basic Education, Graduate Equivalency Diploma, and ESL classes. Child care and after school programs, emergency services (i.e., food, clothing, shelter referrals) and family counseling are available at nearby cooperating agencies. Students who receive a tuition waiver may be eligible for Aid-To-First-Pay for the period between being placed in a job and the date they obtain their first pay check. They may also be eligible for a stipend for transportation costs. Students should address service needs with the Director of Student Services.

WHAT IS A HYBRID LEARNING MODEL?

Greater West Town Training Partnership has created a Hybrid Learning schedule. GWTP Hybrid/Blended Learning consists of three days on-site and two days remote/virtual. On-site training focuses mainly on technical skills training (e.g. forklift, palletizing, UPS Worldship, and Warehouse Inventory) and remote learning focuses on Bridge/Career Pathways which consists of Computational skills, Career Development, Reading, Literacy, and Communication skills.

WHAT PLACEMENT SERVICES ARE AVAILABLE?

The GWTP has operated a successful job placement training program since 1993. Approximately 2,179 students have completed training.

Woodworkers Training Program FY 20:

- The number of students who were admitted in the program as of July 1, 2019: **8**
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school: **25**The total number of students admitted in the program during the 12 month reporting period:**33**
- The number of students enrolled in the program during the 12 month reporting period who transferred out of the program and into another program at the school: **0**, completed or graduated from a program: **23**, withdrew from the school: **3**, were still enrolled as of June 30, 2020: **7**
- The number of students enrolled in the program who were: placed in their field of study: **16** placed in a related field: **0**, placed out of the field: **2**, not available for placement due to personal reasons: **3**, and not employed: **2**
- The number of students who took a State licensing exam or professional certification exam: **0**.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period: **0**
- The average starting salary for all school graduates employed during the reporting period: **\$14.49**

Shipping and Receiving Training Program FY 20

- The number of students who were admitted in the program as of July 1, 2019: **17**
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school: **57**
- The total number of students admitted in the program during the 12 month reporting period: **74**
- The number of students enrolled in the program during the 12 month reporting period who transferred out of the program and into another program at the school: **0**, completed or graduated from a program: **61**, withdrew from the school: **13**, were still enrolled as of June 30, 2020: **0**
- The number of students enrolled in the program who were: placed in their field of study: **48**, placed in a related field: **0**, placed out of the field: **1**, not available for placement due to personal reasons: **6**, and not employed: **6**

- The number of students who took a State licensing exam or professional certification exam: **0**
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period: **0**
- The average starting salary for shipping & receiving graduates employed during the reporting period: **\$15.28**

Of the 23 woodworking graduates in FY19, 14 requested placement assistance and obtained employment in the field as a result of placement assistance from Greater West Town. Of the 57 Shipping & Receiving graduates in FY19, 48 requested placement assistance and obtained employment in the field as a result of placement assistance from Greater West Town. These job training programs are actively supported by area employers and members of the Industrial Council of Nearwest of Chicago.

An integral part of the curriculum is the Employment Skills (i.e. Job Readiness). These classes cover the following topics:

- Career opportunities in the chosen field
- Using labor market information
- Preparing a résumé
- Completing a job application
- Preparing for an interview
- Employer expectations

Program staff directly assists students with their job search. They provide vocational information, coordinate any supportive services, conduct employer outreach, and coordinate employment referrals. Once a student is placed in a job, the specialist also follows up with the student on a scheduled basis to monitor progress and to intervene when necessary to resolve placement-related problems.

COMPARABLE PROGRAM INFORMATION:

Students may receive comparable program information relating to tuition and program length by contacting:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22202
(703) 247-4212

COURSE OF INSTRUCTION:

Shipping & Receiving

The Shipping and Receiving Training Course is operated on the first floor of a brick building in the Kinzie Industrial Corridor on the Nearwest Side of Chicago. The infrastructure includes a classroom with eraser board, chairs and tables, video equipment, technical materials library, warehouse space for inventory/ forklift training, and instructors' office.

Equipment used in the hands-on training includes: three industrial forklifts, electric rider pallet truck, electric order picker, manual and electric pallet jacks, hand trucks, semi-automatic stretch wrapper, computer lab, hand-held RF scanners, and computerized shipping and warehouse management systems.

The Shipping and Receiving Training Course includes the following topics over a twelve-week course period required for completion with a maximum of thirty-eight students in the class:

<u>Course Topics</u>	<u>Hours of Instruction</u>
A. Basic Skills	60
· Business Writing	
· English Grammar	
· English Vocabulary	
· Reading Comprehension and Reasoning	
· Writing Skills	
· Business Math	
B. Job Specific Skills	300
· Warehouse Operations	
· Workplace Safety	
· Basic Receiving	
· Basic Shipping	
· Basic Storage	
· Packaging	
· Advanced Shipping	
· Basic Inventory	
· Forklift Operations	
· Quality Control Procedures	
· Traffic Management	
· Computer Applications	
C. Employment Skills	<u>20</u>
TOTAL CLOCK HOURS	380

COURSE DESCRIPTIONS
Shipping & Receiving

Shipping and Receiving Vocational Skills

Practical, hands-on technical skills training to prepare for entry-level positions in Shipping & Receiving. Includes picking and packing, forklift operation and certification, RF scanner operation, warehouse design for the transportation, warehousing, and logistics industry.

Shipping and Receiving Computational Skills

Contextualized basic skills in preparation for entry-level positions in Shipping & Receiving. Includes computer applications, freight rate calculation, arithmetic, pre-algebra, and problem solving appropriate for the transportation, warehousing, and

logistics industry.

Shipping & Receiving Career Development

Contextualized employment skills for in preparation for entry-level positions in Shipping & Receiving. Includes lecture and practical group & individual exercises with discussions about on-the-job leadership, problem solving, conflict resolution, time management, priority & goal setting; completing job applications, resume writing, interview techniques, mock interviews and how to succeed on the job.

Shipping and Receiving Reading, Literacy, and Communication Skills

Contextualized basic skills for technical training to prepare for entry-level positions in Shipping & Receiving. Includes basic English grammar, reading and writing skills, logistics terminology and procedures, documenting shipping records and waybills for the transportation, warehousing, and logistics industry.

COURSE OF INSTRUCTION:

Woodworking

The Woodworkers Training Course is operated on the first floor of a brick building in the Kinzie Industrial Corridor on the Nearwest Side of Chicago. The woodshop includes an advanced machining center with a CNC Router, Edgebander and sliding table saw. Infrastructure includes a classroom with video equipment, eraser board, chairs and tables, technical materials library, and instructors' office. Equipment used in the hands-on training includes: table saws, jointer, planer, band saw, pin router, drill press, sanders, veneer press, portable power tools, and hand tools.

The Woodworkers Training Course covers the following topics over a typical fifteen week course period required for completion with a maximum of thirty students in the course.

<u>Course Topics</u>	<u>Hours Of Instruction</u>
A. Basic Skills	70
· Business Writing	
· English Grammar	
· English Vocabulary	
· Reading Comprehension and Reasoning	
· Writing Skills	
· Mathematics	
B. Job Specific Skills	360
· Safety for Woodworkers	
· Wood Technology	

- Hand Tools
- Fasteners
- Portable Power Tools
- Stationary Power Tools
- Assembly Techniques
- Finishers and Laminates
- Blueprints and Instructions
- Shop Operations
- General Maintenance

C. Employment Skills	<u>20</u>
TOTAL CLOCK HOURS	450

values for dimensions and construction details, understanding and determining geometric relationships within component parts and assemblies 1

Clock hour: a period of no less than fifty minutes of instruction.

COURSE DESCRIPTIONS

Woodworking

Woodworking Vocational Skills

Practical hands-on technical skills training to prepare for entry-level positions in the wood products manufacturing and solid surface fabrication industries, includes: stationary machine set-up and operation, portable power tools and hand tools, skills for basic cabinetmaking and furniture manufacturing.

Woodworking Computational Skills

Contextualized basic skills in preparation for entry-level positions in Woodworking. Includes computer applications, arithmetic, pre-algebra, and problem solving appropriate for the woodworking industry.

Woodworking Career Development

Contextualized employment skills preparation for entry-level positions in Woodworking. Includes lecture and practical group and individual exercises and discussion in on-the-job leadership, problem solving, conflict resolution, time management, priority & goal setting; completing job applications, resume writing, interview techniques, mock interviews and how to succeed on the job

Woodworking Reading, Literacy, and Communication Skills

Contextualized basic skills for technical training to prepare for entry-level positions in Woodworking, includes: basic English grammar, reading and writing skills, woodworking terminology and procedures appropriate for the woodworking industry.

Woodworking Blueprint Reading

This course includes spatial relations and 3-D visualization, identifying and calculating numerical

Christmas Day	December 24, 25
New Year's Day	December 31, Jan. 1
Class 74 Begins	January 25 January
Class 73 Completion	15 January 18
MLK, Jr. Day	March 29
Class 75 Begins	April 16
Class 74 Completion	April 2
Good Friday	
Memorial Day	May 31
Class 75 Completion	June 18
Class 76 Begins	June 14
Class 76 Completion	September 3

The following is a schedule of key dates for the 2020-2021 **Woodworking** academic year:

Class 79 Begins	July 13
Labor Day	September 7
Class 79 Completion	October 23
Class 80 Begins	October 26
Thanksgiving Day	November 26, 27
Christmas	December 24, 25
New Year's Day	December 31, Jan. 1
MLK, Jr. Day	January 18
Class 81 Begins	February 3
Class 80 Completion	February 25
Class 82 Begins	April 19
Good Friday	April 2
Class 81 Completion	May 7
Class 83 Begins	May 24
Memorial Day	May 31
Class 82 Completion	June 30
Class 83 Completion	September 3

WHAT IS THE SCHOOL'S ACADEMIC CALENDAR?

The following is a schedule of key dates for the 2020-2021 **Shipping & Receiving** academic year:

Class 72 Begins	July 27
Labor Day	September 7
Class 72 Completion	October 16
Class 73 Begins	October 12
Thanksgiving Day	November 26, 27

CERTIFICATION

Certificate of approval to operate issued by the Illinois Board of Higher Education; 1 Old State Capitol Plaza, Suite 333; Springfield, Illinois 62701. The school is in good standing. The program is partly funded by: Illinois Dept. of Human Services; City of Chicago Department of Family and Support Services; Chicago Cook Workforce Partnership; Illinois Community College Board.

ACCREDITATION

Greater West Town Training Partnership is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), and approved by the Illinois Board of Higher Education, and is in good standing with both.