

Non-Credit Training Agreement

Victoria College

an educational institution in the County of Victoria, in the State of Texas, and

Gonzales Independent School District

agree to enter into a partnership to offer non-credit training to eligible students. This Memorandum of Understanding (MOU) shall be in effect from **June 1, 2023 to May 31, 2024**.

Both the College and the school district agree that all course policies and practices are under the jurisdiction of the College. In consideration of this agreement, the parties agree to the following:

1. Student Eligibility Requirements

To be eligible for enrollment the high school student must

- Attend a mandatory information session for parents/guardians/responsible adults and students.
- Meet all Workforce and Continuing Education registration requirements, as well as other requirements that may be imposed by the school district.
- Possess basic math and reading skills to be successful.

2. Eligible Courses

Training consists of multiple levels for each craft area. These courses are taught in progressive levels using the nationally recognized National Center for Construction Education and Research (NCCER) curriculum. These courses provide competency-based, task-driven modular training and are designed to maximize learning by combining illustrated instructional materials and structured classroom activities conducted by craft instructors.

The College will provide instruction and all course materials for the following NCCER courses:

First Year Students

- **Core Curriculum: Introductory Craft Skills**
This course is common to all NCCER training programs and is required for NCCER Certification for all Level 1 courses. No prior experience is necessary. Students will not receive NCCER certifications for any industrial course unless this course has been successfully completed. Topics include introduction to basic safety, communication and basic employability skills, blue prints and construction math, and hand and power tools.
- **Electrical, Level 1**
This course provides an introduction to the electrical trade. Topics include introduction to electrical circuits, theory, and safety; introduction to the National Electrical Code®; conductors and cable, device boxes; hand bending; and residential electrical services.
- **Plumbing, Level 1**
This course provides an introduction to the plumbing trade. Topic include introduction to the plumbing profession, safety and tools, introduction to plumbing math and drawings, plastic and copper pipe and

fittings, cast iron and carbon steel pipe and fittings, introduction to fixtures and faucets, DWV systems, and water distribution systems.

3. Instructor Qualifications

Victoria College will provide/compensate instructors who meet NCCER guidelines and are certified by the Industrial Merit Shop Education Foundation (IMSEF), which serves as the sponsor representative for Victoria College.

4. Location, Size, and Student Composition of Classes

Courses will be conducted at VC Gonzales Center, which will provide a classroom and lab space for hands-on training. This space must follow NCCER guidelines and be inspected and approved prior to training. College instructors will access the classroom and lab.

Unless other arrangements have been made, the school district and College agree to the following statements regarding the provision of facilities and communications lines.

- a. High school will ensure students have appropriate access to all available instructional resources and essential technology;
- b. The College determines maximum class size and maintains the right to accept or reject new students after classes have begun.
- c. The high school and College will ensure the classroom environment is conducive to college-level learning.

5. Academic Policies and Student Support Services

Regular academic policies applicable to courses taught at the College's main campus also apply to non-credit courses.

High school personnel will assist College personnel with enrollment, registration and appropriate support services such as scholarship opportunities. The high school will provide a computer lab or suitable area to conduct these interactions, along with additional support service.

The College will provide students with the same access to academic, career, and transfer advising, as well as disabilities services and resources that it provides to other college students. If the College course is taught at the high school, the Disability Support Specialist will coordinate class accommodations with the high school Special Education Counselor, in accordance with NCCER guidelines.

Student grievances or complaint procedures for handling students' complaints regarding the College course are applicable to all students and can be found in the current catalog and handbook.

6. Schedule

Classes will follow the regular school calendar year. First-year students will meet during the sixth and seventh period block schedule.

7. Grading Criteria

Non-credit courses receive a grade of S - Satisfactory performance or U - Unsatisfactory performance. Upon successful completion of the courses, the College will submit student paperwork to IMSEF. After their review and verification, it will be submitted to NCCER for final approval. Once approved, the student's name will be logged in the national registry. These courses are non-credit and do not apply toward a college credit degree or certificate.

It is the school district's responsibilities to correctly code classes to meet PEIMS requirements.

8. Fees and Funding Provisions

- a. Students are responsible for completing FAFSA to determine scholarship eligibility. Students may apply for a scholarship made possible by the Victoria College Foundation

First Year Students (Core/Electrical Level 1)

Textbooks	\$ 350
Online Testing Fees	\$ 20
Tool Kits	\$ 130
1 st Yr. Projects Supplies (Electrical)	<u>\$ 300</u>

First Year Student (Core/Electrical 1) (Cost Per student) \$800 per student
Minimum cost is for six students (\$800 x 6 students = \$4800)

Cost for Core/Electrical 1 is (\$4800 + \$800 x each additional Electrical 1 student)

First Year Students (Core/Plumbing Level 1)

Textbooks	\$ 300
Online Testing Fees	\$ 20
Tool Kits	\$ 130
1 st Yr. Projects Supplies (Plumbing)	<u>\$ 350</u>

First Year Student (Core/Plumbing 1) (Cost Per student) \$800 per student
Minimum cost is for six students (\$800 x 6 students = \$4800)

Cost for Core/Plumbing 1 is (\$4800 + \$800 x each additional Plumbing 1 student)

- b. Gonzales School District is responsible for additional fees related to the College delivering instruction for Gonzales High School.

Instructor Costs (Core / Electrical Level 1)	\$11,900
Instructor Costs (Core / Plumbing level 1)	\$11,900

9. Administrative and Procedural

Students are required to comply with the registration, attendance, and academic policies, and the code of conduct, contained in the current College catalog and student handbook.

Gonzales High School will designate a contact person who will act as a liaison and coordinate all program matters.

The Director of Workforce and CE and the Director of CE Industrial Programs will serve as the Victoria College contact personnel. The Manager of VC Gonzales Center and Assistant Manager of VC Gonzales Center will serve as contact for daily activities.

The College will collect, share, and review program and student data to assess progress for the high school. The College will report six-week and final grades to the designated contact person for the high school. Gonzales High School will collect, share, and review program and student academic records and directory information to assess the progress for the high school.

Terms of Agreement

This agreement shall become effective on June 1, 2023 for the 2023-24 academic calendar year or the date signed, whichever is later. This agreement shall be enforced for each academic year, as deemed necessary, unless either party submits written request for withdrawal or change for the next academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The College or school district shall have the right of canceling or terminating this agreement at any time according to the above guidelines.

Approved by:

Victoria College

Gonzales Independent School District

Jennifer Kent

ZSA

Signature

Signature

Jennifer Kent

Elmer Allanza

Print name

Print name

President

Superintendent

Title

Title

4-17-2023

4/17/2023

Date

Date