

Non-Credit Training Agreement

Victoria College

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

Hallettsville 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 **August 1, 2021 to July 31, 2022**.

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 & 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:

- **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; 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.
- **Electrical, Level 2**
This course is a study in alternating current; motors theory and application; circuit breakers and fuses; conductor installations, terminations and splices; conduit bending; grounding and bonding; pull and junction boxes.

3. Instructor Qualifications

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

4. Location, Size, and Student Composition of Classes

Courses will be conducted at Hallettsville High School, who 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 need access to 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 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, & 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 Disabilities Advisor will coordinate class accommodations with the high school Special Education Counselor, in accordance with NCCER guidelines.

Student grievances or complaint procedures for handling student's 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, and will meet during the third and fourth 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 the Industrial Merit Shop Education Foundation (IMSEF), who serves as the Sponsor Representative for Victoria College. After their review and verification, it will be submitted to NCCER for final approval. Once approved, the student name will be logged in the National Registry. These courses are non-credit and do not apply towards a college credit degree or certificate.

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

8. Fees and Funding Provisions –

- a. Students are responsible for completing FASFA to determine scholarship eligibility.

First Year Students

Textbooks (Core, Elec 1, Elec 2)	\$ 280
Online Testing Fees	\$ 96
NEC Code Books	<u>\$ 150</u>
	\$ 526 per student

Supplies	\$ 600
Instructor Costs	<u>\$ 8,120</u>
	\$ 8,720

First Year Student (Cost Per student) \$ 1,979

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

Instructional cost \$4,000

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.

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

The Director of Workforce & CE and the Director of Industrial Programs will serve as the Victoria College contact personnel.

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.

The High School will collect, share, and review program and student academic records and directory information to assess the progress for each high school.

Terms of Agreement

This agreement shall become effective on August 1, 2021 for the 2021-22 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

Hallettsville Independent School District


Signature


Signature

Cindy Buchholz
Print name

Dr. Jo Ann Bludau
Print name

Executive VP-Chief Academic Officer
Title

Superintendent
Title

8/18/21
Date

August 18, 2021
Date