



Vocational Training and
Empowerment Center

Student Handbook

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Dear Student,

Opportunity Enterprises welcomes you to VTEC, the Vocational Training and Empowerment Center. We are excited that you have accepted this opportunity to learn, grow, and enhance your skill sets. We look forward to helping you reach your goals.

The VTEC program is designed to fit your unique needs as you grow your skillset for employment. The program includes a variety of activities and skills labs that allow you to enhance your skill set.

This student handbook will help you and your family gain a clear understanding of the policies we have here in VTEC. Please take the time to review this handbook before starting your selected program. Additional information about policies and procedures will be discussed on the first day of class.

This marks the start of an amazing journey. We are excited to see you grow, learn from your teammates, and successfully complete the training.

Yours in Service,

Kate Ramirez
Vocational Training Manager
Opportunity Enterprises, Inc.
2801 Evans Avenue, Valparaiso, IN 46368

Class Schedule

Classes run from 4-6 hours a day three days a week for 8-12 weeks, depending on the location in which you are enrolled. Frequent breaks are built into the program.

Class Structure

The beginning of the class will focus on soft skills which include but are not limited to; social/interpersonal skills, independent living skills, safety, and public transportation use. When the class shows understanding of these concepts, the class will move into skills that would be needed in any position including workplace safety, customer service, and teamwork. At week six the class will move into a program-specific curriculum. During the last two weeks of class, students will learn about job searching, and interviewing, and will complete the class by reviewing.

Instruction throughout the class can be in the classroom, in a training lab, or through field experience.

Materials Needed

- Notebook
- Pen or pencil

POLICIES

Attendance

Attendance is required and will be tracked. If participants know that they are going to miss class, it is expected that they will call the instructor at least 2 hours in advance. Do not ask someone else to relay the message. Absences of 12 hours (3 days) will result in discharge from the program. Participants are expected to be on time for class. Anyone who is not at their assigned workstation and ready to learn at the beginning of the training time will be considered tardy. If participants know they are going to be late to class, they must notify the Vocational Training Manager 1 hour prior to the start of class. Opportunity Enterprises attendance policy will be reviewed on the first day.

Participation

It is expected that students will participate in all classroom activities and discussions. The activities help to determine if the student will pass the competencies to complete the class. Participating shows that they understand the information and are able to use it in the future. Come to class prepared to be an active participant in the planned activities for the day.

Technology

Chromebooks will be used for class activities as assigned by the instructor. Participants will need to use a pen and paper to take notes. Misuse of Chromebooks will not be tolerated. Chromebooks will be assigned to OE. Please leave personal computers at homes.

Cell Phones

Cell phones should be turned off and put away during class time. There may be times when students are allowed to use their phones for class purposes. Participants are allowed to use phones during breaks, but they should not be out during class. Texting and using the phone during class is rude and makes it obvious that you are not listening or participating in class.

Dress Code

Participants are expected to dress appropriately for class. Participants are expected to wear long pants (jeans or khakis), non-slip shoes, and a shirt that does not have anything offensive on it. If you are not dressed appropriately, it may result in you being unable to participate for the day.

Professionalism

Participants are expected to act in a professional manner. This program is to prepare you for the job industry and should be treated as your job. Participants should treat others with respect. Conversations among peers should be kept workplace-appropriate

Focus/Attention

Participants should give full attention to the lesson and discussion. You should take the time to understand the points that are being made and ask questions when appropriate. You should not interrupt others who are talking.

Handbook Acknowledgment

I have read and agree to abide by this Handbook.

<i>Student Printed Name</i>	<i>Date</i>
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<i>Student Signature</i>	<i>Date</i>
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<i>Witness Printed Name</i>	<i>Date</i>
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<i>Witness Signature</i>	<i>Date</i>
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