

Skilled Trades Career Readiness Pre-Apprenticeship - Course Syllabus

Instructor: Dr. Colby Webb

Delivery Mode: Online (LearnDash + Weekly Teams Meetings)

Duration: 6 Weeks

Meeting Time: Saturdays at 5:00 PM (PST)

Teams Meeting Link: [Insert Microsoft Teams Link Here]

Course Overview

The Skilled Trades Career Readiness Pre-Apprenticeship prepares learners to enter apprenticeship programs or skilled trade careers with a foundation of safety awareness, professionalism, and employability skills. Over six weeks, participants will explore trade pathways, develop technical aptitude, build essential workplace habits, and assemble a professional portfolio to showcase their competencies. This course aligns with WIOA career readiness standards and serves as a bridge to registered apprenticeship or industry employment.

Course Objectives

- Identify trade career pathways and assess personal aptitude.
- Demonstrate workplace safety practices and OSHA awareness.
- Apply basic technical, math, and measurement skills relevant to multiple trades.
- Read and interpret simple blueprints and project plans.
- Exhibit professionalism, teamwork, and effective communication.
- Compile a professional portfolio demonstrating readiness for employment or apprenticeship.
- Develop a career roadmap with short-, mid-, and long-term goals.

Weekly Breakdown

Week	Focus Area	Key Lessons & Tasks	Apply & Reflect
1	Skilled Trades Overview & Aptitude	Introduction to trades and personal aptitude	Select a trade pathway, and reflect on interests.
2	Workplace Essentials	OSHA-10 fundamentals, PPE, and communication	Safety scenario and professionalism exercises

3	Universal Technical Skills	Tool identification, measurement, and math.	Measurement reference guide
4	Project Skills & Blueprints	Blueprint reading and project planning.	Interpret the blueprint and create a timeline.
5	Employability & Transition	Resume building and mock interviews.	Mock interview recording and reflection.
6	Portfolio & Career Launch	Portfolio completion and career roadmap.	Submit portfolio and final reflection.

Portfolio Requirements & Google Drive Setup

Each learner will maintain a Google Drive portfolio folder as digital documentation of skills and growth.

Setup Instructions:

1. Create a folder titled "Lastname_Firstname_TradePortfolio".
2. Inside, create subfolders:
 1. Resume
 2. Certifications
 3. Projects
 4. ApplyAndReflect
 5. CareerRoadmap
 6. Final Portfolio.
3. Set sharing permissions to 'Anyone with the link: 'Viewer'.
4. Upload weekly assignments to the corresponding folders.
5. Submit your Drive link in the Week 6 submission area.

Certifications

Credential	Issued By	Description & Purpose
OSHA-10 (Construction or General Industry)	<i>U.S. Department of Labor / OSHA Authorized Trainer</i>	Verifies understanding of basic workplace safety, PPE, hazard identification, and worker rights. This is one of the most valued entry-level safety credentials across trades. <i>(Delivered via authorized training partner</i>

		<i>integration or accepted upload of prior certification.)</i>
Pre-Apprenticeship Completion Certificate	<i>CraftED Workforce Solutions (WIOA-aligned)</i>	Confirms completion of a structured pre-apprenticeship meeting DOL and state workforce readiness standards. Can be shared with apprenticeship sponsors or employers to verify preparedness.
Digital Portfolio & Career Roadmap Validation	<i>Instructor-Signed Credential</i>	Serves as verified documentation of the learner's skills, reflections, and career plan – a critical tool when applying for apprenticeships or employer-sponsored training.

Assessment Overview

Category	Weight	Description
Apply & Reflect Assignments	40%	Weekly performance tasks demonstrating learning outcomes
Quizzes (Weeks 1–6)	30%	Short knowledge checks + Final comprehensive quiz
Portfolio & Career Roadmap	20%	Capstone evidence of readiness
Participation & Teams Sessions	10%	Attendance, engagement, and professionalism

Professional Conduct & Communication

Learners are expected to maintain professionalism in all meetings and submissions. Communicate respectfully, arrive on time, and complete assignments with integrity. Instructor communication is available via Teams or email, with responses typically within 24 hours Monday–Friday