



Resources to Assist with Meeting Community Workforce Goals

The **Santa Clara County Trades Orientation Program (TOP)** is a comprehensive apprenticeship readiness program that provides a pathway into construction apprenticeships for disadvantaged and underrepresented community members. It was created by a collaboration between industry, community and local government, and is based in the local public workforce development system.

The Trades Orientation Program (TOP), in collaboration with Registered Apprenticeships, can assist employers in meeting goals for hiring and retention of under-represented workers.

EMPLOYER SERVICES:

The Trades Orientation Program (TOP) can provide the following services to contractors who are seeking to hire/sponsor new apprentices:

- Outreach and identification of targeted under-represented community members who are seeking a construction career.
- Screening of candidates through its application and ranking process.
- Industry awareness, preparation, safety training, basic trades math, “soft skills” building and more, provided via a required 130-hour, nationally certificated MC3 course.
- Guidance and counseling to qualified candidates on how to navigate the application and entry process for each Registered Apprenticeship.
- Supportive services (for those eligible) to help candidates succeed.

QUALIFICATIONS:

All TOP graduates meet the following minimum qualifications:

- Age 18 or over
- High school diploma or GED
- Eligible to work in the United States
- Successfully completed 130-hour Multi-Craft Core Curriculum
- Valid California Class C Driver’s License (can be waived for trades where this is not a requirement)
- OSHA 10 card (construction industry)
- CPR / First Aid card

POPULATIONS SERVED:

The Trades Orientation Program serves under-represented populations and those who face barriers to employment.

Upon request, the program can target and recruit populations with specific barriers such as homeless or recently housed, individuals in re-entry, U.S. veterans, unemployed or low-income, or others.

Demographics of 2016-2017 graduates include:

- 30% female

- 24% Hispanic / Latino

- 20% Black / African-American

- 19% Asian / Pacific American

INDUSTRY OVERSIGHT:

The screening requirements, curriculum, delivery method, and selection of instructors for TOP are overseen by the Santa Clara County Construction Careers Initiative.

The mission of the Construction Careers Initiative is to promote registered apprenticeship and construction careers among disadvantaged and underrepresented populations. Its Steering Committee consists of representatives of local Registered Apprenticeships and building trades, along with community organizations and Santa Clara County's two public workforce boards: work2future and NOVA.

COST:

There is no cost or fee for the services provided by the Trades Orientation Program.

The program is supported by major funding from the California Workforce Investment Board's Proposition 39 Pre-Apprenticeship grants, along with ongoing support contributed by Construction Careers Initiative partners.

RESTRICTIONS:

TOP provides entry-level screening and workforce preparation. We do not provide technical training. If you are seeking experienced construction workers, we suggest contacting the appropriate Registered Apprenticeship or hiring hall.

CONTACT:

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