

# Building Skills Partnership

## Program Offerings

### **ADVANCE Vocational ESL - 70+ hours**

The ADVANCE Vocational ESL program is an intensive English and job skills curriculum designed to meet industry needs for a skillful workforce, while meeting the individual's needs for basic English communication. Building owners, client and maintenance companies, and facility managers alike understand the value of having a workforce that can communicate directly with tenants to provide higher quality service and increase bottom line interests. Offered at the worksite on paid time.



### **Green Janitor Education Program - 30-hours**

The Green Janitor Education Program (GJEP) is a 30-hour curriculum focusing on environmental and sustainability practices for janitorial workers resulting in their certification by the USGBC-LA. Participating buildings in GJEP are eligible for an additional LEED point towards the certification of a building. The program provides hands-on energy management and green cleaning training to address the Operations and Maintenance practices that enable buildings to meet green performance standards while also ensuring safe disinfecting practices. Offered at the worksite on paid time.



### **Infectious Disease Certification - 12-hours**

The Infectious Disease Certification (IDC) 12-hour program includes 8 modules on bloodborne and airborne infectious diseases, modes of transmission, strategies for disinfection and workplace ergonomics. The training was developed in collaboration with subject-matter experts at UCLA LOSH, UC Berkeley LOHP and the Ashkin Group and is continually updated to align with the latest information from the CDC and the WHO. Participating buildings in IDC are eligible for an additional LEED point towards the certification of a building. Offered at the worksite, on paid time.



### **Green Janitor Education Program 2.0 - 12-hours**

The Green Janitor Education Program (GJEP) 2.0 addresses the current and upcoming demand for new green, safe, and healthy buildings. Considering the essential nature of janitors, BSP sees a unique opportunity to redefine the relationship between janitorial and commercial buildings. As the industry shifts and expands its responsibility to create safe and clean workplaces, sustainability buildings and workplace health and safety have become even more interconnected. Through this program, BSP will leverage its labor-management partnerships to build a new career pathway program in this context of mitigating climate change, assessing the environmental impact of GJEP, while also creating safe workplaces.



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### **Legionella - 2-hours**

A 2-hour module on the Legionella bacteria and Legionnaires disease, causes of outbreak in commercial buildings especially after prolonged closure or reduced occupancy, how to prevent exposure and protect building occupants. Offered at the worksite, on paid time



### **COVID-19 Vaccine Education and Appointment Assistance**

As a trusted partner in the community, BSP is committed to making the COVID-19 vaccine accessible for all property service workers. BSP's COVID-19 vaccine education campaign and community hotline connects workers to COVID-19 resources and local vaccine appointments: (408) 430-3314. BSP staff is available to conduct COVID vaccine education workshops.



### **Worker Advisory Committee Leadership Trainings**

Advisory Committee Training enables workers to take an active role in providing feedback and recommendations on BSP programs, amplifying workers' voices to shape BSP programs and outreach strategies. Workers receive upskilling on marketing and recruitment to promote BSP's resources among other workers. As part of the Worker Advisory Committee Leadership Training, workers develop leadership skills such as public speaking and digital skills.



### **Floor Care Technician Training- 128-hours**

This 8-hour training includes classroom instruction on the fundamentals of floor care, followed by 3 weeks of on-the-job training between a peer trainer and a trainee. Ideal for janitorial workers interested in advancing to become floor care technicians and current floor care technicians interested in expanding their leadership skills. On paid time, training location may vary.



### **New Employee Job Fair For Contractors**

BSP collaborates with SEIU-USWW and the HR departments of signatory Contractors to host job fairs within the surrounding communities. The goal is to increase job opportunities for communities in need while ensuring they join a responsible sector of the industry. These fairs are a win-win for both people in need of employment and responsible employers seeking to fill open positions.



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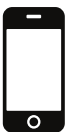
### Digital Literacy Sessions - 2-hours

The Digital Literacy Sessions are tailored to address the specific training needs of each student. Students may learn how to navigate the Internet, to create an email account, to type, and to use word-processing software. The Digital Literacy Sessions provide students with one-on-one case management to expand, clarify and troubleshoot areas of development. These sessions are for students who are new, somewhat familiar or advanced in technology usage. BSP's Digital Literacy Program further develops the digital skills of individuals in order for them to access information, communicate with others at the workplace and at home, and advance in their professional and personal lives.



### Computer Lab/Digital Device Maintenance

Building Skills Partnership has a computer lab in all of its statewide offices. Each computer lab is a dedicated space with desktops, laptops, printers and routers. Total number of laptops and desktops is currently about 75, with a total number of tablets at 60. Maintenance is performed on a routine basis by professional IT support personnel. The Computer Labs are used by BSP students registered in Digital Skills Union Hall classes. The computer systems are used to support other BSP programming such as VITA Tax services, submitting FAFSA applications through the PU program and completing online naturalization form applications.



### Digital Infrastructure Investment

BSP invested in the expansion of its digital infrastructure starting in March 2020. Through this investment, BSP developed a Device Lending Program to facilitate computers for workers in the worksites classes. BSP is purchasing Chromebooks, with the corresponding storage devices and transportation means. These devices are stored in all BSP offices statewide and are set up, updated and maintained every other month. Tech support services and low cost internet are provided to the workers. BSP conducted market research for a Learning Management System (LMS) to offer online classes to workers and chose to work with Canvas. To this aim, BSP has retained a Specialist in UX/UI Contractor to build coursework and classes on the Canvas platform.



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### **English as a Second Language - 28-hours**

The English as a Second Language (ESL) program provides workers with the opportunity to gain the language skills they need to navigate their workplace and community. This general ESL class allows students to learn basic literacy skills, including reading, writing, listening, and conversational skills. The ESL class is offered virtually during varying schedules allowing workers to join on their own time.



### **Citizenship and Civic Engagement**

The Citizenship and Civic Engagement Program supports individuals throughout the process of becoming naturalized U.S. citizens.



#### *Citizenship Class - 20-hours*

Students learn United States history, civics and English to prepare and pass the naturalization exam. BSP strives to alleviate the path towards becoming a Citizen by providing guidance with the application and interview process. BSP refers participants to a wide network of outside organizations and agencies that can provide additional resources and assistance in their journey on becoming citizens.



#### *Citizenship Drives*

The BSP Citizenship Drive in Southern California supports participants in their naturalization journey. BSP partners with local organizations to provide free assistance in completing their naturalization (N-400) forms, residency renewal applications and fee waivers (if eligible). Immigration attorneys are also present to help assess participants' cases and refer them to partner organizations if further assistance is needed.



#### *Destress Tours - 2-5-hours*

In order to familiarize themselves with the citizenship process, students that are eligible to begin the naturalization process are taken to the USCIS federal office in their respective area. These tours allow students to familiarize themselves with the building where their naturalization interview will take place and allows them to see what the intake process is in these buildings. This helps ease any anxiety students may feel prior to taking their scheduled exam.





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### *Citizenship Applications*

Building Skills Partnership staff have received DOJ accreditation in order to assist participants in completing immigration forms that help lead them towards a pathway to citizenship. This service is provided to participants free of charge.



### **Parent University**

BSP's Parent University (PU) and College Access Program, focuses on providing parents and students with educational programming to support their academic success, thus improving educational opportunities for children of low-wage workers.



*Parent University* - Parents receive the necessary information and acquire the skills to support their children's academic endeavors. This program equips them to become effective advocates of their children's education to ensure they receive an equitable and high-quality public education. Parents learn to better communicate with teachers, learn how to navigate the education system and children become exposed to the STEM field.



*College Access* - BSP increases students' engagement in their education, promotes positive academic behaviors, family connection to critical school based information, and post-secondary access support for students and families. Increasing parent/guardian knowledge around college/career readiness, college application, college matriculation, college success, and foster parent leadership in their children's schools.



*Mike Garcia Leadership Scholarship* - With the rising cost of education and diminishing public funding, college scholarships become even more critical. Nearly all of the children of property service workers are first-generation college students. The Mike Garcia Scholarship relieves the financial burden for first-generation students and children of property service workers to achieve higher education.



### **GED**

The GED program prepares students to pass subject tests in reading, writing, mathematics, science, and social studies in preparation for a High School equivalency (GED) test.



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### Financial Capabilities

*The Financial Education Worksite Class* is a 5-hour training session during the workers lunch break that focuses on personal finances. Topics covered include: credit building, budgeting, savings, debt reduction, and preparing for retirement. Workers are provided with tools to improve their finances which have proven to reduce workers stress while increasing worker productivity and employee retention.



*The Financial Capabilities Case Management component* offers individuals and families assistance in creating positive financial habits, supporting them in meeting their financial goals and planning for their futures. Sessions can include financial education on a broad range of topics from improving credit to accessing the financial mainstream.



*Volunteer Income Tax Assistance (VITA) component* offers free tax preparation services. As an accredited VITA site, BSP can file taxes, ITIN applications and renewals (depending on regional availability), assist with the creation of payment plans, and educate around ways to save refunds free of charge.



### New Program Development and Expansion

In order to stay up to date with industry needs, BSP continues to enrich its existing curriculum and works on developing new programming. The New Program Development and Expansion fund has been used to create certification programs like the Green Janitor Education Program, the Floor Care Technician Program, Legionnaires Program, Infectious Disease Certification Program and several others. The new program development and expansion funds research, partnerships and consultants that help BSP tailor curriculum and programs to employer and worker needs.





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### **Rapid Response Worker Outreach Hotline**

Through the Rapid Response Worker Outreach Hotline, BSP is able answer participants' questions regarding COVID-19 and provide referrals to resources. BSP maintains a directory of resources that includes safety net programs run by local CBOs, government assistance for school meal pickup sites and unemployment insurance, and Spanish-language COVID-19 educational resources. Additionally, BSP has developed and shared resources in English and Spanish on its website and social media pages to educate workers about the virus and inform them about workers' rights as workers and available community services.



### **Distance Learning Short Courses**

Given the disruption in its traditional in person courses and services delivery, BSP identified the need to develop distance learning video courses to remotely provide workers with important information and training services. Participants are able to access these courses on their smartphones, tablets or computers on their own time through BSP's YouTube and social media pages and on the MyBSP app.

