



**TRAIN SKILLS MANAGEMENT, LLC**  
**Heavy Equipment Operator Certification**  
**25070 Hwy 35N, PO Box 451**  
**Siren, WI 54872**  
**Catalogue Effective 2024-2025 - 1<sup>st</sup> Edition**



# Catalog 2024-2025

## Train Skills Management, LLC

Established in 2018

PO Box 441, Siren, WI 54872

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### I.GENERAL INFORMATION

#### MISSION STATEMENT

Our mission is to provide an achievable, accelerated Technology Based “Hands-On” skills training, incorporating Industry certified technical and communications skills training to meet the current and future needs of employers. We are committed to making every experience meaningful and professional.

#### Guiding Principles

To achieve our mission, we believe that the following principles should guide the work of our students:

##### *Standards, Expectations and Assessments*

We believe there should be a challenging curriculum for all students that reflects:

1. Clear expectations
2. Ambitious standards that clearly state what a student is to know and be able to do
3. Meaningful assessments that are tied to course standards

### *Personalization*

We believe students learn best when they:

1. Are known to the instructors, board members, and industry partners
2. Are trusted, respected and understood
3. Relate to staff, parents, and students (past and present)

### *Learning*

We believe students learn best when:

1. Students take responsibility for their learning
2. Students are actively engaged in their learning – both in class and on-line training
3. Accommodations are made for student’s learning styles and implemented to address these needs
4. Students are provided daily feedback on their progress

### *Culture and Environment*

TSM believes that students learn best in an environment which:

1. Is emotionally and physically safe
2. Is mutually respectful
3. Is prejudice-free – diverse, equal, and inclusive
4. Promotes a sense of belonging
5. Has well-maintained and up-to-date facilities, equipment, and instructional materials

### *Lifelong Learning*

TSM believes that students must develop the skills, knowledge and enthusiasm to:

1. Be lifelong learners
2. Fulfill their civic responsibility in society to “Pay-it-Forward”

## **School Profile 2024-2025**

Trains Skills Management (TSM) is an innovative, technology-skills based, hands-on Heavy Equipment Operator training using a blended learning approach with hi-tech simulation and live equipment training opportunities. Our Industry certified Heavy Equipment Operator’s training program, provides each graduate with an Industry Certified, Heavy Equipment Operator Certificate which can provide an accelerated employment pathway into the skilled Construction Trades and Entrepreneurship. TSM’s training program is currently WIOA (Workforce Innovation and Opportunity Act) credentialed and accepted into ETPL (2018-2022).

Train Skills Management (TSM) is in NW Wisconsin at 25070 Highway 35 N, Siren, WI 54872 as we share the SOFTEC Education, Inc technology-based skills training center. The student population draws from all areas of Northwest, Central, North and Northeast Wisconsin. We are an equal opportunity training center.

**OWNER:**

Tim D’Jock

**ADMINISTRATORS:**

Tim D’Jock

Tamara Hopwood

**OFFICE MANAGER:**

Tamara Hopwood

**INSTRUCTORS:**

Tim D’Jock (Training Director)

BFA, UW-Superior

Heavy Equipment CAT/Simformation Trainer Certification, 2017

30+ years’ experience in Heavy Equipment Operation – Horizontal & Forestry

Tamara Hopwood, Trainer

BS, Indiana University

Heavy Equipment Trainer Certification, 2020

4 years’ experience in Heavy Equipment Operation

Joe Moyer, Trainer

Live Equipment/Simulator Independent Contractor

Heavy Equipment Trainer Certification, 2020

12+ years Heavy Equipment Operation

## HOLIDAY SCHEDULE

### **CLOSED FOR THE FOLLOWING HOLIDAYS:**

NEW YEAR'S DAY

MEMORIAL DAY

4<sup>TH</sup> OF JULY

LABOR DAY

THANKSGIVING DAY

CHRISTMAS EVE

CHRISTMAS DAY

## **DESCRIPTION OF TRAIN SKILLS MANAGEMENT FACILITIES AND EQUIPMENT:**

Train Skills Management training facility is a 3800 sq ft building on 2.4 acres of land located in Siren, WI. Within the facility we have 4 desktop CMLABS simulators, a CAT Simulator, 6 computers, 5 laptops, and printer.

All simulators and live equipment will be used under the direct, active supervision of a trainer/instructor. Safety is paramount and strict rules govern the use of all equipment. These rules will be discussed at the beginning of each learning period and reinforced daily throughout the program.

All equipment is maintained in good mechanical condition for optimal training. We maintain the cleanliness inside and out of machine, and ensure the cab is free of clutter and debris.

The classroom facility houses the office, a wheelchair accessible bathroom, a small kitchen with a pizza oven for student's use, small refrigerator, and storage room.

## DESCRIPTION OF SELF-EVALUATION PROCESS:

Weekly staff meeting  
Weekly student evaluations  
End of week student self-critique

## II. ADMISSIONS AND ENTRANCE REQUIREMENTS:

1. You must be a High School graduate and 18 years or older
2. You must have a valid driver's license and own, or have access to, a dependable vehicle.
3. You must be able to pass a drug/alcohol screen test
4. You must have no current outstanding felonies
5. You must have the ability to lift 50 pounds

Each student must complete a written application provided by Train Skills Management for admittance. This application for admittance will be completed at the training facility, in person on their first meeting with staff. It is then immediately reviewed by the Director of Training. Upon verification of all documents, an interview with the training candidate will be completed during the same visit. The student is then vetted by the Training Director and team, and will be provided with funding resources with collaborative partners. Each student is directed to make an appointment with the funding partners, if they are not privately funded. Once the appointment with the funding partner is made and successfully completed, each trainee is required to contact Trains Skills Management immediately to secure an open placement in the next open training session.

Application Deadline: Each applicant can contact Train Skills Management directly via phone, text, or email to set up their initial appointment. At this initial meeting, each applicant will complete their registration. Train Skills management recommends this application process be completed, two weeks prior to the end of each month before the start of this candidate's training. This should allocate enough time to secure funding. All funding must be verified and in place prior to starting class. If all funding is secured, and all admission entrance requirements are met, a student may apply for enrollment the day before classes start, or the morning of the start of class.

### Class start & end dates:

Week of 9/9/2024-Week of 10/9/2024	Week of 3/17/2025-Week of 4/9/2025
Week of 10/14/2024-Week of 11/13/2024	Week of 4/28/2025-Week of 5/28/2025
Week of 11/18/2024-Week of 12/18/2024	Week of 6/2/2025-Week of 7/2/2025
Week of 1/6/2025-Week of 2/5/2025	
Week of 2/10/2025-Week of 3/12/2025	

No previous heavy equipment operation experience is required to enroll in this class.

## **DESCRIPTION OF TRAINING THE SCHOOL WILL PROVIDE AND HOW A STUDENT WILL BENEFIT:**

Training provided is simulator hands-on training with then actual running of heavy equipment. Students will benefit from our training as it is proven that 3 hours on the simulator is equal to 1 month experience live machine training in the field.

Benefits of training on a simulator include:

- a. Accident Reduction: Simulation training reinforces positive decision making in a realistic, risk-free environment, thus reducing the likelihood of preventable accidents.
- b. Reinforce Operator Skills: Practical training in different soil types and for different atmospheric conditions, enhances initial operator training, periodic training, and operator assessments to ensure Industry Benchmarks.
- c. After Action Reviews: Instructors provide complete, consistent, objective feedback on performance, which gives operators the skills and confidence to operate heavy equipment more safely and more efficiently.
- d. Reduce Equipment Costs: Minimize the maintenance and damage to company-owned equipment. Training on a simulator keeps machinery in the field producing and earning revenue.
- e. Fuel Efficient: Realize fuel savings through better fuel management training
- f. Complete Solution: In addition to the hands-on simulation experience, Instructors have real-life experience in operation of equipment and safety certifications.

### KEY FEATURES:

Simulator uses three plasma screens to give students the feel of a real piece of equipment with tactile simulator seats and instruments, personnel, vehicles, weather, and other hazards. The simulator also produces the feeling of being in an actual machine with seat and equipment movement. Time on the simulator is not only about reinforcing muscle memory and refining technique, but also about managing change and dealing with stress that can come with it.

## **ACCEPTANCE AND NOTIFICATION:**

Prospective students are notified in person, by phone, or email within 3 business days of their application being submitted as to whether or not they have been accepted or denied.

Applicants denied acceptance into the program will, in some cases, have the opportunity for enrollment at a later date. Possible causes for application denial include:

- No current valid Driver's License
- Not passing the drug/alcohol test
- Having an open felony upon doing a background check

### **III.ADVANCED STANDING:**

Our school does not offer advanced standing.

### **IV.STUDENT PROGRESS:**

#### Classroom Quizzes

There is a total of 5 graded quizzes in this program. Graded quizzes must reflect a score of 80% or higher on each quiz to receive a passing grade. Students receiving a grade lower than 80% on any written quiz may re-test, however, the highest achievable grade on a re-test will only be 80%. An average score of all quizzes of 80% is required to pass this portion of the class.

#### Simulator – Industry Benchmarks

There is a total of minimum 60 hours of simulator training, where testing occurs after every exercise. Repetition is the success of the simulator training. Students are evaluated and measured to Industry Benchmark Standards which they must meet or exceed. This competency based hands-on skills training exercise, must be achieved at 80% or better, with 3 skills tests, in order to proceed to the next qualifying training module.

Student progress: is recorded at the end of the first week. Student will receive all graded quizzes back within 24 hours. Each student's progress will be discussed upon return of the written quiz. Student progress during simulation testing is provided immediately upon completion of the exercise. The student evaluation continues after every completion of each exercise. On all graded assignments a score of 80% or higher must be achieved to pass each assignment. The overall classroom grade must also be 80% of all graded assignments to pass the overall the study and classroom portion of training. Students not achieving this score on any graded classroom assignment may re-test, however, regardless of the score on the retest, the highest score the student will achieve will be 80% (or lower if the score was below 80% retest). At the end of the week a one-on-one conference will be conducted with the instructor and student to review test scores and discuss areas of concern.

Student progress is measured daily. Daily progress conferences will be conducted between the student and instructor at the end of each day.



## **GRADUATION REQUIREMENTS:**

Students must not have any outstanding debt owed to the school to be eligible to graduate.

Students must achieve a passing 80% overall and individual course grade as outlined in the school grading system to be eligible for graduation.

Upon successful completion of the training and live equipment exercises, a completion certificate will be awarded.

Certificate to include:

Program completed

Signature of school officials

Number of hours completed in hybrid training, simulator, live equipment, OSHA 10

Individual student academic records are kept by the school and furnished to the student. A copy of the records is available to each student upon request.

## **V.STUDENT RECORDS:**

Student's records remain on the premises at SOFTEC Education, Inc., in Siren, WI for 6 years in a secure locked room. This will include, but are not limited to enrollment agreement, student information, daily attendance records, grades, date of completion or termination, and any grievance resolutions, DWD grant form, SOFTEC form, Self-evaluation. Records can be obtained by the student with written approval. All student transcripts will be retained permanently in a secured room at the training center at SOFTEC location in Siren, WI. Student records are always available to the student upon a written request.

Upon completion of the program, students receive a certificate to give to perspective employers. Other records will not be disclosed unless we have prior permission from the student. A release will be added to the file if applicable.

Confidentiality is key to our success. At Train Skills Management (TSM), the protection of confidential, privileged and/or protected information is vital to the interest and success of TSM. Confidential information is all information disclosed to or known by TSM that is not known to the outside community or businesses.

## **VI.ACADEMIC PROBATION, DISMISSAL AND RE-ADMITTANCE:**

### Academic Probation

Each student must attend and complete Week 1 curriculum and testing meeting a minimum of 80%. Failure to meet Week 1 attendance and curriculum requirements by completing the written test at 80% will be given a formal warning of academic probation. Each student that falls into this category, will be provided an additional week of study to retake Week 1 test and pass it at 80%. During this probation period the student on probation will be required to also study Week 2 curriculum and pass the written test for Week 2 at 80%. At this time if a student refuses to complete or is unable to complete the curriculum and testing of Week 1 & 2, they will face discharge from the training program.

### Academic Dismissal

Any student who cannot meet and complete Week 1 and 2 curriculum and written tests at 80%, will be dismissed for unsatisfactory grades or progress meeting the 80% minimum requirements for this training.

### Academic Dismissal Appeal

If dismissed from the program due to academics, an appeal may be made in writing to the Training Director, including a short essay identifying their struggle and providing achievable next steps to meet the minimum 80% weekly requirements. When reviewing the appeal, the Training Director will consider all factors, including attendance, class participation, and grades. The student will be notified within 3 business days if the appeal is approved or denied. If approved, the student will have the option to be re-admitted to the school at the start of the next class session.

### Length of Academic Probation

7-10 days which could be longer depending on the start of the next class module.

## **VII.STUDENT CONDUCT:**

Verbal or physical harassment, fighting, aggressive or sexual advance toward fellow students or school staff may be terminated immediately.

Students in possession of or in use of drugs or alcohol on school premises will be terminated immediately

Vandalism or misuse of any school property including equipment may result in student termination immediately.

Students in possession of a firearm or weapon of any kind including aerosols on school property will be terminated unless properly permitted to carry such weapons by lawful authority. If permitted, we ask that the weapon remain locked in your vehicle during class hours.

Conduct Dismissal Appeal – Students who are dismissed for misconduct may file an appeal with the Training Director, along with an action plan as to how the student will assure TSM that his/her behavior will no longer be detrimental to TSM or to other students. The Training Director will have the final decision on whether the student will be re-admitted.

## **VIII.LEAVE OF ABSENCE:**

Due to the accelerated timeline of this customized training model, we do not grant leave of absences.

## **IX.ATTENDANCE:**

### Absences defined

Daily attendance is expected. No student may miss more than 4 days throughout the program, unless preapproved by the Training Director. Preapproved absences may include but not be limited: doctor appointments, family emergencies, or illness. If a student is not present by 12:30 p.m. on day of class, it is considered an absence. All attendance is recorded daily and kept in the student file.

### Attendance dismissal, Appeal, and Readmittance

If a student misses more than 4 classes during this accelerated training module, they will be dismissed. Train Skills Management reserves the right to dismiss a student who misses 4 or more days of unapproved absence due to the customized accelerated timeline.

Appeal rights of the students – From 4-7 days of dismissal, the student may file an appeal by submitting a letter to the training Director, with an explanation and renewed commitment of

making attendance a priority. After 8 days unapproved absence, dismissal from the class is permanent, with no appeal.

#### Make-up Work

Training Director and appropriate Trainers will work directly with the student to make-up missed curriculum and testing. Once a student has completed each weekly test and met the 80% minimum requirement, they will be considered for re-admittance to the class.

### **X.TARDINESS:**

Students are expected to be on site and in the classroom no later than 10 minutes after class starts. If tardiness does occur, the student will stay after the class and make up the time they were tardy or plan for makeup time on the simulators.

### **XI.STUDENT COMPLAINTS:**

Students wishing to file a complaint or grievance with the school against a fellow student or Trainer or Administrator must do so in writing addressed to one of the school Administrators. The Administrator will review the written grievance and decide based on the outcome of review of the written complaint or grievance and a verbal conference between the Administrator, student and accused offending party where applicable, within 3 business day of filing. Students should address a grievance to the School Administrator. If a resolution cannot be reached with the Administrator, the student may contact Department of Safety and Professional Services – Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705. [www.dsps.wi.gov](http://www.dsps.wi.gov); [dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov); (608-266-1996).

## **XII.TUITION AND FEES:**

Heavy Equipment Operator Training fee - \$6,500 per person must be paid in full before starting.

All learning manuals and materials are provided for this training course.

This entry level course is based on a 5week targeted training model.

This entry level course at the \$6,500 price per person includes Personal Protection Equipment (PPE) that will become property of the student to take with them to the jobsite upon employment onboarding.

## **XIII.CANCELLATION AND REFUND POLICY:**

The student will receive a full refund of all money paid if the student:

1. Cancels out of school within the three-business-day cancellation period under SPS 406.03
2. Accepted but was disqualified and the school did not secure a disclaimer under SPS 409.04
3. Enrollment was procured as the result of any misrepresentation in written materials used by the school or in oral representation made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after the three-business-day cancellation period, but before completing 60% of the instruction, shall be entitled to a pro rata refund of tuition, as calculated below.

<u>AT Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	NONE	NONE

**FOR VETERANS RECEIVING VA BENEFITS:** The non-refundable portion of the registration fee will not exceed \$10. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in excess of \$10, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course.

Students are encouraged to withdraw by phone, text, email, or in person, but any mode of withdrawal will be recognized. Students will be administratively withdrawn after missing 3 consecutive days of training. Refunds will be based on a student's last date of attendance.

## **XIV. PROGRAM CURRICULUM:**

### **HEAVY EQUIPMENT OPERATOR TRAINING ENTRY LEVEL**

Courses include introduction of entry level heavy equipment operation, construction, manufacturing, forestry, and logistics. Commercial Driver's License (CDL) preparation training is offered as well.

Educational objective is that each student will be fully versed and competent with skills on running a piece of equipment and be able to go directly into the work force.

Every student will complete 40 hours of active simulator "hands-on" training. Concurrently, each student will complete 20 hours of in class simulation scenarios, industry benchmarks, review and competency discussion to grasp an understanding of each training module requirements.

10 hours of OSHA 10 Construction Training – Online, in classroom. Computer access is available.

An additional 30 hours of Industry benchmark, site assessment and on the jobsite safety assessment study and review is required to be completed offsite with the use of the take-home, student manuals.

8 hours of hands-on simulator time to refine skill sets.

12 hours of in-class self-study, with direct access to instructor assistance and support including all aspects of simulator training exercises, required benchmark achievements and integrated safety awareness throughout the jobsite.

8 hours of Industry networking, job interviewing preparation with live equipment student demonstrations, weather permitting.

### **Heavy Equipment Operator Training Curriculum – 128 Hours**

In this program, students will learn the basics of Entry-Level Heavy Equipment Operator Requirements and Benchmarked Skill Sets. Blended Training utilizing High-Tech Simulators will Transition to Live Equipment Training Experience Opportunities.

## **CHAPTER 1: ORIENTATION (3 Hours)**

1. Each Trainee candidate, will complete the Train Skills Management, LLC Application for training.
2. Each Trainee will complete the Trainee Compliance Agreement, acknowledging SAFTEY FIRST throughout the course.
3. Trainees will complete their Release of Information and Photo Release agreement for Marketing and Press Releases during the course and after graduation.
4. COVID guidelines per OSHA & Wisconsin Department of Health rules will be discussed in detail and signed off for the duration of the course for in-class study. Each Trainee will provide an updated COVID Vaccination card to be kept in their trainee Orientation folder.
5. Mentor and Student role Expectations will be discussed, and a Mentor will be set up for each trainee for the duration of the course study and will continue for the next 12 months as needed on an individual basis.
6. Each Trainee will complete the Trainee Enrollment Worksheet developed by the DWD State of WI Fast Forward program.
7. Each Trainee will complete the Student Skills Assessment to clarify their previous Operator experience if any, and what their personal expectations are of the class.
8. Each Trainee will complete the Motivation and Goal-Setting Worksheet developed by Realityworks for Self-Assessment and Goal Setting to provide pathway clarity.
9. Each Trainee will be provided with the Program Details, Program #, Program Name, Minimum requirement and overview of the course study, and expectations.
10. Each Trainee will be given a drug screen by an independent third-party provider on-site or if necessary, at the nearest contracted testing site, passing successfully.
11. Each Trainee will be provided with contact names & numbers of funding options if funding is not yet in place, is not private pay, or is not sponsored by others.

## **CHAPTER 2: SAFETY ON THE JOBSITE AND IN THE CLASSROOM (6.5 Hours)**

1. Each Trainee will be provided with Personal Gear (Helmet, Hi-Vis Vest) which will become required to don during class and operation of the Sim and live equipment during all exercises. SAFTEY FIRST is our mantra.
2. Introduction of Site Assessment and discuss overhead and underground dangers.
3. Recognize the use of markers and flags on the jobsite and proper identification.
4. Learn and describe the proper process of the 3point of contact – SAFETY 1<sup>st</sup>!
5. Identify the responsibility of the Operator

6. Each Trainee will be provided the link to start the online class for OSHA-10 Construction Certification to receive their DOL personal card. Computers and internet access are available onsite for each trainee during the course.

### **CHAPTER 3: MACHINE WALKAROUND (6.5 Hours)**

1. Identify the correct procedure of the Walkaround
2. Describe the proper start-up and shut-down procedures and why
3. Recognize and describe the proper Equipment Orientation on each jobsite exercise.
4. Describe the critical working parts of the machine and what they do
5. Locate and commit to daily maintenance procedures and grease points
6. Commit to SAFETY FIRST prior to start-up of the equipment and identify all safety protocol and restrictions throughout operation, to daily shut-down.

### **CHAPTER 4: CONTROLS FAMILIARIZATION (2 Hours)**

1. Identify all OEM controls, switches and Joystick buttons & rollers
2. Explain and demonstrate the purpose of each
3. Demonstrate the proper start-up & shut-down procedures utilizing correct switch & control sequence.
4. Explain the reason for this sequence
5. Demonstrate and explain the different equipment operating systems
6. Describe the safety protocol of operating and that of the jobsite

### **CHAPTER 4: BUCKET PLACEMENT (3 Hours)**

1. Demonstrate proper hand position throughout the operating spectrum
2. Demonstrate the ability to utilize both controls simultaneously with control & finesse.
3. Demonstrate smooth & consistent joystick operations throughout the exercise
4. Describe the "Feathering Process" and how it affects production & proficiency of the operating cycle.
5. Demonstrate the understanding of engine speed as it relates to the hydraulic system
6. Describe how to determine the best operating engine speed as it relates to hydraulic operation.



## **CHAPTER 5: FEATHERING. AKA “RAKING THE GREEN” (4 Hours)**

1. Demonstrate the process & understanding of this critical operator technique
2. Explain the reason this technique is so particularly important to develop as an operator
3. Simulator progress, meeting or exceeding Industry benchmarks on the simulator 80% or better performance prior to moving to next exercise/training module.
4. Written Testing will be provided. Note: a score of 80% or higher is required to continue to the next module that introduces both productivity & proficiency of operation.
5. Describe and acknowledge jobsite dangers and where they are located (overhead & underground dangers are commonplace).
6. Demonstrate the ability to “Feather” the operation of the bucket throughout the exercise.
7. Describe the importance of flagging and demonstrate knowledge of all types of flagging located throughout the jobsite.

## **CHAPTER 6: OVER THE MOON/ARC SWIPE (4 Hours)**

1. Acknowledge the reason for utilizing this technique throughout the exercise
2. Demonstrate the continued ability to utilize full spectrum of both joystick controls
3. Explain how this technique creates “memory of hand-eye coordination to create good habits while eliminating bad practices
4. Demonstrate full operating control of speed and consistency throughout the full extension of the boom throughout operation.
5. Explain and identify the overhead & underground dangers while performing this exercise
6. Demonstrate proficiency of operation throughout this module (understanding & demonstration of this technique is critical for future increase in productivity & safe operation).

## **CHAPTER 7: HOISTED OBJECTS (6 Hours)**

1. Demonstrate safe, smooth operation throughout the exercise. It becomes critical here, as quick & uncontrolled operation in this exercise will cause critical errors & injury to the operator and to the team on the ground.
2. Explain and show what it means to “Register the Machine” before and during the exercise.
3. Acknowledge machine “Center of Balance” and the underlying dangers it creates

4. Demonstrate machine operator use of leverage and balance
5. Demonstrate knowledge of introduction & retainage of hand signal communication
6. Acknowledge the importance of spotters, use of mirrors and jobsite awareness
7. Demonstrate jobsite safety and assessment

#### **CHAPTER 8: LOADING/UNLOADING EQUIPMENT ON LOW BOY TRAILER (2 Hours)**

1. Demonstrate the understanding and ability to operate all equipment platforms safely through smooth, slow & steady loading and unloading procedures.
2. Describe proper chain and binder placement and reasons these procedures must be followed
3. Demonstrate the understanding of proper flagging, overload width & height limitations
4. Demonstrate consistency in safely loading & unloading procedures.
5. Describe the center of balance, and different contact concerns with tracked equipment vs rubber-tired equipment related to this exercise.

#### **CHAPTER 9: BENCH LOADING (5 Hours)**

1. Demonstrate proper site assessment
2. Demonstrate proper equipment placement of both the operator and trucks
3. Demonstrate proper Team communication
4. Recognize and acknowledge where the “Feathering Technique” will help production and proficiency
5. Demonstrate operational safety throughout this exercise.
6. Acknowledge the importance of center of balance and “feel for the machine” be always aware times and ready for corrective action.
7. Recognize potential dangers throughout this jobsite exercise.
8. Demonstrate the proper techniques of feathering and creating production which will increase with time on the simulator. The US Military has proven that 3days training on the simulator equals 1 month of actual live equipment in the field.

#### **CHAPTER 10: JOB SAFETY (2 Hours)**

1. Demonstrate the importance of Site Assessment
2. Describe the process of Site Orientation from the 1<sup>st</sup> time entering the site
3. Describe & recognize the dangers affiliated with a changing job site

4. Describe in detail, Best Practices for Job Site Safety
5. Acknowledge the importance of available, simple proven practices such as counting the number of laborers & the number of pieces of equipment per assigned jobsite
6. Describe and recognize the safety protocol to keep both pedestrians & workers safe
7. Acknowledge as Operator of Equipment whose responsibility it is while working with trench crew
8. Describe in detail the process of maintaining jobsite safety during excavation

#### **CHAPTER 11: MACHINE SAFETY (2 Hours)**

1. Demonstrate continued use of proper hand placement
2. Describe the reason for finesse over force (death grip of joystick)
3. Demonstrate continual smooth & safe operation
4. Acknowledge dangers if jobsite has not been “marked/flagged/painted/staked.”
5. Describe the most proficient operating method and technique
6. Demonstrate “The Feel for the Machine” and what it provides to the operator
7. Demonstrate clear understanding of the hand signal communication & key person

#### **CHAPTER 12: PERSONAL SAFETY (4 Hours)**

1. Acknowledge the importance of always wearing all safety gear on the jobsite.
2. Demonstrate being always accountable on the jobsite
3. Acknowledge the importance of self-care (proper diet, sleep & hydration)
4. Demonstrate the proper techniques for mounting a piece of equipment
5. Demonstrate fluent hand signal communication skills
6. Describe the protocol expected upon arrival at any new jobsite
7. Acknowledge jobsite expectations to call out any unforeseen dangers to supervisor
8. Demonstrate job site awareness and importance of counting all team members
9. Complete and pass the OSHA 10 Construction course to receive the DOL card which allows immediate access to the jobsite, as a job ready candidate
10. Demonstrate the ability to recognize potential jobsite dangers

11. Demonstrate complete job site awareness to minimize “job shock” as a real sensory overload.

### **CHAPTER 13: BASIC ENTRY LEVEL-HEAVY EQUIPMENT OPERATOR CERTIFICATION (30 hours)**

1. Demonstrate correct muscle memory for controlled smooth & safe operation through all exercises.
2. Demonstrate the ability to recognize and determine proper site safety
3. Describe the methods of assessing each site to minimize potential dangers
4. Demonstrate clear understanding of each section by completing and passing each Written exam section (6 different written exams provided during this course). 80% or better is considered a passing grade and must be met to move to the next section.
5. Demonstrate competency in each section of the simulator training testing by meeting or exceeding industry standards & benchmarks with a passing score of 80% or better three (3) times consecutively per exercise. Each skills competency exam is printed and discussed. The timing for Final Skills Testing for each exercise, in each training module is a personal choice upon approval by instructor. When a trainee feels confident that they can achieve 80% or better for 3 consecutive skills testing episodes, they can choose to perform final testing on that exercise. This is an individual choice to request each section’s final skills competency exam to move to the next training module. \*Note: each instructor will engage each trainee in discussion, with constructive feedback to help each trainee build the skill sets and self-confidence required to operate safely.
6. Each trainee must demonstrate & acknowledge each chapter’s written testing requirements by showing that they have taken the initiative to study & complete each chapter of the student workbook that directly coincides with the hands-on skills sets of each chapter. If for any reason, a trainee demonstrates the ability to pass the written section required testing but cannot perform the hands-on skills competency testing by meeting or exceeding each industry standard benchmark with a score of 80% or higher, they will not be able to advance to the next skills training module until they can meet this requirement.
7. Each trainee must demonstrate consistent, safe operation and behavior always
8. Demonstration of the ability to always focus on the task at hand – with complete awareness of their surroundings.
9. Demonstrate correct walk around procedures, correct startup & shut down procedures
10. Demonstrate knowledge of each piece of equipment, its uses, and its limitations

11. Acknowledge the understanding of “Registering the Machine” and “Point of Balance.”
12. Demonstrate complete confidence of operation throughout all exercises; smooth & safe.
13. Demonstrate and meet or exceed all industry standards/benchmarks for productivity, and proficiency throughout each hybrid training module.
14. Demonstrate and acknowledge all critical wear points, main drive parts, hydraulic systems
15. Acknowledge and demonstrate the service schedules, grease & maintenance protocol of daily routines to ensure safe operation with minimal repair.
16. Complete and update resume, create training portfolio with each piece of equipment platform trainee passed skills competencies on, written tests, trainer comments and discussions throughout the training program.
17. Demonstrate the ability to communicate and network with potential employers during the in-house job fair events provided during the course sessions. Show initiative, grit and determination to become a solid employee for their future employer.
18. Demonstrate the transition to live equipment operation and skills testing throughout pre-determined live equipment skills course operation. Safe operation & communication throughout the live equipment operator sessions.
19. Demonstrate the ability and desire to become the best heavy equipment operator candidate possible for their next phase of their new career, understanding full well that they will start in the trenches with a shovel in their hand as they gain the trust and confidence of their fellow teammates.
20. Acknowledge that traveling, long hours, challenging work and grit are required to succeed in this industry. Commitment by each trainee to these basic requirements will open a door to a new life changing career opportunity.
21. Acknowledge that each trainee upon graduation has made their preferences clear regarding career options of working locally, starting their own business, or onboarding with a company that can sponsor them into the skilled workforce.
22. Demonstrate the ability to become a safe, proficient and productive Heavy Equipment Operator in any chosen construction sector, whether vertical, horizontal or utility construction, as well as manufacturing logistics.

GRADUATION FOR EACH INDIVIDUAL WILL BE DISCUSSED AND DETERMINED WHEN MINIMUM TRAINING HOURS ARE MET AND EACH SKILLS COMPETENCY HAS BEEN PERFORMED SATISFACTORIALLY BY REACHING A MINIMUM OF 80% OR BETTER THROUGHOUT THIS COURSE.

## **XV.EMPLOYMENT SERVICES**

Train Skills Management does not offer job placement services. We will share with you all opportunities for employment that come to our attention. Student referrals to prospective employers are not based on direct contact with the employer regarding current job opening. We do not guarantee employment placement.

TSM does provide the opportunity to meet with our Industry Partners to discuss job opportunities. We provide a job fair for potential placement in the Construction field during the last week of training.

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