

St. Leonard's Ministries Training Program at the Barlow Center

Training Course Catalog 2021

(Proposed)

**CERTIFICATE OF APPROVAL TO OPERATE ISSUED BY THE DIVISION OF PRIVATE
BUSINESS AND VOCATIONAL SCHOOLS OF THE ILLINOIS BOARD OF HIGHER EDUCATION**

Administrative Office and Teaching Location:
2120 Warren Blvd., Chicago Illinois 60612 (312) 226-6270

Philosophy & Mission:

The Barlow Center is designed to meet the short and long-term employment and education needs of formerly incarcerated men and women.

The 2021-2022 School Year

The Barlow Center announces the following vocational skills courses for St. Leonard's Ministries participants.

Location: All classes take place at the Barlow Center.

BASIC CULINARY SKILLS - 200 HOURS

This is a basic culinary skills program that includes food service sanitation, cooking methods, and customer service training. The delivery method is in-residence with a hands-on work emphasis. Graduates are qualified for prep cook, line cook, kitchen assistant and dietary aide positions.

Students are introduced to work in different areas of food preparation: soups, salads, desserts, entrees and sandwiches. Classroom instruction subjects also include customer service, job readiness, and job search and retention skills. Upon graduation, students are eligible for job placement assistance. Students have the opportunity to obtain their Illinois Food Handler's Certificate.

Prerequisites:

- 1) Admission is limited to formerly incarcerated individuals;
- 2) Successful completion or co-enrollment in Road to Success.
- 3) Participants must complete a urinalysis drug test.

Advanced Standing: There is no advanced standing.

Grading System: Pass/Fail

Criteria for student progress: Instructor tracks students' progress and provides ongoing feedback to the student at least weekly. Students are evaluated on participation, comprehension and attendance. Written quizzes are used but primary evaluation is based on the quality of student work product.

Dates: Admission is offered 4 times each calendar year.

Time: Monday through Friday, 9:00 am to 1:00 pm.

ADVANCED CULINARY SKILLS – 140 HOURS

The Advanced Culinary Skills course focus upon advanced food preparation techniques including baking. The course also provides training in the catering industry via internships with the St. Leonard's Ministries social enterprise, Gracie's Catering. Students will have the opportunity to hone their leadership and communication skills by leading demonstrations under the instructor's supervision. Additional units include inventory management and food safety. Students will have the opportunity to obtain their ServSafe Food Manager Certificate and City of Chicago Food Service Sanitation Certificate. Upon completion, students are eligible for job placement assistance.

Prerequisites:

- 1) Admission is limited to formerly incarcerated individuals;
- 2) Successful completion or co-enrollment in Road to Success.
- 3) Students must complete Basic Culinary Skills or have the approval of the instructor.
- 4) Students must complete a urinalysis drug test.

Advanced Standing: There is no advanced standing.

Grading System: Pass/Fail

Criteria for student progress: Instructor tracks students' progress and provides ongoing feedback to the student at least weekly. Students are evaluated on participation, comprehension and attendance. Written quizzes are used but primary evaluation is based on the quality of student work product.

Dates: Admission is offered 4 times each calendar year.

Time: Monday through Friday, 9:00 am to 1:00 pm.

BASIC CONSTRUCTION SKILLS - 160 HOURS

The Basic Construction Skills course provides instruction in building trade skills. Graduates are prepared to enter construction and building maintenance positions in industrial, commercial or residential settings.

Classroom training includes workplace safety, basic math, and precision measurement using a variety of instruments; job readiness, job search and retention skills. Hands-on training includes: workplace safety, hand and power tool use; carpentry skills including building walls, framing doors and windows, drywall; basic plumbing, heating, ventilation, and electrical systems installation, trouble-shooting and repair. Upon graduation, students are eligible for job placement assistance.

Prerequisites:

- 1) Admission is limited to formerly incarcerated individuals;
- 2) Successful completion or co-enrollment in Road to Success.
- 3) Students must complete a urinalysis drug test.

Advanced Standing: There is no advanced standing.

Grading System: Pass/Fail

Criteria of Student Progress: Instructor tracks student progress and provides ongoing feedback to the student at least weekly. Students are evaluated on participation, comprehension and attendance. Written quizzes are used but primary evaluation is based on the quality of student work product.

Dates: The class will be offered 3 times each calendar year.

Time: Monday through Friday, 8:30 am to 12:30 pm.

ADVANCED CONSTRUCTION SKILLS – 300 HOURS

The Advanced Construction Skills course provides participants with the opportunity to learn skills vital to a continued and growing career in the construction industry. The course will focus upon safety, the use of advanced tools, math skills to meet the qualifications for the various union apprenticeship entrance exams, carpentry, electrical, and plumbing. Upon completion students are eligible for job placement assistance.

Prerequisites:

- 1) Admission is limited to formerly incarcerated individuals;
- 2) Successful completion or co-enrollment in Road to Success.
- 3) Students must complete Basic Construction Skills or have the approval of the instructor.
- 4) Students must complete a urinalysis drug test.

Advanced Standing: There is no advanced standing.

Grading System: Pass/Fail

Criteria for student progress: Instructor tracks students' progress and provides ongoing feedback to the student at least weekly. Students are evaluated on participation, comprehension and attendance. Written quizzes are used but primary evaluation is based on the quality of student work product.

Dates: Admission is offered 3 times each calendar year.

Time: Monday through Friday, 8:00 am to 2:00 pm.

OTHER SERVICES

COMPUTER TECHNOLOGY CENTER

This individualized instruction opportunity is designed to assist students with any level of computer skills. Students with no skills will be assisted as they begin to acquire a comfort level with the computer. Individuals with basic skills who need to increase their skills will be given specialized attention. Program participants who need to acquire a specific set of skills for a particular employment setting will also be assisted in meeting these goals.

Prerequisite: None

Dates: Mutually convenient times

Time: The computer lab is open Monday through Thursday, 9am to 5pm, and Friday from 9am to 4pm.

SR. JEAN HUGHES ADULT HIGH SCHOOL COMPLETION PROGRAM– 200 hours

This semester course leads to a high school diploma. The program represents the senior year for students with at least two years of high school credit and sufficient life and work experience to create alternative learning credits. The Barlow Center collaborates with a cadre of administrators and teachers from schools such as University of Chicago, Northwestern University, Northeastern Illinois University in Chicago and Regina Dominican High School in Wilmette, Illinois.

Prerequisite: Successful completion of the admissions test; two years of high school credit.

Dates: Fall semester begins in September, and Spring semester begins in January.

Time: Monday through Thursday, 6:00 pm to 9:15 pm.

FINANCIAL LITERACY PROGRAM -- 8 hours

This four-module workshop provides students the fundamental knowledge of budgeting, banking, credit, protecting personal information, and avoiding scams. Students who complete the course are better prepared to manage and make more informed decisions regarding their personal finances.

Prerequisites: None

Dates: Designated Wednesdays throughout the year

Time: 10 am - 12 pm

COMPUTER LITERACY PROGRAM -- 8 hours

During this four-module course, students learn the basic skills needed to operate a computer and utilize many of tools and applications commonly found in the digital world. Skills include (but not limited to) identifying basic computer hardware, knowledge of Word, creating and saving documents, email, and filling out online forms.

Prerequisites: None

Dates: Designated Fridays throughout the year

Time: 10 am-12 pm

ROAD TO SUCCESS – 30 HOURS

This course is the introduction to the services and training programs of St. Leonard's Ministries. The course prepares students for successful job search and retention. The course covers topics including job search, conflict resolution, job fair preparation and field exploration, ONET Online, workplace and sexual harassment awareness, employment trends, resume preparation, mock interviews, S.M.A.R.T. goals, financial literacy, computer literacy, and personal presentation.

This course also uses a variety of cognitive restructuring best practices for working with returning citizens, this includes enhancing positive thought patterns using the deep limbic system (ANTS), and the LARA method.

The course will also expose participants to a number of guest speakers from various companies and agencies looking to hire or inform participants on important topics, employment opportunities, or upcoming events.

Prerequisite: None

Dates: Offered once each month.

Time: Monday through Friday, 9:00 am to 12:00 pm for 2 weeks.

Costs and Fees

All courses are offered at no cost to the student.

Equipment and Material

All equipment and materials needed for the training are provided to the student at no cost.

Student Policies/Conduct and Attendance Policies

Barlow Center is a drug-free setting; use of drugs/alcohol is prohibited; students are subject to random drug testing.

Students must be present and on time for scheduled training.

Students must sign in/out as they enter/exit the building.

Students must wear all safety equipment as directed by the instructor.

Students must participate in classroom activities, completing all homework assignments on time.

Students must turn off all electrical devices when entering the building.

Students must dress appropriately for class.

Students may not bring food or drink into the building.

Students will work with the Employment Specialist and Retention Specialist to secure and maintain employment.

Holidays

St. Leonard's Ministries observes these holidays:

Labor Day,

Thanksgiving Day,

Christmas Day,

New Year's Day
Martin Luther King Observance,
Presidents' Day,
Memorial Day
Independence Day.

Transcripts

Transcripts and copies of Completion Certificates can be obtained at the Barlow Center Program Office.

Student Services

Clothing, transportation assistance and food are available based on need.

Counseling services are available to all students.

Job placement services are available to all students. (See Placement Services)

All equipment and materials needed for training are provided to students at no cost.

Computer Lab and basic computer training are available to all students. (See Computer Technology Center)

Placement Services

A full-time Employment Specialist and Retention Specialist are available to assist students with job placement and retention. All students are expected to meet with the Employment Specialist to prepare a resume, and begin the search before the completion of their training programs.

Accreditation / Approval

St. Leonard's Ministries Barlow Center is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education but is not accredited by the U.S Department of Education.

Complaint Procedure

A student should first attempt to resolve any complaint informally by discussing the matter with an appropriate staff member. If resolution is not achieved, the student may file a formal, written complaint with the Director of the Barlow Center. The complaint forms are available in the Barlow Center Office.

Any complaints related to the St. Leonard's Ministries Training Program may be submitted to the Illinois Board of Higher Education accessible through its website:

www.ibhe.org

<http://complaints.ibhe.org/>

or:

Illinois Board of Higher Education
1 North Old State Capitol Plaza #333
Springfield, IL 62701-1377
Phone: 217-782-2551

Fax: 217-782-8548
TTY: 888-261-2881

Institutional Disclosures Reporting Table

July 1 through June 30 of the past fiscal year

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: St. Leonard's Ministries - Barlow Center

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

	Program Name	Basic Culinary Skills	Advanced Culinary Skills	Basic Construction Skills	Advanced Construction Skills	
Disclosure Reporting Category	CIP*	12.0505	12.0503	46.0000	46.0000	
	SOC*	35-2021	35-2021	47-2000	47-2000	
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.						
		0	0	0	0	
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	0	0	0	0	
	b) Re-enrollments	0	0	0	0	
	c) Transfers into the program from other programs at the school	0	0	0	0	
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).						
		0	0	0	0	
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0	0	0	0	
	b) Completed or graduated from a program or course of instruction	0	0	0	0	
	c) Withdrew from the school	0	0	0	0	
	d) Are still enrolled	0	0	0	0	
5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study	0	0	0	0	
	b) Placed in a related field	0	0	0	0	
	c) Placed out of the field	0	0	0	0	
	d) Not available for placement due to personal reasons	0	0	0	0	
	e) Not employed	0	0	0	0	
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
		0	0	0	0	
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
		0	0	0	0	
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		0	0	0	0	
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		0	0	0	0	

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bs.gov/soc/classification.htm>

*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

] In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

] If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.