WUCI TRAINEE HANDBOOK

Building Skills. Building Character. Building Futures.

ID CODE: ..... **DATES COVERED:** .....

Scholar Name: .....

Signature: .....

Program Enrolled:

[ ] Basic Welding (SMAW)
[ ] Basic Construction Plumbing (BCPL)
[ ] Basic Carpentry (BCAR)
[ ] Basic Electrical Installation (BEIM)
[ ] Basic Construction Painting (BCPT)
[ ] Basic Construction Masonry (BCMS)

WELCOME TO WUCI

You are about to embark on a **16-Day Blended Training Program**. This means that your face-to-face or onsite learning shall be complemented with online content and assessments at **www.wilconupskill.com**, which you can access with your own username and password.

SCHOLARSHIP PRIVILEGES

As a Scholar under the WUCI Scholarship Agreement, you are entitled to:

- **100% Free Training:** No application or tuition fees.
- **Resources:** Free use of tools, equipment, consumables, and uniform.
- **Career Support:** TESDA National Certification fees within a month after graduation and/or practicum or job placement.

TRAINING STRUCTURE & ATTENDANCE

Duration: 16 Days (4 Weeks – 80 or 120 hours) • **Format:** 4 Courses (1 Course per Week).

Regular Schedule: BEIM / BCPL: Tue–Fri (8:00 AM – 1:00 PM) | BWEL: Tue–Fri (8:00 AM – 3:30/4:30 PM).

1. Attendance Policy (Strict):

- Absence of **TWO (2) DAYS** shall mean dropped from training.
- **Tardiness:** 2 instances of lateness (≥15 mins) = 1 Absence.
- **Drop Rule:** Reaching these limits = Automatic "DROPPED" status.

2. Scholar Duties:

- **Punctuality:** Be on time for all sessions.
- **CLAYGO:** "Clean As You Go" in all workshop and training areas.

COURSE RATING (COCC)

Requirements (Pass/Fail): Attendance: Max 4 hours absent/week • Safety: Zero major violations • Critical Output: Submission of practical task.

Weekly Rating:

Component	Description	Weight
A. Practical	Performance of Practical Tasks	**60%**
B. Theory	Weekly Written Exam (20 Items)	**30%**
C. Soft Skills	Weekly Habit Report	**10%**
TOTAL (Passing: 70%)		**100%**

PROGRAM RATING (COPC)

Component	Description	Weight
A. Practical	Final Demo (Institutional)	**50%**
B. Theory	Final Exam (50 Items)	**30%**
C. Soft Skills	Habit Reports + Reflection	**10%**
D. Interview	Exit Oral Interview	**10%**
TOTAL (Passing Average: 70%)		**100%**

CRITICAL RULE: You **MUST** pass the Practical Demo independently. Even if your Theory score is high, if you fail the Demo, you cannot graduate.

WORK ETHICS (7 EFFECTIVE HABITS)

ATTITUDE is as important as Skill and Knowledge. Proper attitude begins with acquiring habits through practice. Follow the 7 Habits for Effective Construction Workers below. You are assessed weekly on:

1. **Be Proactive:** Take initiative in your assigned task.
2. **Begin with the End in Mind:** Plan before you perform a Task.
3. **Put First Things First:** Prioritize your tasks, keeping safety in mind.
4. **Think Win-Win:** Help teammates; compromise for mutual benefit.
5. **Seek First to Understand:** Listen to instructions clearly.
6. **Synergize:** Work effectively in teams.
7. **Sharpen the Saw:** Maintain tools and personal health.

CODE OF CONDUCT & SAFETY

WUCI may **TERMINATE** your scholarship for:

- **Drugs/Alcohol:** Under the influence on site.
- **Theft:** Stealing tools or materials.
- **Violence:** Fighting, bullying, or weapons.
- **Vandalism:** Destroying property.
- **Falsification:** Any form of Cheating or Submitting fake documents.

> **Safety & Liability:** Training involves risks. You agree to strictly follow Safety Guidelines and waive claims against WUCI for injuries sustained during training. Bringing of children and food for sale are not allowed for safety reasons. Photo or video taking during training without permission is not allowed. Bags/backpacks and vehicles of trainees shall be subject for inspection upon entrance/exit.

REMEDIATION POLICY

1. Weekly Remediation (COCC)
If you fail a Weekly COCC requirement: Follow trainer's remedial instructions.
• **Pass Remedial → Proceed to Next Course** | • **Fail Remedial → Drop from Batch.**

2. Final Remediation (COPC)
If you fail the Assessment: **Grace Period:** You have 4 Days to practice. **Retake:** ONE (1) chance to retake.
• **Pass Retake → Graduate (Receive COPC)** | • **Fail Retake → Re-Apply (No COPC).**

CERTIFICATION STATUS MATRIX

- **1. Competent (Certified):** Overall Score ≥ 70% AND Passed Practical Demo → Outcome: Awarded Certificate of Program Completion (COPC).
- **2. Conditional (No Certificate):** Passed Practical but Failed Theory OR Failed Soft Skills → Outcome: Certificate withheld until remedial passed.
- **3. Not Yet Competent (Re-Apply):** Failed Practical Demo OR Overall Score < 70% → Outcome: Mandatory refresher + Re-assessment.

MY NOTES

IMPORTANT CONTACTS

WUCI Administrative Office: +63 969 380 7901
WUCI Registrar / LMS Administrator: +63 969 505 3453
Email: wucionline@gmail.com • **Emergency Hotline (Rodriguez, Rizal):** 161 / 911

Data Privacy Consent: By accepting this scholarship, you consent to the collection of personal data for TESDA reporting and the use of photos/videos for WUCI promotional records.

WUCI Motto: "We Train, You Gain"