SKILL UP FOR MANUFACTURING *FREQUENTLY ASKED QUESTIONS*

FAQ- Training

What kind of training is available?

The Introduction to Manufacturing program will familiarize you with the basic mechanic and manufacturing skills and engineering knowledge required for new hires as an entry level employee in a manufacturing or related field. The course will convey basic trade knowledge, workplace skills and production readiness.

Who is providing this training?

Classes will be held at Gateway Community College, 20 Church St., New Haven, CT 06510

How long does the training last?

The intensive, work-based classroom training lasts 5 weeks. Classes are held from 9:00-4:00, Monday through Friday for the duration of the training.

When is the training offered?

Classes start March 25, 2019 and will end on April 26, 2019. Classes are held from 9:00-4:00, Monday through Friday for the duration of the training.

Do I get paid wages during the classroom training?

There are no wages paid during the classroom training; however, there is a cash stipend awarded to participants for successful completion of classroom training benchmarks.

What happens after the classroom training?

Individual job search assistance is available both during and after the training program. Additionally, employers will be invited for hiring events, direct hire opportunities and to utilize our hiring incentives.

What do I need to do to get into the Program?

1. **Complete the application on the Workforce Alliance website: www.workforcealliance.biz/skillup** You will receive an email from a staff member with date options for a Manufacturing Skills Inventory session and attend your scheduled session.

2. **Next Steps include:**
   a. **Attend a Manufacturing Skills Inventory session.** Your current skills will be measured to demonstrate your ability to successfully complete the classroom training program. This session covers basic shop math, ruler reading, and spatial reasoning. An average score of 70% is required to advance to classroom training.

Candidates who do not meet the minimum requires of the Manufacturing Skills Inventory will be offered an intensive two-week Education Refresher course to improve their scores or be referred to the American Job Center for further assistance.

   b. **Complete a profile on CTHIRES.com. American Job Centers are open 8:30 am – 4:30 pm M-F to log into CTHires. Staff assistance is available.**

   c. Upload a resume to CTHires. If you need assistance creating a resume, attend a Hands-On Resume workshop at the New Haven or Meriden American Job Centers. Register in CTHIRES or call (203) 624-1493 or (203) 238-3688.

3. **Once these steps are completed, you will be scheduled to attend an Eligibility/Intake Session** where you will learn more about the training and job search opportunities available. At that time, you will finalize your participation in Skill Up.

Important Notes:

   a. **If you change your e-mail address or phone number,** you should e-mail your changes to: sjohnson@workforcealliance.biz Please be sure to include your name and specify what has changed since you applied on Skill Up for Manufacturing portal (i.e., phone or e-mail).
   b. **If you are no longer interested in Skill Up for Manufacturing**, and do not wish to pursue training and/or job search assistance, please e-mail sjohnson@workforcealliance.biz to notify us. It would be helpful to know why you are withdrawing (i.e., got a job, moved, no longer interested, etc).

Is there assistance while in the Program?

Yes, there are supportive services available to participants while in classroom training. Examples include: travel reimbursement, daycare assistance and required books, tools and clothing. Additionally, there is a cash stipend awarded to participants for successful completion of classroom training benchmarks.

FAQ- Eligibility

Who is eligible for the Program?

All Connecticut residents who are 18 years or older and meet income eligibility guidelines as well as being authorized to work in the U.S. are eligible for the program. **Certified Dislocated Workers are encouraged to apply.**

Do I need a high school diploma or GED?

Yes.

I am working. Can I still get into this program?

Yes, if are underemployed, which includes:

a. Working at a job that does not match your former wage or skill level (based on job title, wages or benefits)
b. Working part-time for fewer than 32 hours per week (or Per Diem, or at a temporary position)
c. Having sporadic employment or frequent job changes
d. Recent graduates and/or those with limited work history.

If you are working, the maximum income limit is based on your family size. See chart below:

Family Size	Maximum Income
1	$24,120
2	$32,480
3	$40,840
4	$49,200
5	$57,560
6	$65,920

FAQ- Job Duties

A typical entry-level job is Machinist. Job duties are to set up and operate a variety of machine tools to produce precision parts and instruments. Machinists may also be precision instrument makers who fabricate, modify, or repair mechanical instruments. Machinists may fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout and machining procedures.

Tasks:
- Calculate dimensions or tolerances, using instruments such as micrometers or Vernier calipers.
- Machine parts to specifications, using machine tools, such as lathes, milling machines, shapers or grinders.
- Set up, adjust, or operate basic or specialized machine tools used to perform precision machining operations.
- Align and secure holding fixtures, cutting tools, attachments, accessories, or materials onto machines.
- Measure, examine or test completed units to check for defects and ensure conformance to specifications, using precision instruments, such as micrometers.

Average wage in CT: $49,060

FAQ- Other

How will this program affect my Unemployment Benefits?

Participation in this training program will not stop or extend your Unemployment Benefits. All unemployed and underemployed individuals interested in the program will be given equal consideration.