

# 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.

Trainees earn 250 Pre-Apprenticeship hours through the CT Department of Labor, and a Six Sigma certification.

### **Who is providing this training?**

Classes will be held at Gateway Community College, 20 Church St., New Haven, CT 06510 and at Vinal Technical High School, 60 Daniels Street, Middletown. Classes at Vinal are taught by instructors from Middlesex Community College.

### **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?**

Multiple classes are now offered at both Gateway Community College, New Haven and Vinal Technical High School, Middletown with instructors from Middlesex Community College. Classes are held from 9:00-4:00, Monday through Friday for the duration of the training. Choose which class(es) you are interested in when you click Apply Now.

### **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](http://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. **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.

3. **Complete a profile on [CTHIRES.com](http://CTHIRES.com).** American Job Centers are open 8:30 am – 4:30 pm M-F to log into CTHires. Staff assistance is available.
  - **Upload a resume to your CTHires profile.** 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.
4. **Attend an Orientation 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: [jarnold-barry@workforcealliance.biz](mailto:jarnold-barry@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 [jarnold-barry@workforcealliance.biz](mailto:jarnold-barry@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 training?**

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 are authorized to work in the U.S. are eligible for the program.

### **Do I need a high school diploma or GED?**

Yes.

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

Yes, particularly if you 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.

### **What documents do I need to provide?**

- Driver’s license or state ID
- Birth certificate or Passport
- Permanent Resident Card (*if applicable*)
- Social Security Card

## **FAQ- Jobs, Wages and Duties**

Enrollment into Skill Up for Manufacturing includes a commitment to enter the manufacturing field. Most graduates of the 5-week introductory training qualify as entry-level, unless you have additional prior experience or education. Skill Up does not guarantee job placement, *however*:

- a. Hiring companies will visit the class and participate in Meet & Greet events
- b. Resume prep, interview skills, and job search strategies are included

- c. Participants are expected to pursue and consider all viable job offers in order to enter and advance in the field of manufacturing.
- d. Outcomes will be tracked. Successful job placement will help ensure that Skill Up for Manufacturing continues.

### **Sample Entry-Level Jobs**

- Machinist/Machine Operator
- Machine Setter & Tender
- Spray Painter
- Polisher
- Fork Lift Operator
- Maintenance & Repair Worker
- Welder/Solderer
- Assembler Engineer
- Computer Numerical Control technician
- Quality Inspector
- Press Assistant

Visit [http://bit.ly/ONET\\_ManufacturingJobs](http://bit.ly/ONET_ManufacturingJobs) for tasks, duties and wage information.

### **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.

#### **How is this program paid for?**

Skill Up for Manufacturing is funded by Workforce Alliance through a grant from the Apprenticeship CT Initiative. There is no cost to trainees.