

SKILL UP FOR MANUFACTURING *FREQUENTLY ASKED QUESTIONS*

What kind of training is available?

Introduction to Manufacturing (5 Weeks): Provides basic mechanical 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, safety and production readiness. Includes a certificate for 250 Pre-Apprenticeship hours from the CT Department of Labor, Six Sigma certification and OSHA 10.

Intro to Manufacturing + CNC (7 Weeks): Five-Week Intro to Manufacturing training plus:

- learn to use the simulators & CNC machines
- introduction to MASTERCAM
- Create two projects

Intro to Plastics Manufacturing (10 Weeks): Five-week Intro to Manufacturing training plus: 2 weeks of Plastics Labs Standards and Industrial Scale instruction and 3 weeks of hands-on “lab” training at Wepco Plastics. Students acquire skills in:

- Molding and plastics processing safety
- Molds
- Injection molding machines
- Injection molding operation
- Injection molding support equipment
- Injection molding equipment maintenance

Who is providing this training?

Three community colleges are providing instructors for Skill Up and will award certificates of completion. Trainings through Middlesex and Three Rivers Community Colleges will be taught at nearby technical high schools. **Locations:**

- Gateway Community College, 20 Church St., New Haven, CT
- Middlesex Community College at Vinal Technical High School, 60 Daniels Street, Middletown, CT
- Three Rivers Community College at Grasso Technical High School, 189 Ft. Hill Road, Groton, CT. **NOTE:** Final 3 Weeks are on location at Wepco Plastics, 27 Industrial Park Access Rd., Middlefield, CT.

How long does the training last?

The intensive, work-based classroom training lasts 5-10 weeks, depending on the program selected. Classes are Monday-Friday. Gateway and Middlesex classes are 9 AM - 4 PM. Three Rivers classes are 3-9:30 PM.

When is the training offered?

2020 Schedule:

Jan. 21 – Feb. 28, 2020, 9 AM – 4 PM: 5-Week Intro to Manufacturing

Middlesex Community College at Vinal Technical High School, Middletown, CT.

Application Deadline: Dec. 13, 2019

Jan. 28 – April 4, 2020, 3 – 9:30 PM: 10-Week Intro + Plastics

Three Rivers Community College at Grasso Technical High School, Groton, CT & Wepco Plastics, Middlefield, CT.

Application Deadline: Dec. 13, 2020

March 2 – Apr. 17, 2020, 9 AM – 4 PM: 7-Week Intro + CNC

Gateway Community College, New Haven, CT.

Application Deadline: Jan. 31, 2020

Do I get paid wages during the classroom training?

There are no wages paid during the classroom training; however, there is a **cash stipend** given to participants for completing classroom training benchmarks and attendance.

What happens after the classroom training?

Graduates are expected to actively look for jobs and communicate employment status to Skill Up staff. Job search assistance is available both during and after training. Employers visit the class and participate in “Meet & Greet” events. New job leads will be shared with participants by email and other means.

Workforce Alliance Business Services staff will also offer incentives to employers to hire Skill Up graduates and continue On-the-Job Training.

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 your Manufacturing Skills Inventory 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. A score of 90% is required for the plastics training.

Candidates who do not meet the minimum scores will be offered an intensive two-week refresher course to improve their scores or be referred to the American Job Center for further assistance.

3. **Complete a profile on [CTHIRES.com](https://www.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. 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 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, childcare assistance referrals, plus books, tools and clothing required for training or work. Additionally, there is a **cash stipend** given to participants for attendance and reaching training benchmarks.

FAQ- Eligibility

Who is eligible for the Program?

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 requires a commitment to enter the manufacturing field. Most graduates 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
- Set Technician
- Mold Maker
- Plastics Engineer
- Material Handler
- Fabricator
- Quality Inspector
- Extrusion Machine Operator
- CNC Operators

Visit 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.