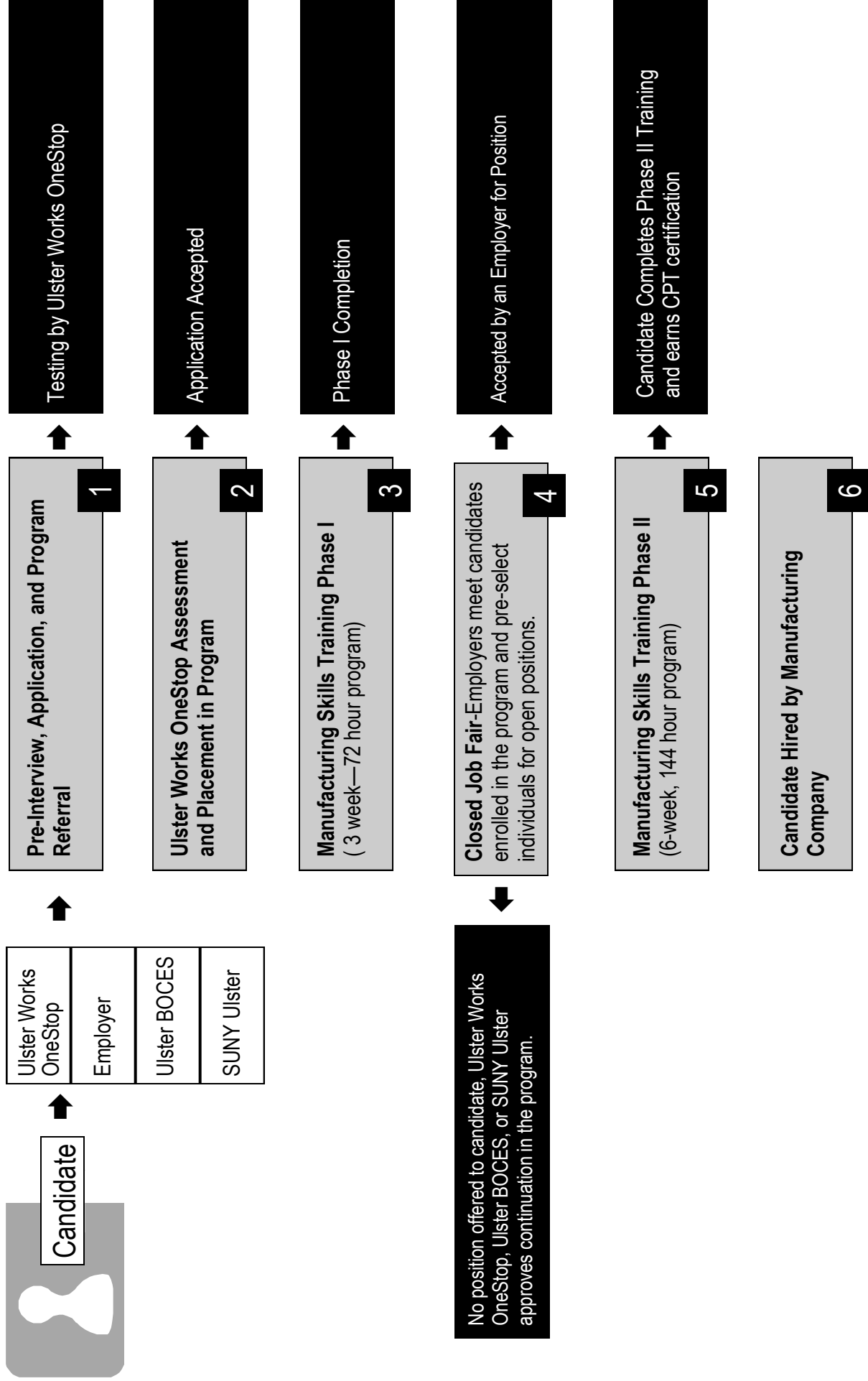


# Ulster County Guaranteed Job Manufacturing Training Pilot Program



### **1. Pre-Interview, Application and Program Referral**

An application form will be created and will include the following components:

- Personal information required by Ulster Works OneStop for program services
- Resume
- Cover letter
- Reference list
- Commitment to Program form to be signed by participant

### **2. Ulster Works OneStop Assessment and Placement in Program**

Ulster Works OneStop will manage the placement of participants in the program. A process will be developed to review applications and engage employers in initial selection.

### **3. Manufacturing Skills Training Phase I**

This program will run 3 weeks for a total 72 hours and include the following components:

#### **Work Readiness**

This 12 hour segment of Phase I will concentrate on the soft skills needed for success in the workplace. This will include: appearance and appropriate dress; effective time management; effective listening; interpersonal skills and acceptable workplace behaviors. A significant portion of the soft skills instructional time will actively involve the students in developing appropriate responses and strategies to handle the various situations that commonly occur at a worksite.

Resumes will be reviewed and critiqued by staff with the students completing revised resumes during the computer basics portion of the program. Students will also participate in an interview skills workshop in preparation for the “closed” job fair scheduled for the end of Phase 1. Sessions will include:

- Morning meetings with manufacturers
- Resume writing
- Cover letter writing
- Interview preparation

#### **Computer Basics**

This 18 hour course is designed for students new to using computers. It presents an overview of the competencies required for basic operation of a desktop computer including the following:

- Overview of hardware function
- Windows overview
- Using the Internet
- Introduction to word processing
- Introduction to spreadsheets

## **Math Basics**

This 24 hour course is a prerequisite for Machining and Blueprint Reading and Geometric Tolerancing. It will cover the following math competency areas:

- Skills check of addition, subtraction, multiplication and division of real numbers
- Fractions
- Exponents
- Basic algebra
- Basic trigonometry

## **Introduction to Machining**

Students in this 6 hour class will participate in actual “hands on” introduction to manual machining. The students will receive instruction in basic set up and operation of a manual lathe or milling machine. After becoming familiar with the operation of a manual lathe or milling machine, the students will work off a blueprint of a simple production part and then actually fabricate the part. The instructor will carefully evaluate the finished part against the blue print specifications.

## **Introduction to Blueprint Reading**

Basic Blueprint Reading class provides students with 12 hours of classroom instruction that will enable them to understand the various types of blueprints, shop prints and schematics commonly utilized in a manufacturing environment. The specific skills covered will include the ability to:

- Define different types of scales used on drawings
- Identify height, width, and length dimensions of a drawing
- Interpret the various symbols and notations used on drawings
- Properly use, care for, and calibrate precision measuring tools including but not limited to micrometers, calipers, and bore gauges

#### **4. Closed Job Fair**

After the three week Phase I training, a closed job fair will be held to include manufacturers participating with the Guaranteed Jobs program. This will occur at either Ulster BOCES or SUNY Ulster campus. Manufacturers will be queried beforehand to determine whether they would like to see all resumes and applications prior, and whether they would like to interview all candidates in Phase I training. The intent is to ensure that all candidates will be interviewed by several companies, from which they will be given fair consideration of selection allowing them to continue to Phase II training, and eventually, employment.

Manufacturers would be expected to manage this as any interview situation at their company, with the same expectations as they would place on applicants in an initial interviewing process. It is understood that in some cases, a manufacturer may have made a referral to the Phase I program, and would be selecting the candidate they referred. All would, however, be asked to interview at least two candidates for consideration, with the option to interview all who are in the Phase I training course. Employers would then give names of their selected candidates from this process, to the County Executive's office within three days of interview. The County Executive's office, in consultation with the training partner agencies, SUNY Ulster and Ulster BOCES, will identify those candidates who will be asked to continue to Phase II of the training, for an additional 144 hour course leading to the national CPT certification.

It is understood that all candidates must successfully complete Phase II requirements to be considered for employment. This includes adherence to all the requirements of the training program including attendance, academic standards and appropriate demeanor for the workplace.

Candidates that are not selected for Phase II, which will be made clear to all applicants at the beginning of Phase I, will be given an alternate pathway for program continuation, as approved by Ulster OneStop. This may include continuation through Phase II with alternate financial support as a training program without a specific job guarantee at the end, or referral to an appropriate existing course of study at either partner training institutions, Ulster BOCES or SUNY Ulster.

#### **5. Manufacturing Skills Training Phase II**

Phase II training will be inclusive of the skills as required to secure the CPT certification. They are as follows, with notation of course areas that will cover these skills, and key content areas:

##### **Safety**

1. Work in a safe and productive manufacturing workplace
2. Perform safety and environmental inspections
3. Perform emergency drills and participate in emergency teams
4. Identify unsafe conditions and take corrective action
5. Provide safety orientation for all employees
6. Train personnel to use equipment safely
7. Suggest processes and procedures that support safety of work environment

8. Fulfill safety and health requirements for maintenance, installation, and repair
9. Monitor safe equipment and operator performance
10. Utilize effective, safety-enhancing workplace practices

**Courses:** OSHA, Work Readiness, Hands-On-Manufacturing

#### **Quality, Practices & Measurements**

1. Participate in periodic internal quality audit activities
2. Check calibration of gages and other data collection equipment
3. Suggest continuous improvements
4. Inspect materials and product/process at all stages to ensure they meet specifications
5. Document the results of quality tests
6. Communicate quality problems
7. Take corrective actions to restore or maintain quality
8. Record process outcomes and trends
9. Identify basic blueprint codes
10. Use common measurement systems and precision measurement tools

**Courses:** Blueprint Reading and Geometric Tolerancing, Work Readiness, Hands-On-Manufacturing, CPT Online

#### **Manufacturing Processes & Production**

1. Identify customer needs
2. Determine resources available for the production process
3. Set up equipment for the production process
4. Set team production goals
5. Make job assessments
6. Coordinate work flow with team members and other work groups
7. Communicate production and material requirements and product specifications
8. Perform and monitor the process to make the product
9. Document product and process compliance with customer requirements
10. Prepare final product for shipping or distribution

**Courses:** Computer Skills, Math, Work Readiness, Hands-On-Manufacturing, CPT Online

#### **Maintenance Awareness**

1. Perform preventative maintenance and routine repair
2. Monitor indicators to ensure correct operations
3. Perform all housekeeping to maintain production schedule
4. Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
  - a. Electrical systems
  - b. Pneumatic systems
  - c. Hydraulic automation systems
  - d. Machine automation systems
  - e. Lubrication processes

- f. Bearings and couplings
- g. Belts and chain drives

**Courses:** Electrical Theory and Schematics, Work Readiness, Hands-On-Manufacturing, CPT Online

#### **6. Candidate Hired by Manufacturing Company**

Successful completion of all program requirements will result in a guarantee of employment by the manufacturer for a period of up to one year. This is as per agreement with the County Executive's office.