

**Manufacturing Production Technician Training**  
**Sponsored by the Greenville Collaborative for Workforce Development**

## **Frequently Asked Questions**

### **What is the Greenville Collaborative for Workforce Development (GCWD)?**

GCWD is a community-based partnership that seeks to strengthen the financial stability of our region by investing in Greenville's low income, under skilled workforce to address skill shortages in industries critical to South Carolina's economic health.

### **Why are you offering this training for free?**

GCWD developed this initiative to equip under skilled members of our community's workforce with the knowledge and confidence needed for in-demand job enhancement and future, long-term success. GCWD works to combine public and private funding to support the following:

- Under-skilled workers develop in-demand, marketable skills
- Workers find and retain employment with sustainable salaries, benefits, and career ladders
- Valued employers in growth industries find and retain skilled workers
- Capacity and resources for education and skills training are enhanced
- Public policies that improve economic opportunity are promoted and secured.

GCWD recognizes that many members of our community have the ability and desire to build their education in order to get and keep employment that leads to financially stable career. Yet many lack the financial, networking or supportive resources to do so. This training program serves as a "bridge" for those community members to start on the pathway to career advancement and financial stability.

### **What is a Manufacturing Production Technician?**

MSSC's Certified Production Training Program assists individuals in preparing for careers in manufacturing. The program provides critical manufacturing knowledge that is important in all manufacturing environments including Manufacturing Processes and Production, Quality and Quality Measurement, Safety, and Maintenance Awareness. This program will increase the productivity and innovation of individuals by reinforcing these core knowledge and skill sets. Students will be better prepared to operate machinery used in production processes, examine products to verify conformance to quality standards, document production activities, perform basic preventative maintenance activities, engage in safe workplace practices, handle raw materials and finished products, and to perform as effective team members.

### **What is the Manufacturing Skills Standard Council (MSSC) Certification?**

The Manufacturing Skill Standards Council (MSSC) is an industry-led standards-based, training, assessment and certification system focused on the **core** skills and knowledge needed by the nation's production workers. The nationwide MSSC System, based upon industry-defined and federally-endorsed national standards, offers workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the high-growth, technology-intensive jobs of the 21st century.

The MSSC offers certification for Production Workers ([Certified Production Technician or CPT](#)). Applicable to all sectors of manufacturing, MSSC offers a new set of tools to ensure that both entering and incumbent workers are flexible, easily trainable, and highly motivated *knowledge workers* able to keep pace with technological change—the **“Industrial Athlete of the Future.”**

### **What topics will the training cover?**

There are four production modules and one career readiness module that will be covered in depth during the training. These modules have been identified by manufacturing employers as critical in today's competitive manufacturing environment. They are:

- Safety;
- Quality Practices & Quality Measurement;
- Manufacturing Processes & Production; and
- Maintenance Awareness
- Employment Readiness and Employability Skills

The employment readiness module is led by a career coach who will work individually and in groups with trainees to identify and focus on achieving career goals, to overcome obstacles that stand in the way of career success, and to gain insight into employer expectations for successfully getting, keeping and advancing in a career.

### **When does the training start and end? Is it full time?**

The training will begin Monday, May 24<sup>th</sup> and is expected to end August 5<sup>th</sup>. This is a full-time training. You must be available for training Monday, Tuesday, Wednesday and Thursday from 8:30 a.m. to 3 p.m., as well as on certain Fridays. Homework will be involved.

### **How many people will be accepted for the training?**

The class will be made up of 20 trainees. Each trainee is selected based on eligibility and successful completion of the application process. The expectation is that each trainee that participates will complete the training and progress to employment or more advanced training.

### **Will there be an “in-demand” job for me when I finish training?**

Participation in the training does not guarantee you a job. However, this program is recognized nationally and by many area employers for its content and relevance to their positions. Trainees will test on each module to earn credentials. We continually work with manufacturing employers in many industries to identify in-demand employment opportunities and further training opportunities for those who complete this program. Trainees will be responsible for working with the career coach to build their own job search, interviewing, and job retention skills. Please see the article, "[Local auto firms expect jobs](#)" in The Greenville News – this article refers to the same course of study being offered in Spartanburg.

### **How will I know if I'm eligible or not to participate in this training?**

You will find out more about eligibility during the information session. However, you must meet the following criteria in order to be considered:

1. **You must be 18 years of age or older.**
2. **You must be free to work legally in the United States.**
3. **You must live in Greenville County.** The funding provided for this program is specific to Greenville County.
4. **You must have a working telephone where you can be reached easily and through which you will respond promptly.** Frequent communication throughout the application process, training period, and several months of employment is required.
5. **You must have reliable transportation.** Transportation is not provided as part of this training. You will be responsible for attending each day of training on time and for the full day. You may not arrive late or leave early due to transportation issues. The Buck Mickel Center, which will be the location of the training, is on the GreenLink bus line, so you may use the bus to attend training. However, your own transportation may be necessary to travel to and from employment following training.
6. **You must have earned a high school diploma or GED.**
7. **You must not yet have earned a bachelor degree or higher.** This support program was created to help people transition to higher education levels.
8. **You must score at least a "4" rating on math and a "5" rating on reading using the Work Keys assessment test.** This test will be arranged for candidates as part of the application process.
9. **You must be familiar with basic computer skills.** Trainees in the Manufacturing Production Technician training will use computers to complete portions of the training course.
10. **Your household must qualify as below the self-sufficiency level (low income).** This is determined by the amount total household income of everyone living in your household, including earnings from work as well as payments like social security, disability, food stamps, child support, military, etc. The number of people (children and adults) living in your household is also a factor. For example, a single person living alone can be determined to be low income by this program if his or her total household income is below \$17,366. A two-person household can be determined to be low income by this program if the total household income is below \$28,454. Three-person: \$39,054. Four-person: \$48,215. Five-person: \$56,906. Six-person: \$66,554.

11. **You must be drug free and remain drug free.** There is no room for illegal drug use of any kind or frequency in the workplace or in this training. Keep in mind that spending time near those doing illegal drugs may cause you to test positive for drugs in an employers' drug screening. Drug use significantly lowers your chances of getting and keeping employment. This cannot be overstated.
12. **You must have minimal to no criminal record.** A background check will be conducted by candidates for this program. The state expungement process may be used to eliminate certain types of minor criminal activity on your record. Any item that cannot be expunged from your record will be considered and may prevent you from being selected for this training program.

To find out more about the types of activity that may qualify for expungement, go to [www.greenvillecounty.org](http://www.greenvillecounty.org). In the search bar type *expungement* and it will pull up the website. This section will include explanations of what can/cannot be expunged, the fees involved, how to apply, a link to the application and a link to the Order of Destruction to sign and submit for processing. There will also be a Frequently Asked Questions section.

### **How do I apply for this training?**

You will need to attend one of two information sessions at the United Ministries Learning Center, 503 Vardry St., Greenville, SC 29601. The first will be held on March 17<sup>th</sup> at 9:00 a.m. The second will be held on March 23<sup>rd</sup> at 9:00 a.m. You will receive information and forms that are required to apply for this training during the session. The information session will also include a Workforce Investment Act (WIA) Orientation, as selected participants must be eligible to receive WIA support for tuition costs.

### **Do I have to attend the information session to apply?**

Yes, each candidate is required to attend one information session.

### **Where should I park for the information session?**

Parking will be available at the United Ministries Learning Center, 503 Vardry Street, Greenville, SC 29601. There is an overflow lot in the back.

### **What is the application process like?**

1. After attending the information session, you will be asked to gather required documents to prove your eligibility. These documents, along with a completed application packet, must be submitted to United Ministries Learning Center by 4 p.m. on March 29<sup>th</sup>
2. We will review this information and select applicants for interviews. Interviews will take place at United Ministries Learning Center at a pre-specified time.
3. Applicants who pass the interview process will attend an eligibility appointment in April.

4. Applicants who meet the eligibility requirements will attend three weeks of skills upgrading at Lifelong Learning beginning in May. At the end of the second week, participants will take WorkKeys. Throughout the three weeks of skills upgrading, applicants will meet with Career Coach for career planning.
5. Applicants who meet minimum score requirements for the math and reading sections of the WorkKeys test and satisfactorily complete the three weeks of skills upgrading will attend an Orientation on May 21<sup>st</sup>
6. Class will begin on May 24<sup>th</sup> at the Buck Mickel Center.

\*\*All dates are subject to change.

### **What is WorkKeys?**

WorkKeys is a job skills assessment system measuring real-world skills. WorkKeys connects work skills, training, and skill testing for educators and employers. You will be tested using WorkKeys on math, reading, and locating information. A math score of “4” and a reading score of “5” is required to be eligible for this training program. By completing the Work Keys testing, you will have the opportunity to earn the [Work Ready SC Career Readiness Certificate](#). You can begin preparing now for the WorkKeys test by visiting the **WIN WorkKeys practice site**, or by visiting a local [One-Stop Center](#) to access this site.

### **What is a Career Coach?**

Like a sports coach, a career coach works with you individually and as a group to identify, set and achieve goals. The career coach will cover a wide range of topics with you to help you be the best you can be as a trainee and employee. Just like any coaching relationship, each trainee is ultimately responsible for his or her own performance and success.

### **What kind of supportive services are you offering?**

In addition to career coaching, other supportive services may be provided, such as:

- Gas cards may be provided for travel to and from training as long as funding remains available.
- Limited emergency assistance with bills may be available based on the type, amount, and date of the bill, if other assistance sources have been exhausted, and if funding remains available.

### **What if I have more questions?**

Please come to an information session at one of the following times to have your questions answered. If you have questions about the information session itself, **please call 335-2603.**

**Date:** Wednesday, March 17<sup>th</sup> or Tuesday, March 23

**Times:** 9:00 a.m.

**Place:** United Ministries Learning Center

503 Vardry St., Greenville, SC 29601

**\*\*Overflow parking available at Pendleton Street Baptist Church. DO NOT park in spaces marked RESERVE.**