

## Program Fact Sheet

### IAA ITAR Program Overview

The purpose of this program is to provide technology-based opportunities to individuals who have a desire to enter a high-tech profession but do not have the means or a way of doing so.

The program will be held in two phases. The first phase (8-weeks in total duration) is an apprenticeship readiness phase or “education” phase. The second phase is the actual “apprenticeship” phase, which partners an employer with a successful graduate in a paid apprenticeship program. This phase involves further intensive education and mentorship.

This session of the IAA ITAR Program will sponsor up to twelve (12) Machine Operator apprenticeships with *Vermont Thread Gage* (VTG) of Franklin, Kentucky. Interested applicants are invited to fill out an online application and attend an orientation and career information session. They are also required to submit a resume. Interested applicants will have the opportunity to return within the next two days to take several basic aptitude assessments administered by IAA staff.

Based on the application, resume, and assessment scores, a selection of applicants will be invited back for a first round of interviews with *IAA* and *Kentucky Career Center* staff. Based on results of first round interviews, a select number of applicants will be invited back for final interviews with the sponsoring employer *VTG*. From this pool of final applicants, up to twelve (12) students will be sponsored to enter the eight-week intensive education program. Successful graduates of the education program will be offered full-time employment and an apprenticeship with *VTG*. The apprenticeship will involve further advance-level training, mentorship, and an opportunity to increase wages common in all apprenticeship programs.

This is a joint initiative between the *US Department of Labor*, *Kentucky Labor Cabinet*, *Department of Workplace Standards*, *Division of Apprenticeship*, *Institute for American Apprenticeships at Vermont HITEC, Inc.*, and our sponsoring employer *Vermont Thread Gage*.

### Frequently Asked Questions & Answers

#### **1. Who developed and administers the IAA ITAR program?**

The “education” phase of the IAA ITAR Program was developed and is administered by the *Vermont Healthcare Information Technology Education Center, Inc. (Vermont HITEC)*. Institute For American Apprenticeships at *Vermont HITEC* is a 501(c)(3) non-profit organization designed to educate individuals in the high-tech and healthcare-related fields. The “apprenticeship” phase of the program is developed and administered by the Apprenticeship Division of the *Kentucky Department of Labor*.

#### **2. Who supports the program?**

This will be the *thirty-sixth* session of the IAA ITAR Program. This IAA ITAR Program session is supported by the *US Department of Labor*, *Kentucky Labor Cabinet*, *Department of Workplace Standards*, *Division of Apprenticeship*, *Institute for American Apprenticeships at Vermont HITEC, Inc.*, and our sponsoring employer *Vermont Thread Gage*. *Vermont Thread Gage* is supporting part of the tuition costs for the students, and is providing in-kind contributions and the apprenticeship opportunities to students who successfully graduate this session of the ITAR program.

### **3. How long is the *IAA ITAR Program* and when will classes begin?**

The program is conducted over an eight-week intensive period. Classes will be held Monday through Friday from 7:00 a.m. to 4:00 p.m. at the IAA Classroom in Franklin, KY. The *IAA ITAR Program* will ready successful graduates for an apprenticeship with *VTG*, which will involve continued education and mentoring.

### **4. What will the education involve during the *IAA ITAR Program*?**

The program is designed to prepare successful graduates for CNC Machine Tool Operator apprenticeships. The program features both course-work (lecture and online), as well as hands-on instruction. It will include an introduction to machining & shop safety, materials science, machine shop math, blueprint reading, geometric dimensioning and tolerancing precision measurements techniques, and the use of CNC turning centers (lathes) and centerless grinders. There will be both manual and CNC machining hands-on instruction. It will have an emphasis on specific uses of these concepts and practices in the sponsoring employer's manufacturing operations.

### **5. Will I have homework?**

Yes. This program was designed to be intensive and to immerse the students in the topics of study. There will be a significant amount of homework involved in this program. This will include at least 4 hours per evening (including additional class time) and 8 to 10 hours during the weekends.

### **6. Where will the classes be held?**

All classes will be held at the *IAA Classroom* at 564 Reasonover Drive in Franklin, KY.

### **7. Who will deliver the education?**

*IAA* and *VTG* will provide the instructors for all of the classes involved in the eight-week intensive program. Those who successfully graduate the program and accept a position with *VTG* will continue their education with a staff mentor. This may involve additional classroom education and one-on-one mentorship.

### **8. What is the cost of the *IAA ITAR Program*?**

There are no direct costs associated with participating in this program.

### **9. Are there any other costs to the program?**

You will be provided with all the necessary training materials including textbooks and computers. All these materials remain the property of *IAA*, *VTG*, and the program.

### **10. Are students guaranteed a job offer if they graduate from the *IAA ITAR Program*?**

All successful graduates of this session will be offered full-time apprenticeship positions. To graduate from the program, students will be required to master the academic and practical material and meet a set of performance standards.

### **11. Will my course work and school records be shared with my sponsoring employer?**

Under certain circumstances, all of your school work and school records (including course work, projects, attendance records, and written and oral conversations) may be shared with *VTG* in the event that *IAA* deems it necessary.

### **12. How much will I be able to earn as an employee with *VTG*?**

In this session, positions will start at \$13.00 per hour. Apprentices will have the potential to earn \$14.00 or more per hour after six months and \$15.00 or more per hour upon the completion of the one-year apprenticeship and is based on performance. The positions will include a full comprehensive benefits package based on company policy. Performance will be evaluated at prescribed time intervals during the apprenticeship. In addition, you will be evaluated as part of the standard *VTG* performance review cycle. Further wage growth potential exists after the apprenticeship based on performance and overall growth.

**13. Are benefits offered with the apprenticeship position?**

Yes. Those who successfully graduate the program and accept an apprenticeship with *VTG* will become full-time employees. In accordance with the employer's policies, you will have the opportunity to contribute to a comprehensive benefits package which can include health and dental coverage. Please refer to *VTG's* benefit sheet for a complete listing of benefits.

**14. Are there opportunities for advancement once I become a *VTG* employee?**

Yes. You will be evaluated as part of the employer's standard performance review cycle and considered for other positions as deemed needed by the organization.

**15. Will I be paid while I am a student enrolled in the *IAA ITAR Program*?**

No. As a student enrolled with *IAA*, you will not be paid. Earnings begin upon the start of your apprenticeship. However, if you are currently a *VTG* employee, please contact Human Resources for more information about program eligibility.

**16. How can I earn a living while I am enrolled in the program full-time? What resources are available to help me?**

This eight-week program will require a full-time commitment, and you will not be able to hold a second job, even part-time, while participating in this program. If you are a dislocated worker currently receiving unemployment insurance benefits, please contact a representative of the *Kentucky Career Center* as these benefits may continue while you are enrolled in the program. Other sources of financial support may be available to income-qualified individuals; please contact the *Kentucky Career Center* for more information.

**17. What if I am unable to enroll in the *IAA ITAR Program* at this time? Will there be other opportunities?**

We may hold additional *ITAR* programs for *VTG* in the future. Please visit our website at [www.vthitec.org](http://www.vthitec.org) for more details. There is a possibility that other healthcare and technology apprenticeships will be offered through *IAA*, but no guarantees.

**18. Are there any part-time apprenticeship opportunities through *IAA ITAR Program*?**

There are no part-time opportunities for those who wish to participate in this program.

**19. What are the steps in the selection process?**

The first step in the selection process is to attend the informational orientation session, at which time we will collect your resume. Those who are still interested in the program will take six (6) aptitude assessments. The assessments will take a total of approximately 2 hours. Based on the received applications, resumes, and the results of aptitude assessments, a selected group of participants will be invited to return for a series of interviews. From the pool of interviewed applicants, students will be chosen. The final selection will be based on a person's overall desire and potential to succeed.

**Nondiscriminatory Policy**

**Equal Opportunity Is the Law.** It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetics, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2015 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.

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