

## **Policy for Training Reimbursement**

### **Article I: Purpose.**

The Southwest Virginia Alliance for Manufacturing, Inc. (SVAM), a non-profit educational organization, is providing a workforce skills training cost reimbursement program to manufacturers in the 17-jurisdiction SVAM footprint. This program is funded through a grant from the Tobacco Region Revitalization Commission. It is an industry-led effort to provide better-trained workers for manufacturers and to promote manufacturing careers in the region. The \$200,000 new grant will pay for workforce skills training to meet the needs of local industry in Southwest Virginia. The Commission has limited reimbursement to 25-33% of training costs with documentation of a dollar-for-dollar match. It has also limited the types of training eligible for reimbursement to: Welding, Machining, National Career Readiness Credential Platinum Level, and Manufacturing Technician Level 1.

### **Article II. Eligibility**

A. This Grant is available to members and non-members of SVAM alike.

### **Article III. Training Categories**

#### **OCCUPATIONAL SKILLS:**

##### **A. Welding**

1. MIG
2. TIG
3. Plasma Cutting
4. Plasma Welding
5. Robotic
6. Other

##### **B. Machining**

1. Machine Operator
2. Computer Numerical Controlled (CNC) Programmer
3. Millwright
4. Tool & Die Maker
5. Other

##### **C. Process Specific for Welding and Machining**

1. Production Machine Training
2. Robotic Production
3. Material Handling

##### **D. Computer-Based Process Training for Machining**

1. Computer-Aided Design and Computer Aided Manufacturing (CAD-CAM)
2. Programmable Logic Controller (PLC) Programming

##### **F. Manufacturing Production Processes for Welding and Machining**

1. Blueprint Reading
2. Mechanics
3. Technical Math
4. CNC Control
5. Safety Measures

## G. Skills Set Theory

### 1. Principles of Machining

Theoretical knowledge of machining to include understanding of metallurgy, how weld joints, reading welding symbols, and applying nondestructive testing techniques on a weld.

## SKILL ASSESSMENT/ENHANCEMENT

National Career Readiness Certificate--Platinum Level

## MANUFACTURING TECHNICIAN LEVEL 1

The MT1 program addresses the core industry-wide skills standards required for skilled production occupations in all sectors of manufacturing.

The core competency areas certified are:

1. Math and Measurement
2. Spatial Reasoning and Manufacturing Technology
3. Business Acumen and Quality

## Article IV. Eligible Uses of the Funds and Matching Requirements

The grant will pay for tuition, books, fees, certifications, and instructor time to train individuals in the primary areas identified by the industry skills survey and approved by the Tobacco Commission. Travel, lodging, and meals cannot be covered. According to guidelines set forth by the Tobacco Commission, this program reimburses 33% for manufacturers who have not been supported under previous grants from the Tobacco Commission and 25% for companies who have been supported under previous grants from the Tobacco Commission upon documentation of dollar-for-dollar match and approval by the Tobacco Commission.

The Tobacco Commission has required that funds should not be used to replace company funding for training previously done from company funds and that it is intended for new, value-added training and certification.

Trainings occurring between May 21<sup>st</sup>, 2015 and May 21<sup>st</sup>, 2018 are eligible for consideration of funding.

## Article V. Application and Approval Process

- A. Any manufacturing firm located in Southwest Virginia\* may apply for these funds.
- B. The deadline for submitting requests is the first business day of each month.
- C. Applications may be mailed, emailed, or faxed.
- D. For potentially large reimbursements request for reimbursement should be submitted prior to training.
- E. The Tobacco Commission has required that an invoice, proof of payment, and student listing must be submitted with each application. Once a completed application and corresponding documents are received, the Executive Director will secure the proper approval of the Board of Directors of the Southwest Virginia Alliance for Manufacturing.
- F. Following approval of the Board, the request is forwarded to the Tobacco Commission agency staff for payment.
- G. Once the payment is received from the Tobacco Commission, SVAM will send the payment to the approved applicant.

H. Questions or requests for application forms can be directed to Lennie Gail Mitcham, Executive Director, Southwest Virginia Alliance for Manufacturing, 276.492.2100, FAX 276.698.3152, or lgmitcham@swvam.org.

#### **Article VI. Amendments**

The policy for training cost reimbursements may be repealed, changed, or added to at any meeting of the Board of Directors provided advance notice of the proposed change or addition is given to each Director at least ten (10) days prior to such meeting. Written notice to the Directors timely mailed to their addresses shown on the books of the Corporation shall be deemed to be sufficient notice. The policy may be amended by the affirmative vote of the majority of the Directors present and voting at a properly convened meeting of the Board, a quorum being present and proper notice being given.

\*The Southwest Virginia Alliance for Manufacturing, Inc. recognizes Southwest Virginia, as defined by the Tobacco Commission, to include Bland, Bristol City, Buchanan, Carroll, Dickenson, Floyd, Galax City, Grayson, Lee, Norton City, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe Counties.