PARTICIPANT FREQUENTLY ASKED QUESTIONS

What is EMC's WILWorks Skilled Trades in Advanced Manufacturing Program?

EMC's WILWorks Skilled Trades in Advanced Manufacturing Pre-Apprenticeship is funded in part by the Government of Canada's Canadian Apprenticeship Strategy. It provides wage subsidies to employers of up to $5000 per placement. Youth, ages 15 to 29, complete training periods of 8 or more weeks, learning foundational technical skills, while learning about skilled trades pathways. As a participant, you will learn about career paths in skilled trades and advanced manufacturing. Through self-directed online modules, you will learn foundational theories that you'll be able to apply at your manufacturing facility. Topics span mechanical, electrical, and machining, providing you with a foundation for future trades training.

What are the requirements to participate?

The training program is open to new hires, current employees and high school students. Whether you want to enhance your existing manufacturing skills or build connections for future employment opportunities, the program offers an excellent chance to upskill and build relationships within the industry.

Eligible Participants are:

- Between the ages of 15 to 29,
- Eligible to work in Canada,
- Not registered in an apprenticeship, and
- Not licensed in a skilled trade.

The training content of the program is delivered at an introductory level and best suited for someone with no prior vocational training or post-secondary education in the assigned topics.

How much does the program cost?

The program is funded in part by the Government of Canada's Canadian Apprenticeship Strategy and there is no cost to participate. Employers receive a wage subsidy based on your training period wages to support the cost of training.

How long is the program?

The program runs for a minimum of 8 weeks, to a maximum of 16 weeks. We will review requests for extensions on a case-by-case basis. Participants completing the training as part of a high school co-op or summer employment must complete all training before the end of their placement.

When does the program start?

The program is offered online and enhanced through hands-on training provided by your employer. The training component can commence as soon as all registration documents are received and reviewed.

At the start of the program, you and your workplace trainer will need to meet with an EMC Advancement Coach. The advancement coach will reach out to schedule this meeting.

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To remain active in the program, you must commence your training within the first 3 weeks. If training is not started within this time frame, you will be considered to have withdrawn from the training.

What is the training plan?

The program is designed to be flexible, allowing for learning to be tailored to the technical skills available within your organization. Here is the structure:

E-Learning

Base: All participants will complete modules on career awareness, safety and an introduction to advanced manufacturing.
Technical Skills: Employers will select from a range of technical topics that best align with their workplace requirements.

Hands-On Training

Employers will provide hands-on training and the facility to support in directly relating the topics to the workplace. This linkage between theory and practice is designed to enhance and improve retention of the e-learning.

Optional Training

There are two (2) additional optional micro-credential programs available. Participants have an additional two (2) months to complete optional training after training period end date.

- **Manufacturing Foundations Micro-Credential** introduces participants to the manufacturing sector, including topics like Attitude and Accountability, Problem-Solving, Giving and Receiving Feedback, Adaptability and Resilience, Difficult Interactions, Health and Safety, and more. Participants successfully complete a knowledge assessment to receive the Manufacturing Foundations Micro-Credential.
- **EMC's Lean Fundamentals Micro-Credential** training provides a strong foundation and introduction to the core principles of Lean Thinking, including Value Stream Mapping and Kaizen. Participants apply their knowledge in a lean project as part of the training. Completing the credential certifies that the learner has developed an understanding of the principles of Lean Thinking in a manufacturing environment.

What will I need to do?

- Start your learning within the first 3 weeks of program registration.
- Complete the e-learning requirements within the training period.
- Participate in and complete the hands-on training with your workplace mentor.
- Complete the participant follow-up survey.
- Participate in a short virtual program wrap-up session.

What support can I expect from EMC during my Placement?

During your placement your employer will pair you with a mentor in your organization with knowledge and skills in the assigned topics. EMC provides additional supports with:

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Participant Workbooks:

- The workbook can be printed or completed digitally to help capture notes for your future reference.
- All online learning content provided as part of the training is incorporated within this booklet.
- Your online learning plan will include only the topics assigned to you for completion.

EMC Advancement Coach:

- The EMC Advancement Coach will guide you throughout your learning to stay on track and support you in your successful completion of the program.
- They can provide resources and information if you are interested in learning more about skilled trades careers.
- If you are struggling to stay on track with self-directed learning, they can support you in creating schedules.
- They are there to help you be successful.

Regular Updates and Catchups:

- Your advancement coach will keep you, your employer, and your mentor updated on your progress throughout the training period.
- They will reach out for quick check-in calls and catchups on your progress in the program.
- Notification emails will be sent when technical topics are completed, keeping everyone informed, along with reminders to complete hands-on training.

We have also provided program supports for your employer and training mentor to help with the program implementation.

Who are the subject matter experts behind your program, and what is their experience in industry and trades?

Our program has been developed by subject matter experts with over 100 years of collective experience in industry and trades. Leading our team of subject matter experts is Kevin Taylor, a licensed Industrial Electrician (442A), former college instructor, and owner of Clockworks Automation. Clockworks Automation designs, implements and develops automated systems for manufacturing, processing or other industrial applications. Kevin has witnessed the transformation of advanced manufacturing in Canada and is regularly connecting with companies to support the implementation of advanced manufacturing.

How can I apply for the program?

Employers will initiate the application and participant registration process. If you are working in manufacturing expressing interest to your employer is the first step.

A placement in a manufacturing facility is necessary to participate in the training program and in the completion of hands-on training. While EMC does not place candidates directly, if you are unable to find a suitable workplace, you can submit a resume. Resumes are securely stored in a database and shared with employers in the same region who have expressed interest in providing placement opportunities. These employers will reach out to you directly to discuss program prospects and evaluate suitability based on their organizational criteria.

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What are Micro-Credentials?

Micro-credentials are short training programs designed to help participants acquire new skills and enhance employability. These programs are crafted to complement your existing education. Upon successfully finishing the training and having your hands-on training validated by your manufacturer, you'll be granted a digital badge. This badge can be added to your LinkedIn profile or resume, recognizing your work in the program.

You'll earn a Skilled Trades in Advanced Manufacturing micro-credential upon accomplishing all mandatory aspects of the program. The key components necessary for this credential are:

- Complete All Required E-Learning: This includes Introduction to Manufacturing, Advanced Manufacturing, and assigned electrical, machining and/or mechanical theory topics.
- Complete Assigned Hands-On Training: You'll undertake practical hands-on training that complements the technical e-learning.
- Employer Verification: Your employer will verify the technical skills you obtained during the program.

I have not received any hands-on training. What should I do?

If you have not received any hands-on training halfway through your training period, you should take action promptly.

1. Connect with your mentor. E Reach out to your mentor and explain the situation. Express your interest in participating fully in the program and inquire about scheduling hands-on training sessions.
2. Contact the EMC Advancement Coach. Inform your EMC Advancement Coach about the issue. They can provide guidance and support in addressing the situation with your employer and mentor. They may also offer alternative solutions or additional resources to help facilitate your hands-on training. By proactively addressing the issue, you can continue to progress through the program as intended and take steps to improving the quality of your training experience.

My trainer is no longer at my workplace, what do I do?

If your trainer is no longer at the workplace, please contact your employer for the next steps. Your employer will be required to reassign the hands-on training and notify the EMC Advancement Coach.

Who can I contact for more information?

If you have further questions or require further assistance, please contact:
Julie Smith, Project Coordinator at jsmith@emccanada.org or by phone at 519- 377-0235.

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