



CNC MACHINIST (Level 1) LEARNING PROGRAM

OVERVIEW OF THE PROGRAM

The project was conceived in response to reports from industry about their challenges in hiring qualified CNC operators. The participating sectors are aerospace, tooling and machining and nuclear. The project team under the auspices of the Ontario Manufacturing Learning Consortium has established a comprehensive program to select, train and certify 80 or more trainees in Ontario based companies over the next year and half. It is noted that the Government of Ontario will contribute \$1.5 million under the Youth Skills Connection program towards the total project costs of \$1.65 million.

Program Description

Selection

As an applicant, you will be considered for the position of CNC operator. We have developed a rigorous screening process that is being administered by Manpower, a global staffing services firm with significant operations in Ontario. In addition to Manpower, Toronto Employment and Social Services is managing and conducting an extensive community outreach effort, conducting information sessions and screening and coaching interested candidates. If selected for interview with a participating firm, you can feel confident that we believe you have the aptitude and capability to complete the program. However, the participating firms have the final say in whom they employ.

Once hired, you will be an employee of the firm and will start to receive a pay cheque!

Orientation and Classroom Training

Initially upon being hired, you will attend a centralized training program to be delivered by IMTT, an Ontario based provider of CNC and related training. Attending with you will be your peers who were hired by other participating firms in the same geographic area as you. The purpose of this initial training is to provide an orientation to manufacturing environments and an opportunity for you to learn the basics that are required for operating a CNC machine.



Please note that tests will be administered and you must pass these to proceed to the next step. We want you to understand that you need to take this opportunity quite seriously. You will have a very responsible position at the conclusion of the training period with an opportunity to make a significant contribution to your firm and make a highly competitive wage or salary. Thus during the training program, we need to assess your progress and determine in an objective fashion how well you are performing.

This initial classroom training period will be three weeks in length. Then, you will report to your employer and work and train full time at your employer's site.

In-Firm Training

This part of the program will take approximately 23 weeks. We have carefully defined what we expect you will have learned and what you need to know and be able to do at the conclusion of the program in order to graduate. These requirements are called – technical learning outcomes. These technical learning outcomes were developed by industry experts – so what you will be learning is grounded by their technical expertise and experience. The learning outcomes are entirely relevant and will be useful to you immediately.

During the training, you will not be on your own to learn the job. Each participating firm, as a condition of acceptance in the program has agreed to appoint a trainer. Your trainer will be your principal go-to person to provide instruction, assistance and direction. Your trainer will review the technical learning outcomes with you and be responsible for ensuring you are progressing towards completing them by the end of the in-firm training period.

We have developed a process to guide both of you in this goal. Every week or so, your trainer will discuss with you, what you need to learn and to accomplish over the next week or so. This discussion will take into consideration what you have learned to date, what things are going well and what areas you need additional work in order to improve. Once discussed and agreed to, both of you will complete a learning contract to document the plan. The learning contracts are on a special web program that we have developed to support the program. You will be given an access code and may use it during the training. We encourage you to do so.

At the end of each learning contract, your trainer will evaluate your progress and based on that, plus the work schedule of your employer, a new learning contract will be developed and entered into the system.



To further support you and your trainer during this period of in-firm training, a mentor/coach will be assigned to each employer. The role of this individual is to assist both of you in the attainment of the technical learning competencies. Your mentor/coach will visit you and your trainer at your work site from time to time. He will also have access to your learning contracts and progress reports. The mentor/coach role is to help you if needed. You should feel comfortable in asking for assistance, if required. There is no down side to contacting your mentor/coach at any time, even after work hours if you have questions or concerns. We are all committed to providing you with all the support needed to be certified.

Certification

At the end of the program, you have the opportunity to be certified as a CNC operator. Certification is a public statement that you have passed and are highly qualified to perform specified duties – in this case, those of a CNC operator. The certification process consists of the following components:

- Your successful passing of tests administered during the orientation and classroom training
- Demonstrating to our assessor that you can operate and produce parts/items as per work orders or approved drawings while meeting all required quality standards and scrap standards. This outcome will be assessed by having the assessor visiting your firm and observing you operating a variety of CNC machines.
- Demonstrating your knowledge of general manufacturing technical practices and procedures and knowledge of CNC specific technical work practices by completing an on-line examination.

The certification will be issued by the Ontario Manufacturing Learning Consortium and over time will be accepted by employers as evidence of your capability and expertise.



Decision Time

We hope you are interested in our program after reading and thinking about it. We know that not all of you will be. Careers in manufacturing are not for all applicants.

This program has been designed and developed to assist our firms in hiring individuals with the capabilities to succeed in the job and to provide individuals who want a career in manufacturing, specifically CNC operations, to be successful.

If accepted, you will have the opportunity to earn a competitive wage while being trained. You will be supported in your training by a trainer and a mentor/coach. We will provide feedback to you on a regular basis to support and provide direction and structure to your training.

You now need to decide if a career in manufacturing is what you want to do in life. Further, if you are accepted, you need to understand, you will be treated as a responsible adult, not just as a student. We expect you to contribute, to work hard, to be punctual and to commit to learning and demonstrating your interest and capabilities on a daily basis.

In doing so, you will have made a career decision that marks you as a CERTIFIED CNC OPERATOR at the conclusion of the program. WELL DONE!

To apply, visit manpowerjobs.com and search for "CNC Machine Operator Training Program".