



**Training Proposal for:
ATK Audiotek**

Small Business \leq \$50,000

ET15-0231

Panel Meeting of: July 25, 2014

ETP Regional Office: North Hollywood **Analyst:** L. Vuong

CONTRACTOR

- Type of Industry: Multimedia/Entertainment Services
Priority Industry: Yes No
- Number of Full-Time Employees
California: 81
Worldwide: 82
Number to be trained: 65
Owner Yes No
- Out-of-State Competition: Customers Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 5%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,010
- In-Kind Contribution: \$53,822

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills, Commercial Skills, Computer Skills	65	8-60	0	\$754	\$16.04
				Weighted Avg: 29			

- Reimbursement Rate: Job #1: \$26 SB Priority
- County(ies): Los Angeles
- Occupations to be Trained: Administrative Staff, Project Manager, Field Technician, Laboratory Technician, Warehouse Technician, Driver, Engineer, Manager
- Union Representation: Yes
 No
- Health Benefits: Job #1: \$2.94 per hour

SUBCONTRACTORS

- Development Services: Training Refund Group (TRG) in Irvine assisted in the development of this application at no cost.
- Administrative Services: TRG will also provide administrative services not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Founded in 1983 and headquartered in Valencia, ATK Audiotek (ATK) specializes in designing, installing and operating live sound applications and systems for the professional audio industry. Their Products include microphone systems, electronics, consoles and speaker systems. ATK also participates in the development and design of innovative communication products with various manufacturers. ATK’s services and solutions provide a unique path for customers to connect and communicate more effectively and efficiently worldwide.

Major customers include Apple, Microsoft, Toshiba. The Company’s products were used in broadcasts of the Super Bowls (since 1998), Academy of Country Music Awards, Grammy Awards, Miss America Pageant, Opening and Closing Ceremonies of the Olympic Games (1996 and 2002) and both Democratic and Republican National Conventions in 1996, 2000 and 2004.

Technology is advancing at a rapid pace in the sound and audio industry; and new systems are constantly being introduced into the marketplace. In addition, customers and manufacturers are continually expecting better and faster services and products.

ATK must respond to these high-quality customer service requirements while continuing to grow and stay current with technology. As such, the Company is committed to upgrading and replacing its software system. Going forward, the Company will focus on redesigning, updating, developing, and creating high technology products and services. Improved technology systems and highly trained staff will drive ATK to meet these demands.

This is ATK's first ETP Agreement.

Training Plan

ATK has developed a company-wide program to improve skills, be proactive with customers, and remain current with technology advancements. Training will provide all employees the skill sets described below to improve business functions and to support the Company as it continues to grow and compete. ATK anticipates the proposed training to begin during the first week of August 2014.

Classroom/Laboratory and Videoconference will be provided as follows:

Business Skills - This training will be offered to all occupations to gain a greater understanding of customer service, communication, sales, product specifications and company operations.

Commercial Skills - This training will be offered to Project Manager, Field Technician, Laboratory Technician, Warehouse Technician, Driver, Engineer and Manager to improve their skills and technical proficiency to meet customer requirement, and upgrade their ability to work more independently.

Computer Skills - This training will be offered to all occupations to effectively utilize industry specific software in order to keep up with technological changes and to bring staff up to date in the new computer system.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Audio Technology Processes
- Emerging Technology Skills
- Business Presentation Skills
- Business Processes
- Customer Relations
- Sales/Customer Service Skills
- Effective Communication Skills

COMMERCIAL SKILLS

- Power Supply Distribution
- Amplifier Speaker Connectivity
- Cable Maintenance and Testing
- Speaker Sweep and Testing
- RF (Radio Frequency) Coordination
- Connectivity Skills
- Cisco Equipment and Support
- QSC Equipment and Support
- Audio/Electronic Solutions (Savant, Extron, Panduit, Hewlett-Packard)
- Protective Equipment
- Power Tools
- Electrical Power Technique
- Equipment Operation

COMPUTER SKILLS

- Microsoft Office (Intermediate and Advanced)
- Internet Applications
- Audio Equipment and software
- Programming Applications
- Enterprise Resource Planning
- Concur Expense Management Software
- Easyjob software
- AtTask
- Infocom – CTS (Certified Technician Specialist)

Safety Training will be limited to 10% of total training hours per-trainee

Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.