



**Training Proposal for:
American Polymers Corp. dba Polycoat Products**

Small Business ≤ \$50,000

ET15-0451

Approval Date: May 8, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

CONTRACTOR

- Type of Industry: Manufacturing
- Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 73
 - Worldwide: 100
 - Number to be trained: 48
 - Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 2%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,920
- In-Kind Contribution: \$51,303

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 SB <100 Priority Rate	Business Skills, Computer Skills, Continuous Imp., Mfg. Skills, Literacy Skills	48	8-60	0	\$1,040	\$15.97
				Weighted Avg: 40			

- Reimbursement Rate: \$26 SB Priority
- County(ies): Los Angeles
- Occupations to be Trained: Administration/Office Staff, Production Staff, Lab Staff, Manager, Owner
- Union Representation: Yes
 No
- Health Benefits: \$2.90 per hour

SUBCONTRACTORS

- Development Services: California Manufacturing Technology Consulting (CMTC) in Torrance assisted with development of this proposal. CMTC is eligible to receive 10% of the approved amount of funding for referrals such as this, under a marketing agreement with ETP, not to exceed \$15,000. In this proposal, the fee will be \$4,992. This fee does not affect the approved amount of funding.
- Administrative Services: CMTC will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

American Polymers Corp. dba Polycoat Products (Polycoat) manufactures specialty coatings and elastomers. Polycoat was established in 1979 and is located in Santa Fe Springs. The Company also has a second manufacturing facility in Bedford, Texas. Polycoat’s products include waterproofing coatings, industrial spray-applied coatings, Poly-fil for vehicle tires, cast elastomers, and truck bed liners. Product applications include use on pedestrian decks, flooring and floor repair and vehicle decks.

Need for Training

Polycoat has experienced significant growth over the past few years and must improve its internal efficiencies to remain competitive. As such, the Company is implementing new systems and processes, including an Enterprise Resource Management system. This system features an integrated database that will impact all areas of the organization. By retraining its workers in the latest manufacturing software technology, it will allow Polycoat to establish tighter business controls and achieve higher quality.

Recent changes in California laws and industry requirements make it necessary for Polycoat to improve its manufacturing and shipment procedures. Specific areas identified for improvement include the availability of real-time data, customer service, production planning, and the efficient use of new technology as noted above.

Training Plan

Business Skills – Training will be provided to all occupations. Administration/Office Staff will learn methods to enhance the quality of service. Production Staff, Managers and Lab Staff will receive training in procedure writing to strengthen quality measures and minimize errors. Select Managers will receive training in Family Business Planning to help facilitate a smooth transition of leadership responsibilities from current ownership to lead members of management.

Computer Skills – Training will be provided to all occupations. Polycoat has devoted the past several months to the customization of its newly acquired Enterprise Resource Management system and is now ready to move forward with implementation. All employees must receive training in the functionality and capabilities of the new system.

Continuous Improvement – Training will be provided to all occupations. All employees will receive training in various aspects of quality concepts (Implementing ISO, Quality Inspection and Quality Systems Requirements). These modules are designed to lay the groundwork for the quality certification process. In addition, trainees will receive Conflict Management, Effective Meeting Skills, and Project Management in order to be more effective in their respective roles. Lab Staff and Managers will receive instruction in Global Business Exporting and New Product Development to equip them with the knowledge and skills to stimulate growth and innovation. Administration, Production and Management Staff will also be provided training in Supply Chain Management.

Manufacturing Skills – Training will be provided to Production Staff and Managers. Manufacturing Logistics Management training will ensure efficient production flow and use of materials, thus helping the Company maximize its business capacity.

Literacy Skills – Training will be provided to Production Staff. Vocational English as a Second Language will help workers improve their verbal and written communication skills. This training will equip workers with the skills to comprehend core production processes and procedures.

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

- Providing Quality Customer Service
- Writing Standard Operating Procedures
- Family Business Planning

COMPUTER SKILLS

- Enterprise Resource Management
- Database Management

CONTINUOUS IMPROVEMENT

- Leadership Skills
- Implementing ISO 9001
- Quality System Requirements
- Quality Inspection
- Supply Chain Management
- Conflict Management
- Effective Meeting Skills
- Project Management
- Global Business Exporting
- New Product Development

MANUFACTURING SKILLS

- Manufacturing Logistics Management

LITERACY SKILLS

- Vocational English as a Second Language (VESL)

Literacy Training cannot exceed 45% of total training hours per-trainee

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.