



**Training Proposal for:  
Giligia College**

**Agreement Number: ET16-0169**

**Panel Meeting of:** September 25, 2015

**ETP Regional Office:** North Hollywood

**Analyst:** M. Reeves

**PROJECT PROFILE**

Contract Attributes:	Retrainee SET HUA SB <100 Priority Rate	Industry Sector(s):	Services Manufacturing  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL:**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$47,640		\$3,287 8%		\$50,927

In-Kind Contribution:	50% of Total ETP Funding Required	\$33,600
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**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 SET SB <100	Business Skills, Computer Skills, Continuous Imp.	16	8-200	0	\$1,411	\$15.97
				Weighted Avg: 60			
2	Retrainee SB <100	Business Skills, Computer Skills, Continuous Imp.	13	8-200	0	\$1,411	\$15.97
				Weighted Avg: 60			
3	Retrainee SB <100 Priority Rate	Business Skills, Computer Skills, Continuous Imp.	6	8-200	0	\$1,668	\$15.97
				Weighted Avg: 60			

**Minimum Wage by County:** \$15.97 per hour for Los Angeles County.  
**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.  
**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe  
 Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Numbers 1-3		
Administrative Staff		21
Graphic Design Staff		12
Accounting Staff		2

**INTRODUCTION**

Giligia College (Giligia) ([www.giligiacollege.com](http://www.giligiacollege.com)) is a for-profit training agency founded in 2006. Located in Van Nuys, Giligia offers professional studies and career-related programs. Giligia’s programs include office administration, multimedia design, medicine, information technology and environmental communication. However, this proposal will only utilize the office administration and multimedia design programs.

Giligia is eligible for ETP funding as a for-profit training agency. Giligia’s target market is small-to medium-sized companies and the core group of participating employers for this proposal represents at least 80% of the requested funding.

**PROJECT DETAILS**

While creating the training plan, Giligia staff met with management-level personnel representing each of the core group of participating employers in order to identify specific training needs and industry-related demands. Several employers indicated the need to improve workers’ skills in

computers applications to create spreadsheets, manage databases, prepare presentations, and generate reports. Additionally, office skills were determined to be equally important as workers needed to improve interactions with internal and external customers. As a result, the College crafted a comprehensive training program that can be customized to meet the specific needs of each employer.

## **Training Plan**

**Business Skills (20%)** – Training will be offered to Administrative and Accounting Staff. Training in customer service, communication, and performance management skills will teach trainees to interact more effectively with internal and external customers, while enhancing overall business performance.

**Computer Skills (60%)** – Training will be offered to all occupations. Trainees will be offered various office productivity solutions and graphic design software courses. Training modules will include Microsoft Office applications, accounting/financial software, and multimedia content.

**Continuous Improvement (20%)** – Training will be offered to all occupations. Training is designed to enhance teamwork, problem solving, and decision making skills. These modules will provide workers with the skills needed to implement new processes, improve productivity, and become stronger leaders through teambuilding.

## **Marketing and Support Costs**

Giligia's marketing and recruitment efforts include direct contact with local employers and community organizations. In addition, the College participates in community workshops and presentations hosted by the San Fernando Chamber of Commerce.

Giligia also allocates resources to perform needs assessments, recruitment, and curriculum customization based on employer feedback. Giligia is requesting support costs to fund extensive marketing efforts and the recruitment of additional participating employers. Staff recommends the 8% Support Costs.

## **SET/HUA**

Under Special Employment Training (SET), the participating employers in Job Number 1 are not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

The trainees in Job Number 1 also work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. Consequently, these trainees, who work in Los Angeles County, qualify for the ETP Standard Minimum Wage (\$15.97), rather than the Statewide Average Hourly wage. Job Number 1 trainees also qualify for a maximum 25% decrease from the ETP Standard Minimum Wage due to its HUA status; however, Giligia is not requesting a wage modification below the ETP Minimum wage.

## **Training Agency Certification**

To qualify for ETP-funded training, a training agency must have been in existence for a minimum of two years preceding its application for funding and have an established history of providing training to the public. Giligia College meets the requirements since it has been servicing the public since 2006 and is certified as a training agency by BPPE.

**Tuition Reimbursement**

Giligia represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

**Commitment to Training**

Giligia represents that ETP funds will not displace the existing financial commitment to training by participating employers. It will be providing training for several small businesses with very limited training resources. ETP funding will allow structured training to occur that would not be possible otherwise due to budget constraints. Current training topics provided by employers include new employee orientation and mandated compliance matters. ETP funding will allow them to offer formal, on-site training to their employees. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Giligia's Director will oversee the implementation of this project. The College will also assign additional internal staff to coordinate marketing, recruitment, class scheduling, and rosters to ensure that project administration adheres to ETP requirements.

**RECOMMENDATION**

Staff recommends approval of this proposal.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

N/A

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

8–200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- + Communication Skills
- + Customer Service
- + Performance Management Skills

**COMPUTER SKILLS**

- + Microsoft Access
- + Microsoft Excel
- + Microsoft Outlook
- + Microsoft PowerPoint
- + Microsoft Word
- + Multimedia Software/Applications
- + QuickBooks
- + MediaSoft
- + Medical Billing Systems

**CONTINUOUS IMPROVEMENT**

- + Leadership Skills
- + Problem Solving
- + Team Building

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Giligia College

CCG No.: ET16-0169

Reference No: 14-0659

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Allstar Billing Solutions

Address: 121 W. Lexington Drive

City, State, Zip: Glendale, CA 91230

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4

Company: MB Medical Billing

Address: 3712 San Fernando Road

City, State, Zip: Glendale, CA 91204

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

Company: Pilossyan Medical Clinic

Address: 13321 Victory Blvd.

City, State, Zip: Van Nuys, CA 91401

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

Company: Sign Zone, Inc.

Address: 4873 Melrose Avenue

City, State, Zip: Los Angeles, CA 90029

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

**Participating Employers in Retrainee  
Multiple Employer Contracts**

Contractor's Name: Giligia College

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Sunland Smoke Shop, Inc.

Address: 8217 Foothill Blvd.

City, State, Zip: Sunland, CA 91040

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4

Company: Unique World

Address: 140537 Glenoaks Blvd.

City, State, Zip: Pacoima, CA 91331

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 36

Total # of full-time company employees in California: 36