

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, Cont. Imp., PL - Computer Skills	5	8-200	0	\$1,040	\$27.12
				Weighted Avg: 40			
2	Retrainee Job Creation SB<100 Priority Rate	Business Skills, Computer Skills, Cont. Imp., PL - Computer Skills	4	8-200	0	\$2,080	\$15.00
				Weighted Avg: 80			

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority
- County(ies): Los Angeles
- Occupations to be Trained: Engineer, Owner, Sales Staff
- Union Representation: Yes
 No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: Dassault Systems in Woodland Hills will provide some Business Skills.

Siemens NX in Cypress will provide Computer Skills.

Other trainers will be identified for ETP recordkeeping purposes as they are retained.

OVERVIEW

Located in Los Angeles, Ten Tech LLC (Ten Tech) (www.tentechllc.com) is a mechanical engineering consulting company that focuses on aerospace & defense, hi-tech electronics, and renewable energy applications. The Company is composed of two divisions:

- Engineering Services: provides high-end mechanical engineering design, analysis and physical testing services; and
- Software Solutions: provides sales, support and training for 3D design (SIMULIA, CATIA and ENOVIA), product lifecycle management (PLM) solutions, and aerospace & defense industry solutions.

Trends in US military and defense spending show a drastic decline over the past few years due to constrained budgets and the winding down of wars in Iraq and Afghanistan. As a result, research and development, and new project cutbacks have impacted most defense contractors. Smaller companies cannot absorb the cutbacks as easily as the larger corporations. This usually results in layoffs. Additionally, government funding for renewable energy research and development is shrinking.

Therefore, Ten Tech plans to adapt its business model to include a more diverse industry base, to stay ahead of the key trends in technology. To create different revenue sources, Ten Tech has recently become a certified software reseller of Dassault Systèmes, a PLM software solution developer, marketer, and service provider which supports industrial processes by providing a 3D vision of products from conception to maintenance. As a result, Ten Tech will need to train its engineers on the software sales and support platforms.

In addition to product/prototype analysis services, the Company will provide design engineering. As clients continue to design their own products/parts, they require Ten Tech's computer analysis services before they build prototypes to ensure that parts are capable of surviving the harsh environments. Smaller companies rely on consulting firms like Ten Tech for these services. To meet this business demand, Ten Tech will need to train Engineers on design software.

Retrainee-Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

In this proposal, Ten Tech has committed to hiring 4 new employees (Job Number 2). The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

As Ten Tech creates a Software Education, and a Software Sales and Support Department, it plans to hire one Software Salesperson (Sales Staff), and three new Project Engineers (Engineer). As many of Ten Tech's clients meet new software requirements by their prime contracting companies, the Company will need to provide in-person software upgrade training to utilize 3D customized and off-the-shelf material. As a small business, Ten Tech's Engineers are currently tasked with managing multiple projects and tasks. As the Company continues to grow, the goal is to separate these roles and functions by hiring Project Engineers, Software Sales Staff, Software Support Engineers (Engineer) and Software Instructors (Engineer).

Training Plan

Ten Tech has a history of successful training, providing hundreds of training hours per-trainee in the past few years. In order for the Company to win projects from big companies, it must be able to handle large projects, training and updating employees' skillsets on a continuous basis. Ten Tech uses downtime between projects for training opportunities.

Training will be provided by in-house trainers, software super users, software company vendors, and its technical engineers: CATIA, NX, Dassault, Simula, and 3D Experience. The length of each course ranges from 4 to 140 hours, consisting of class/lab, webinars, and productive lab training delivery methods. Sessions are scheduled to commence upon approval on a weekly basis.

Business Skills (10%): Training will be offered to all occupations to improve business performance in accounting, and payroll systems. Training will also include marketing and software sales, customer service and support and proposal writing.

Computer Skills (77%): Training will be offered to all occupations in technology updates. Engineers' training will include software sales, customer support and service quality. The Owner will receive training to increase operation efficiencies. Ten Tech is an authorized distributor and a training provider for the 3DEXPERIENCE Platform, including the SIMULIA, CATIA and ENOVIA lines, trainees will develop expertise in those fields. Additionally, as Engineers customize parts or products to clients' specifications, they need to be experts in using the design software.

Continuous Improvement (1%): Training will be offered to the Owner and Engineers to become certified in ISO 9000. Many of Ten Tech's clients are government prime contractors and subcontractors. As such, ISO 9000 certification will be an appealing feature in winning projects.

Productive Laboratory - Computer Skills (12%)

The Panel funds training delivered in a Productive Laboratory (PL) setting in which trainees may produce goods or provide services for profit. For PL courses identified in the Curriculum, the instructor must be dedicated to training delivery during all hours of training.

Up to 24 hours PL training in Computer Skills will be provided for Engineers and Owner. This will allow staff to gain practical experience in various CAD technologies, and sales skills at the client's site. Trainees will learn how to apply knowledge acquired in class/lab setting to live projects. Trainees will be paired with an in-house expert, receiving approximately 10-15 Class/Lab hours followed by an average of 5 PL hours each. Some Engineers will receive up to 24 hours of PL, depending on their experiences, roles and responsibilities.

Training Hours Modification

Small business proposals are capped at 60 hours per trainee. Due to the advancement in engineering methods and tools such as better software and faster computers, Engineers need to keep up with technology advancements to meet customer demands. Additionally, to cater to clients in different industries, Engineers need to learn different tools and methods to be able to take on new projects. Undertaking different types of projects is part of the Company's new growth initiatives. As new departments are forming (Software Education, Software Sales and Support Departments), additional Sales and Project Engineer training is required.

As part of this project, Ten Tech will provide a large amount of software training for new and incumbent employees. One course in this field can take up to 40 hours, and each Engineer will need skills in various new programs, requiring them to take 5 to 10 different courses, receiving up to 300 hours across all training topics.

Ten Tech is confident it can successfully provide up to 200 hours of training per-trainee. In the past two years, the Company has documented close to 300 training hours per person. In February 2016, the Company documented 60 training hours per person. Ten Tech is requesting up to 200 training hours to be reimbursed during the course of the project, as part of the Company restructuring.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Administration
- Customer Service and Support
- Marketing
- Procurement
- Product Knowledge
- Project Management
- Sales & Selling Skills

COMPUTER SKILLS

- Accounting Software and System (QuickBooks)
- Adobe
- Computational Fluid Dynamics (STAR-CCM+, scSTREAM, ANSYS CFX, XFlow)
- Computer-Aided Design (CAD) (CATIA, NX CAE)
- Electronics Cooling (scSTREAM, HEAT DESIGNER)
- Fatigue Analysis (fe-safe)
- Finite Element Modeling (FEMAP, NX CAE, ABAQUS CAE, HYPERMESH)
- Mechanisms & Kinematics (RECURDYN, ADAMS, SIM PAK, CATIA MECHANISMS)
- Microsoft Office (PowerPoint, Word, Excel, Outlook)
- Optimization (TOSCA, OPTISTRUCT)
- Shock & Vibration (NASTRAN, NX CAE, ABAQUS, MAYA SATK)
- Stress & Deflection (NASTRAN, ABAQUS, ELFINI)
- Vibro-Acoustics (VA One, ABAQUS)
- Website Creation Software

CONTINUOUS IMPROVEMENT

- ISO 9000

Productive Lab Hours

0-24

COMPUTER SKILLS (limited ratio 1:1)

- Accounting Software and System (QuickBooks)
- Adobe
- CFD (STAR-CCM+, scSTREAM, ANSYS CFX, XFlow)
- Computer-Aided Design (CATIA, NX CAE)
- Electronics Cooling (scSTREAM, HEAT DESIGNER)
- Fatigue Analysis (fe-safe)
- Finite Element Modeling (FEMAP, NX CAE, ABAQUS CAE, HYPERMESH)
- Mechanisms & Kinematics (RECURDYN, ADAMS, SIM PAK, CATIA MECHANISMS)
- Microsoft Office (PowerPoint, Word, Excel, Outlook)
- Optimization (TOSCA, OPTISTRUCT)

- Shock & Vibration (NASTRAN, NX CAE, ABAQUS, MAYA SATK)
- Stress & Deflection (NASTRAN, ABAQUS, ELFINI)
- Vibro-Acoustics (VA One, ABAQUS)
- Website Creation Software

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery. PL is capped at 24 hours per-trainee.