



**Training Proposal for:
Tri-Phase, Inc. dba Valley Services Electronics**

Small Business \leq \$50,000

ET15-0240

Panel Meeting of: July 25, 2014

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

CONTRACTOR

- Type of Industry: Manufacturing
- Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 98
 - Worldwide: 100
 - Number to be trained: 96
- Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 0%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$24,960
- In-Kind Contribution: \$28,711

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	Manufacturing Skills, Continuous Improvement, Business Skills, Computer Skills	96	8-60	0	\$260	\$16.25
				Weighted Avg: 10			

- Reimbursement Rate: Job #1: \$26 SB Priority
- County(ies): Santa Clara
- Occupations to be Trained: Production Staff, Administrative Staff, Manager
- Union Representation: Yes
 No
- Health Benefits: Job #1: \$3.41 per hour

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: To Be Determined

OVERVIEW

Established in 1979, Tri-Phase, Inc. dba Valley Services Electronics (VSE) is a family-owned small business manufacturer located in Sunnyvale. The Company has grown from a garage shop to a sophisticated Silicon Valley technology corporation employing 98 full-time employees. VSE is an Electronic Manufacturing Services company. Customers that design and sell electronics use VSE to assemble and test the printed circuit boards to their specifications. Primarily, electronics components (i.e. chips) are soldered to circuit boards using both high tech automated equipment and also by hand. VSE's Customers are worldwide. Their primary customers are: Applied Materials and Lam Research in the semi-conductor industry, Abbott Laboratories, Varian, and Accuray in the medical devices field, and dozens of others that span many areas of the electronics industry such as industrial, commercial, and computer fields.

ETP Funding will allow VSE to reinforce quality assurance and skill upgrades.

Company representatives state that, customers are requiring ISO 14001, and IPC certifications. Two new IPC Certification programs (Surface Mount Solder Joint Workmanship Standards and Through Hole Solder Joint Workmanship Standards) are included in the training plan. IPC training materials will be used. [Note: IPC stands for "Institute for Printed Circuits," now known as Association Connecting Electronic Industries.]

VSE is eligible as a NAICS approved entity under Out-of-State Competition provisions as an industry identified Manufacturer and also qualifies for the priority reimbursement rate.

Training Plan

Training is expected to be delivered by subject matter experts in house. More training vendors may be determined at a later date.

Manufacturing Skills - Training will be delivered to Production Staff and frontline Management Staff. The skills being trained include; production equipment and tools, material controls, and operations for production, electrostatic discharge control, electronics assembly and specialized manufacturing skills. Those skills are transferable within the industry and are generally considered to be skill upgrades for the workforce.

Continuous Improvement - All occupations will receive this training applicable to their department and job function in an effort to develop efficiency through quality assurance initiative trainings. Staff will be able to make decisions and take immediate action, resulting in a greater attention to detail, error reduction, and a reduction in customer response time. ISO or IPC training will also be provided to ensure quality standards are met for various customer and industry requirements.

Computer Skills – Training will be delivered to all occupations to help the Company upgrade skills for processing customer orders and quality administration.

Business Skills – Training will be delivered to all occupations to enhance internal and external customer service. This will assist the Company to implement process improvements.

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

- ✚ Administrative Business Practices
- ✚ Quality Planning
- ✚ Lean Manufacturing
- ✚ Sales and Sales Tax Training
- ✚ Leadership Training
- ✚ Customer Service
- ✚ Supplier Management

COMPUTER SKILLS

- ✚ Quality System Database
- ✚ Visual Manufacturing ERP Software,
- ✚ Filemaker Pro Database Software,
- ✚ Microsoft Excel,
- ✚ Customer Specific Applications
 - (GMOX, SPA, ACA FAI, SPS/SNF, xPC, xCarrier)

CONTINUOUS IMPROVEMENT

- ✚ ISO 9000
- ✚ ISO 13485
- ✚ ISO 14001
- ✚ Certified Auditor Training
- ✚ Standard Operating Procedures (SOP) and Work Instruction (WI) Training Curriculum
- ✚ Six Sigma,
- ✚ Statistical Process Control,
- ✚ Problem Solving and Failure Analysis

MANUFACTURING SKILLS

- ✚ Production Equipment and Tools
- ✚ Material Controls
- ✚ Operations for Production
- ✚ Electrostatic Discharge - ESD Control
- ✚ Electronics Assembly Skills
- ✚ Specialized Manufacturing Skills

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