

SSI Grant - \$\$

Answers to Frequently asked Questions (FAQ)

H.I.R.E. – Help In Reaching Employment B.M.T.C. – Biomanufacturing and Medical Device Manufacturing Technician Certificate Program

1. What is the HIRE certification?

- a. *Acronym for Help In Reaching Employment*
- b. *Locally recognized work-readiness program*
- c. *non-credit training & assessment in the following areas:*
 - i. *WorkKeys basic skills – Reading, Math, Locating Information*
 - ii. *Computer skills – Keyboarding, Windows, Word, Internet, Email*
 - iii. *21st Century life skills*
 1. *Communication*
 2. *Character Traits/Work Ethic*
 3. *Critical Thinking*
 4. *Conflict Resolution*
 5. *Customer Service*
 6. *Career Success – Personal Planning & goal setting*

Life Science industry speakers have been interspersed throughout these sessions.

2. Are there pre-requisites for HIRE?

- a. *There is no pre-requisite; however, the first class “Appreciating Who I Am” must be taken before a participant can enroll in any of the other classes.*
- b. *Students must attend the last class in order to be classified as “successful completions” as this is an alternative assessment for the program.*

3. Who can attend HIRE for free, under the SSI scholarship money?

- a. *Un-employed who express an interest in working for a life science company*
- b. *Under-employed who express an interest in working for a life science company, or who currently work for a life science company but have not reached their potential. A sample (not all-inclusive) list follows:*
 - i. *Current students*
 - ii. *Employees of a plant that may soon close*
 - iii. *Someone working in retail or food service, or other low-wage jobs*
 - iv. *Entry-level employee currently in a life-science company*

4. **How do I get into the HIRE program and have it paid for by the SSI grant?**
 - a. *Go to your local WorkOne office or call Ivy Tech at 812-330-6225.*
5. **Where are HIRE classes held?**
 - a. *Our schedule offers classes in Bloomington (Depot – 301 North Morton Street) and Bedford (Chamber of Commerce and Work One - both located on 16th Street) and additional classes may be scheduled in other areas of the region, if significant demand exists.*
 - b. *Refer to the Ivy Tech website:
<http://www.bloomington.ivytech.edu/wed/hire.html> for the most current schedule.*
6. **When are HIRE classes held?**
 - a. *Various weekdays and evenings, as the demand requires.*
 - b. *Refer to Ivy Tech website for the most current information.
<http://www.bloomington.ivytech.edu/wed/hire.html>*
7. **How long will it take me to complete the HIRE program?**
 - a. *3 weeks minimum*
 - i. *WorkKeys– may test and achieve this component within a couple of hours; tests available at Ivy Tech and Work One*
 - ii. *Computer Skills – may test out (tests given at Ivy Tech)*
 - iii. *21st Century Skills – (48 hours) takes minimum of 3 weeks to complete (on 2 day per week schedule)*
 - b. *Depends on overall skill level as more training in basic skills (WorkKeys) and computer skills may be required for individuals to pass assessments).*
8. **Who is the regional Ivy Tech WED contact for the HIRE program?**
 - a. *Kayle Mena at 812-330-6225 or smena@ivytech.edu*
9. **What is the BMTC?**
 - a. *Acronym for Biomanufacturing and Medical Device Manufacturing Technician Certificate Program*
 - b. *A credit program in the following areas:*
 - i. *Basics of the Biomedical Industry*
 1. *Introduction to biotechnology*
 2. *Introduction to the local industry*
 3. *Basic principles related to the biotech industry*
 - ii. *Student Choice of...*
 1. *Biomanufacturing Certificate*
 - a. *Overview of the pharmaceutical side of the industry*
 - b. *Introduction to the steps of the manufacturing process*
 2. *Medical Devices Manufacturing Certificate*
 - a. *Overview of medical device manufacturing*

- b. *Basic related principles*
- c. *Work processes involved*
- iii. *Successful completion results in a certificate & 3 college credits*

10. Are there pre-requisites or admission requirements for the BMTC since it is a credit program?

- a. *Students must take the COMPASS placement test at the beginning and the end of the program*
- b. *Students will not be denied admission to the program based on COMPASS scores*
- c. *Students will take COMPASS solely to determine if the BMTC affects scores*

11. Who can attend the BMTC for free, under the SSI scholarship money?

- a. *Un-employed residents of Indiana who express an interest in working for a life science company*
- b. *Under-employed residents of Indiana who express an interest in working for a life science company*
 - i. *Current students may qualify*
 - ii. *Employees of a plant that may soon close*
 - iii. *Someone working in retail or food service, or other low-wage jobs*

12. How do I get registered for the BMTC class, under the SSI grant?

- a. *Contact Sarah Cote at 812-330-6310 or scote@ivytech.edu to make a 20 minute appointment to fill out paperwork*
- b. *Note: this is a different registration process than is required for HIRE.*

13. Where are BMTC classes held?

- a. *On the Ivy Tech – Bloomington Campus.*

14. When are BMTC classes held?

- a. *Sessions are available in the evenings*
- b. *Sometimes sessions are available on a Saturday morning*
- c. *Please see the posted schedule on our website for upcoming sessions*

15. How long will it take me to complete the HIRE program?

- a. *16 class meetings – each class meets for 3 hours*
- b. *Some sessions meet twice a week for 8 weeks*
- c. *Some sessions meet once a week for 16 weeks*
- d. *Please see the posted schedule on our website for upcoming sessions*

16. What do HIRE and BMTC have in common?

- a. *Both are currently being funded by the State of Indiana, through June 30, 2008*
- b. *Both provide training for entry-level jobs in the life science industry*
- c. *Training for both programs is being offered by Ivy Tech – Bloomington*

- d. Both provide an edge to job candidates looking to stand out to interviewers. Either or both of these certificates illustrate to an employer that the candidate has taken initiative to learn about the life science industry and employers appreciate and frequently reward that initiative.
- e. Both provide entry-level job skills. HIRE skills are relevant to any industry, but HIRE also provides an awareness of careers in the life science industry, and BMTC focuses more on the science aspect of these careers.

17. How are HIRE and BMTC different?

- a. BMTC is credit and HIRE is non-credit
- b. HIRE emphasizes communication and basic skills, providing an “awareness” of life science careers through special industry speakers.
- c. BMTC provides a hands-on environment to learn more in-depth information about a job in the life science industry.

18. Do I have to take HIRE first, then BMTC?

- a. No, they may even be taken simultaneously. HIRE is considered a first step. If you have been out of the workforce for a period or are a new entrant, we recommend you take HIRE to maximize your value to a potential employer. However, you choose one or both, if you qualify under WorkOne’s SSI guidelines of being un-employed or under-employed.

19. What does the SSI grant mean to community members in the Ivy Tech Region?

- a. Scholarship Money \$\$\$\$\$\$ to those who are unemployed or under-employed, AND express interest in working for a life science company or moving up within one.
- b. Pays for computer assessments and 21st Century life skill training offered through Ivy Tech’s WED office, as part of the HIRE Certification.
- c. Pays for BMTC credit program, offered through Ivy Tech, Bloomington’s Biotechnology department.

20. Where can I find the Ivy Tech websites for the HIRE and BMTC programs?

- a. HIRE: <http://www.bloomington.ivytech.edu/wed/hire.html>
- b. BMTC: <http://www.bloomington.ivytech.edu/programs/bmtc.html>