

ABC, LLC

Forward Careers, Inc.
327 E Broadway, Suite A
Waukesha, WI 53186

Dear Forward Careers:

Below, please find the cost for Accelerated Welding Technology Certification training.

1) Pricing

Training Program Component	Training Date(s)	Training Duration (Hours)	No. of Trainers	Hourly Trainer Rate	Subtotal
Safety Procedures	5/3 – 5/7	40	1	\$35.00	\$1,400
Equipment/Principles of Operation					
Blueprint Understanding	5/10 – 5/14	40	1	\$35.00	\$1,400
Machine Set-Up					
Perform Welding/Cutting	5/17 – 5/21	40	1	\$35.00	\$1,400
Identify use of various machine parts/tools					
Examine/Review parts/Trouble shoot	5/24 – 5/28	40	1	\$35.00	\$1,400
Produce acceptable Weldments according to AWS code					
Total					\$5,600

2) Training Methodology

Job shadowing, on-the-job training and individual study.

3) Training Description

At the completion of this program, trainees should be able to:

- Demonstrate safety procedures and safety inspections for welding processes and related equipment
- Identify manual welding and cutting equipment and accessories and explain power source principles of operation

ABC, LLC

- Read, interpret and apply blueprint specifications and weld symbols for the production and inspection of manufactured work pieces
- List and perform set-up, adjustments and operations of manual welding and oxy-fuel cutting equipment in the preparation of welding practice plates
- Describe and perform welding and cutting processes as they relate to ferrous metals
- Identify various electrodes, filler wires, shielding gasses and current types and their relationship to base-metal varieties
- Describe and apply the variables and techniques used to weld carbon steel and aluminum to blueprint specifications with regard to joint types, weld types and positions of welding
- Visually examine welds for discontinuities, defects, correct weld size and placement, providing solutions for welding procedure errors
- Produce acceptable test plate weldments according to American Welding Society (AWS) code specifications

4) Name, Title, and Wage of Trainer(s)

- Jack Smith, Floor shop supervisor, \$25.00/hour

5) Attainment Type:

- Credential Industry Recognized Certificate

Sincerely,
Jane Smith
HR Manager

EXAMPLE

Driver Job Description

Responsibilities:

- Following the best practices for safety, both on the road and while loading or unloading a truck
- Communicating with dispatchers, drivers and other team members to make deliveries
- Meeting delivery deadlines
- Performing basic truck maintenance
- Loading and unloading cargo
- Tracking shipments and deliveries
- Obtaining client or customer signatures when needed

Requirements:

- A valid driver's license, and in some cases a commercial driver's license
- Knowledge of how to handle materials safely, such as food or chemicals
- Familiarity with using navigation systems
- Time management to ensure deliveries are made on schedule
- Excellent vision and hand-eye coordination to stay safe while driving
- Physical ability to load and unload heavy cargo

Pay Range:

\$12.00 - \$15.00

Pay rate may depend on level of experience.