

**apprenticesearch.com<sup>®</sup>**  
Recruitment, Resources, Results

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*Connecting Employers and Apprentices across Ontario*

# What is Apprenticeship?

Apprenticeship is a workplace-based training program for people who want to work in a skilled trade

90 percent of the apprenticeship is on-the-job under the supervision of skilled tradespeople

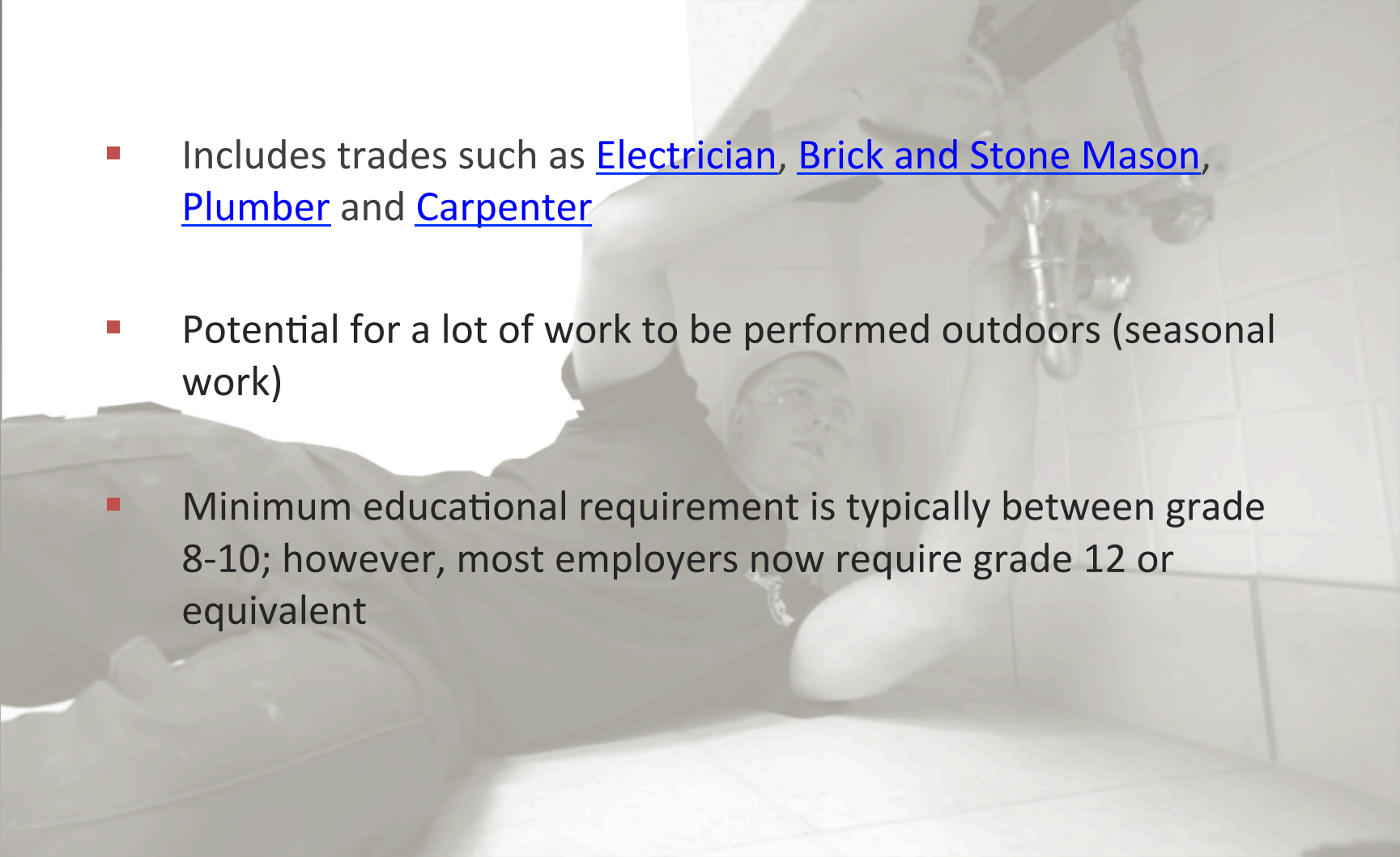
10 percent occurs at a post-secondary institution or other approved training organization

Apprentices are workers, so they can earn while they learn a trade

# Apprenticeship Sectors



# Construction Sector

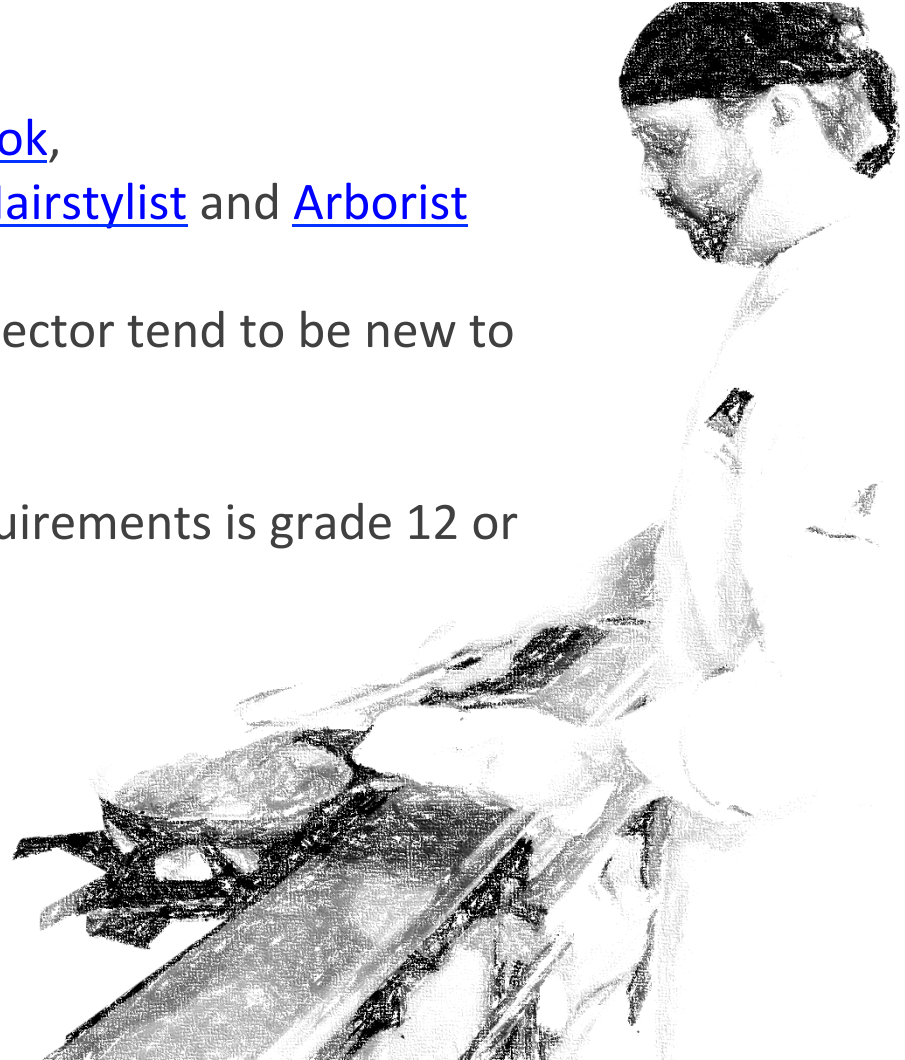
- 
- Includes trades such as [Electrician](#), [Brick and Stone Mason](#), [Plumber](#) and [Carpenter](#)
  - Potential for a lot of work to be performed outdoors (seasonal work)
  - Minimum educational requirement is typically between grade 8-10; however, most employers now require grade 12 or equivalent

# Industrial Sector

- Includes trades such as [Tool and Die Maker](#), [General Machinist](#) and [Millwright](#)
- Typically carried out in factory or industrial shop settings
- Minimum educational requirement is grade 12 or equivalent



- Includes trades such as [Cook](#), [Child and Youth Worker](#), [Hairstylist](#) and [Arborist](#)
- Many occupations in this sector tend to be new to formal apprenticeship
- Minimum educational requirements is grade 12 or equivalent





# Motive Power Sector

- Includes trades such as [Automotive Service Technician](#), [Auto Body Repairer](#), [Truck and Coach Technician](#) and [Motorcycle Technician](#)
- Minimum educational requirements is grade 12 or equivalent

# What is Required?

To enter into an apprenticeship, you must meet the following criteria:

- Be at least 16 years of age
- Eligible to work in Canada
- Attain the minimum education requirements
  - These range from grade 8 to 12 depending on the trade
  - However, most employers now require at least grade 12 education or equivalent





# Length of Apprenticeship



- An apprenticeship can take 2-5 years to complete, which amounts to between 2500 - 9000 hours
- Time required varies by trade, but Construction, Motive Power and Industrial sector apprenticeships tend to take longer than Service sector apprenticeships

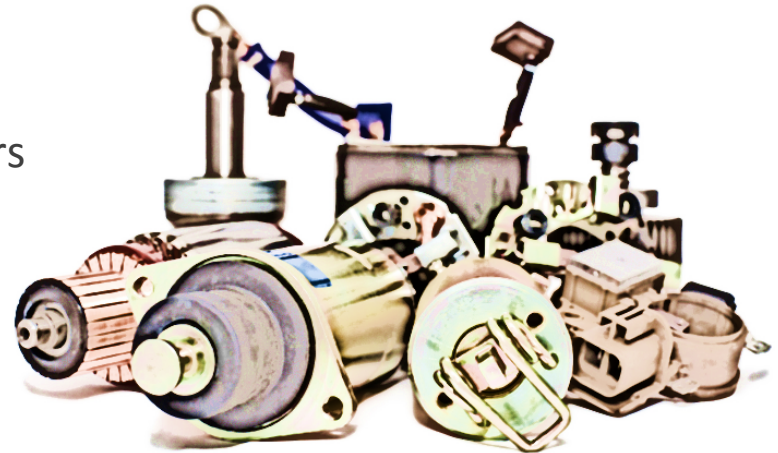
# Types of Apprenticeship

- **Compulsory Trades** - the apprentice must train under a journeyperson qualified in the selected trade and a person must be an apprentice to work in that trade. Examples include Electrician and Hairstylist
- Journeypersons and Apprentices in compulsory trades must be members of the Ontario College of Trades



# Types of Apprenticeship

- **Voluntary/non-compulsory trades** - mean the same in regards to apprenticeship training: the apprentice may train under an experienced mentor, but doesn't have to complete an apprenticeship to work in that trade. Examples include Parts Technician and Cook
- Tradespersons in a voluntary trade do not require to be a member of the Ontario College of Trades
- All Apprentices must be members Of the Ontario College of Trades



# Steps to an Apprenticeship



Traditional Route



Ontario Youth Apprenticeship Program



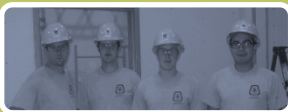
Union or Industry Approved Training



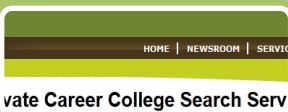
College Route



Co-Op Diploma Apprenticeship Programs



Pre-Apprenticeship Programs



Private Career Colleges

# Apprenticeship Process

Start with research

Create a functional formatted resume geared towards the trade of interest

Find your employer/sponsor

Following the *probation period*\* contact the MTCU to get 'registered' as an apprentice with your sponsor – Become a member with OCOT

Keep track of your hours and contact your MTCU Training Consultant to find out when you would be eligible to attend the in-school training portion

Write your 'Certificate of Qualification' exam

Once you have passed your C of Q exam,  
you are a **licensed journeyperson**



Every apprentice receives a 'training standards' booklet upon registration. This contains the following:

Apprentice/Trainee Record  
(Apprenticeship Contract Number)

Training Units and Skill Sets that need to be signed off once the apprentice becomes competent in various skills

Sponsor Information (You can have more than one sponsor throughout your apprenticeship)

# Certification Process

Upon successful completion of hours and in-school training, apprentices will be awarded with a Certificate of Apprenticeship (C of A)

The Certificate of Qualifications (C of Q) will be achieved by gaining a score of 70% or higher on the multiple choice trades exam

- Workers that are in voluntary trades can challenge the C of Q exam, with proof of working in the trade



# Red Seal Trades

To date, there are 53 trades included in the Red Seal Program on a national basis

The Program encourages harmonization of provincial and territorial apprenticeship training and certification programs by developing and maintaining interprovincial standards of qualification for Red Seal trades

The Red Seal endorsement allows the journeyperson to work anywhere in Canada without re-writing the exam



# The College of Trades

- Ontario College of Trades Apprenticeship Act, 2009 (OCTAA, 2009)
- Serves and protects the public interest by regulating and governing the skilled trades
- Promotes the skilled trades as a career of first choice for young people
- Sets training and certification standards that stand for excellence and innovation in the industry



**ONTARIO COLLEGE OF TRADES**  
**ORDRE DES MÉTIERS DE L'ONTARIO**

## Membership Class Annual Membership Fee

Apprentices	\$60 + HST / Year
Tradespersons	\$60 + HST / Year
Journey person Candidates	\$60 + HST / Year
Journey persons	\$120 + HST / Year
Employers/Sponsors	\$120 + HST / Year



# Cost of Apprenticeship



## Cost:

- \$60/year (for OCOT membership)
- Up to \$500/schooling session
- \$150 to write C of Q exam

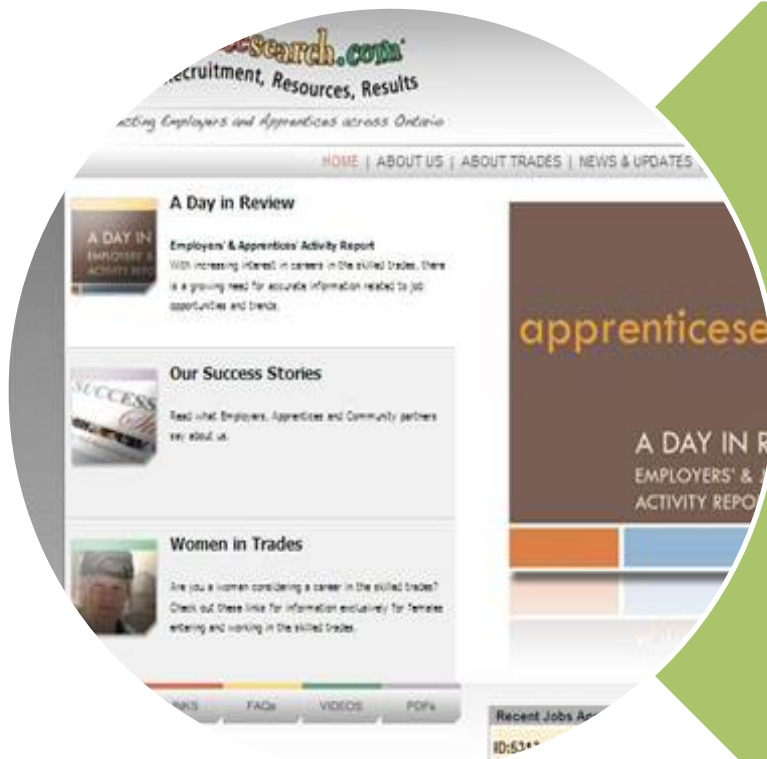


Incentive	Amount
For The Apprentice	
Provision grants of up to \$1,000 per term to apprentices who are eligible for employment incentives to help cover their costs while they go to school.	Up to \$1,000
For Apprentices who receive the help to help them cover the costs of equipment they need to perform the tasks of the trade in which they are registered.	Up to \$500 Max. depending on the trade
The Loans for Tools Program	
Provision of equipment grants with a maximum of up to \$1,000 to help cover the cost of new tools necessary for their trade. The amount can be up to \$1,000 per year.	Up to \$1,000 Max. The Deduction of new tools
The Apprenticeship Incentive Grant	
Provision of equipment grants with a maximum of up to \$1,000 to help cover the cost of new tools necessary for their trade. The amount can be up to \$1,000 per year.	Up to \$1,000 Max. per year
The Apprenticeship Completion Grant	
Provision of equipment grants with a maximum of up to \$1,000 to help cover the cost of new tools necessary for their trade. The amount can be up to \$1,000 per year.	Up to \$1,000 Max. per year
The Apprenticeship Completion Grant	
Provision of equipment grants with a maximum of up to \$1,000 to help cover the cost of new tools necessary for their trade. The amount can be up to \$1,000 per year.	Up to \$1,000 Max. per year
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## Incentives:

- Loans for Tools
- Apprenticeship Incentive Grant
- Apprenticeship Completion Grant
- [Incentives form found on apprenticesearch.com](http://apprenticesearch.com)

# A part of the Solution



apprenticesearch.com provides:

- Information
- Resources
- Apprenticeship Opportunities across Ontario
- Labour Market Info (LMI) on Apprenticeship
- Personalized Assistance



## **apprenticesearch.com**

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## Questions and Discussion