

JOURNEY TO APPRENTICESHIP



Ontario

This project is funded by the Government of Canada and the Government of Ontario.



Learning Outcomes

- ◎ Staff will understand the process of apprenticeship and entry requirements.
- ◎ Staff will be know where to source further apprenticeship information.

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Workforce Planning Board of Grand Erie
Commission de planification de la main-d'oeuvre de Grand Erie

Module One: Introduction to Apprenticeship

What is an apprenticeship?

What are the steps of an apprenticeship?

What is a pre-apprenticeship?

What trades are included?

What sectors are they in?

Compulsory vs Voluntary trades





40% of all
occupations
in 2025 will
be in skilled
trades

What is a Skilled Trades?

A skilled tradesperson is a worker in a particular trade with specific skills, knowledge and ability.

Skilled tradespeople begin as apprentices and work their way up to a Journeyman.

*“Journeyman is a status, not a gender.”
-Jamie McMillan,
Journeyman founder*

What is an Apprenticeship?

It is a skilled trades training program where Apprentices:

Learn on
the job



Attend
classes



Get paid
while they
learn

- ⦿ Trained on-the-job by a qualified skilled worker or Journeyman
- ⦿ 3 to 4 levels of schooling in a traditional classroom or online
- ⦿ May take 2 to 5 years to complete
- ⦿ Apprentices are paid

What are the Steps of an Apprenticeship?

Find Sponsor,
Register, Member of
OCOT, Start working

On-job
training

On-job
training

On-job
training

Certificate of
Qualification
exam

Level 1 schooling

Level 2 schooling

Level 3 schooling

Certificate of
Apprenticeship

Journeyman

**Skilled
Professional**



What is a Pre-apprenticeship?

Job Skills and
Trades
Readiness

Prepares
someone to
enter and find
work in the
apprenticeship
system

Government-
funded
program

No cost to
participate-
text books,
safety
equipment
and tools
included

Up to 52
weeks

Programs vary
but can go up
to 52 weeks

May include:

Level 1
training
Safety training
8 to 12 week
work
placement

156 Skilled trades fall into the following categories:



42 in
Construction



54 in Industrial



21 in Motive
Power



39 in Service

Compulsory vs Voluntary Trades



Compulsory trades

- ⦿ 22 trades requiring individuals to be a member of the Ontario College of Trades.



Voluntary trades

- ⦿ Require apprentice to be an Ontario College of Trades member.
- ⦿ Do not have to remain a member when apprenticeship is complete.
- ⦿ Some employers prefer their employees be members.

Module 2: Getting Started

What skills and education are needed?

Samples

What is the process?

What does an apprenticeship cost?

What incentives are there for apprenticeship?



What skills and education are needed?

- Problem solving ability
- Good communication skills
- Attention to detail
- Mathematical & analytical skills
- Aptitude for technology
- Creativity & imagination
- Coordination & dexterity
- Ability to visualize the end product
- At work consistently & on-time

**Most trades require
a Grade 12.**

If someone needs to do
upgrading...

Apprenticeship Scholarship

- ⦿ \$500 when participant starts upgrading to Grade 12
- ⦿ \$500 when participant completes upgrading

Competency Analysis Profile Sample

Arborist

PROTECT SELF AND OTHERS

Comply with federal, provincial and municipal legislation and regulations

Select, adjust, maintain and wear appropriate eye protection

Select, adjust, maintain and wear appropriate hearing protection

Mount and dismount equipment

Select, inspect and use hand tools and tree maintenance equipment

Identify hazards

Curriculum Training Standard Sample

Arborist Level 1 - Unit of Learning Duration (hours)		
Coursework	Theory	Application
S0246 Arborist Workplace Health and Safety I	39	0
S0247 Arborist Theory I	57	0
S0248 Arborist Practices I	0	156
S0249 Arborist Hand Tools I	0	36
S0250 Arborist Equipment I	0	6
S0251 Arboricultural Sciences I	33	0
S0252 Arborist Tree Identification I	33	0



What is the Process?

- ◎ Formal training is 8-12 weeks per training level.
 - Block release, night class, day release or on-line
- ◎ An apprenticeship takes 2-5 years to complete.
- ◎ Apprentices receive a Certificate of Apprenticeship at end of training period.
- ◎ The Certificate of Qualification test
 - Apprentice must score over 70%.
 - The test is 90 to 150 multiple choice questions.

What is the cost of an apprenticeship?

Apprenticeship Costs	
Item	Cost
Ontario College of Trades membership	\$60/year as apprentice
Formal training	\$400-\$600/per 8-10 week block (2-3 blocks)
Certificate of Qualification exam	\$150
Total	Approximately \$ 1,410

Average apprenticeship debt \$0 vs Average college debt \$25,000

Tool costs are not factored in.

Source: http://oyap.com/en/about_apprenticeship/financial_information/, OYAP "Your Choice: Your Future!"



What apprenticeship incentives are there?

- ⦿ Apprenticeship Scholarship - \$1000 for upgrading
- ⦿ Non-EI Eligible Apprentice Support
- ⦿ Loans for Tools – Interest-free
- ⦿ Apprenticeship Completion Bonus - \$2000 when complete training, receive certification
- ⦿ Apprenticeship Incentive Grant –\$1000/year, Red Seal trades
- ⦿ Apprenticeship Completion Grant - \$2000 when obtain Red Seal



Resources for Apprentices

- © Ontario College of Trades has resources under their Diversity tab
- © <http://www.collegeoftrades.ca/diversity-and-skilled-trades>
- © Geared to Aboriginal populations, women, newcomers and connects to Earn While Your Learn which is more youth-focused (videos, success stories, etc)

Module 3: Getting the Job



Find the employer

Tips for getting the employer

Employer Incentives

Resources and Supports for Apprentices





Construction

- ◎ Construction companies
- ◎ Renovation businesses
- ◎ Contractors for home improvement stores
- ◎ Manufacturers
- ◎ Building maintenance
- ◎ School boards, cities & hospitals

Motive Power

- ◎ Car and RV dealerships
- ◎ Auto repair garages
- ◎ Trucking companies
- ◎ Mines
- ◎ Landscape companies
- ◎ Manufacturers
- ◎ Farm equipment dealerships





Industrial

- ◎ Manufacturers
- ◎ Construction & renovation businesses
- ◎ Trucking and rail companies
- ◎ Engineering firms
- ◎ Theatres & touring companies
- ◎ Concert halls & venues
- ◎ Mines

Service

- © Schools and hospitals
- © City governments
- © Farms & landscapers
- © Stores & jewellers
- © Restaurants
- © Hotels & conference centres
- © Call centres
- © Phone, power & cable companies
- © Salons
- © ... and more!



What apprenticeships are growing in Grand Erie?

JOBS IN HIGH DEMAND

Construction	Motive Power	Industrial / Manufacturing	Service
Electricians Steamfitters Pipefitters Sprinkler system installers Refrigeration and air conditioning mechanics Plumbers Construction millwrights	Automotive Service Techs	Industrial electricians Industrial mechanic millwrights Welders and related machine operators	Cooks Hairstylists and barbers

What apprenticeships are growing in Grand Erie?

JOBS WITH SOME DEMAND

Construction	Motive Power	Industrial / Manufacturing	Service
Painters and decorators Roofers and shinglers Gas fitters	Motor vehicle body repairers Heavy duty equipment mechanics	Tool and die makers Machinists and machining and tooling inspectors Cabinetmakers	Bakers Chefs

Why are these trades growing?

Retirements

Retiring tradespeople need to be replaced in businesses.

Demand

Businesses where these trades are employed are growing and need tradespeople in order to serve their growing lists of clients and customers.

Source: [Workforce Planning Board of Grand Erie, The Future of Skilled Trades in Grand Erie](#)

Why are these trades growing?

Industries
are large
and/or
growing

Manufacturing employs 16,500 – growth is in Brant and Norfolk

Retail employs 14,000

Construction employs 8,400 - growth is in Haldimand

Accommodation and Food Services – growth is in Brant and Norfolk

Source: [Workforce Planning Board of Grand Erie, The Future of Skilled Trades in Grand Erie](#)

What trades are in decline in Grand Erie?

Crane
operators

Tilesetters

Sheet metal
workers

Bricklayers

Glaziers

Concrete
finishers

Insulators

Floor
covering
installers

Ironworkers

Boilermakers

- ⊙ Growth is in large scale engineering-based projects.
- ⊙ Growth in residential construction has been limited due to lack of land.

Source: [Workforce Planning Board of Grand Erie, The Future of Skilled Trades in Grand Erie](#)



Tips for getting an Employer

- ① Use training standards for resumés and interview responses
- ① FREE pre-apprenticeship training may have placements
- ① Start in another position in the industry
- ① Job developers source employers
- ① Build networks for yourself and potential apprentices
- ① Cold call employers



Employer Incentives

- ⦿ Apprenticeship Training Tax Credit
- ⦿ Apprenticeship Job Creation Tax Credit
- ⦿ Apprenticeship Completion Employer Bonus
- ⦿ Employer Signing Bonus
- ⦿ Employment Ontario

Module 4: Sponsor Found! Now What?

Roles of the Ontario College of Trades and the Ministry
of Advanced Education and Skills Development

Apprenticeship Training Application

MTCU and OCoT moving forward

Challenging the Certificate of Qualification exam

What role does each have in apprenticeship?

Ministry of Training , Colleges and Universities	Ontario College of Trades
Admin and program support, end-to-end	Regulatory, sets policies and standards
Register apprentices	Registers apprentices (post-agreement)
Sign and register Training Agreements	Collect annual membership fees
Schedule and manage training	Collect fee for CofQ exam, provides test resources
Issue Certificate of Apprenticeship	Report CofQ results to apprentice
Schedule and administer CofQ exam	Issue Certificate of Qualification

Apprentice Training Application

- ⦿ MTCU assesses eligibility
- ⦿ What do apprentices need to have to complete the application?
 - Social Insurance Number
 - Proof of education: transcripts, upgrading, GED, ACE, diplomas/certificates
 - Internationally trained applicants must be assessed
 - Diplomas and certificates from private trainers are not accepted.
- ⦿ Approval = Training Agreement

The screenshot shows the Ontario Central Forms Repository website. The page title is 'Central Forms Repository' with the ServiceOntario logo and tagline 'making it easier'. The breadcrumb trail is 'Location: Forms Home > Quick Search > Quick Search Results > Form Details'. The main content area displays the following information:

Format	Form Link Address	Form Format	Functionality	Size
Adobe PDF	Application for Apprenticeship Training	Fill, Print & Save		150k B kb

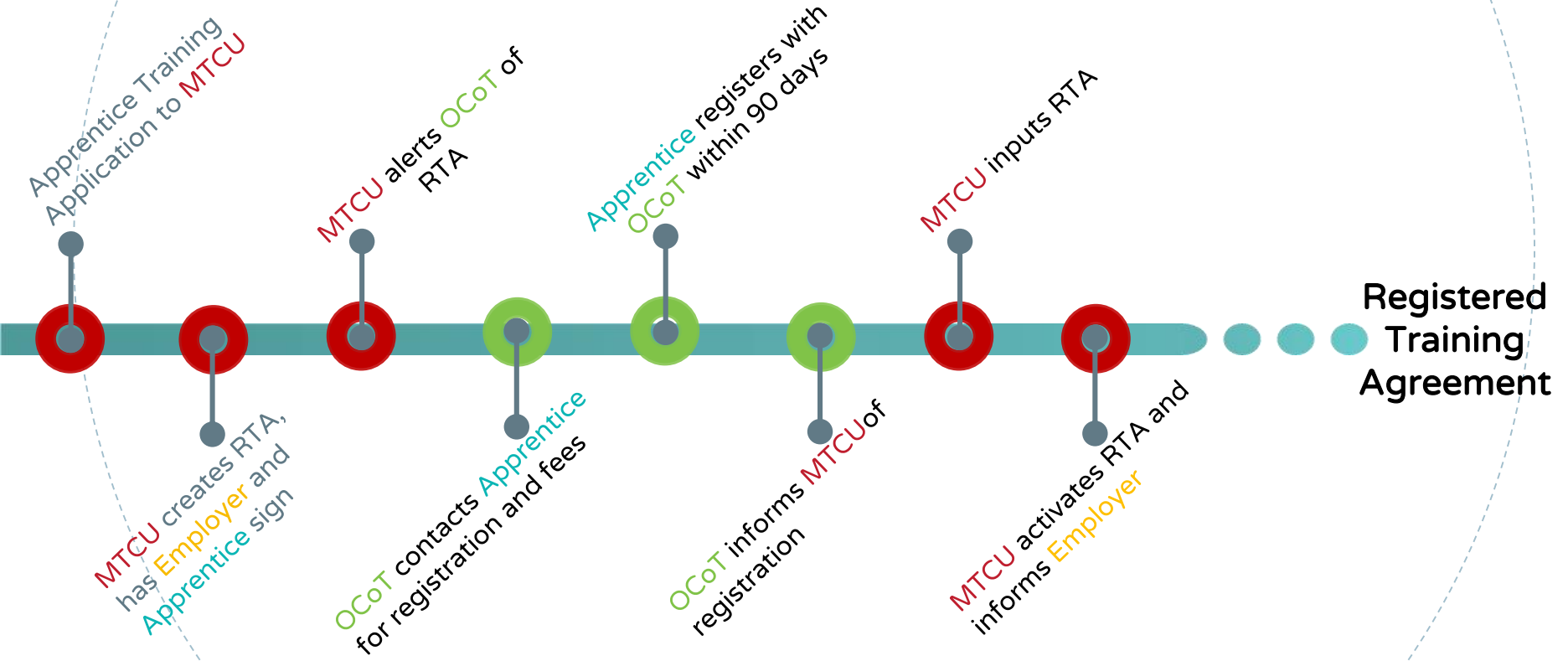
Classification / Identification

Form Number: 022-22-15016	Edition date: 2016/09
Title: Application for Apprenticeship Training	
Ministry: Advanced Education and Skills Development	
Branch/ABC: Service Delivery Branch	
Program: Operations Unit	
Purpose of Form: Application for Apprenticeship Training	

On the right side of the page, there are navigation options: 'Explore Forms', 'Forms Home', 'Quick Search', 'Advanced Forms Search', 'Navigation Options', 'Most Popular Forms', and 'Browse New Forms'.

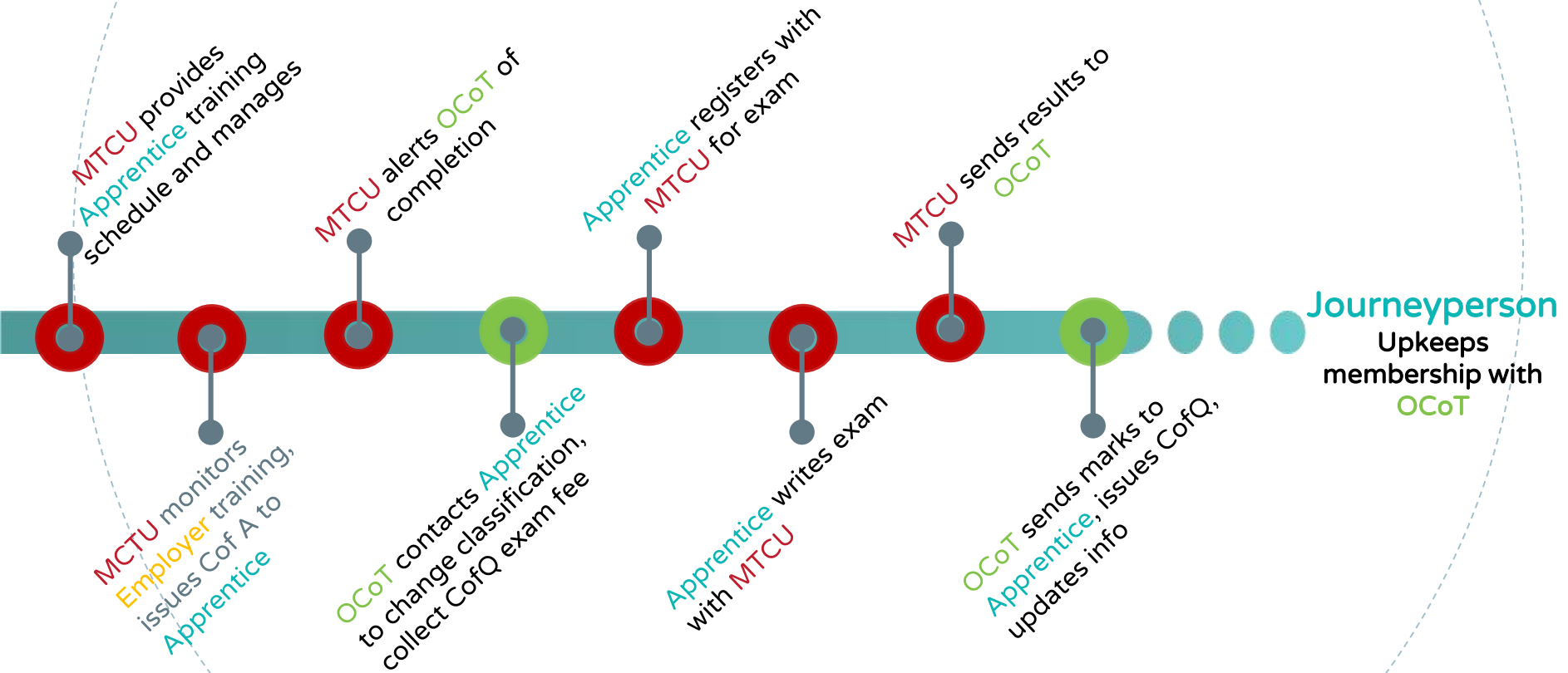
MTCU and OCoT

Registered Training Agreement (RTA)



MAESD and OCoT

Doing the Apprenticeship



CofQ Success

Apprentices must achieve
**70% on the
Certificate of
Qualification Exam**
to become a Journeyman.



In Spring 2016,
**only 52% of
apprentices
passed.**

Source: Ministry of Training, Colleges and Universities , 1st Quarter results



Challenging the C of Q

- ◎ Find out if a Certificate of Qualification exam exists



TRADES WITH CERTIFICATE OF QUALIFICATION (C OF Q) EXAMINATIONS

- ◎ Use resources on Ontario College of Trades' web site to prepare for exam and do test questions
- ◎ Issues that may arise:
 - English terminology and standards of measurement not used in other countries
 - Math and literacy skills
 - Unfamiliarity with multiple choice tests
 - Not having worked in an area of a trade for a long time

Thanks!



Any questions?

Feel free to contact your school's OYAP Department or Board OYAP
Coordinator at 519 756 650 Ext. 246