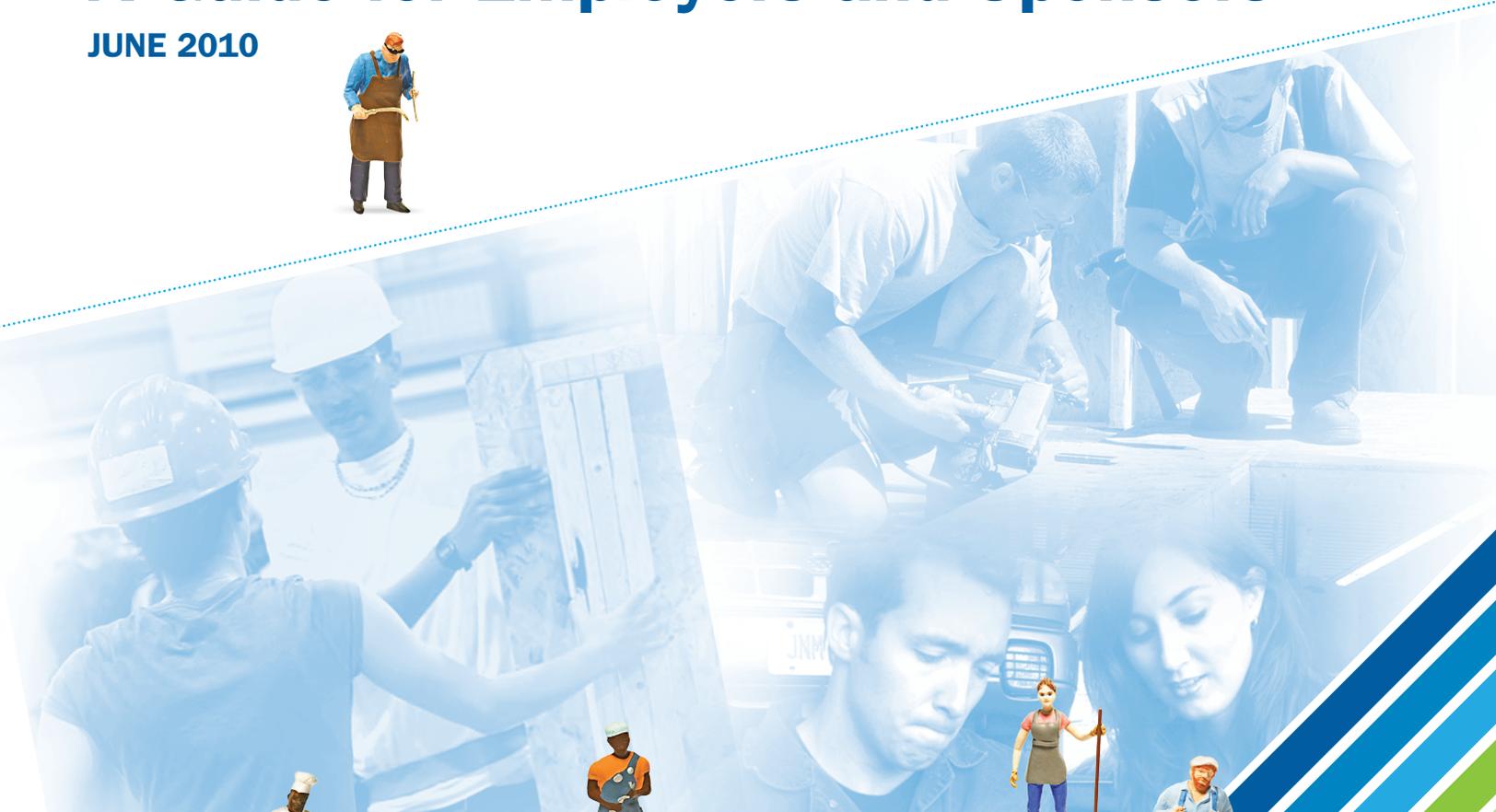


# APPRENTICESHIP TRAINING IN ONTARIO

## A Guide for Employers and Sponsors

JUNE 2010





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Une publication équivalente est disponible en français sous le titre suivant :  
*Formation en Apprentissage en Ontario : Guide pour les employeurs et les parrains.*



# APPRENTICESHIP TRAINING: THE PROCESS

## Before Registering Your Apprentice

- Confirm that there is apprenticeship training for your trade or occupation.
- Confirm your business's capacity to train an apprentice.
- Identify your apprentice and who in your business will do the training.

## Registering Your Apprentice

- Schedule a meeting with an employment and training consultant from the Ministry of Training, Colleges and Universities, who will:
  - confirm the eligibility of your apprentice, trainer, and business;
  - prepare the training agreement;
  - collect the \$40 apprenticeship registration fee from your apprentice;
  - outline the financial incentives your business may be eligible for.

## Training Your Apprentice

- Ensure your trainer and apprentice regularly review the training standard as competencies are acquired.
- Keep an accurate record of the hours your apprentice works.
- Ensure that your apprentice is able to attend his or her scheduled classroom training.
- Notify ministry staff of any changes to your business information or to the training agreement.
- If eligible, apply for the Apprenticeship Training Tax Credit and other available financial incentives.

## On Completion of the Training

- Confirm that your trainer and apprentice have signed off on the skills in the training standard.
- Notify ministry staff once your apprentice has completed the workplace training.
- Ministry staff will verify that your apprentice has completed the classroom training.
- Ministry staff will schedule your apprentice for the certification exam, if applicable.



# 1. OVERVIEW



**Apprenticeship is the training program of choice for more than 35,000 employers, 120,000 apprentices, and 300,000 active journeypersons in Ontario.**



Apprenticeship training is a hands-on training program in which the skills of a trade or occupation are learned in the workplace. This training is supplemented by theoretical instruction delivered in a college of applied arts and technology or other approved training delivery agency. Depending on the trade or occupation, apprenticeship training programs take from two to five years to complete.

Apprenticeship training produces skilled employees who will help keep your business competitive and profitable. According to the Canadian Apprenticeship Forum (CAF), whose membership includes employers, unions, and educators, employers receive an average benefit of \$1.47 for every \$1 invested in apprenticeship training. To learn more about the return-on-investment aspect of training apprentices, see the

CAF's report, *It Pays to Hire an Apprentice: Calculating the Return on Training Investment for Skilled Trades Employers in Canada* at [www.caf-fca.org](http://www.caf-fca.org).

Ontario has apprenticeship programs for more than 150 trades and occupations in four sectors:

- construction
- industrial/manufacturing
- motive power
- service

The Ministry of Training, Colleges and Universities has produced fact sheets on the 58 trades that have the most apprenticeship registrations. To find out more about these trades, go to [www.edu.gov.on.ca/eng/tcu/employmentontario/training/certification.html](http://www.edu.gov.on.ca/eng/tcu/employmentontario/training/certification.html).

The steps you'll need to take to register an apprentice in a program are outlined in Sections 2 to 4 of this guide.

Information about financial incentives for employers and sponsors of apprentices and financial assistance for apprentices provided by the Ontario and federal governments is given in Sections 7 and 8 of this guide.



## 2. ASSESSING YOUR TRAINING CAPACITY

**Your government is here to help. Employment and training consultants with extensive knowledge of apprenticeship are available to assist you as you make your way through the apprenticeship training process.**

### **a. Examine the Apprenticeship Training Standard**

The training standard for the trade or occupation your prospective apprentice would be registered in will guide you in assessing whether you have the equipment, facilities, and materials necessary for the apprentice to learn the skills of the trade on the job. At your request, an employment and training consultant (ETC) will visit your worksite to help you assess your training capacity (see Section 4 for information on how to contact an ETC).

### **b. Identify the Person Who Will Train Your Apprentice**

For some trades, trainers and journeypersons are legally required to have a Certificate of Qualification to train apprentices. For trades that do not require certified trainers, the trainer or journeyperson must hold either a Certificate of Apprenticeship or a Certificate of Qualification, or be assessed as functioning at the journeyperson level. This assessment is based on his or her past training and work experience. An ETC from the ministry can come to your worksite to assess your trainer's eligibility to train.



Ministry staff will also assess your capacity to train an apprentice by looking at the ratio of apprentices to journeypersons in your workplace. For some trades, ratios are regulated. For those trades that are not regulated, ETCs have guidelines to help them decide whether the ratio in a workplace is adequate.



# 3. RECRUITING YOUR APPRENTICE

## a. Review the Entrance Requirements for Apprentices

Your apprentice must be 16 years of age and meet the minimum education requirements stipulated for the trade or occupation in which he or she is interested (e.g., most construction trades require Grade 10; most other trades and occupations require Grade 12).

## b. Find Your Apprentice

- Talk to your employees and find out if one of them is interested in becoming an apprentice.
- Check for leads with organizations such as trade/industry associations, unions and joint training committees, local secondary schools, and colleges.

- Consider hiring a high school student through the Ontario Youth Apprenticeship Program ([www.edu.gov.on.ca/eng/tcu/apprentices/oyap.html](http://www.edu.gov.on.ca/eng/tcu/apprentices/oyap.html)).
- Advertise in newspapers, or on job boards or the Internet.
- Use the Ontario Job Bank ([www.jobbank.gc.ca](http://www.jobbank.gc.ca)) to advertise your need for an apprentice free of charge.
- Use the matching database at [www.apprenticesearch.com](http://www.apprenticesearch.com) to find an apprentice, or browse the website to find additional information and resources on apprenticeships.





# 4. REGISTERING YOUR APPRENTICE

**Once you've determined that you have the capacity to train an apprentice and have found someone to train who meets the entrance requirements for the apprenticeship program, you are ready to register him or her. The steps in the registration process are outlined in this section.**

## **a. Arrange to Meet With Ministry Staff and Prepare for the Meeting**

- Call the apprenticeship office nearest you to arrange for a meeting with an ETC that you and your apprentice will attend. To find the nearest office, call the Employment Ontario Hotline (toll-free: 1-800-387-5656; Toronto: 416-326-5656; TTY: 1-866-533-6339 or 416-325-4084) or go to [www.edu.gov.on.ca/eng/tcu/search.asp?chosen=4](http://www.edu.gov.on.ca/eng/tcu/search.asp?chosen=4).
- Have your apprentice collect the following for the meeting:
  - proof of academic standing (e.g., school transcripts or copy of diploma)
  - social insurance number (SIN) card
  - proof of identity and date of birth (e.g., driver's licence, birth certificate)
  - documents confirming previous trade-related education and work experience for possible credits
  - \$40 registration fee

- Gather the following yourself for the meeting:

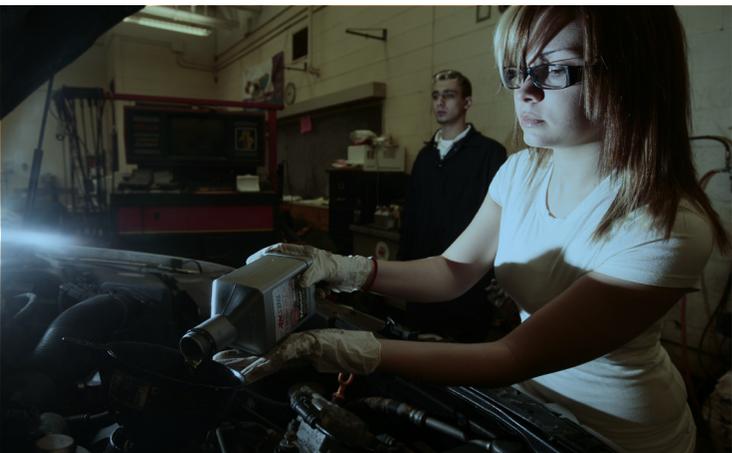
- a list of the apprentices and journeypersons currently employed by your company (unless this information is already on file with the ministry and has not changed since it was last provided)
- if applicable, the number of hours your prospective apprentice has worked for you to date and the date on which he or she started working for you

*Note:* Before the meeting, ministry staff will contact you to confirm that you and your apprentice have obtained the necessary documentation for the meeting.

## **b. Meet With Ministry Staff**

At the meeting, the following will take place:

- The ETC reviews the pertinent training standard with you and your apprentice.
- You and your apprentice supply the ETC with the information gathered in preparation for the meeting (see Section 4.a).



- Your apprentice's education and prior work experience, if any, are assessed to determine how much of the learning that has already taken place can be recognized/credited on registration.
- Your apprentice receives instructions about his or her recordkeeping responsibilities.
- Your apprentice pays the registration fee of \$40 and is given a receipt.
- You, your apprentice, and the ETC sign the training agreement. You and your apprentice each receive a copy.
- The ETC arranges for the agreement to be registered.

### **c. Determine at the Meeting When Your Apprentice Will Attend Classroom Training**

- The ETC outlines the available options for the classroom training at approved training delivery agencies, such as colleges of applied arts and technology, union/employer training centres, and other private institutions. The training,



which is based on industry-approved curriculum standards, consists of two to four levels, depending on what is required for the trade or occupation. In general, each level of the training may be completed in one of the following ways, depending on availability at the chosen delivery agency:

- full-time, usually six to twelve weeks
  - part-time, generally one day or two evenings per week (September to June)
  - online
- Your apprentice states which of the available options he or she prefers. This preference is taken into account in a discussion about which of the options best suits all parties. Once this option is determined, it is recorded by the ETC.

### **d. After the Meeting**

- The option for classroom training recorded at the meeting is entered in the ministry's database, and an Offer of Classroom Training is generated and sent to your apprentice and to you.
- Your apprentice confirms attendance directly with the training delivery agency after receiving the Offer of Classroom Training. Instructions for confirming attendance are provided in the offer.



# 5. MONITORING YOUR APPRENTICE'S TRAINING

## a. Oversee Your Trainer

Ensure that your trainer is:

- teaching the apprentice the skills set out in the training standard;
- signing off on the skills acquired by your apprentice as they are learned.

## b. Remind Your Apprentice of His or Her Responsibilities

- Regarding training in the workplace, the apprentice should:
  - review the training standard with the trainer on a regular basis and ensure that the skills are signed off on by him or her and the trainer as they are acquired;
  - keep an accurate record of the hours worked, as he or she will need to report this information to the ministry when the training is completed or when he or she leaves your employment;
  - notify the ministry if he or she leaves the employer or sponsor or finishes the apprenticeship training program.

- Regarding classroom training, the apprentice must:

- confirm with the training delivery agency that he or she will attend the training as set out in the Offer of Classroom Training on receipt of the offer and, at the same time, pay the classroom fee. Note that if confirmation and payment are not made in a timely manner, the apprentice risks losing the chance to attend that particular class;
- contact ministry staff to reschedule the training if he or she is unable to attend at the allotted time;
- notify the ministry if he or she has concerns regarding readiness for the classroom training or is having difficulty with the training.

- Regarding the apprenticeship program in general, the apprentice must notify the ministry if he or she:

- changes his or her mailing address;
- is unable to complete his or her training in all of the required skills in the training standard with an employer or sponsor;
- begins working for a different employer or sponsor.





### c. Keep in Touch With Ministry Staff

- Notify the ministry if there are changes in your business's:
  - facilities, equipment, or staffing that could affect your ability to train or supervise your apprentice;
  - location, mailing address, or legal name.

- Contact ministry staff if:

- you have questions or concerns;
- your apprentice leaves your employment.

To find the nearest apprenticeship office, call the Employment Ontario Hotline (toll-free: 1-800-387-5656; Toronto: 416-326-5656; TTY: 1-866-533-6339 or 416-325-4084) or go to [www.edu.gov.on.ca/eng/tcu/search.asp?chosen=4](http://www.edu.gov.on.ca/eng/tcu/search.asp?chosen=4).





## 6. ON COMPLETION OF THE TRAINING

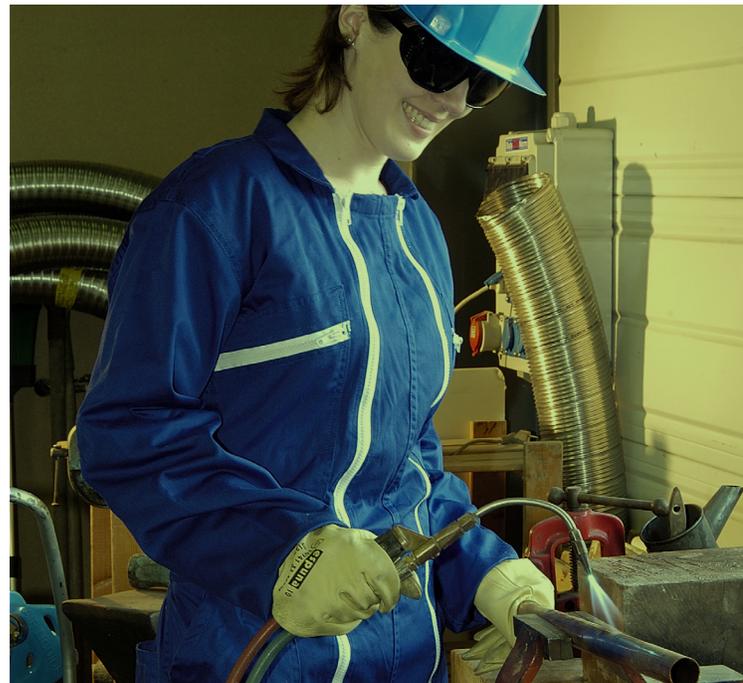
When your apprentice has completed the program requirements for a trade or occupation, he or she will, depending on the trade or occupation, receive one or both of the following certificates from the ministry:

- the Certificate of Apprenticeship, which recognizes that an apprentice has successfully completed the formal training program in a trade, a requirement of which may be passing a certification exam;
- the Certificate of Qualification, which is issued to an apprentice who has passed a trade examination. To pass the exam, candidates must achieve a minimum score of 70 per cent.

A Letter of Permission allows an apprentice who works in a restricted trade (a list of the 21 restricted trades is available at [www.edu.gov.on.ca/eng/tcu/employmentontario/training/certification.html](http://www.edu.gov.on.ca/eng/tcu/employmentontario/training/certification.html)) and who has received his or her Certificate of Apprenticeship to work as a journeyman in his or her trade or occupation for three months while he or she prepares to write the certification exam.

An apprentice receives both the Certificate of Apprenticeship and the Certificate of Qualification once the following takes place:

- he or she reports to the ministry that he or she has completed the workplace training and met the requirements of the training agreement, and submits a signed-off apprenticeship training standard. The signed-off training standard demonstrates that an apprentice has learned the skills established by industry that are essential for being a skilled worker;



- ministry staff verifies that his or her classroom training has been completed;
- if the trade or occupation requires it, he or she writes a certification exam (66 of the 150 trades require it) and pays a \$100 exam fee.

The Interprovincial Standards Red Seal (or “Red Seal”) Program ([www.red-seal.ca](http://www.red-seal.ca)) provides an interprovincial standard of excellence for the skilled trades that is recognized by industry. Many Ontario trades are part of the Red Seal Program. In these trades, workers who successfully challenge a Red Seal trade examination receive a Certificate of Qualification with a distinctive red seal that is recognized across Canada.

# 7. FINANCIAL INCENTIVES FOR EMPLOYERS/ SPONSORS



**A number of financial incentives are offered by the Ontario and federal governments to help you train apprentices.**

Ontario assists employers by paying a portion of the cost of an apprentice's classroom training. The apprentice pays a classroom fee to cover the remaining cost.

The \$2000 **Employer Signing Bonus** ([www.edu.gov.on.ca/eng/tcu/employers/emp\\_bonus.html](http://www.edu.gov.on.ca/eng/tcu/employers/emp_bonus.html)) encourages employers or sponsors in the trades to register new apprentices in sectors where there is a high demand for skilled workers.

The **Apprenticeship Training Tax Credit** ([www.rev.gov.on.ca/en/credit/attc/index.html](http://www.rev.gov.on.ca/en/credit/attc/index.html)) is a refundable tax credit available to employers or sponsors who hire and train apprentices in certain skilled trades. The maximum credit available to employers or sponsors is \$10,000 per qualifying apprentice per taxation year. Employers and sponsors are eligible to receive the credit for four years. To download an application form for this program, go to [www.rev.gov.on.ca/en/credit/attc/formpub.html](http://www.rev.gov.on.ca/en/credit/attc/formpub.html).

The **Apprenticeship Job Creation Tax Credit** ([www.cra-arc.gc.ca/whtsnw/pprntcshp-eng.html](http://www.cra-arc.gc.ca/whtsnw/pprntcshp-eng.html)) is a non-refundable tax credit equal to 10 per cent of the eligible salaries and wages paid to eligible apprentices with respect to employment after May 1, 2006. The maximum credit is \$2000 per year for each eligible apprentice.

The **Employer Bonus** provides \$1000 to employers or sponsors whose apprentices complete an apprenticeship program in any trade or occupation.



# 8. FINANCIAL HELP FOR APPRENTICES

**A number of grants and loans are available to help apprentices begin and complete their training. Since these grants and loans are incentives for apprentices, they also aid you in the recruiting process.**

The **Apprenticeship Scholarship** ([www.edu.gov.on.ca/eng/tcu/apprentices/app\\_schol.html](http://www.edu.gov.on.ca/eng/tcu/apprentices/app_schol.html)) provides a \$1000 scholarship to young people who participate in apprenticeship programs if they:

- have completed academic upgrading;
- are employed;
- are registered as apprentices.

The **Support to Non-EI-Eligible Apprentices** provides grants of up to \$1500 per term to apprentices who are not eligible for employment insurance to help cover their costs while they go to school.

The **Loans for Tools Program** ([www.edu.gov.on.ca/eng/tcu/apprentices/tools.html](http://www.edu.gov.on.ca/eng/tcu/apprentices/tools.html)) offers apprentices an interest-free loan to help them buy the tools and equipment they need to perform the tasks of the trade in which they are registered.

The **Tradesperson's Tools Deduction** ([www.cra-arc.gc.ca/whtsnw/tls-eng.html](http://www.cra-arc.gc.ca/whtsnw/tls-eng.html)) provides employed apprentices with a tax deduction of up to \$500 to help cover the cost of new tools necessary for their trade.

The **Apprenticeship Incentive Grant** ([www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/trades\\_apprenticeship/AIG/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/trades_apprenticeship/AIG/index.shtml)) is a taxable cash grant of \$1000 per year that is available to registered apprentices once they have successfully completed the first or second year or level (or equivalent) of an apprenticeship program in one of the Red Seal trades (see Section 6). The AIG helps apprentices cover some of the expenses related to tuition, travel, and tools.

The **Apprenticeship Completion Grant** ([www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/trades\\_apprenticeship/acg/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/trades_apprenticeship/acg/index.shtml)) is a \$2000 taxable cash grant available to registered apprentices who successfully complete an apprenticeship training program and obtain certification in a Red Seal trade (see Section 6).

The **Apprenticeship Completion Bonus in Non-Red Seal Trades** ([www.edu.gov.on.ca/eng/tcu/apprentices/bonus.html](http://www.edu.gov.on.ca/eng/tcu/apprentices/bonus.html)) is a one-time \$2000 taxable benefit given to apprentices who complete apprenticeship training and receive certification in a non-Red Seal trade.



# 9. THE LEGISLATION



Apprenticeship training and certification are currently governed by:

- the Trades Qualification and Apprenticeship Act, R.S.O. 1990 (TQAA) for most construction sector trades;
- the Apprenticeship and Certification Act, 1998 (ACA) for service, industrial, and motive power trades, and some construction trades.

In October 2009, the Ontario government passed the Ontario College of Trades and Apprenticeship Act, 2009. This act, which establishes the Ontario College of Trades ([www.edu.gov.on.ca/eng/tcu/collegeoftrades/](http://www.edu.gov.on.ca/eng/tcu/collegeoftrades/)), will replace the TQAA and the ACA by 2012. The College of Trades will encourage more people to work in the trades and give industry a greater role in governance, certification, and training.



# 10. IT'S YOUR CHOICE

**In Ontario, there are registered apprenticeships in more than 150 trades and occupations. In only 21 of these trades and occupations are workers required by law to be registered apprentices or have a Certificate of Qualification.\* This means apprenticeship training remains largely a matter of choice for you and your employees.**

Employers of workers in all trades and occupations for which apprenticeship training is available benefit from the training for many reasons, including the following:

- Apprentices acquire skills and knowledge that adhere to internationally recognized standards, making your workplace more productive and competitive.
- Apprentices apply the theory they are learning in the classroom in a real setting, while also learning to work cohesively as part of a team.
- The quality of the training results in fewer mistakes and less downtime.

- Training includes instruction in safe workplace practices, and a safer workplace is beneficial to employee morale and enhances productivity.

For more information about apprenticeship training or to find the nearest apprenticeship office, call the Employment Ontario Hotline (toll-free: 1-800-387-5656; Toronto: 416-326-5656; TTY: 1-866-533-6339 or 416-325-4084) or go to [www.edu.gov.on.ca/eng/tcu/search.asp?chosen=4](http://www.edu.gov.on.ca/eng/tcu/search.asp?chosen=4).



\*For a list of these 21 trades and occupations, go to [www.edu.gov.on.ca/eng/tcu/employmentontario/training/certification.html](http://www.edu.gov.on.ca/eng/tcu/employmentontario/training/certification.html).





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