

APPRENTICESHIP TOOLKIT

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2023



Workforce Planning Hamilton
Planification de main d'oeuvre de Hamilton

2023 APPRENTICESHIP TOOLKIT

The Journey to Becoming an Apprentice



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Intro to the Trades

What is Apprenticeship?

An apprenticeship is formal training for those who want a career in the skilled trades. There are over 300 designated trades in Canada and 54 trades are considered Red Seal. Red Seal refers to trades where certification is recognized across Canada. There are over 144 Skilled Trades designated careers to choose from in Ontario across 4 different sectors which are Construction, Industrial, Motive Power and Service.

When you graduate from high school there are three post-secondary pathways you can take to continue your learning and prepare for a career. They are College, University and Apprenticeship. To start an apprenticeship, you would need to get hired first, sponsored by your employer, and start your learning.

On average, 80% of your apprenticeship is on the job training and 20% is going into a college to learn the theory of that trade.

There are three main components to managing your apprenticeship learning which include hours, competencies or skills, and in-class learning. As a student, you are released from your employer for 8-10 weeks at a time, to participate in hands on training and theory classes.

During your time on the job, you are mentored from a licensed journey person. Between both school and on the job training, you are building on a specific skill set, obtaining valuable skills and the required hours to become certified in your trade of choice. As an employee some companies offer benefits, paid vacation time and driving a company vehicle. Finally, you are an income earner, and this is the ONLY educational pathway where you earn while you learn.

An apprenticeship can take between 3-5 years to complete, depending on the trade. Managing your apprenticeship education includes keeping a record of the hours you have worked, completing the in-class learning and acquiring the skills needed to pass the final certification exam.

The time commitment is the same as college or university, but the learning method, delivery and educational experience would be different for everyone. Once you become licensed in your trade, the career potential is limitless. After you have worked on the tools for a while, you could consider a career in project management, becoming a business owner, teacher, influencer, and mentor.



Apprenticeship Path



Before You Start

1. Find out if you qualify to start an apprenticeship, you must:
2. Be at least 16 years of age
3. Have legal permission to work in Canada
4. Meet the education requirements for the trade you want to enter
5. Have an employer/sponsor in Ontario

Start

1. Once you have an employer who is willing to sponsor you, you can apply to become an apprentice online at the **Skilled Trades Ontario Portal**
2. You will need to have this information available to process your application
3. Social Insurance Number (SIN)
4. Full mailing address
5. Email address
Employer/sponsor's full name, mailing address and phone number
Employer/sponsor's contact person's information (name, email, phone number)
6. Your start date with your employer/sponsor Number of work and training hours per week If your application is approved by Skilled Trades Ontario, the Ministry (**MLITSD**) will create a training agreement for you and your sponsor to sign



Basic

1. Offers of in-class training are determined and sent out from the Ministry directly to the apprentice by email at a designed training agent (educational institution) such as Mohawk College. Once registered as an apprentice, you will receive an offer of class from the Ministry. There are many factors that affect when you will receive the offer including: where your name is on the list of the school you have chosen and how many apprentices that are registered before you on the same list.
 2. Then you will accept the offer and confirm their seat with the college. The seat is confirmed once you have paid the tuition.
 3. Then you will receive email communication from the college to get you ready for your in-class training.
 4. After the in-class training is complete, you return to work.
-

Intermediate & Advanced

1. After accumulating work experience on the job, you will be eligible for in-class training. The Ministry will continue to send offers of class for intermediate and advanced depending on the trade. It is important to accept or decline the offers right away as the seats may fill up quickly.
 2. After the in-class training is complete, you return to work.
 3. It is always a good idea to accept an offer for the advanced level of schooling when you are close to finishing all your hours because then you can submit your paperwork to go directly to writing the exam.
-

End

1. Once you have accumulated the required number of working hours, leveled schooling and/or completed the training standard logbook, you will receive a certification of apprenticeship.
2. Once you have a Certificate of Apprenticeship, you are eligible to write the Certificate of Qualification (C of Q) exam. You will need to submit the required documents to the Ministry for approval before you can pay the fee, and book to write the exam.
3. C of Q exams must be booked through the Ministry, you can contact your local Ministry office to book the exam. To pay for your exam you would need to call Skilled Trades Ontario and to schedule your exam you would call or email your local Ministry office.
4. The exam fee is \$150 + HST and a score of 70% or higher is required to pass.



Explore the Trades / Apprenticeship Career Data

Trades fall into four main categories: Construction, Transportation, Manufacturing & Industrial and Service Sector.

Construction

is a multi-billion-dollar industry in Canada that offers high demand careers. It features electricians, carpenters, plumbers, steamfitters/pipefitter, welders, heavy equipment operators, and painters, among other trades.

Transportation

includes maintenance and repair of vehicles -ranging from automobiles and motorcycles to trucks and heavy equipment. Transportation includes trades such as automotive service technicians, heavy-duty equipment technicians, motorcycle technicians, and more.

Service Sector

is a major industry in the Canadian economy and includes cooks, bakers, hairstylists, landscape horticulturists, and more.



Manufacturing & Industrial

features careers in many different manufacturing sectors, including automotive (parts and vehicle manufacturing), product manufacturing, and the resource extraction and processing industries. Manufacturing trades include tool and die makers, industrial mechanics (millwrights), metal fabricators, and more.

Source: <https://www.canada.ca/en/employment-social-development/campaigns/skilled-trades.html>



Top 5 In-demand Trades in Ontario

1. Cook
2. Heavy Duty Equipment Technician
3. Industrial Electrician
4. Painter and Decorator
5. Welder

Top 5 In-demand Trades in Hamilton

1. Cooks
2. Transport Truck Drivers
3. Social and Community Service Workers
4. Hairstylists and Barbers
5. Heavy Equipment Operators (Except Crane)

Salaries in the Trades ★

Salaries in the Trades for Hamilton ranged from Cooks making an average annual salary of \$36,522 to Electrical Power Line and Cable Workers making \$90,870.

Sources

Canadian Apprenticeship Forum (2022). Apprentice Demand in Red Seal Trades: A 2022 National Labour Market Information Report

Workforce Planning Hamilton, Job Board Data (2021-2023).



Employers will usually start apprentices at minimum wage or higher. Wage increases used to be linked to hour increases but that is no longer mandatory. For example, in an electrical apprenticeship, the apprentice could receive a 10% increase every 1800 hours. Some employers still like to use the wage increase guideline to ensure they are paying their apprentices fairly based on the local market. Employers will also base wage increases on skill and competency development and the training standard logbook is a tool that may be used to determine if they have achieved the required milestones for an increase in pay. For example, employers may have an expectation that a 4th or 5th year apprentice has developed leadership skills and is working towards managing a crew. If they have not achieved this skillset, they may not receive a wage increase.



Finding a Sponsor

A sponsor is someone who provides you with apprenticeship training. A sponsor can be a single employer, individual (for example, a contractor) or a group of employers (for example, unions or group sponsors). An employer is required to hire, register you as an apprentice and train. If you do not have a registered training agreement or contract between the ministry, sponsor and you, then you are not a registered apprentice.

How to find a sponsor (Guidance Counsellor, Colleges, Online, Employment Ontario, Unions or Trades Associations, Local Companies, Your Network, Workforce Planning Hamilton Job Board), Support Ontario Youth, Apprenticesearch.com)

Guidance Counsellor

If you're in high school, ask your guidance counsellor for advice and referral. Some options are:

1. Specialist High Skills Major (SHSM) program let students focus on a career path that matches their skills and interests. Each major is a bundle of 8-10 classroom courses, workplace experiences and sector certifications in a field.
2. Students who choose a major will learn on the job with employers at skills training centres and in school. They can earn valuable industry certifications, including first aid and CPR.
3. Eligible students are those who are heading for university, college, apprenticeship, or the workplace.
4. Students who complete their major receive a special designation on their secondary school diploma.
5. The program is now available in the following industries: Agriculture, Aviation/Aerospace, Construction, Environment, Health and Wellness, Hospitality and Tourism, Mining, Food Processing, Arts and Culture, Business, Energy, Forestry, Horticulture and Landscaping, Manufacturing, Transportation, Non-profit, Sports, Information and Communications Technology, Justice, Community Safety and Emergency Services.

<https://www.ontario.ca/page/specialist-high-skills-major>



Dual Credit Program

Students enrolled in dual credit programs participate in apprenticeship training and post-secondary courses, earning dual credits that count toward both their high school diploma, post-secondary diploma and degree or apprenticeship certification. Students who need learning opportunities outside of high school would benefit from a college or apprenticeship experience.

Students have the opportunity to:

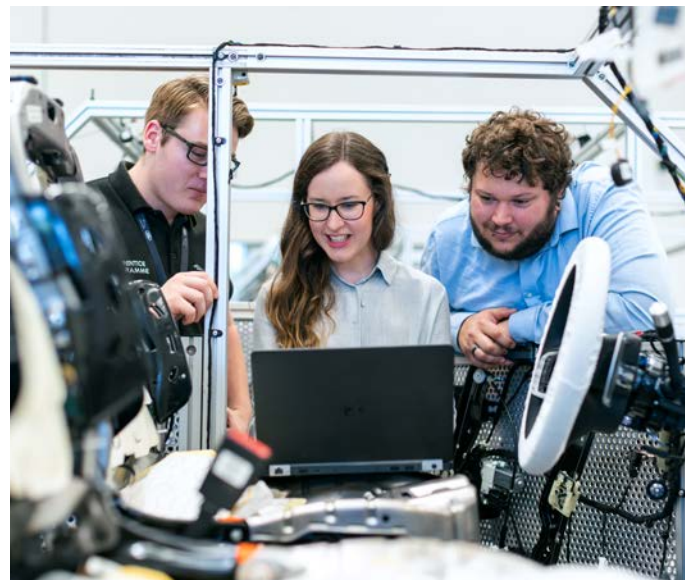
1. Earn high school credits while studying at a local college or taking apprenticeship training.
2. Gain experience that will help them with their post-secondary education or apprenticeship.
3. Get a head start on learning and training for their future careers.
4. For more information, contact your OYAP Coordinator or your high school guidance counsellor.

Specialist High Skill Major & Dual Credit information & OYAP

<https://www.skillsontario.com/pathways-to-apprenticeship>

Ontario Youth Apprenticeship Program (OYAP)

The Ontario Youth Apprenticeship Program (OYAP) opens the door to apprenticeship in a wide range of exciting careers. If you are entering Grade 11 and are at least 16 years old, you can work toward a career in a skilled trade as a registered apprentice while you complete your Ontario Secondary School Diploma. Eventually, an apprentice writes exams to become a certified skilled worker or journeyman. For more information about OYAP, contact the OYAP Co-ordinator at your school board or visit www.oyap.com.



Online

Visit the job bank to post your resume and availability for an apprenticeship in your chosen trade.



Colleges

Most colleges have a placement office, or can direct students to a career centre to help find apprenticeship opportunities.

Skilled Trades and Apprenticeship Hub
 Mohawk College, Marshall School of Skilled Trades and Apprenticeship
 481 Barton Street, Stoney Creek, Ontario L8E 2L7
 Apprenticeshiphub@mohawkcollege.ca
 Website: <https://www.mohawkcollege.ca/program-theme/skilled-trades-apprenticeship/apprenticeship-community-hub>

Unions or trade associations

Many trades have unions or associations with resources to find and match apprentices to sponsors.

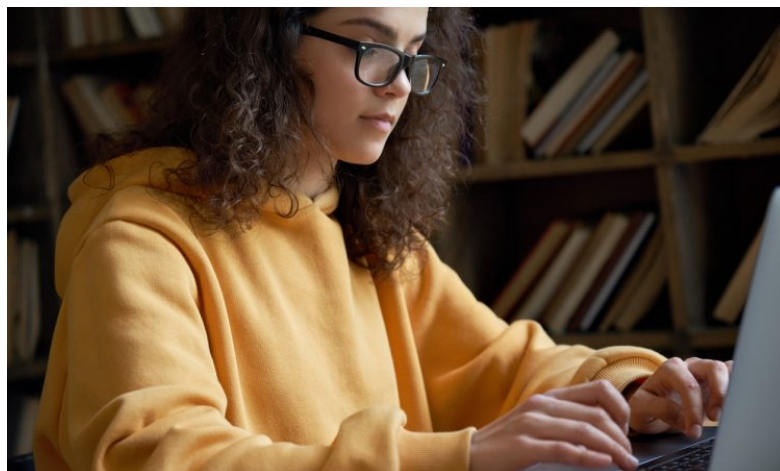
Some unions or trade associations run their own training centres and hold Contracts of Apprenticeship with the apprentice rather than the employer. Intake can be selective and may take place only at certain points in the calendar year. Links to unions and trade associations can be found at apprenticesearch.com/.

Also construction unions are listed here <https://www.ctaontario.ca/explore>

Employment Ontario (EO)

EO offers employment services and training opportunities, like matching apprentices to sponsors. These are free services to engage with and there are 8 EO Service Providers in Hamilton.

[More EO Service Providers listed on our website](#) ★



Local companies

Research local companies in the skilled trades. Try your local online resources, newspapers, or other directories.

Your Network

Ask around to see if anyone you know is in the skilled trades and if they are hiring or know someone who is hiring.



Workforce Planning Hamilton Job Board

Visit www.workforceplanninghamilton.ca – and use the Job Board tool. Under TAGS ensure you click APPRENTICESHIP JOBS – and that will highlight all the apprenticeship roles available.

Support Ontario Youth (SOY)

Support Ontario Youth's mission is to support apprentices, employers, and all stakeholders in the skilled trades industry by streamlining and simplifying the apprenticeship journey, across the province.

SOY is a group sponsor which means we screen, interview, AND register apprentices for the trades. We support, mentor, and guide registered apprentices throughout their entire apprenticeship to completion. We have mentors on staff to help with CofQ exam prep and other wrap around supports as needed Apply today!

<https://www.supportontarioyouth.ca/apprenticeships/>

50 Ronson Drive, Etobicoke Suite 180, ON M9W 1B3 647-693-8939



Contact Employment Ontario
Apprenticeship Office
Hamilton Ellen Fairclough Building
119 King Street West, 8th floor
Hamilton, Ontario L8P 4Y7
Tel: 905-521-7764
Toll-free: 1-800-668-4479
HNB.Apprenticeship@ontario.ca

"My biggest challenge has been finding an employer willing to hire AND sponsor me. I regularly search various online sites looking for job opportunities as a second-year apprentice..."



Training

Training is required for all skilled trades and apprentices must engage in mandatory training.

Your employer may also require additional training based on their preferences.

Industrial Trades

Links for mandatory safety training to be completed for Industrial Trades:

1. **Globally Harmonized System (GHS) / Workplace Hazardous Materials Information System (WHMIS 2015)**
https://www.ccohs.ca/products/courses/whmis_workers/
2. **Ministry of Labour Worker Health and Safety Awareness (WH&S)**
<https://www.labour.gov.on.ca/english/hs/training/workers.php>
3. **Workplace Violence and Harassment**
<https://worksitesafety.ca/product/training/online/violence-harassment-workers>

For more information on training requirements ★

<https://www.skilledtradesontario.ca/about-trades/trades-information/>



Construction Trades

Links for mandatory safety training to be completed for Construction trades:

1. **Workplace Hazardous Materials Information System (WHMIS 2015)**
https://www.ccohs.ca/products/courses/whmis_workers/
2. **Ministry of Labour Worker Health and Safety Awareness (WH&S)**
<https://www.labour.gov.on.ca/english/hs/training/workers.php>
3. **Workplace Violence and Harassment**
<https://worksitesafety.ca/product/training/online/violence-harassment-workers>
4. **Working at Heights (WAH)**
<https://www.ontario.ca/page/training-working-heights>
5. **Ozone Depletion Certification (313D apprentices only)**
<https://www.algonquincollege.com/future-students/course-info/ozone-depletion-prevention/>



Education

In-Class Training

Apprentices will receive an offer of class when their name reaches the top of the list of the school they have chosen. It may take 1-2 years to receive an offer depending on how long the list is and how many apprentices on the list have been registered before you. Receiving offers is based on apprentice registration date NOT hours.

Block release training is when an apprentice completes their level of in-class training over 8 to 10 consecutive weeks. Block release is typically offered 4 times a year by a training delivery agent (an institution that delivers the apprenticeship training, such as Mohawk College). Apprentices attending block release training are typically temporarily laid-off by their employer so that they can attend school. Their employer will issue a record of employment (ROE) so that the apprentice can apply for EI benefits while attending school. There is also secondary funding available by the Ministry. Check with the schools Ministry Employment Training Consultant to see if you qualify. Secondary funding includes, travel, housing, and child care to name a few. Once the level of in-class training is complete, the apprentice returns to work for their employer. Day release training is when an apprentice completes their level of in-class training 1 day a week for 40-50 weeks. Day release is typically offered once per year starting in August/September by a training delivery agent. With day release, the apprentice will take 1 day a week off work to attend in-class training and go to work the rest of the days of the week.

Once the offer of in-class training is received, the apprentice will receive registration communication from the TDA. The apprentice will need to confirm their attendance, accept the offer and pay the fee. The seat is NOT secured until tuition payment has been made. Other fees may include, tools, text books and parking. Apprentices should budget \$1200 to \$1500 for back to school.

Certificate of Qualification Exam

You can book your C of Q exam through Skilled Trades Ontario

"Working in this industry means you are constantly learning. And I'm not just talking about the technical skills, though that is important. Learning is everything in your environment - safety awareness, customer service, relationship management, working with others and being part of a team."

Prepare for Your In-School Training



Need to brush up on some skills before your in-school session? Connect with the Adult Basic Education Association. They offer free educational planning services. They can help you find upgrading programs that are right for you.

www.abea.on.ca

pathways@abea.on.ca

905-527-2222



Safety in the Skilled Trades

Safety is number one when it comes to your apprenticeship.

The employer is responsible for:

1. Providing and maintaining safety equipment and protective devices
2. Ensuring proper safe work clothing is worn
3. Enforcing safe working procedures
4. Providing safeguards for machinery, equipment and tools
5. Observing all accident prevention regulations
6. Training employees in the safe use and operation of equipment

It's important to take time to find out what type of Personal Protective Equipment (PPE) you need based on the trade and be sure to investigate the quality prior to making a purchase. Always ensure that your PPE meets the legal standards of the Occupational Health and Safety Act (OHSA). PPE that may be relevant to your apprenticeship can include but is not limited to:

1. Safety Glasses
2. Hard Hat
3. Work Boots (green triangle with omega symbol)
4. Flame-resistant (FR) rated clothing (site dependent)
5. Hearing protection (site dependent)
6. Gloves (Site dependent)
7. Safety Vest (site dependent)

There are sites where the requirement of your PPE must be Construction Safety Alliance (CSA) approved.

When possible, it is always best to purchase CSA approved PPE equipment. If you're unsure of what to look for in a product, please refer to your employer, mentor, or a reputable source like industry experts. If you're unsure of where to start the links below can help:

1. **Infrastructure Health and Safety Association (IHSA)**
https://www.ihsa.ca/topics_hazards/ppe.aspx
2. **Electrical safety Authority (ESA)**
<https://esasafe.com/>
3. **Grainger - Personal Protective Equipment Size Charts**
<https://www.grainger.com/know-how/safety/ppe-in-the-workplace/ppe-management/kh-personal-protective-equipment-size-charts-qt-329>

To-do Checklist – Mandatory Safety Equipment

1. Familiarize yourself with occupational health & safety act (OHSA)
2. Find out what PPE your employer provides
3. Find out what PPE you are responsible for getting



Tools

As a part of investing in your apprenticeship, make sure you're buying tools that are good quality. It's recommended, from employers, that you show up with your own set of quality tools so you can do the job without borrowing from others or your employer.

Tools Grants

Take advantage of the government grants that are available. Look into which funding may apply to you by reading the eligibility requirements for each grant.

Tools Grant (Provincial)

The Tools Grant is a non-repayable, taxable cash grant for apprentices to use towards the purchase of trade-related tools and equipment. Grant amounts range from \$400 to \$1,000 depending on the industry.

For eligibility requirements and further information, visit

https://www.eoss.tcu.gov.on.ca/AOL/grants/tools_grant/start

"People will notice when you put in the effort. As an apprentice, know your place. You can't learn to run until you can walk."

"The great thing about my work is that I'm learning every day. Being licensed doesn't mean I can stop learning."

Tradesperson's Tools Deduction Tax Credit (Federal)

The Tradesperson's Tools Deduction Tax Credit is a tax deduction on the cost of eligible tools bought during the year employment income was earned as a tradesperson.

To-do Checklist – Tools

1. Check to see what basic tools are needed for your trade
2. Research what quality tools are available
3. Review grants available for purchase of tools



Grants / Funding

There are Government Grants that you can apply for. To view more information on funding and where you can apply these grants, visit the following links. (subject to change)

Federal Funding

Apprenticeship Incentive Grant (AIG)

<https://www.canada.ca/en/employment-social-development/services/funding/apprenticeship-incentive-eligibility.html>

Can be used for Classroom Training

Apprenticeship Completion Grant (ACG)

<https://www.canada.ca/en/employment-social-development/services/funding/apprenticeship-completion-overview.html>

Can be used once Apprenticeship is complete and you are a journey person certified in your trade

Canada Apprentice Loan

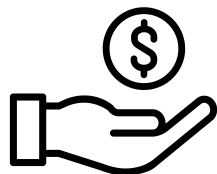
<https://www.pca-cal.ca/en/Apprentice-Loan-Information/Determine-your-eligibility>

Can be used for Classroom Training

Tradesperson's Tools deduction Tax Credit (also available for Mechanics)

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-22900-other-employment-expenses/employed-tradespersons-including-apprentice-mechanics.html>

Can be used for Tools



Provincial Funding

Apprenticeship Completion Bonus in non-Red Seal Trades

<https://www.ontario.ca/page/finish-apprenticeship#section-6>

Can be used once apprenticeship is complete

Apprenticeship Development Benefit (ADB) - Full Time Study

<https://www.ontario.ca/page/start-apprenticeship>

Can be used for Basic living allowance, dependent care allowance, commuting allowance, living-away-from-home allowance, travel assistance and disability allowance

Temporary Ontario Jobs Training Tax Credit

<https://budget.ontario.ca/2021/annex.html#section-1>

Can be used for All expenses

Tools Grant

https://www.eoss.tcu.gov.on.ca/AOL/grants/tools_grant/start

Can be used for Tools

Employment Insurance (EI)

Apprentices attending block-release training may be eligible to receive Employment Insurance (EI) benefits while unemployed and attending in-class training. The apprentice will require a record of employment (ROE) from their employer so that they can apply for their EI benefits. To learn more and apply for EI benefits, visit

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit/apply.html>

Registered Education Savings Plan (RESP)

If your parent/guardian has saved up a Registered Education Savings Plan (RESP), use this towards your Classroom Training. A RESP is a savings account that parents/guardians create to save for their child's education. This money can be withdrawn once you graduate from high school and are enrolled in a full-time or part-time program in a qualifying post-secondary educational program. To learn more about RESPs, visit

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/registered-education-savings-plans-resps.html>



Scholarships

Take advantage of the scholarships that you qualify for. There are many scholarships that organizations and schools offer. This money can be used to support you throughout your education and apprenticeship. To view scholarship opportunities that can be of help to you, visit the links below:

1. Mohawk College - Awards, Scholarships and Bursaries
<https://www.mohawkcollege.ca/financial-assistance/awards-scholarships-and-bursaries>
2. Support Ontario Youth (a variety to choose from, please visit link)
<https://www.supportontarioyouth.ca/scholarships/>
3. Student Awards
<https://studentawards.com/>
4. Scholarship Canada
<https://www.scholarshipscanada.com>

Money for your Apprenticeship and Education (Budget)

Set aside time to plan out and create a budget before starting your apprenticeship and for when you start classroom training. The benefits of budgeting include:

1. Knowing how much money you make and comparing that to what you spend, this helps you from overspending
2. Categorizing needs vs. wants; what are mandatory bills vs. disposable spending, this helps with responsible decision making
3. Saving extra money to ensure you're prepared for unexpected costs related to both your apprenticeship and personal needs

For assistance on how to budget, or to get started, visit the Government of Canada's Student Budget Worksheet

<https://www.canada.ca/en/financial-consumer-agency/services/budget-student-life/student-budget-worksheet.html>



Employer Expectations

Employers play a key role in apprenticeship which means, you must be employed before an apprenticeship starts. Because apprenticeships are often a starting point for a career, many candidates will have little to no life and industry experience or qualifications. Employers invest a large amount of time, money, and energy into hiring and training apprentices. They provide over 80 per cent of the hands-on training you will need to ensure your ongoing development and success.

Visit our website for more information ★

<https://www.workforceplanninghamilton.ca/employer-expectations/>

Soft Skills

What are soft Skills?

Soft skills are core skills that individuals possess to be successful in any career path they choose. These skills may not be specific to one job over another, but they are essential to employers. Soft skills help the employer find the best match that will fit with the culture of the organization and with the team. Candidates who communicate well, both verbally and written, can problem solve, are organized, and have a customer service focused mindset, are considered leading applicants. Employers in the trade will look for potential apprentices who have strong problem-solving skills and are able to troubleshoot and take initiative to find solutions.

Why are soft skills important?

Soft skills are important for many reasons; they help assess more than just a candidate's technical skills. They help evaluate whether a candidate will contribute positively to a job site, get along with the rest of the crew, display strong work ethic, communicate effectively, take direction, be willing to learn, and take constructive criticism with ease. These are the types of soft skills employers find valuable in their apprentices. If you are newer to the job force, you may not have had the opportunity to master some of the top soft skills that employers are looking for. Always remember to listen with intent, communicate clearly, ask questions at the appropriate time, show eagerness to learn, and be a solid team player. Master these soft skills and be at the top of any employer's list.

More information on Soft Skills at Workforce Planning Hamilton ★



Resumes, Interviews & Hiring Advice for Apprentices

Resume

It all starts with a great resume and your ability to get out and network in the industry. As we live in a digital world, most applications have moved to some type of online platform. An employer will only see you on paper first if you have called them, stopped by their shop or asked for a “ride along” to show interest in the company and what they do. Whenever possible, apply in person.

Visit Workforce Planning Hamilton for some helpful tips for creating a standout resume! ★

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