

Employment and Training Division Ministry of Training, Colleges and Universities

Overview of Apprenticeship

July 2010

In this presentation

- Becoming an Apprentice
- Benefits and Financial Incentives for Apprentices
- Benefits and Financial Incentives for Employers/Sponsors
- The Ministry of Training, Colleges and Universities Steps to Apprenticeship
- Conclusion



What is MTCU's role in apprenticeship?

The Ministry of Training, Colleges and Universities (MTCU) controls/administers Ontario's Apprenticeship programs under the legislation:

Ontario College of Trades and Apprenticeship Act (OCTAA)





Becoming an Apprentice



Who can become an apprentice?

An individual must:

- be 16 years of age or older
- have an Ontario Grade 12 diploma or equivalent for most trades in the industrial/manufacturing, service and motive power sectors. A Grade 10 education is required for trades in the construction sector, and
- provide proof of the required education.

The individual must meet <u>all three</u> requirements to participate in the program.





How does someone become an apprentice?

An applicant is required to:

- find an employer/sponsor to hire and train him or her
- complete an Application for Apprenticeship Training and submit to the local MTCU Apprenticeship office to register
- Complete a Training Agreement with the Employer/Sponsor
- Become a member of the College of Trades
- the Employment Training Consultant (ETC) will monitor sponsors and apprentices throughout the program





What requirements are there for employers?

To train an apprentice, an employer must:

- have the capacity to provide quality training
- provide necessary equipment, materials, processes and facilities to create a learning environment
- have the stipulated ratios for apprentices to journeypersons for the trade or occupation (when required), and
- agree to allow the apprentice time off to attend the in-school training.

Employers must meet all requirements to qualify.





How can an employer recruit an apprentice?

An employer should take the following steps:

- 1. Assess business and training needs.
- 2. Review the apprenticeship training standard.
- 3. Identify appropriate journeypersons/trainers.
- 4. Review the entrance requirements for apprentices.
- 5. Identify an apprentice to recruit.



What are an apprentice's responsibilities?

An apprentice is responsible for:

- following all lawful instruction
- learning the skills of the trade as outlined in the training standard provided at the time of registration
- attending the approved apprenticeship in-school training requirement
- maintaining a record of competencies (i.e., skill sets) acquired, as outlined in the training standard, and hours worked, and
- notifying the ministry of any changes to the training agreement, contract or personal information.





What are the employer's/sponsor's responsibilities in an apprenticeship?

An employer is responsible for:

- providing quality training and supervision
- adhering to relevant legislation
- maintaining communication with ministry staff, and
- ensuring that the apprentice is aware of his/her responsibilities.



What certification does an apprentice receive after completing the apprenticeship?

After successfully completing the program requirements for a trade or occupation, an apprentice will receive one or both of the following certificates:

- Certificate of Apprenticeship
- Certificate of Qualification





What is the "Red Seal" Program?

- The Interprovincial Standards Red Seal Program provides an interprovincial standard of excellence for the skilled trades that is recognized by industry.
- In Red Seal 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.



Benefits and Financial Incentives for Apprentices





What financial incentives are available to apprentices?

Ontario initiatives:

- Loans for Tools
- Classroom Training Subsidies and Supports
- Apprenticeship Scholarship
- Non-Red Seal Trade Benefit



Financial incentives for apprentices (continued)

Federal initiatives:

- Apprenticeship Incentive Grant (AIG)
- Apprenticeship Completion Grant (ACG)
- Tradesperson's Tools Deduction

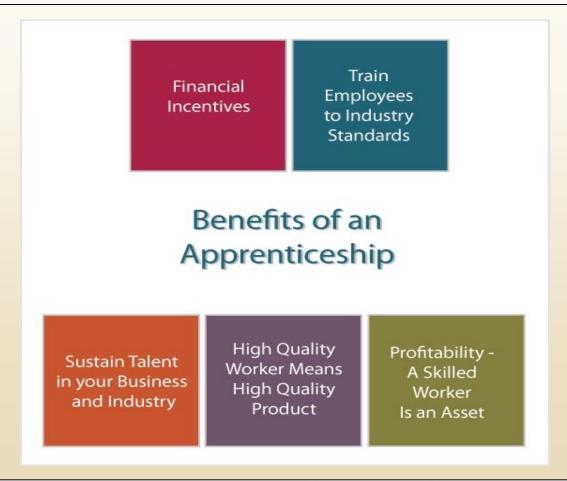


Benefits and Financial Incentives for Employers/Sponsors





How do apprentices benefit employers/sponsors?







What financial incentives are available to employers/sponsors?

Ontario initiatives:

- Apprenticeship Training Tax Credit (ATTC)
- Employer Signing Bonus
- Employer Bonus

Federal initiative:

Apprenticeship Job Creation Tax Credit





What are the steps to apprenticeship?

The Ministry of Training, Colleges and Universities (MTCU) offers several programs for individuals interested in apprenticeships:

- Ontario Youth Apprenticeship Program (OYAP)
- Co-op Diploma Program (Co-op)
- Pre-apprenticeship Training Program (Pre-app)





Ontario Youth Apprenticeship Program

- The Ontario Youth Apprenticeship Program (OYAP) is the school-to-work transition program that offers students the opportunity to become an apprentice while attending high school and earning cooperative education credits.
- To participate in OYAP students must:
 - be enrolled in school full-time
 - be at least 16 years of age, and
 - have completed Grade 10 and the 16 compulsory credits.





Co-op Diploma Program

- The Co-op Diploma program allows participants, upon graduating from high school, to register as apprentices and obtain a college diploma at the same time.
- It is an efficient, streamlined and flexible way to encourage postsecondary education and trade certification, and allow a broader range of young people to choose a career in the skilled trades.
- It meets the evolving needs of employers and labour market needs.



Pre-apprenticeship Training Program

The Pre-apprenticeship Training Program helps Ontarians:

- gain trade-related theory and practical experience to become more marketable and have easier access to apprentice training and registration, and
- bridge the gap between the skills they have and the skills employers want.



Conclusion





Contact Information

To find the nearest Apprenticeship office:

- 1. Contact the Employment Ontario Hotline
 - Toll-free: 1-800-387-5656
 - TTY: 1-866-768-1157
 - Toronto: 416-326-5656
- 2. Contact an Employment Ontario office in your area
 The list of these offices is available at
 www.edu.gov.on.ca/eng/tcu/
- 3. Visit the ministry website at www.edu.gov.on.ca



Questions?



