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ONTARIO**

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**Employment and Training Division  
Ministry of Training, Colleges and Universities**

**Overview of Apprenticeship**

*July 2010*

# In this presentation

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- 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?

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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?

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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 all three requirements to participate in the program.



# How does someone become an apprentice?

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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?

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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?

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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?

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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?

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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?

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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?

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- 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?

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## Ontario initiatives:

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



# Financial incentives for apprentices (continued)

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## 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?

Financial Incentives

Train Employees to Industry Standards

## Benefits of an Apprenticeship

Sustain Talent in your Business and Industry

High Quality Worker Means High Quality Product

Profitability - A Skilled Worker Is an Asset



# What financial incentives are available to employers/sponsors?

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## 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?

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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

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- 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

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- 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

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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

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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/](http://www.edu.gov.on.ca/eng/tcu/)**

3. Visit the ministry website at

[www.edu.gov.on.ca](http://www.edu.gov.on.ca)





# Questions?

