



# Apprenticeship- A Career in the Skilled Trades!

*Need to know information for students who are on an apprenticeship pathway!*



**\* This document contains next steps for both OYAP Registered Apprentices (signed up with a Training Agreement- facilitated by a co-op teacher) and non-register OYAP Participant students.**

## **If You Are an OYAP Registered Apprentice:**

*You have signed an Apprenticeship Agreement with the Ministry of Labour, Training and Skills Development (MLTSD) and your employer:*

### **Keep the following documents in a safe place:**

- your Ontario Student Transcript
- your OSS Diploma, OSS Certificate or Certificate of Accomplishment
- your Apprenticeship Registration & Training Agreements (Copy)
- your OCOT Member Form (Copy)

REMEMBER...Formal Apprenticeship starts with finding paid employment with an qualified employer willing to sponsor you.

### **Employment Search Tips:**

Use one or more of the following job search resources to find an employer sponsor:

- the local youth employment centres
- try <https://www.ontario.ca/page/employment-ontario>
- job ads in the newspapers
- the trade sections of the telephone Yellow Pages
- on-line job banks (see below)
- develop your own network! Talk to friends, neighbours, family contractors, local businesses, and former teachers to expand your list of potential employer sponsors
- apply to a union office for employment or training (see below)

Make sure your resume and cover letters are up-to-date and highlight your skills and experience that relate to your career choice. Be sure to include work experience gained through employment,

cooperative education placements, or community service. Ask previous employers and/or co-op supervisors for letters of reference that you can share during job interviews.

## IMPORANT APPRENTICESHIP STEPS & CONTACTS:

### 1. Ontario College of Trades ( <https://www.collegeoftrades.ca/> ):

- Make sure you are a member in good standing. **You can call (647) 847-3000 if you have questions.**  
\*You can also try contacting them at: toll-free at 1-855-299-0028 or by email  
at [info@collegeoftrades.ca](mailto:info@collegeoftrades.ca).

**\*\*\* If you haven't already...MAIL your signed OCOT Member Form to the address on top of the form\*\*\*** \*\*\*During COVID-19 Related Lockdowns, please EMAIL the signed form\*\*\*

- Download a Training Standards Manual from: [www.collegeoftrades.ca](http://www.collegeoftrades.ca)  
**Keep your Training Standards Manual in a secure place.**  
Ask your employer to sign off on your competencies on a regular basis (approx. every 2-4 months). This is the only record of your acquired skills & training hours, so keep it safe.

### 2. Ministry of Labour, Training and Skills Development (MLTSD)

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

Contact a Training Consultant to:

- update of your employment status upon graduation;
  - working full-time with your sponsoring employer,
  - unemployed, looking for new employer sponsor in existing trade,
  - unemployed, looking for employer sponsor in a different trade, or
  - unemployed, registered in a related college diploma/certificate program or private training.
- 
- ask about the In-School Training schedule  
There may be a time-lapse of 6-12 months before you receive an Offer of Classroom Training, but if you are employed as an apprentice in the interim, you will be learning on-the-job skills that will enhance your success in the in-school Training.
- 
- ask about or apply for Loans for Tools program  
A program to assist you get started in your trade. Stay informed for more details as they develop.

### 3. Federal Tax Deduction for Apprentice:

As an Apprentice you may qualify for a tax deduction for a portion of the cost of purchasing tools. This will require the certification of their employer and receipts. Use a Federal Government tax form T2200 and consult you MLTSD Training Consultant.

**If you have questions about your apprenticeship, contact your MLTSD Training Consultant**

Be prepared to give your Social Insurance Number (SIN #) or your Client number when you call MLTSD.

# Resources

Government of Ontario Apprenticeship	<a href="http://www.ontario.ca/page/start-apprenticeship">www.ontario.ca/page/start-apprenticeship</a> <a href="https://www.ontario.ca/page/ministry-labour-training-skills-development">https://www.ontario.ca/page/ministry-labour-training-skills-development</a>
Employment Ontario	<a href="https://www.ontario.ca/page/employment-ontario">https://www.ontario.ca/page/employment-ontario</a>
Ontario College Of Trades	<a href="http://www.collegeoftrades.ca">www.collegeoftrades.ca</a>
Canadian Apprenticeship Forum	<a href="http://www.caf-fca.org">www.caf-fca.org</a>
Red Seal Program	<a href="http://www.red-seal.ca">www.red-seal.ca</a>
Skills Canada	<a href="http://www.skillscompetencescanada.com/en/">www.skillscompetencescanada.com/en/</a>
ApprenticeSearch	<a href="https://www.apprenticesearch.com/">https://www.apprenticesearch.com/</a>
Ontario Ministry of Labour – Young Workers	<a href="http://www.labour.gov.on.ca/english/atwork/youngworkers.php">www.labour.gov.on.ca/english/atwork/youngworkers.php</a>
WSIB Ontario – Workplace Safety & Insurance	<a href="http://www.wsib.on.ca">www.wsib.on.ca</a>

## Not Yet Signed As an Apprentice...but want to be:

*If you had a co-op placement in a skilled trade area but you never had a Training Agreement signed...or you have never done co-op but are now seriously considering starting a career in one of the 140+ apprenticeable skilled trades.*

### Obtain the following documents from your school:

- your Ontario Student Transcript
- your OSS Diploma, OSS Certificate or Certificate of Accomplishment
- proof of any Cooperative Education credits and employer letters of recommendation, if related to an apprenticeship

### Search for an employer who will sponsor you.

Use one or more of the following job search resources to find an employer sponsor:

- the local youth employment centres
- try <https://www.ontario.ca/page/employment-ontario>
- job ads in the newspapers
- the trade sections of the telephone Yellow Pages
- on-line job banks (see below)
- develop your own network! Talk to friends, neighbours, family contractors, local businesses, and former teachers to expand your list of potential employer sponsors
- apply to a union office for employment or training (see below)

Make sure your resume and cover letters are up-to-date and highlight your skills and experience that relate to your career choice. Be sure to include work experience gained through employment,

cooperative education placements, or community service. Ask previous employers and/or co-op supervisors for letters of reference that you can share during job interviews.

**\*\*\* Please note that the Apprenticeship Branch of MLTSD does not provide the service of linking you to an employer sponsor for your apprenticeship.**

**If you are unable to find an employer to sponsor you in an apprenticeship:**

- contact the local Youth Employment Agency office or Employment Ontario office regarding opportunities for apprenticeship sponsorship by a Local Industry Committee (LIC) or Local Apprenticeship Committee (LAC).
- consider enrolment in a community college pre-apprenticeship program.

**Consider earning additional secondary school credits:**

- enrol in a Grade 12 course that relates to your chosen trade and combine it with a 2-credit Cooperative Education program
- apply for a 4-credit Cooperative Education program. The Co-op teacher will assist you in finding an employer who can offer work experience and possible apprenticeship sponsorship at the end of your placement
- apply for an Accelerated OYAP program through Co-op or Continuing Education in your final year (or additional year) and complete your “Level One” apprenticeship training in a specific trade, and earn hours towards your apprenticeship training.

## Additional Resources

<p>Employment Services -Various Offices</p>	<p><b>YMCA</b> 2200 Yonge St., Unit 300- Toronto, M4S 2C6 <b>Telephone:</b> 416-928-9622 or 1-800-223-8024 <a href="https://ymcagta.org/">https://ymcagta.org/</a></p> <p><b>Access Employment</b> 489 College St, Toronto, M6G 1A5 <b>Telephone:</b> 416-921-1800 <a href="https://accesemployment.ca/">https://accesemployment.ca/</a></p> <p><b>Skills For Change</b> 791 St. Clair Ave. West, Toronto, M6C 1B7 <b>Telephone:</b> 416-658-3101 <a href="https://skillsforchange.org/">https://skillsforchange.org/</a></p>
<p>Canada Services for Youth</p>	<p><a href="https://www.canada.ca/en/services/youth.html">https://www.canada.ca/en/services/youth.html</a></p>
<p>Federal Student Work Experience Program</p>	<p><a href="https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html">https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html</a></p>
<p>Apprenticeship Grants</p>	<p><a href="https://www.canada.ca/en/employment-social-development/services/apprentices/grants.html">https://www.canada.ca/en/employment-social-development/services/apprentices/grants.html</a></p>
<p>My Canada Apprentice Loan</p>	<p><a href="https://www.pca-cal.ca/en/Home">https://www.pca-cal.ca/en/Home</a></p>
<p>Ministry of Labour, Training and</p>	<p>Address: 2 St. Clair Ave West, Toronto</p>

Skills Development (MLTSD)	11 <sup>th</sup> Floor <b>Telephone:</b> 416-927-7366
Canada-wide job bank	<a href="http://jobbank.gc.ca">http://jobbank.gc.ca</a>
Canada Summer Jobs	<a href="https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html">https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html</a>