



“so **you**
want to be an
Apprentice?”




Simcoe County
District School Board



SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD

A GUIDE FOR GRADUATING STUDENTS



APPRENTICESHIP IS **HANDS-ON TRAINING** FOR PEOPLE WHO ENJOY LEARNING BY DOING. APPRENTICES ARE PAID WHILE GAINING WORK EXPERIENCE, AND THEIR WAGES INCREASE WITH THEIR LEVEL OF SKILLS.

“Earn While YOU Learn”

Detailed information on over 140 apprenticeable trades can be found at the Ministry of Training Colleges and Universities web site.

www.edu.gov.on.ca/eng/tcu/apprentices
or at oyap.com

Each of the trades fall into one of four sectors:

Construction

You contribute directly to the building of homes, offices, factories and other industrial projects, sports arenas, hospitals, and other facilities that shelter people and house the engines of the economy.

Manufacturing

Precision machining, tooling trades, and millwrighting are the backbone of modern manufacturing. Skilled workers build machines and components used in making all kinds of industrial and consumer products, ranging from plastic containers to airplane parts.

Motive Power

The automotive and motive power industry offers a wide range of careers servicing the latest cars and motorcycles; truck fleets; heavy equipment that serves the construction, forestry, mining, and oil and gas industries; as well as marine engines and farm equipment.

Service

The service sector takes in a wide range of jobs, from personal and business services to tourism and hospitality.

HOW DO I BECOME AN Apprentice?

Find an employer who is willing to hire and train you. People who want to become apprentices usually apply directly to an employer, union or local apprenticeship committee.

- Ask family, friends, neighbours, instructors, career counselors, and anyone else for the names of people to contact.
- Register with your local Job Connect office. A list is provided on the back page.

Follow the steps below set out by the Ministry of Training, Colleges, and Universities (MTCU) to continue the process:

1. You or your employer must contact your local MTCU apprenticeship office to get registered as an apprentice.
2. Collect the required paperwork: Social Insurance Number, High School Transcript or Diploma
3. Complete and sign the apprenticeship Training Agreement/Contract of Apprenticeship between you, the employer and the MTCU.
4. Achieve the required on-the-job competencies.
5. Complete your in-school training.
6. Write the Certificate of Qualification Exam (C of Q).

The Ontario Youth Apprenticeship Program can help you start training to be an apprentice while completing high school.
oyap.com

The Co-op Diploma Apprenticeship Program can help students train as an apprentice while completing a related college course.
Contact your local College to find out what programs are available.

The Pre-Apprenticeship Training Program provides opportunities for people to learn trade-related skills essential to becoming an apprentice.
Contact your local Apprenticeship office to find out what programs are available.

FREQUENTLY ASKED

Questions

Do I have to apply to a trade school?

No, when you are registered as an apprentice, your consultant will take care of your school enrollment. You will receive a notice to attend school 2-3 months in advance. Each year you will be automatically notified of your school start date. If you fail a level of school you will be notified to repeat that level.

Do I qualify for Employment Insurance?

Most apprentices qualify for Employment Insurance. Call your local Service Canada office if you are unsure of your qualification. Service Canada will make contact with you as soon as you start your level 1 course at school, with information on starting the process to receive E.I. Please have your record of employment with you when you attend school in order to facilitate this process.

What happens if I cannot attend school when notified?

It is recommended that you attend school when notified. However if you cannot attend when notified, speak to your employer and contact your training consultant immediately. Your name will be put back on the school list and you will be notified when there is another seat available.

When I registered into the apprenticeship program, I already had several hours in the trade, does that mean I will go to school before someone who has fewer hours than I had?

No, trade school is not determined by the number of hours you have in the trade. School notification is based on your date of registration into the apprenticeship program.

What if I want to change trade schools?

If you want to change your school, contact your consultant and make that request. Your name will be taken off the current school list and put on the requested school list. Your seniority on that list will be determined according to your date of registration into the apprenticeship program.

Do I have to complete all levels or trade school or can I skip the basic level?

Of course it is to your advantage to gain all the educational benefits and training of your trade by attending trade school. However if you feel that you have already acquired some of the required schooling, discuss this with your employer and training consultant and you will be advised how to set up an exemption test.

What happens if I fail the Certificate of Qualification exam for my licence?

If you fail our Certificate of Qualification examination, you must wait 15 business days and you can re-write. After three unsuccessful attempts you will be asked to speak to your consultant.

SERVICES FOR Apprenticeship

Job Connect (www.jobconnectontario.org)

This program helps people plan, prepare for and succeed in the job market and can help individuals on a path to higher skills training and employment. It offers a range of services to respond to the employment and training needs of individuals and the skilled labour needs of employers.

Apprenticeship Scholarships

Scholarships are distributed through Job Connect offices. Participants must meet the eligibility requirements:

- Be under 25 years of age;
- Have left school before completing the necessary academic requirements for registering in a trade;
- Be committed to achieving the necessary academic requirements within one year; and
- Demonstrate an interest in the skilled trades.

Literacy and Basic Skills Program

Services are provided at no cost to learners and focus on people whose literacy and math skills are below a Grade 9 level. The Ontario government's Literacy and Basic Skills (LBS) Program provides free literacy, numeracy and essential skills services that help individuals achieve their goals related to further education or training, employment or increased independence.

Loans for Tools Program

The Ontario government can assist you in purchasing the tools you need for your trade. The Loans for Tools program offers new apprentices a loan to help them buy the tools and equipment they need to perform the trade in which they are registered. It is interest free until one year after the apprenticeship is completed. Forms are given to all new apprentices.



NOW THAT YOU ARE A REGISTERED Apprentice

***Under the Trades Qualification and Apprenticeship Act OR
Apprenticeship & Certification Act, 1998***

As an apprentice it is important that you pay attention to those who are responsible for your training and safety. Working under the supervision of experienced journey persons you will be taught the skills of the trade and become familiar with the tools manuals, and ways of doing things properly. Your employer/sponsor has made a serious commitment to train you. In turn, you have undertaken the same serious commitment to follow his/her instructions, to attend trade school when so directed and do your best to learn your trade.

I.D. Card An apprentice I.D. card will be mailed to you soon (approximately 4-6 weeks after you are registered). Carry it in your wallet when on the job and present it to any inspector when asked for it.

The Training Agreement The Training Agreement that you have signed is an important legal document which outlines your responsibilities as an apprentice, and the responsibilities of your employer/sponsor. If you decide to change your employer/sponsor, a new Training Agreement will need to be signed between you and your new employer/sponsor, and registered with the Apprenticeship office.

Training Standards Book This book is a training plan of the skills that you are expected to learn on-the-job during your apprenticeship. You use this with your supervisor/trainer to verify what you have learned to do safely and competently. The skills that you have achieved must be signed-off by you and your supervisor/trainer. At the end of your apprenticeship, you present this book to your Training Consultant to show that you have accomplished the required skills. Note that the Training Standard belongs to you. If you change employers/sponsors make sure you update your book and take it with you to the new employer/sponsor.

Trade School Apprentices are required to attend school when notified. You will be sent a School Scheduling Notice about 3 months before your course starts. You are to advise your Employer so he/she can make any necessary arrangements. Please be sure to follow the instructions to confirm your seat within 15 days, otherwise, your seat for school could be cancelled.

Costs Although the Government of Ontario provides most of the funding for trade school, the apprentice is required to pay a portion of the tuition. Apprentices are also responsible for related costs such as buying text books and parking. It is recommended that all apprentices save as much as possible while working to cover the cost of trade school.

Changes If you change your address or phone number, change employer (or employer name or address change), get laid off or need to change your schooling, you must contact your Training Consultant right away.

Cool WEB SITES

www.oyap.com

Simcoe County District School Board OYAP

(oyapscdsb.com)

Simcoe Muskoka Catholic District School Board OYAP

(oyapsmcdsb.com)

- High school course offerings to help get you on track
- Information and downloads pertaining to the Ontario Youth Apprenticeship Program, apprenticeships and trades in general. Each school board site has resources and contacts specific to them

www.edu.gov.on.ca

Ministry of Training Colleges and Universities

- A complete description of apprenticeable trades, requirements, and directions on how to become an apprentice

http://skills.edu.gov.on.ca/OSPWeb/ jsp/en/login.jsp

Ontario Skills Passport

- A resource that provides clear descriptions of the skills used in virtually all occupations, as well as important work habits

www.skillswork.com

Ontario Skills Work

- Trade profiles (education, required duties, and salaries)

www.ilc.org

Independent Learning Center

- Learn about this unique education/ training method – what it is, how it works, benefits, costs, and what kinds of jobs are available

**Follow Career Matters/Apprenticeships*



WHY WAIT?

Start Now!

Government of Ontario Local Apprenticeship

Barrie District Office
34 Simcoe Street, Barrie ON
705-737-1431

Mississauga District Office
10 Kingsbridge, Garden Circle, Suite 404,
Mississauga, ON L5R 3K6
905-279-7333

Job Connect Offices

Focus CDC
46 Wellington Street, West, #2, Alliston, ON
705-435-9821

TRACKS Employment and Resources Services
50 Hume Street, Collingwood, ON
705-444-1580

Georgian College, Barrie
1 Georgian Drive, Barrie, ON
705-722-1505

Georgian College, Orillia
825 Memorial Ave, Orillia, ON
705-329-3102

Georgian College, Midland
649 Prospect Blvd, Box 130, Midland, ON
705-526-3666

OYAP Contacts

Simcoe County District School Board
705-734-6363 ext. 11342

Simcoe Muskoka Catholic District School Board
705-722-3555 ext. 281



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