

WHAT is Apprenticeship?

Apprenticeship training has been called the “third pillar” of postsecondary education.

It is a combination of primarily on-the-job training (~90%) and in-school or classroom based training (~10%).

The key to an apprenticeship is the legal contract between the apprentice and the employer/sponsor. This contract or apprenticeship training agreement is registered with the apprenticeship authority. In Ontario, the authority is the Ministry of Training, Colleges and Universities. The contract commences the training agreement which includes both on-the-job training provided by the employer or sponsor and classroom based, trade related theoretical and practical **training, or the “in-school” training.**

Apprenticeship programs can range in length from two to five years and generally require three levels of in-school training: Level 1, Level 2 and Level 3.

In-school training can be delivered in a variety of scheduling formats: full time, usually in 8 week blocks (block release); part time, either one day per week (day release) or evenings/weekends. Depending on the hiring date, an apprentice may work a few weeks or many months before they enter Level 1 of in-school training. Once an apprentice is signed on, MTCU will notify the apprentice of available and upcoming in-school training in the area. In some cases, apprentices must travel or plan to spend their 8 weeks in-school, away from home and work. Apprentices now pay a tuition fee for in-school training.

Ontario’s colleges of applied arts and technology deliver approximately 85% of all in-school training for apprentices.

The majority of the apprenticeship is spent working and learning on-the-job with experienced journeypersons. Depending on the trade, the apprentice must complete either (1) training standards as prescribed by affiliated industry committees (ACA) or (2) hours and training as established by regulation (TQAA).

Once an apprentice has completed both the in-school and on-the-job training, she/he may be required to write an examination for the trade.

Simply put, the elements of a traditional route for an apprentice are:

1. Apprentice + Employer/Sponsor + Training Contract/Agreement
2. 90% on-the-job training + 10% in-school training (2-5 years)
3. Completion of competencies/time on-the-job + In-school + Examination (in some cases) = Journeyperson

Other routes to apprenticeship are available, including:

- The Co-op Diploma Apprenticeship Program (CODA) combines a college diploma program and apprenticeship training leading to a Certificate of Qualification. Participants pursue both diploma courses and apprenticeship in-school training in a related skilled trade.
- The Ontario Youth Apprenticeship Program (OYAP) provides high school students with an opportunity to earn high school credits while learning as a registered apprentice in the workplace.
- Pre-apprenticeship programs provide training to prepare for an apprenticeship, academic upgrading for those who do not have their Grade 12 or equivalent, Level 1 in-school training and a work placement to gain hands-on experience.
- Union or industry approved training is available through some unions and trade associations, which hold the Contracts of Apprenticeship with the apprentice, rather than an employer.
- Full-time and part-time college programs provide theoretical and hands-on training in the skilled trades. Graduates of these programs may market themselves to employers willing to hire them as an apprentice.

WHO can access apprenticeship?

Most trades require candidates to have OSSD, GED, ACE or equivalent
Some construction trades require grade 10

WHY is apprenticeship available?

Apprenticeship training is an alternative to college or university which produces skilled employees. Apprentices earn a wage while they learn on-the-job. Financial incentives from both federal and provincial governments are available to encourage greater participation in apprenticeship training and the skilled trades.

WHERE can a person start an apprenticeship?

There are now several ways to enter an apprenticeship.

- Traditional or Direct Route: A person finds an employer who will hire and sponsor him/her. The employer and the apprentice register with MTCU, sign a Contract of Apprenticeship and receive a Training Standards book. The apprentice pays a \$40 fee and the apprenticeship training period officially begins.
- Ontario Youth Apprenticeship Program: High school students can begin an apprenticeship by registering for co-operative education and OYAP. Students complete their OSSD while receiving credit for skills gained with an employer. This may lead to paid employment and apprenticeship completion after graduation.
- Co-op Diploma Apprenticeship Program or Dual Credit Programs: Individuals who want to register for the Co-Op Diploma Apprenticeship Program must meet all eligibility criteria for both the college diploma program as well as the apprenticeship training. Candidates must apply to the program via OCAS.
- Pre-apprenticeships: Check with Employment Ontario or the college to find out which programs are available and when.
- College Full Time and Part Time Programs: College websites have information about programs and direct contact information.
- Union or Industry Approved Training: Check with local unions or trade associations or link to www.apprenticesearch.com.
- Employment Ontario Employment Services: ES centres may have information about employers who are seeking apprentices, as well as details about financial incentives for apprentices and employers.

Name of College offers the following programs:

WHEN are apprenticeships available?

- Traditional Apprenticeships are available year-round, whenever an employer and a candidate agree to sign an apprenticeship contract. Theoretical or in-school training is subsequently scheduled.
- OYAP sign up occurs during the high school academic year.
- Co-op Diploma Apprenticeship or Dual Credit programs generally start in September, January or May. Check the college or OCAS website for details.
- Pre-apprenticeship programs may start at any point during the year, pending funding approvals. Check the college or EO websites for details.
- College Full Time and Part Time programs generally start in September, January or May. Check the college website for details.
- Union or Industry Approved Training may take place at certain times of the year. Check links to unions and trade associations for details.

HOW can a person get more information about apprenticeship?

Drop in:

Call:

Email:

Website:

Direct Referrals to:

Additional online information is available at:

College program website: [www.xxx](#)

Employment Ontario website: [www.eopg.ca](#)

CSES website: [www.employmentservicescses.ca](#)

CSC website: [www.collegeupgradingon.ca](#)

ESOT website: [www.csc.essentialskillsgroup.com](#)

ACE Distance website: [www.ACEdistancedelivery.ca](#)

OCAS website: [www.ocas.ca](#)

General apprenticeship information and links to unions and trade associations:
[www.apprenticesearch.com](#)

Other useful apprenticeship-related websites:

[www.tradeability.ca](#)

[www.apprenticetrades.ca](#)

[www.skillsCanada.com](#)

[www.madewiththetrades.com](#)

[www.skilledtrades.ca](#)

[www.red-seal.ca](#)

Commonly used acronyms:

- ACA** -Apprenticeship and Certification Act-Ontario, 2000
- ACE** -Academic and Career Entrance program
- ACE Distance** – ACE online learning option
- CODA** - Co-op Diploma Apprenticeship Program
- CSC** - College Sector Committee for Adult Upgrading
- CSES** - College Sector Employment Services
- EO** - Employment Ontario
- ES** – Employment Services
- ESOT** - Essential Skills for Ontario Tradespeople
- GED** - General Education Development
- HAT** - Ontario Colleges Heads of Apprenticeship
- LBS** – Literacy and Basic Skills
- MTCU** - Ministry of Training, Colleges and Universities
- OALCF** – Ontario Adult Literacy Curriculum Framework
- OCAS** - Ontario College Application System
- OSSD** -Ontario Secondary School Diploma
- OYAP** - Ontario Youth Apprenticeship Program
- SC** – Second Career
- SJS** – Summer Jobs Service
- TQAA** -Trades Qualification and Apprenticeship Act, Ontario

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