



# Employer Apprenticeship TOOLKIT

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Workforce Planning Hamilton  
Planification de main d'oeuvre de Hamilton

Ontario 

 **mce**  
MOHAWK COLLEGE ENTERPRISE

APPRENTICESHIP  
COMMUNITY HUB

 **MOHAWK**  
MARSHALL SCHOOL OF SKILLED TRADES  
& APPRENTICESHIP

# Employer Apprenticeship TOOLKIT

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# Introduction

## Welcome to Your Employer Apprenticeship Toolkit

The Mohawk College Apprenticeship Community Hub (The Hub) in collaboration with Workforce Planning Hamilton (WPH) has developed online content to support your recruitment and retention efforts to enable Apprenticeship success. Many small and medium employers (SME) have identified barriers and have difficulty navigating the apprenticeship process. In an effort to ensure a seamless navigation of process, it is our hopes that this will lead more skilled apprentices to fill the jobs industry has been requesting.

The Hub will strengthen outreach and keep employers and apprentices informed during all stages of their apprenticeship path - Register/Train, Educate & Support/Complete. To strengthen local planning, we encourage local employers to stay connected with WPH and Mohawk to continue to strengthen partnership opportunities.

WPH continues to support Hamilton's skilled trades shortages and further our research and understanding of how we can support local skilled trades employers. You can subscribe to WPH

weekly newsletter that features local labour market updates, skilled trades information, and current projects and partnerships we are working on [here](#).

Further to our [Under Pressure 2.0 Report](#) released in March 2020. [Employer HR Toolkit, Your Competitive Advantage](#), provides information on HR best practices for small to medium sized businesses. As well, this year we have worked with Mohawk College Apprenticeship Community Hub to highlight content specific to the Skilled trades to support our local apprenticeship employers.

Working with community partners like Mohawk College, WPH's goal is to continue to develop a robust skilled trades strategy across the industrial, construction and motive power trade sectors that compliment and enhances existing initiatives.

Many of our partners have expressed an interest in a coordinated and ongoing approach to addressing skilled trades shortages and we believe partnerships like this are a local solution that will support Hamilton employers.

**ACKNOWLEDGEMENTS** Many thanks for Mohawk College's Apprenticeship Community Hub for their enthusiasm, expertise and support in assembling the relevant content specific to skill trades and hosting our forum event. Staff and the Board of Directors of Workforce Planning Hamilton wish to extend their thanks to the Hamilton employers who participated in the employer forum to review this toolkit. Your contributions are much appreciated.

# Recruit | Register

## Benefits of Apprenticeship

Taking on an apprentice has many benefits. The [Ministry website](#) includes benefits for employers such as:

### Your business, your training

When you train an apprentice to provincial and national (Red Seal) industry standards, you also train them to understand your unique workplace.

### Prepare for the future

The average age of an Ontario journeyman is 47 years old. Taking on an apprentice trains the next generation of workers and helps you prepare for the future of your business.

### Loyal employees

Hiring apprentices early in their careers fosters company loyalty. A [2010 Canadian Apprenticeship Forum report](#) shows that apprentices felt more loyalty to employers who trained and eventually hired them.

### Financial incentives

You are eligible for different grants and/or federal tax credits when you train or hire an apprentice. Recruiting potential apprentices through the [Ontario Youth Apprenticeship Program \(OYAP\)](#) can be a cost-effective way to train and hire young workers.



### Hire the best

Local colleges, high schools, training, and [pre-apprenticeship programs](#) can help you find the best talent and match you with the most qualified apprenticeship candidate.

**Find An Apprentice – Employment Ontario:** Get in-person recruitment help at [Employment Ontario \(EO\)](#). They can also help to assess prior training and learning to determine where an apprentice begins in the apprenticeship program.

## On-Boarding

Organizations need to be committed to ensuring all employees receive a successful orientation. It's essential that employees feel valued and are familiar with the organizational structure, co-worker's roles as well as their own role and responsibilities. It's important to ensure a successful transition into the position, as well as set the stage for building the team and creating a positive experience for the new employee through the on-boarding process and this applies to skilled trades occupations as well.

An [on-boarding guide](#) is available through MCE.



### Ontario's 6 Easy Steps to Hiring an Apprentice

1. Assess your training ability
2. Find an apprentice
3. Register the apprentice
4. Sign a training agreement
5. Train the apprentice
6. Finalize training and complete paperwork

More information is available at [ontario.ca](http://ontario.ca).

### 6 Steps to Effective Recruitment

1. Identify a vacancy
2. Create/update job description or post
3. Post the position
4. Accept applicants
5. Complete the selection process
6. Create and deliver offer of employment

For more details on this process visit [mcecor.com](http://mcecor.com).



## Recruiting an Apprentice

Ministry-registered apprentices that currently attend training are indentured with an employer given the nature of the apprenticeship program. Recruitment options are available with Mohawk College's postsecondary program graduates, co-op opportunities, and Pre-apprenticeship programs.

Visit Mohawk College's [Skilled Trades Programs page](#).

## Sponsor

"The Sponsor agrees to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade; - to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice; - to review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party."

Terms & Agreements per the Training Agreement taken from [collegeoftrades.ca](http://collegeoftrades.ca).



## Trainer

A Trainer is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be a member of the College of Trades Journeypersons Class. For voluntary trades, please reference the Training Standards/Log Book for the applicable requirements on who may be authorized trainer.

## Application for Apprenticeship Training/Training Agreement

This Application for Apprenticeship Training (AAT) generates the Training Agreement (TA) which is a three way agreement between the Employer, Apprentice and Ministry. If you are in an hours based trade, this is where you and the Ministry will capture the required hours for the trade.

### Tips:

- The TA will generate a Client ID Number keep this handy for future purposes
- The TA will capture your apprentice's schooling preferences aka college options
- Keep a copy of the training agreement for tax purposes



## Registering an Apprentice

Once you have completed your recruitment process and ready to begin with your apprentice, you can register an apprentice online!

Learn more at [gov.on.ca](http://gov.on.ca).

## Transferring an Apprentice

Do you need to transfer an apprentice? Start the process at [gov.on.ca](http://gov.on.ca).



## In Your Toolkit

If you are transferring apprentices between employers, you may use the website to the left to complete a re-registration.

Ratios 1:1 journeyman to apprentice ratio for all trades with ratios. The Making Ontario Open for Business Act, 2018 passed in November 2018, included a change to a one-to-one journeyman to apprentice ratio. [Stay up to date.](#)

We have created a list of Government Incentives supporting employers and apprenticeship with links to further information at [mcecor.com](http://mcecor.com).



## Experienced Workers (Trade Equivalency Assessment)

This process is assessed by the Ontario College of Trades. “The Trade Equivalency Assessment process is for experienced tradespeople who have not completed an Ontario apprenticeship but have equivalent qualifications and experience in a trade, and who want to become eligible to challenge the certification examination to obtain an Ontario Certificate of Qualification (C of Q) and/or become a member of the College.” [collegeoftrades.ca](http://collegeoftrades.ca)

### Contact OCOT

Email: [tea-app@collegeoftrades.ca](mailto:tea-app@collegeoftrades.ca)

Call: 1-855-299-0028



### In Your Toolkit

If you have an employee who is an experienced tradesperson and would like to have their credentials assessed in order to write the Certificate of Qualification, they must submit a Trade Equivalency Assessment application with the Ontario College of Trades.

You may also consider hiring internationally trained workers. Learn more at [mcecor.com](http://mcecor.com).



For more information and general resources and links on recruitment and selection, please refer to the [Hamilton Employer HR Toolkit](#).



## Sponsor

“Sponsors are responsible for ensuring all terms are met as per the Registered Training Agreement. They are named on the Registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the ‘Signing Authority’ for the Apprentice’s Skill Set Completion Form, and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set.”

Source: [Workplace Apprenticeship Training Standard](#).

## Scope of Trade and Program Guidelines

There are 144 trades across four sectors: Construction, Industrial, Motive Power, and Service. For individual training standards for each trade visit [ontario.ca](http://ontario.ca).

Regulations can be found at [Ontario College of Trades & Apprenticeship Act](#).

Each Training Standard/Log Book contains references to the applicable guidelines for the trade.



### In Your Toolkit

A [Red Seal](#) refers to trades where certification is recognized across Canada. In Ontario, there are some trades that have different names in comparison.

## Understanding the Log Book

Employers/sponsor are responsible for training an apprentice based off the skills sets outlined in the Apprenticeship Training Standard Log Book. Each Log Book also referenced as the Training Standard has Tips for sponsors to support your apprentices. Reference the Table of Contents under section “Roles and Responsibilities.”

The sponsors/employers/trainers must abide by completing the Log Book accurately and efficiently. The Log Book must remain up to date and reflect the true experiences of the apprentice to ensure quality work.

### Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program. This Log Book has been written in concise statements which describe how well an Apprentice must perform each skill to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade. Trainers and Apprentices are required to sign-off and date the skills following each successful acquisition. The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer’s



signature is not a general warranty or guarantee of the apprentice’s future conduct. Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Source: [collegeoftrades.ca](http://collegeoftrades.ca)

## Guidelines for Trainers Signing Apprenticeship Log Books

The Ontario College of Trades (OCOT) has the legislated responsibility to establish apprenticeship programs and other training programs for trades, including training standards, curriculum standards and examinations. It is important to know what it means for a trainer (Journeyman for compulsory trades or journeyman equivalent for voluntary trades) to sign-off an apprentice's training standard Log Book.

Source: [collegeoftrades.ca](http://collegeoftrades.ca)

## Liability Concern

Trainers must provide their signature based on their assessment and professional judgement that the apprentice is able to perform each mandatory skill to the required standard. The trainer's signature is not a general warranty of the apprentice's future conduct or performance regardless of the language currently contained in any of the Log Book or whether the trade is voluntary or compulsory. The sign-offs are meant exclusively for training purposes. As such, they reflect the apprentice's performance at the time of the observation and are meant to document the apprentice's progress toward completion of their apprenticeship program.

## Skill Details

The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

The trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

## Mandatory vs. Optional Skills

Training Standards require sign-offs from the trainer (journeyman or journeyman equivalent) and apprentice; however, if a skill is shaded, it is optional and does not require a signature.

Source: [collegeoftrades.ca](http://collegeoftrades.ca)



## In Your Toolkit

- Set up weekly or monthly meetings to review the Training Standard.
- Have a designated employee for each apprentice to sign-off their Log Book.
- Monitor your training capacity – keep running log of ratio to journeyman in event of audit.





## Safety

A tradesperson has the risk of being exposed to more hazards than others in the workforce and, therefore, should be familiar with and apply Occupational Health and Safety Act and Regulations dealing with personal safety. However, employers play a very vital role in ensuring the safety of all employees including apprentices. Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

### The employer is responsible for:

- Providing and maintaining safety equipment and protective devices
- Ensuring proper safe work clothing is worn
- Enforcing safe working procedures
- Providing safeguards for machinery, equipment and tools
- Observing all accident prevention regulations
- Training employees in the safe use and operation of equipment

### Important Safety Contact Information

#### Employment Standards Information Centre

Email: [webes@ontario.ca](mailto:webes@ontario.ca)  
Toll Free: 1-800-531-5551

#### Health and Safety Contact Centre

Email: [webohs@ontario.ca](mailto:webohs@ontario.ca)  
Toll Free: 1-877-202-0008

#### Employment Ontario

Email: [contactEO@ontario.ca](mailto:contactEO@ontario.ca)  
Toll Free: 1-800-387-5656  
[Live chat](#)



[Guide of Occupational Health and Safety Act](#)

[Ministry of Labour, Training, and Skills Development health and safety section](#)



## Building Essential Skills in Workplace

Essential skills are the skills needed for work, learning and life made up of a combination of soft skills (psychological/emotional competencies) and technical skills (teachable occupation specific skills). They provide the foundation for learning technical skills, workplace safety and help people evolve with jobs and adapt to workplace change. Without these foundational skills, employees will struggle to perform their roles.

**“Why do employers invest in essential skills development for their employees?”**

Employers tend not to identify employees’ lack of essential skills as an immediate challenge to be addressed. Instead, they address business issues arising from their operating environment. These issues, which include low productivity, poor safety records and high error rates, may mask underlying essential skills challenges. However, essential skills challenges are often not identified specifically until employers begin to grapple with implementing solutions to address their business issues.

“Once essential skills gaps have been identified and essential skills training has been developed and implemented, businesses often notice soft returns in addition to hard business results.



### In Your Toolkit

Looking for a workbook to build your team’s essential skills? Visit [canada.ca](http://canada.ca).

For more general information on mentoring your apprentice, please refer to the [Hamilton Employer HR Toolkit](#).

For a list of Employment Ontario apprenticeship offices, visit [Ontario.ca](http://Ontario.ca).

The combination of improved essential skills and other softer benefits (including increased participation, improved morale, enhanced employee engagement and improved team performance) not only equips organizations to address future challenges, but also raises employers’ awareness of how to identify essential skills challenges and when to address essential skills head-on.”

Source: [canada.ca](http://canada.ca)

## There are 4 pathways leading into the Skilled Trades:

- Ontario Youth Apprenticeship Program (OYAP)
- Pre-Apprenticeship
- Postsecondary Programs
- Traditional Apprenticeship

Work with your Local Ministry office to inquire about the multilateral pathways that exist between collaborating Colleges in Ontario to establish seamless pathways for entry into the skilled trades. These pathways exist with Pre-Apprenticeship Programs and Multilateral Postsecondary and Apprenticeship Programs.

### Offers of In-School Training for Apprentices

Offers of Classroom Training are issued by the Ministry of Labour, Training and Skills Development via email typically 105 days prior to a class start. Upon registration, an apprentice may wait 1 – 1 ½ years to attend training.

### Completing Levels of Schooling

Training Delivery Agent school options occur at the time of registration. Apprentices are offered 2 school options.

- **Block:** Full-time for 2 months
- **Day Release:** One day a week for roughly 8 months



If they choose they can apply for an Exemption Test which is offered at select Community Colleges that offer Apprenticeship training – each centre has their own booking.

## Releasing Apprentices for Required Levels of In-School Training

Apprentices are required to attend technical training/school throughout their apprenticeship training with you. While apprentices are in the education training aspect they may be eligible to apply for Employment Insurance benefits – and as the employer you are able to ensure a smooth transition for the apprentice to receive their benefits more efficiently.

A record of employment (ROE) provides information on employment history and is a very important document for employees to apply for EI benefits.

Service Canada receives the ROE to determine if the person is eligible, benefit amounts, how long they will receive the benefits, and to avoid misuse of EI funds and as the employer it is important you use the correct issuing code to avoid delays in the process for the apprentice.

If you issue a paper ROE, provide it to your apprentice as soon as they have stopped working and advise them they must provide a copy to Service Canada after applying for EI to complete the process.

If you issue an electronic ROE, let your employee know they are not required to submit a copy to Service Canada.

For more information on EI: [canada.ca](https://canada.ca)

## Exemption Tests

Prior Learning Assessment and Recognition (PLAR) is the formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Students may have their knowledge and skills evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma. Learn more about [Ontario PLAR](#).

Learn about available exemption tests and testing dates at [mohawkcollege.ca](https://mohawkcollege.ca)



### In Your Toolkit

Review Mohawk College Apprenticeship training dates [here](#).

[Explore the Trades](#) – Sectors, Ratios and More.

When your employee is leaving work for the sole purpose of attending full-time technical training – use **CODE J** (apprentice training) in block 16.

Check out the [Apprentice Student Checklist](#).

# Government Incentives Supporting Employers and Apprenticeship

## Achievement Incentive

The program offers up to \$4,000 to eligible employers when apprentices meet training and certification milestones, including:

- \$1,000 milestone payments for each level of in-class training completed by the apprentice, up to a maximum of 3 levels
- an additional \$1,000 payment once the apprentice achieves the highest level of trade certification in their respective trade, such as Certificate of Apprenticeship or Certificate of Qualification

Milestone payments are retroactive to April 1, 2020.

- [Visit website](#)

## Apprenticeship Enhancement Fund

Annual investment in college training facilities to expand apprenticeship training and ensure apprentices train on up to date equipment.

- [Visit website](#)

## Apprenticeship Innovation Fund

Annual investment in projects to create curriculum for new skilled trades or to update the curriculum of existing trades.

- [Visit website](#)

## Apprenticeship Training Tax Credit

Tax credit program to encourage employers to hire and train apprentices in specific trades. Program provides

private sector employers with a refundable tax credit on salaries and wages paid. Amount of tax credit is based on total payroll. Program includes a \$2,000 signing bonus for employers to encourage them to hire and train apprentices.

- [Visit website](#)

## Co-op Diploma Apprenticeship Program

Program enables individuals who are completing a college diploma to also register an apprentice and work toward their Certificate of Qualification. This program creates more opportunities for youth to enter skilled trades and generates a talent pool for employers.

- [Visit website](#)

## Loans for Tools Program

Interest-free loans help first-time apprentices buy the tools they need to practice their trade.

- [Visit website](#)

## Modular Training Programs

Short-term, competency-based programs designed in consultation with industry. Purpose is to provide hands-on training and certification to individuals working in occupations requiring skill sets in industries regulated under the Occupational Health and Safety Act or the Highway Traffic Act.

- [Visit website](#)



## Government Incentives Supporting Employers and Apprenticeship (continued)

### Ontario Youth Apprenticeship Program (OYAP)

OYAP offers Ontario secondary school students who are at least 15 years old or going into Grade 11 the opportunity to earn their high school diploma while undertaking part-time apprenticeship training with a journeyman.

- [Visit website](#)

### Pre-Apprenticeship Program

Investment in projects to help people develop their skills to be eligible to become an apprentice in specific skilled trades.

- [Visit website](#)

### Job Connect - Apprenticeship

1,500 annual scholarships of \$1,000 each for students who leave high school, but return to complete their high school credentials and enter apprenticeships.

- [Visit website](#)

### Other Financial Incentives

Employers may be eligible for a variety of apprenticeship tax credits under the Corporations Tax Act (1990) and/or the Income Tax Act (1990), including: Co-operative Education Tax Credits; Graduate Transitions Tax Credits; and Leading Edge Technology Tax Incentives.



More information is available on all of these incentive programs:

Hamilton Apprenticeship Office  
Ellen Fairclough Building  
119 King Street West, 8th floor  
Hamilton, Ontario  
L8P 4Y7

Tel: 905-521-7764

Toll-free: 1-800-668-4479

Fax: 905-521-7180

Email: [HNB.Apprenticeship@ontario.ca](mailto:HNB.Apprenticeship@ontario.ca)

Website: [ontario.ca](http://ontario.ca)

Employment Ontario Hotline

Toll-free: 1-800-387-5656

E-mail: [contactEO@ontario.ca](mailto:contactEO@ontario.ca)

# Complete

## Apprenticeship Program Completion

Ministry requirements for Eligibility of Apprenticeship Program Completion: Documents to be presented to your Local Ministry office.

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Log Book.
- Complete the in-school training as outlined in the industry and Ministry of Labour, Training & Skills Development approved Curriculum Standard.
- Hours Based Trades - Complete the required hours as reflected on the Training Agreement.

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book.

The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved. Documents to be presented to your Local Ministry office.

### Completion Documents

Connect with your local Ministry office to support the completion process for your apprentice. Completion letters should be on company letter head and signed by the designated company representative.

## Exam Centres

There are 34 exam centers in Ontario – the closest one is located in Hamilton.

### Ellen Fairclough Building

119 King Street West, 8th floor  
Hamilton, Ontario  
L8P 4Y7

Tel: 1-800-668-4479 | 905-521-7764

Email: [hnb.apprenticeship@ontario.ca](mailto:hnb.apprenticeship@ontario.ca)



### In Your Toolkit

A full list of Exam Centres are available at [ontario.ca](http://ontario.ca).

Although the Log Book is the responsibility of the apprentice, it is considered good practice for employers to continually support the apprentice by ensuring it is kept up to date.

Does your apprentice want support with exam prep? Resources are available at [collegeoftrades.ca](http://collegeoftrades.ca).

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Workforce Planning Hamilton  
Planification de main d'oeuvre de Hamilton

