

Lanark/Renfrew Region



making **cents\$**
of apprenticeship



Lanark/Renfrew Region
Workforce Development Board

Your guide to apprenticeship opportunities
in training for your new career

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of apprenticeship

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Is a satellite office of:

1000 Islands Region
WORKFORCE DEVELOPMENT BOARD

**Lanark/Renfrew Region
Workforce Development Board**

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What is **Apprenticeship**?

Apprenticeship is a combination of on-the-job training and related classroom instruction under the supervision of a journey-level craft person or trade professional in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprentices are employees and earn a salary while they learn a skilled trade.



The value of **Apprenticeship**?

Apprenticeship lays the groundwork for a successful long-term career in the trades while preparing the next generation of skilled workers to meet anticipated industry challenges. Trained by the employer for the employer's needs, apprentices contribute to a profitable bottom line as a result of their thorough knowledge of the business and the industry as a whole.

Mentoring an individual through apprenticeship allows the employer to share their passion, knowledge and skill while developing strong relationships. Apprenticeship improves the quality of life for the worker and builds loyalty, pride and passion. These are the key ingredients in employee retention.

Apprenticeship is an investment that pays off. Prepared to meet industry needs, apprentices strengthen the workplace by performing effectively and efficiently. With this fresh approach to preparing for future workforce needs, businesses ensure they stay on the leading edge by having quality, productive employees now and into the future. They enjoy improved productivity, increased profit margins, customer satisfaction and reduced turnover. Numerous training resources, programs, subsidies and tax credits are available to employers and apprentices, including those with disabilities.

Benefits for **Employers**

- Training schedule set by the MTCU
- Trained by you to meet your business needs
- Reduce turnover and increase employee loyalty
- Improve productivity
- Preparation for your future workforce needs

Benefits for **Apprentices**

- On-the-job training supervised by a certified journey person
- Earn while you learn
- Overall improved skills and competencies
- Qualify for high paying in-demand jobs
- Reduced debt in comparison to university graduates

Qualify for high paying in-demand jobs



Financial Incentives

There are many resources available to businesses and individuals to cut costs associated with apprenticeship.

Incentives for Employers

Co-operative Education Tax Credit (Provincial)

WHAT IS IT?

The Co-operative Education Tax Credit is a refundable tax credit for businesses hiring students enrolled in a recognized post-secondary co-operative education program.

WHO IS ELIGIBLE?

- Incorporated and unincorporated businesses having a permanent establishment in Ontario
- Businesses subject to Ontario Income Tax
- Businesses that incur eligible expenditures associated with hiring co-op students enrolled in an Ontario university or college

WHAT'S IN IT FOR ME?

- Reimburse businesses 10-15% of eligible expenditures up to a maximum tax credit of \$1,000 for each qualifying co-operative education placement of an Ontario student

MORE INFO

Corporations may claim the tax credit on Schedule T2SCH550 and file it with their T2 Corporation Income Tax Return.

Employers operating unincorporated businesses may claim the credit on Form ON479, Ontario Credits, included in their personal income tax return.

Apprenticeship Job Creation Tax Credit (Federal)

WHAT IS IT?

The Apprenticeship Job Creation Tax Credit is a non-refundable tax credit equal to 10% of the eligible salaries and wages payable to eligible Red Seal Trade apprentices employed after May 1, 2006.

*On-the-job training supervised
by a certified journeyman*



WHO IS ELIGIBLE?

- Any business that hires an eligible apprentice
- An eligible apprentice is someone working in a prescribed trade in the first two years of their Apprenticeship contract
- Contract must be registered with a federal, provincial or territorial government under an apprenticeship program designed to certify or license individuals in the trade

WHAT'S IN IT FOR ME?

- Maximum credit is \$2,000 per year for each eligible apprentice

MORE INFO

Employers will be able to claim the credit on their income tax returns, using either Form T2038 (IND), Investment Tax Credit (Individuals) or Form T2SCH31, Investment Tax Credit - Corporations. Forms can be ordered on-line at www.cra.gc.ca/forms or by calling 1-800-959-2221.

Apprenticeship Training Tax Credit (Provincial)

WHAT IS IT?

The Apprenticeship Training Tax Credit is a refundable tax credit. The Canada Revenue Agency (CRA) administers the program on behalf of Ontario through the federal income tax system.

WHO IS ELIGIBLE?

- Businesses with permanent locations in Ontario
- Those subject to Ontario Income Tax
- Those having eligible expenditures in training apprentices in designated skilled trades
- Qualifying skilled trades include designated construction, industrial and motive power trades, as well as service trades eligible under the present apprenticeship component of the Co-operative Education Tax Credit

For further details on eligibility requirements and the list of designated skilled trades, refer to the tax credit bulletin from the Ministry of Revenue (www.rev.gov.on.ca) or contact the Ministry of Revenue, Tax Advisory Services Branch at (905) 837-3814

WHAT'S IN IT FOR ME?

The Apprenticeship Training Tax Credit is based on salaries and wages paid to an apprentice. The maximum credit for each apprenticeship is \$10,000 per year. The maximum credit over the first 48-month period of the apprenticeship is \$40,000. The credit is equal to a specified percentage of the eligible expenditures incurred by the corporation for a qualifying apprentice.

MORE INFO

Corporations may claim the tax credit on Schedule T2SCH552 and file it with their T2 Corporation Income Tax Return. Employers operating unincorporated businesses may claim the credit on Form ON479, Ontario Credits, included in their personal income tax return. Canada Revenue Agency www.cra.gc.ca



Financial Incentives

Continued.

Incentives for Apprentices

Apprenticeship Incentive Grant (AIG)

WHAT IS IT?

The Apprenticeship Incentive Grant (AIG) is a taxable cash grant of \$1,000 per year, up to a maximum of \$2,000. There is a deadline to apply.

WHO IS ELIGIBLE?

- Registered apprentices once they have successfully completed their first or second year/level (or equivalent) of an apprenticeship program in one of the Red Seal trade.

MORE INFO

Complete the online application and mail or deliver supporting documents to your local Service Canada Centre.

Service Canada

Tel: 1-866-742-3644 or TTY: 1-866-909-9757

Loans for Tools

WHAT IS IT?

- The Loans for Tools program is available to newly registered apprentices to offer a loan to help them buy the tools and equipment they need to perform the trade in which they are registered.

WHO IS ELIGIBLE?

- Newly registered apprentices

MORE INFO

Complete the loans agreement contained in the information package automatically sent to each newly registered apprentice and return to the Ministry of Training, Colleges

and Universities. The ministry will respond within 60 days of receiving the signed loans agreement.

Ontario Ministry of Training, Colleges and Universities Loans for Tools program Toll-free 1-800-313-1746.

Apprenticeship Completion Grant (ACG)

WHAT IS IT?

The Apprenticeship Completion Grant (ACG) is a \$2,000 taxable cash grant designed to encourage apprentices registered in a designated Red Seal trade to complete their apprenticeship program and receive their certification. There is a deadline to apply.

WHO IS ELIGIBLE?

- Apprentices who complete their training, become certified journeymen/journeywomen in a designated Red Seal trade and who obtain either the Red Seal endorsement or a provincial or territorial Certificate of Qualification. Eligibility is retroactive to January 1, 2009.

MORE INFO

Complete the online application and mail or deliver supporting documents to your local Service Canada Centre.

Service Canada

Tel: 1-866-742-3644 or TTY: 1-866-909-9757

Overall improved skills
and competencies



Pathways to Apprenticeship

There are many different ways you can get apprenticeship training and prepare for a new career.

Training Opportunities

Ontario Youth Apprenticeship Program (OYAP)

WHAT IS IT?

OYAP is a school-to-work transition program that allows students to register as apprentices and begin formal training while in school.

WHO IS ELIGIBLE?

Employers:

- Employers offering apprenticeship opportunities in a skilled trade
- Comply with the Occupation Health and Safety Act and Employment Standards Act
- Have Workplace Safety and Insurance Coverage (or equivalent insurance) and third party Liability insurance coverage in place

Apprentices:

- High school students 16+ years of age who have completed grade 10

WHAT'S IN IT FOR ME?

Employers:

- Opportunity for employers to test the abilities and suitability of students on a trial basis before registering them as apprentices
- Great way to support future workforce needs and those of your industry

Apprentices:

- Earn cooperative education credits through work placements in skilled trades and gain industry work experience

MORE INFO

For more information, contact your local high school guidance counselor, your co-op education teacher or the Ontario Youth Apprenticeship Program Coordinator for your school board.



Training Opportunities

Continued.

Apprenticeship Training

WHAT IS IT?

Apprenticeship is a combination of on-the-job training and related classroom instruction under the supervision of a journey-level craft person or trade professional in which workers learn the practical and theoretical aspects of a highly skilled occupation.

WHO IS ELIGIBLE?

Employers:

- Employers offering apprenticeship opportunities in a skilled trade
- Comply with the Occupation Health and Safety Act and Employment Standards Act
- Have Workplace Safety and Insurance Coverage (or equivalent insurance) and third party Liability insurance coverage in place

Apprentices:

- High School graduates
- Early school leavers
- Unemployed/underemployed youth and adults
- EI/Non-EI Eligible
- Aboriginal peoples
- Newcomers to Canada

WHAT'S IN IT FOR ME?

Employers:

- Employees trained to industry standards
- Pool of experienced workers of varying ages

Apprentices:

- In demand
- Learn from qualified skilled trades people while earning a salary
- programs may include trade readiness, employment preparation and academic upgrading

MORE INFO

Employment Ontario toll-free Hotline at 1-800-387-5656, TTY (telephone service for the deaf) 1-866-533-6339 for the phone number and location of the apprenticeship office in your area. Newcomers to Ontario can ask for this information in the language of their choice.

Co-Op Diploma Apprenticeship Program

WHAT IS IT?

The Co-op Diploma Apprenticeship Program combines a college diploma program and apprenticeship training leading to a Certificate of Qualification.

WHO IS ELIGIBLE?

Employers:

- Employers offering apprenticeship opportunities in a skilled trade
- Comply with the Occupation Health and Safety Act and Employment Standards Act
- Have Workplace Safety and Insurance Coverage (or equivalent insurance) and third party Liability insurance coverage in place

Apprentices:

- Ontario Secondary School Diploma (OSSD) or equivalent
- Satisfactory results in co-op placement interview
- Skills assessment testing, if requested
- English Grade 12 achievements may be considered as part of the admissions process

WHAT'S IN IT FOR ME?

Employers:

- Preview the skills and work habits of prospective employees
- Employees trained to industry standards

Apprentices:

- Paid co-op work terms

*Reduced debt in comparison
to university graduates*



- Earn a college diploma and Complete their entire Ontario Apprenticeship in-school curriculum
- Business and entrepreneurship courses to help participants interested in starting their own business
- Part-time, evening or e-learning sessions may be offered

MORE INFO

Participating colleges advertise the Co-Op Diploma Apprenticeship program in program brochures and on their website. Interested individuals apply to the program through the college.

Pre-Apprenticeship Training Program

WHAT IS IT?

The Pre-Apprenticeship Training Program helps individuals develop job skills and trade readiness so they are prepared to find work as apprentices.

WHO IS ELIGIBLE?

Employers:

- Employers offering apprenticeship opportunities in a skilled trade
- Comply with the Occupation Health and Safety Act and Employment Standards Act
- Have Workplace Safety and Insurance Coverage (or equivalent insurance) and third party Liability insurance coverage in place

Apprentices:

- High School graduates
- Early school leavers
- Unemployed/underemployed youth and adults
- EI/Non-EI Eligible
- Aboriginal peoples
- Newcomers to Canada

WHAT'S IN IT FOR ME?

Employers:

- Pre-screening to ensure appropriate participants

- Try out candidates to make sure the fit is right prior to apprentice registration
- Level 1 Training completed and paid for prior to job trial
- Monitoring support throughout the placement
- Training subsidy

Apprentices:

- No cost to participate
- Books, safety equipment and tools are included
- Programs may include trade readiness, employment preparation and academic upgrading
- Level 1 apprenticeship in-school training and relevant safety training
- A minimum 8-week work placement

MORE INFO

Pre-Apprenticeship programs are offered by different organizations, such as colleges, approved apprenticeship deliverers, community agencies, at various times throughout the year. Individuals can apply directly to the organizations providing the training.

Ministry of Training, Colleges and Universities
Tel: 1-800-387-5514 or TDD/TTY: 1-800-263-2892



Eligible Trades

In Ontario, there are more than 140 skilled trades, ranging from auto mechanics to arborists, and from chefs to welders. The apprenticeships listed below, as identified by their apprenticeship trade codes, would qualify for the tax credit. Employers can find their apprenticeship trade code on their Contract of Apprenticeship/Training Agreement.

Service Trades

416e	Electronic Service Technician
630a	Micro-Electronics Manufacturer
631a	Network Cabling Specialist
634a	Technical Support Agent Information Technology Call Centre (formerly Information Technology Call Centre Agent)**
634b	Information Technology Hardware Technician (formerly Hardware Info. Tech. Support Analyst)**
634c	Information Technology Network Technician (formerly Network-Info. Tech. Support Analyst)**
634d	Information Technology Call Centre Inside Sales Agent***(1)
634e	Information Technology Call Centre Customer Care Agent***(1)

Motive Power Trades

240p	Parts Technician
282e	Powered Lift Truck Technician
295a	Tire Wheel and Rim Mechanic
310b	Auto Body Collision Damage Repairer, Branch 1
310c	Fuel and Electrical Systems Technician
310d	Transmission Technician
310e	Alignment & Brakes Technician
310g	Motorcycle Technician
310j	Truck Trailer Service Technician
310k	Automotive Electronic Accessory Technician
310q	Auto Body Repairer, Branch 2
310s	Automotive Service Technician
310t	Truck and Coach Technician
410k	Motive Power Machinist
410n	Automotive Painter
421a	Heavy Duty Equipment Technician
421c	Turf Equipment Technician
425a	Agricultural Equipment Technician

Reduce turnover and increase
employee loyalty



435a Small Engine Mechanic
435b Marine Engine Mechanic
274l Automotive Glass Technician
690h Recreation Vehicle Technician

Construction Trades

237s Pool/Hot Tub/Spa Service Technician
237t Pool/Hot Tub/Spa Installer
241a Terrazzo Tile & Marble Setter
244g Cement Finisher
244h Restoration Mason
244k Precast Concrete Erector
244l Precast Concrete Finisher
253a Heat and Frost Insulator
296a Native Residential Construction Worker
306a Plumber
307a Steamfitter
308a Sheet Metal Worker
309a Electrician-Construction and Maintenance
309c Electrician-Domestic and Rural
313a Refrigeration & Air Conditioning Systems Mechanic
313d Residential Air Conditioning Systems Mechanic (formerly Residential Air Conditioning Mechanic)
339a Hoisting Engineer-Mobile 1
339b Hoisting Engineer-Tower Crane Operator
339c Hoisting Engineer-Mobile 2
401a Brick & Stone Mason
403a General Carpenter
404c Painter & Decorator-Commercial & Residential
404d Painter and Decorator-Industrial
419a Cement Mason
420a Ironworker
424a Glazier & Metal Mechanic
426a Construction-Millwright
427a Sprinkler and Fire Protection Installer
428a Construction-Boilermaker

434a Lineworker
434b Construction Lineworker
448a Floor Covering Installer
449a Roofer
450a Construction Craft Worker
451a Drywall Acoustic/Lathing Applicator
452a Reinforcing Rodworker
453a Drywall, Finisher and Plasterer
455a Exterior Insulated Finish Systems Mechanic***(2)
636a Heavy Equipment Operator: Tractor Loader Backhoe
636b Heavy Equipment Operator: Excavator
636c Heavy Equipment Operator: Dozer

Industrial Trades

200g Precision Metal Fabricator
207s Electrician: Power House Operator
225a Optics Precision Lens & Prism Maker
225f Thin Film Optician*
239b Tool & Gauge Inspector
246f Process Operator: Refinery, Chemical, & Liquid
246r Process Operator - Power***(3)
246t Process Operator - Food Manufacturing***(4)
267g Composite Structures Technician
269e Entertainment Industry Power Technician***(5)
277z Hydraulic/Pneumatic Mechanic
289f Electrician (Signal Maintenance)
429a General Machinist
430a Tool & Die Maker
430m Machine Tool Builder and Integrator
431a Mould Maker
433a Industrial Mechanic (Millwright)
437a Metal Fabricator (Fitter) (formerly Fitter (Structural Steel/Plateworker))**
438a Cabinetmaker
442a Industrial Electrician



Eligible Trades

Continued.

443a	Pattern Maker	Notes
446a	Electric Motor System Technician (formerly Electric Motor Rewind Mechanic)**	
447a	Instrumentation and Control Technician (formerly Industrial Instrument Mechanic)	*
602c	Tool and Cutter Grinder	**
602h	Roll Grinder/Turner	<p>These trade names have changed, the trade codes remain the same with the exception of 268a which has changed to 268r (Railway Car Technician). Apprentices who are still within the 36 month training period and who are registered under the old trade names are still eligible for the tax credit.</p>
609c	Packaging Machine Mechanic	
610c	Aircraft Maintenance Engineer	
611b	Saw Filer/Fitter	
614a	Draftsperson-Mechanical Design	
614b	Draftsperson-Plastic Mould Design	
614c	Draftsperson-Tooling and Die Design	
615a	Bearings Mechanic	
616f	Fitter Welder	
617a	Electrical Control (Machine) Builder	
630b	Surface Mount Assembler	<p>*** ATTC eligibility will be retroactive to the date (indicated below for each trade) that the Ministry of Training, Colleges and Universities introduced the respective apprenticeship program.</p>
630t	Tool Maker	
636e	Elevating Devices Mechanic	
638a	Tractor-Trailer Commercial Driver***(6)	
661h	Fitter-Assembler (Motor Assembly)	
670c	CNC Programmer*	
670d	Die Designer*	
670e	Mould Designer*	
255b	Facilities Technician	
255w	Facilities Mechanic	
259l	Locksmith	(1) August 14, 2006
268r	Railway Car Technician (formerly 268a Carperson)**	(2) December 19, 2006
297a	Ski Lift Mechanic	(3) March 2, 2006
600p	Blacksmith	(4) March 30, 2007
278b	Surface Blaster	(5) December 22, 2005
456a	Welder	(6) June 12, 2006
605b	Water Well Driller	
263f	Pump Systems Installer/Mechanic	
277m	Mould or Die Finisher	

A person learns by helping someone who really knows what he is doing.



How to Get Involved

As an Employer

IMPLEMENTING AN APPRENTICESHIP PROGRAM

- Identify your business needs and determine the role of the apprentice.
- Identify a qualified, capable and committed tradesperson to support the training process in-house.
- Identify an apprentice candidate.
- Contact your local apprenticeship office.
- Prepare for in-school training.
- Monitor the apprentice's progress.
- Support your apprentice through the certification process.
- Claim the Ontario Apprenticeship Tax Credit on your company's annual income tax filing.

AS A WORKER

- Choose a career that matches your skills and interests to job opportunities.
- Find an employer who is willing to hire and train you.
- Apply to one of the programs listed in this booklet.

Qualify for high paying in-demand jobs



ApprenticeSearch.com

Apprenticesearch.com

WHAT IS IT?

Apprenticesearch.com is a FREE on line matching service that connects employers and apprentices across Ontario. The site provides trade profiles, resources and connections for career opportunities in the skilled trades.

Skilled Trade Employers

- Post positions
- Search the database,
- Receive resumes on line

Community Agencies

- Post positions on behalf of employers
- Receive resumes on line
- Post training sessions

Apprentices and Apprenticeship Seekers

- Post your resume and have it reviewed
- Receive referrals
- Receive email alerts about suitable current postings
- Apply on-line
- Information

Educators

- Download classroom resources
- Book presentations
- Register applicable students

General Public

- Information
- Referrals
- Assistance

Employment Ontario Service Providers

Arnprior - ontrac Employment Resource Services

Kenwood Corporate Centre
160 William St W, Suite 110
Arnprior, ON, K7S 3W4
Tel: 613-623-4680
www.getontrac.ca

Barry's Bay - Rural Outreach Employment Services

Tyerman & Daughters Inc.
19536 Opeongo Line
Barry's Bay, ON KOJ 1B0
Tel: 613-756-8079
<http://tyerman.com>

Carleton Place - Canadian Career Academy

Employment Resource Centre
P.O. Box 162
92 Bridge Street
Carleton Place, ON K7C 3P3
Tel: 613-257-3237
www.canadacareer.ca

Eganville - Rural Outreach Employment Services

Tyerman & Daughters Inc.
232 Bridge Street
Box 431
Eganville, ON, KOJ 1T0
Tel: 613-628-1700
<http://tyerman.com>

Pembroke - Algonquin College

141 Lake Street
Pembroke, ON K8A 5L8
Tel: 613-735-4308
www.algonquincollege.com

Perth - Algonquin College

Perkins Building
2 Wilson St West, Unit #7
Perth, ON K7H 2M5
Phone: (613) 267-1381

Skype: (613) 267-1381
Fax: (613) 267-1806
E-mail: Lautd@algonquincollege.com

Petawawa - CFB Petawawa

(Petawawa Military Family Resource Center)
18 Regalbuto Ave
Petawawa Ontario K8H 1L3
Phone: (613) 687-4167
613 687 1717
easpmfrc@bellnet.ca
www.pmfrc.org

Renfrew - Employment Networks

231 Argyle Street South
Renfrew, ON K7V 4A2
Tel: 613-432-3424
www.employmentnetworks.ca

Smiths Falls - ontrac Employment Resource Services

52 Abbott Street North, Unit 2
Smiths Falls, ON K7S 1W3
Tel: 613-283-6978
www.getontrac.ca

OYAP Program Coordinator(s)

RENFREW

Terry Hoelke, Renfrew County District School Board
Tel: (613) 735-0151 Ext. 3322

Tina Noel, Renfrew County District Catholic School Board
Tel: (613) 735-5496

LANARK

Alex MacDougall, Upper Canada District School Board
Tel: (613) 932-9224 Ext. 4005
Dan Lortie, Catholic District School Board of Eastern Ontario
Tel: (613) 933-1720 Ext. 281



“The fundamental learning situation is one in which a person learns by helping someone who really knows what he is doing.”

**- Christopher Alexander, A Pattern Language.
Oxford Press , 1977.**