

What you need to understand about Apprenticeships

- To access an apprenticeship course in any trade, you must already be working in the trade and be sponsored by an employer.
- If you are not currently working in a trade, you should contact employers and Employment Ontario service agencies to look for opportunities. We have a St. Clair College Employment Service office located in the Roundhouse Centre here in Windsor. Contact Skilled Trades Ontario by phone at 647-847-3000 or Toll Free in Ontario at 1-855-299-0028, Monday to Friday, 8:30am to 5:00pm EST.
- There are three levels of schooling required for most trades, with a few only requiring two. These courses are offered in blocks of eight weeks of full-time schooling. Some trades are also offered on a part-time basis with two evenings per week.
- The in-school portion is a very small portion of your apprenticeship program (approximately 10%). Most of the learning (90%) you will experience on the job. For example, 6500 hours are required “on the job” for the AST – Automotive Service Technician Trade.
- You must have what is called a “Training Standard” book signed off by your employer. Outlined in the Training Standard book are all the competencies that individuals will need to acquire before they can approach Skilled Trades Ontario to request that they write their Certificate of Qualification exam.
- It is a good idea to talk to other individuals that are working in the trade to learn more about what it might be like to work in that profession. Doing this may help you to make contacts in the industry to find employment.

General process for Apprenticeships

- Once you are working in the trade and your employer has agreed to sponsor you as an apprentice, your employer will speak to a training consultant from Skilled Trades Ontario. Arrangements will be made for both you and your employer to complete the required forms and send them back to the Ministry to be registered. Your name will then go on a waitlist to attend courses at the College.
- The Ministry will send you a letter (usually 3 months in advance) offering you the opportunity to take the first level of curriculum of the trade. When you receive your letter from Skilled Trades Ontario inviting you to come to school for the in-school portion of your apprenticeship program, you need to discuss the time frame of the offer of training with your employer to see if they can agree to release you to attend school.
- If there is agreement between you and your employer to attend school, you must reach out to the College to register for courses and pay your fees. They range in cost from about \$400-\$600 – keep in mind this is 10% of the actual cost - Skilled Trades Ontario pays the rest on your behalf.
- If your schooling is full time, you can usually collect Employment Insurance benefits while you attend school, providing you have been working long enough to have accumulated the hours required to meet the eligibility requirements of Employment Insurance. You can find information on other loans and grants here: <https://www.ontario.ca/page/start-apprenticeship>

Information specific to St. Clair College Programs

St. Clair College offers many post-secondary programs to help give you the hard skills that employers are looking for in the various skilled trades.

St. Clair College offers the following one-year certificate programs:

- Plumbing Techniques: <https://www.stclaircollege.ca/programs/plumbing-techniques>
- Carpentry Techniques: <https://www.stclaircollege.ca/programs/carpentry-and-renovation-techniques>
- Welding Techniques: <https://www.stclaircollege.ca/programs/welding-techniques>
- Electrical Techniques: <https://www.stclaircollege.ca/programs/electrical-techniques>

St. Clair College offers the following two-year Diploma programs delivered in less than one year:

- Hairstylist Fast Track: <https://www.stclaircollege.ca/programs/hairstylist-fast-track>

St. Clair College also has the following two-year Diploma programs that lead to the trades:

- Heating, Refrigeration and Air Conditioning Technician: <https://www.stclaircollege.ca/programs/heating-refrigeration-air-conditioning-technician>
- Landscape Horticulture: <https://www.stclaircollege.ca/programs/landscape-horticulture>
- Industrial Mechanic Millwright: <https://www.stclaircollege.ca/programs/mechanical-engineering-technician-industrial>
- Motive Power Technician: <https://www.stclaircollege.ca/programs/motive-power-technician>
- Culinary Management: <https://www.stclaircollege.ca/programs/culinary-management>
- Mechanical Technician – CAD/CAM: <https://www.stclaircollege.ca/programs/mechanical-technician-cad-cam>

St. Clair College also has a three-year Diploma program that can lead to an excellent technology career:

- Power Engineering Technologist – Mechanical: <https://www.stclaircollege.ca/programs/power-engineering-technology-mechanical>