

# What you need to understand about Apprenticeship

- In order for anyone to access an apprenticeship course in any trade, they must already be working in the trade and be sponsored by an employer.
- There are **3 levels of schooling required** for most trades. Some trades only have 2 levels of schooling – it really depends on the trade. These courses are offered in blocks of 8 weeks of full time schooling at a time. Some trades are also offered on a Part – time basis (2 evenings per week from August to the following April/May).
- For example, as a guideline, 6500 hours are required “on the job” for the AST – *Automotive Service Technician Trade*. (**Do the math—how many 40-hour work weeks will it take to earn 6500 hours?**) Other trades might require more – or less. Again - it really depends on the trade.
- Ultimately, the apprentice must have what is called a “Training Standard” book signed off by their employer. Outlined in **the Training Standard book** are all the competencies that individuals will need to acquire before they can approach the Ministry to request that they write their Certificate of Qualification exam for their trade.
- If an individual is not currently working in a trade, they should contact/meet with various employers and Employment Ontario service agencies to determine the resources that are available to help them access employment in the fields they want to apprentice in. (We have a St. Clair College Employment Service office located in the Roundhouse Centre here in Windsor. We also have locations in Amherstburg, Chatham and Wallaceburg. These services are free for everyone and you do not have to be a St. Clair College student.)
- A great website that you can go to for more information on apprenticeship is [www.apprenticesearch.com](http://www.apprenticesearch.com).
- It is a good idea to talk to other individuals that are currently working in the trade to **find out the upside of the trade, as well as any downside**. Every trade has its good and negative points. It would be good for those seeking to pursue the trades to have a perspective as to what they can expect if they were to get into a trade. Using this process will enable them to make some contacts that could possibly lead to future employment.

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## **For your information – here is how it all works (generally speaking, for any trade)**

- Once you are actually working in the trade and your employer has agreed to sponsor you as an apprentice, your employer would normally contact the Apprenticeship office contact person. They would speak to a training consultant from the Ministry of Training, Colleges and Universities. Arrangements would be made to either come to meet with the Training Consultant or forms will be mailed out directly to the work site. These forms need to be completed by both the apprentice applicant and the employer - and sent back in for registration purposes with the Ministry. **You would then be required to send in an additional application for membership to the Ontario College of Trades. Cost to become a member (\$60 + HST=\$67.80). You can access the application form at: [http://www.collegeoftrades.ca/wp-content/uploads/ApprenticesMembershipGuide\\_31\\_03\\_2014\\_EN.pdf](http://www.collegeoftrades.ca/wp-content/uploads/ApprenticesMembershipGuide_31_03_2014_EN.pdf)**
- As a registered apprentice and a member of the College of Trades, your name goes on a waitlist to attend courses at the college.
- When it is time, the Ministry of Training, Colleges and Universities (MTCU) will send you a letter (usually 3 months in advance) offering you the opportunity to take the first level of curriculum for whatever the trade

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is that you have signed up for. **There are normally 3 levels of schooling - basic, intermediate and advanced**. (Exceptions are Hairstyling and Cook – 2 levels only)

- When the apprentice receives their letter from MTCU inviting them to come to school for the in-school portion of their apprenticeship program, they need to discuss the time frames for the offer of training with their employer to see if they can agree to release the individual to attend school. *(Note - the employer will also receive a copy of this letter)*
- Sometimes the in-school courses are offered full time during the day for an 8 - 10 week block of time. Other trades are only offered at night school (2 nights per week/4 hrs each night from September to April or May).
- If there is agreement between the apprentice and the employer to attend school, the apprentice will need to come to St. Clair College with that letter to get registered (\$400- \$600 per level - depending on the trade - this is **10% of the actual cost - the ministry pays the rest on your behalf!**).
- Since you are actually employed during this time - 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. Effective January 1, 2015 there are Apprenticeship Loans that an apprentice can access (up to \$4000 per level of school) interest free – each time they come to school. These do not have to be paid back until after the Certificate of Qualification Exam has been passed successfully.  
[http://www.esdc.gc.ca/en/support\\_apprentices/loans.page](http://www.esdc.gc.ca/en/support_apprentices/loans.page)
- Keep in mind, the in-school portion of the apprenticeship program is a very small portion of your apprenticeship program (approx. 10%). Most of the learning (90%) you will experience on the job.
- There will be a Training Standard book provided to you by your Training Consultant from MTCU which will have all the skill set requirements that need to be signed off by your employer. **You can also find these on the Ontario College of Trades Website:**  
<http://www.collegeoftrades.ca/membership/resources/training-standards>

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If you would like further information about apprenticeship in general, you can contact the **Employment Ontario** office in the Roundhouse Centre (\*Note – it does not say apprenticeship anywhere!), across from **Devonshire Mall** on Howard Avenue (2nd floor).

Ask to speak to an Employment Training Consultant: they can fill you in on the requirements for the trade you are interested in pursuing – i.e. number of hours working on the job (competency requirements, etc.).

- Employment Ontario, **Windsor Office** can be reached at (519) 973-1441
- Employment Ontario, **Chatham Apprenticeship Office**: 870 Richmond Street, 519-354-2766 / 1-800-214-8284
- Employment Ontario, **Sarnia Apprenticeship Office**: Bayside Mall, 150 Christina St. North, 519-542-4247 / 1-800-363-8453

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## 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 and are one-year certificate programs: All require an OSSD- grade 12**

These are 2 semester (1 year program certificate programs) and give individuals a credential to put on a resume and the ability to "talk the talk" with an employer when seeking employment opportunities.

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

**St. Clair College offers the following and are two-year Diploma programs that are completed in one year (3 semesters): All require an OSSD- grade 12**

- a. CAD CAM Fast Track <https://www.stclaircollege.ca/programs/mechanical-technician-cadcam>
- b. Hairstylists Fast Track <https://www.stclaircollege.ca/programs/hairstylist-fast-track>

**St. Clair College also has two-year Diploma programs that lead to the trades: All require an OSSD- grade 12**

- a. Heating Ventilation and Air Conditioning <https://www.stclaircollege.ca/programs/heating-refrigeration-air-conditioning-technician>
- b. Landscape Horticulture <https://www.stclaircollege.ca/programs/landscape-horticulture>
- c. Industrial Mechanic Millwright <https://www.stclaircollege.ca/programs/mechanical-engineering-technician-industrial>
- d. Automotive Service Mechanic Motive Power <https://www.stclaircollege.ca/programs/motive-power-technician>
- e. Culinary Management <https://www.stclaircollege.ca/programs/culinary-management>

**St. Clair College also has a three-year Diploma program that will lead to an excellent technology career: Requires an OSSD- grade 12**

- a. Power Engineering <https://www.stclaircollege.ca/programs/power-engineering-technology-mechanical>
- b.