

## Skills for Success Curriculum Resource Cover Page

### Organization

CESBA

### Curriculum Resource

Five Steps to Apprenticeship

### OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	A1. Read continuous text	2
Competency A -Find and Use Information	A3. Extract information from films, broadcasts and presentations	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2

<b>Competency D - Use Digital Technology</b>	<b>N/A</b>	<b>2</b>
<b>Competency E - Manage Learning</b>	<b>N/A</b>	<b>2</b>
<b>Competency F – Engage with Others</b>	<b>N/A</b>	<b>2</b>

**Goal Paths (check all that apply)**

- Employment
  Postsecondary  
 Apprenticeship
  Independence  
 Secondary School Credit

**Embedded Skills for Success (check all that apply)**

- Adaptability
  Numeracy  
 Collaboration
  Problem Solving  
 Communication
  Reading  
 Creativity and innovation
  Writing  
 Digital

<b>Notes: Suggested Milestones – Milestones 3 and 29</b>
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# The Five Steps to Apprenticeship

Includes Answer Guide

**Pathway Pillar** – Integration of LBS Services to Support Apprenticeship

**Project Manager:** Charlotte Parliament, CESBA Program Manager

**Project Coordinator:** Debera Flynn

**Project Consultants:** Angela Williams and Susan Boyd

**Project Support:** Paul Cox, CESBA Executive Director

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## What is an Apprenticeship?

An apprenticeship is a post-secondary education pathway that combines on the job training and classroom learning. It is a formal contract between a person wanting to learn a trade (the apprentice) and a company needing a skilled trades worker (the employer or sponsor). As an apprentice you spend 80% of your time getting on-the-job training and 20% in class receiving technical training. Becoming an apprentice means you will get paid while gaining valuable skills and experiences on the job.

For most trades you will work for a year and then study in class for 8 to 12 weeks. It takes between 2 to 5 years to complete an apprenticeship.

There is a lot to know and learn about apprenticeship and skilled trades. Firstly, finding out if a skilled trade and apprenticeship training program is right for you.

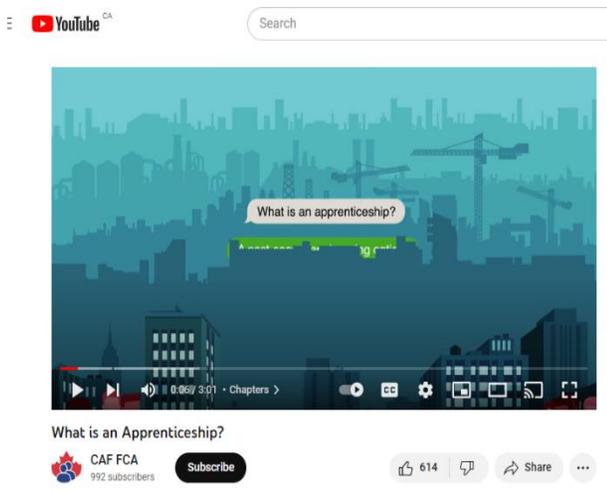


## Activity 1: Is Apprenticeship right for you?

Open your web browser and type in the following web addresses to learn more about apprenticeships and skilled trades.

<https://www.youtube.com/watch?v=okIB65YlwaM> (or search on YouTube “What is an Apprenticeship CAF FCA”)

<https://www.youtube.com/watch?v=EXGrVRSg6Dk> (or search on YouTube “Why Apprenticeship CAF FCA”)



1. List four examples of apprenticeship jobs from the videos.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

2. In the videos, how long did they say it would take for the average apprenticeship to be completed. \_\_\_\_\_

3. What five pieces of advice did employers give to people that are interested in completing an apprenticeship?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What is the average apprenticeship salary range?

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5. List three of the top five reasons that the videos give as great reasons to become an apprentice.

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### **The Five Steps to Apprenticeship**

If you are thinking that a job in the skilled trades is right for you apprenticeship is a great way to gain the skills you need to be certified. The apprenticeship process takes time, there are five main steps to follow if you are considering an apprenticeship.



## Step 1: Research the Trades and Find out if you Qualify

It is a good idea to take some assessments to help you decide which trade is best for you. This will help you find a trade that matches your skills, interests, abilities, and personality. You can also talk with employers and apprentices to get more information about the trade. Speaking to others that have completed their apprenticeship and are now working in the trade is a great way to gather more information and ask any questions you might have.



Do some research on the trades that are in demand, talking with local employers and checking out job sites to see what trade jobs there are in your area.

To qualify for an apprenticeship, you must:

- ✓ Be 16 years old
- ✓ Be legally able to work in Canada (have a valid SIN)
- ✓ Have completed the educational requirements for the trade you choose
- ✓ Have a sponsor (employer) in Ontario



## Activity 2: Do I Qualify?

1. Use the checklist to keep track of all the requirements needed to start your application for an apprenticeship. Use the chart provided to check on the trades that require a *minimum* grade 10 education. As discussed in the videos from Activity 1, it is always a good idea to increase your math skills with upgrading or Grade 11 and 12 math courses, even if the requirement is Grade 10.

<b>Requirement</b>	
16 years old or older	
Legally able to work in Canada (have a valid SIN number)	
Completed the educational requirements for your trade	
Have a sponsor (employer)	

### APPRENTICEABLE TRADES ACCESSIBLE WITH GRADE 10 EDUCATION

Apprenticeship Program	C/V	ATTC	Red Seal	Entry Grade
Architectural Glass & Metal Technician	V	Y	Y	10
Assistant Cook	V	N	N	10
Auto Body Repairer	C	Y	N	10
Brick & Stone Mason	V	Y	Y	8
Cement (Concrete) Finisher	V	Y	Y	10
Construction Boilermaker	V	Y	Y	10
Construction Craft Worker	V	Y	Y	10

<b>Apprenticeship Program</b>	<b>C/V</b>	<b>ATTC</b>	<b>Red Seal</b>	<b>Entry Grade</b>
Construction Millwright	V	Y	N	10
Drywall, Acoustic & Lathing Applicator	V	Y	Y	10
Drywall Finisher & Plasterer	V	Y	Y	8
Electrician - Construction & Maintenance	C	Y	Y	10
Electrician - Domestic & Rural	C	Y	N	10
Floor Covering Installer	V	Y	Y	10
General Carpenter	V	Y	Y	10
Heat & Frost Insulator	V	Y	Y	10
Hoisting Engineer - Mobile Crane Operator 1	C	Y	Y	10
Hoisting Engineer - Mobile Crane Operator 2	C	Y	N	10
Hoisting Engineer - Tower Crane Operator	C	Y	Y	10
Ironworker - Generalist	V	Y	Y	10
Ironworker - Structural & Ornamental	V	Y	Y	10
Painter & Decorator - Commercial & Residential	V	Y	Y	10
Painter & Decorator - Industrial	V	Y	N	10
Plumber	C	Y	Y	10
Powerline Technician	V	Y	Y	10
Precast Concrete Erector	V	Y	N	10
Precast Concrete Finisher	V	Y	N	10
Refrigeration & Air Conditioning Systems Mechanic	C	Y	Y	10
Reinforcing Roadworker	V	Y	Y	10
Residential Air Conditioning Systems Mechanic	C	Y	N	10
Residential (Low Rise) Sheet Metal Installer	C	Y	N	10
Restoration Mason	V	Y	N	10
Roofer	V	Y	Y	10
Sheet Metal Worker	C	Y	Y	10
Sprinkler & Fire Protection Installer	C	Y	Y	10
Steamfitter	C	Y	Y	10
Terrazzo, Tile & Marble Setter	V	Y	Y	10
Tractor-Trailer Commercial Driver	V	Y	N	10

**C/V** = Compulsory or Voluntary Trade

**RED Seal** = Trades Qualifications recognized across Canada

Credit: [www.oyap.com](http://www.oyap.com)

## Step 2: Education and Skills

For most trades the minimum requirement is a Grade 12 Diploma. Choose your high school courses carefully, taking courses that match well with the trade that you are interested in. Courses that develop problem-solving, critical thinking, communication, teamwork, and digital skills are good for any trade. Safety training courses are also a very important part of an apprenticeship.



If you are in high school, you may be eligible to get co-op credits through the Ontario Youth Apprenticeship Program (OYAP). You can find more information about OYAP on their website [www.oyap.com](http://www.oyap.com). Co-op placements during high school are a great way to gain experience and skills to help with your apprenticeship. Most high schools also offer Specialist High Skills Majors and Dual Credit Programs that can also help with your goal to becoming an apprentice.

If you are interested in a trade and completing an apprenticeship but you don't have the skills, you can apply for pre-apprenticeship training or upgrade your skills at an Adult Alternative School in your area.

You can find more information on pre-apprenticeship training by contacting Employment Ontario or visiting their website.

<https://www.ontario.ca/page/start-apprenticeship>

<https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

### Activity 3: Self-Assessment for the Trades

Open your web browser and type the following address into your address bar.



<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/self-assessment-trades.html>

You can also use a search engine and search, “self-assessment checklist for the trades” to find this website.



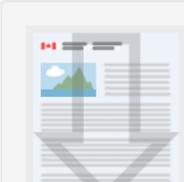
Search Canada.ca

MENU ▾

[Canada.ca](#) > [Jobs and the workplace](#) > [Training](#) > [Job training initiatives](#) > [Skills for Success](#)  
> [Skills for Success – Assessment and training tools](#)

## Essential Skills Self-Assessment for the Trades

### Alternate formats



[Working with others self-assessment](#)  
[PDF - 384.59 MB]

Follow the instructions given at the top of the website to complete the “working with others – self-assessment”. You can do this on a separate piece of paper, or you can download a copy, print it out and complete it on your printed copy.

When you have completed the checklist use the instructions to get your results and share your skills summary here.

## Skills Summary

My strengths (for example, reading)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Areas for improvement (for example, oral communication)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Step 3: Find an Employer/Sponsor

To become an apprentice, you must have a sponsor or employer hire you as an apprentice and then you can register with Employment Ontario. Your employer can be a company, an individual (for example, a contractor) or a union (a group of employers).

Most apprenticeships are not advertised on job boards or job websites, a good way to find a sponsor is through networking (making connections and building relationships).



Here are some ways to find employers to sponsor you as an apprentice.

**Guidance counsellor** – If you are in high school your guidance counsellor is a great person to help you with your goal of becoming an apprentice. They can also give you information on the Specialist High Skills Major Program and possibly refer you to OYAP (Ontario Youth Apprenticeship Program).

**Colleges** – College career centers can help you find apprenticeship opportunities and some colleges have placement offices that can help you connect with possible sponsors.

**Online** – Post your resume on Job Bank [Job Bank](https://on.jobbank.gc.ca/home) <https://on.jobbank.gc.ca/home> to let companies know you are looking for a sponsor.

**Employment Ontario Services** – There are many Employment Ontario services that offer help with apprenticeships. You can get help with an Employment Ontario Service Provider for free by making an appointment and contacting your closest EO Provider or by filling in a request form at this website.

<https://www.eoss.tcu.gov.on.ca/CitizenPortal/infoAboutYou.do?programCode=ESI&lang=en>



**Unions or Trade Associations** – Unions or Trade Associations have resources to help find and match you with a sponsor. Many trades have their own Union offices that can help match you with a sponsor.

**Local Companies** – Research and find local companies in the trade of your choice, let them know you are looking for a sponsor.

**Your Network** – Let family and friends know you are looking for a sponsor. Share your goal with them and ask around to see if anyone knows of companies that are hiring apprentices.

During this step you should also be working on creating a good resume that is focused on your trade choice. An Employment Ontario Service Office in your area can help with both resume writing and preparing for an interview. Use can also use the Resume Builder on the Job Bank website to help you write your resume. [Resume Builder - Job Bank](https://www.on.jobbank.gc.ca/findajob/resume-builder)  
<https://www.on.jobbank.gc.ca/findajob/resume-builder>

**Activity 4: Making a Plan to find a Sponsor**

1. After reading about some of the ways you can find an employer to sponsor your apprenticeship, use the lines below to start a plan. Choose at least three of the suggestions and make notes on how you plan to find a sponsor.



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## Activity 5: Preparing for an Interview

A job interview is a face-to-face talk between the person applying for the job (the applicant) and the person hiring for the job (the employer).



During a job interview the employer asks questions to help them decide if the person is right for the job.

Interviews are important because it is the first meeting between you (the applicant) and the employer.

Job interviews give employers a chance to meet you and get to know you.

The interview gives you a chance to share your skills and abilities and ask any questions you might have about the job.

**Your interview goal should be to leave a good impression and show the employer that you are the right person for the job.**

## Tips to Prepare you for Your Interview

- ✓ Read the job description
- ✓ Research the company (look up their website)
- ✓ Practice interview questions and prepare your answers
- ✓ Plan what you will wear
- ✓ Look up the address and plan how you will get to your interview on time
- ✓ Think of some questions you would like to ask them



## Tips for the Day of Your Interview

- ✓ Be on time
- ✓ Be polite
- ✓ Tell the truth
- ✓ Dress nicely (neat and clean)
- ✓ Listen carefully to the questions
- ✓ Show that you are interested in the job and company
- ✓ Ask questions
- ✓ Bring a copy of your Resume
- ✓ At the end of the interview thank the interviewer(s) for their time
- ✓ Remember to smile 😊

Prepare for your interview by answering these common interview questions. Practice these questions and others you might think of, with a friend or with your instructor.

1. Tell us a little bit about yourself.

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2. What are your strengths? (The qualities that make you a good employee).

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3. What are your weaknesses?

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4. Why would you like to work with this company? (Researching the company before the interview will help you with this question).

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5. Share a difficult work situation you have had and tell us how you handled it. (Explain the situation without blaming someone and be specific about the steps you took to resolve the situation).

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6. What are your goals for the future?

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7. What training and skills do you have that might be helpful in this position?

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## Step 4: Apply for your Apprenticeship

Before you start your application, make sure to have gathered all this information:

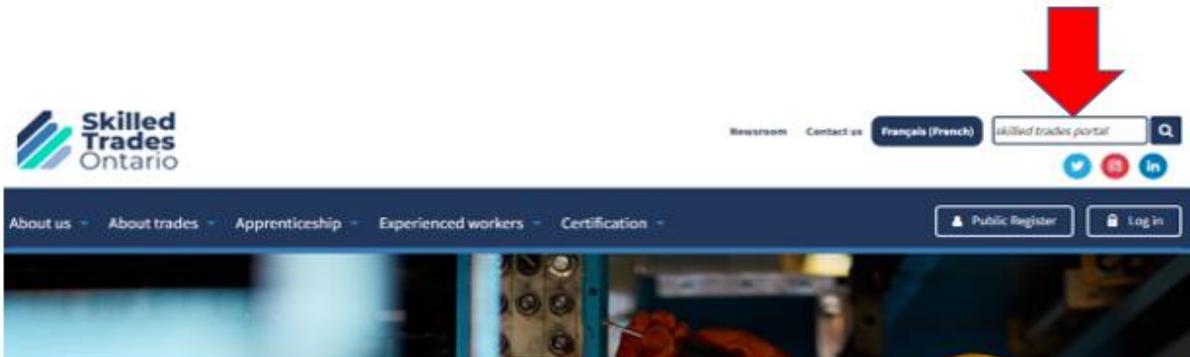
- ✓ Your personal information
  - Social Insurance Number (SIN)
  - Full address including postal code
  - Email address (the ministry will use your email address to send information to you about your training)
- ✓ Your sponsor's (employers) business information
  - Full legal name of your sponsor (sometimes different than their business name)
  - Address including postal code
  - Business phone number
- ✓ Contact person for your sponsor (employer)
  - First and last name
  - Phone number
  - Email address
- ✓ Your work arrangement details
  - Your start date
  - The number of hours per week (work and training hours)



## 18 years and older?

If you are 18 years old or older you can apply online through the Skilled Trades Ontario Portal (STOP). <https://www.skilledtradesontario.ca/>

Search “Skilled Trades Portal” in the website search bar.



## 16 to 18 years old?

If you are 16 to 18 years old, you must download and print an application. You can also download and save the application to your computer, fill it out on your computer and then print and sign the application. You will need your parent or guardian’s and your sponsor’s signature on your application.

You can find the application for Apprenticeship by typing this web address into your web browser.

<https://forms.mgcs.gov.on.ca/en/dataset/022-12-1661>

Once your application is filled in and signed you will mail it to your local Employment Ontario Apprenticeship Training Office or submit it in person.

Your application will be reviewed, and your sponsor will be notified once it has been approved.

Use this website to help find an apprenticeship office close to you.

<https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

### **Activity 6: Filling in the Application**

Use this copy of the application to practice filling in your form.

Some important things to remember when filling in forms:

- ✓ Use a black or blue pen.
- ✓ Print neatly.
- ✓ Read instructions carefully.
- ✓ Proofread your application and if possible, have someone else look over it for mistakes.



This is an application for the Ministry of Labour, Training and Skills Development (MLTSD) to assess your eligibility for a registered training agreement under which you would receive training from a sponsor in a trade required as part of an apprenticeship program. By making this application, you are authorizing MLTSD to verify any of the information provided.

**Section 1 – Applicant Information**

Ministry-issued Client ID # (if any)	Trade Name	Trade Code (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Check if you have participated in one or more of the following programs

<input type="checkbox"/> Pre-Apprenticeship Training Program	<input type="checkbox"/> Co-op Diploma Apprenticeship (CODA)	<input type="checkbox"/> Ontario Youth Apprenticeship Program (OYAP)	If completed, when? (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred First Name	Date of Birth (dd/mm/yyyy)	Social Insurance Number (SIN)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Telephone Number	Cell Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Mailing Address**

Unit Number	Street Number	Street Name	PO Box
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City/Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Gender**

I identify as (check one of the following):

Male     Female     Trans     Other      Prefer not to disclose

**Marital Status**

Married/Common law     Single     Prefer not to disclose

**Number of dependants**

    Prefer not to disclose

**Highest Level of Secondary Education Completed** (check one of the following)

Grade 8                       Grade 9                       Grade 10  
 Grade 11                       Grade 12 or equivalent, including General Educational Development (GED) Certificate     Grade 13 or Ontario Academic Credit (OAC)

**Postsecondary Education and/or Training Completed** (check all that apply)

Some College                       Some University                       Postsecondary certificate  
 Postsecondary diploma                       Undergraduate degree                       Postgraduate degree  
 Certificate of apprenticeship in a trade     Certificate of qualification in a trade     None of the above

**Out of Province Apprenticeship Training**

Please check all of the boxes below that apply to your situation:

I have completed some training as a registered apprentice in Canadian province or territory other than Ontario.

If yes, specify which province or territory: \_\_\_\_\_

I plan to complete my apprenticeship training in Ontario.

I am maintaining my apprenticeship registration in my home province or territory, and do not plan to complete my apprenticeship training in Ontario.

## Language

Preferred Language of Communication  English  French | Preferred Language of Instruction  English  French

## Residency Status (check one of the following)

Canadian Citizen  Permanent Resident  Temporary Resident

## Immigrant (mandatory if you answered "Canadian Citizen" above)

Yes  No

Year of Immigration \_\_\_\_\_

## Voluntary Disclosure

Your responses to the following questions are entirely voluntary and will not affect your eligibility under this application. The information will be used by Canada and Ontario for policy analysis and statistical purposes related to employment programs and services.

## Language History

Primary Language  English  French  Other

Language of Instruction at prior Educational Institution(s)  English  French  Bilingual  Other

## Self-Identification

Please indicate which of the following group(s) you self-identify with

Person with a Disability  Racialized Person  Indigenous Person (First Nations, Métis or Inuit)  Prefer not to answer

If you self-identify as an Indigenous person, are you

First Nations  Métis  Inuit  Prefer not to answer

## Employment Insurance (EI) Status

Currently in receipt of EI  Received EI in the last 3 years but not currently receiving  
 Application for EI in progress  Application for EI denied  None of the Above

## Section 2 – Verification/Proof of Education and Age

You must provide documented proof of age, SIN and education for examination and verification by MLTSD. Indicate the type of document in each of the sections below. You can provide your documentation to MLTSD by (in order of preference):

- visiting your local MLTSD apprenticeship office and providing the original documents in person; or
- scanning and forwarding the documents via secure email to your local MLTSD apprenticeship office; or
- sending photocopies (not originals) of the documents to your local MLTSD apprenticeship office through secure mail.

To find the contact information and address of your local MLTSD apprenticeship office, go to <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices> or call the Employment Ontario Contact Centre toll-free at 1-800-387-5656 (416-326-5656 in the Toronto) or TTY 1-866-533-6339.

## Proof of Age (indicate at least one from the list, below)

Baptismal certificate  Birth certificate  Driver's licence  Passport (Valid or Expired)  
 Nexus card  Ontario/Canadian registration licence  Ontario photo card (new Ontario ID card)

Or one of the following, **with** (if not a photo ID) a recent photo accompanied by a letter from a notary public or lawyer naming you and confirming the date of the photo:

Certificate of Canadian citizenship or naturalization (not commemorative issue)  Government of Canada certificate of Indian or Métis status  
 Current identity document issued by a Canadian government ministry or agency with a vigorous registration or security clearance process (OPP or RCMP security check)

## Proof of Social Insurance Number (indicate one from the list below)

SIN card  Government income tax form  Record of employment (ROE)

**Proof of Education and/or Training** (indicate at least one from the list below)

Academic transcript   
 Secondary school diploma   
 Postsecondary certificate, diploma or degree  
 Trade certificate   
 Academic upgrading certificate   
 GED certificate

**Proof of education and training indicated above is from** (indicate at least one from the list below)

Canada   
 Another country

**Section 3 – Sponsor (or Employer) Information** (e.g., Where you are working in the trade)

Full Legal Name of Sponsor		Ministry-issued Sponsor ID Number (if known)
Mailing Address of Sponsor		
Unit Number	Street Number	Street Name
City/Town	Province	Postal Code
Sponsor Telephone Number	Email Address	Fax Number
Applicant's Start Date of Employment (dd/mm/yyyy)		Applicant's Regular Working Hours per Week
<b>Information about Sponsor's Representative</b>		
First Name	Middle Initial	Last Name
Work Telephone Number	Email Address	Job Title
Signature of Sponsor's Representative		Date (dd/mm/yyyy)

## Step 5: Accepting your Training Agreement and Completing Your Certification

If your application is approved, the Ministry will create a training agreement for you and your sponsor. You will accept this training agreement by signing the agreement. The Ministry is responsible for scheduling you for your in-school training.



As part of your training, you will receive a logbook to track the development of your skills. Use this book to help you and your sponsor keep track of progress.

The ministry will also assign an Employment and Training Consultant to help you with any questions you might have about your apprenticeship.

## **Certification and Starting your Career**

The first step towards being certified is completing the required hours on the job and all the required levels of technical training (both in school and on the job).

There are two apprentice certificates.

- A certificate of Apprenticeship (C of A)
- Certificate of Qualification (C of Q)

### **Certificate of Apprenticeship (C of A)**

After completing your in-school training and the required skills and hours for your trade these will need to be signed off in your logbook (your Apprenticeship Schedule of Training).

Next, you will need to contact your Employment and Training Consultant to let them know you are ready to apply for your certificate. They will require a letter from your sponsor letting them know that you have completed your training and proof that you have finished your schooling.

This certificate is mandatory for all the compulsory trades and optional for the voluntary trades. Either way, it is important to finish this step,

some employers offer incentives to an apprentice who have earned this certificate.

### **Certificate of Qualification (C of Q)**

To receive your certificate of qualification you will have to write the provincial qualification exam for your trade. This gives you journeyman status (also called a 'ticket' or 'trade license'). There is a fee to write your exam. When you are ready you will book your exam time and day through your local Employment Ontario Apprenticeship office. You need a minimum of 70% to pass this exam. If you are unsuccessful, you may write this exam again. For more information on Certificate of Qualifications please refer to this webpage. [Certificate of Qualification – Skilled Trades Ontario](https://www.skilledtradesontario.ca/certification/certificate-of-qualification/)

<https://www.skilledtradesontario.ca/certification/certificate-of-qualification/>

### **Red Seal Trades**

There are 41 skilled trades that offer an interprovincial qualification when you complete the C of Q. The Red Seal Trades are recognized in other provinces and sometimes in other countries. To get your Red Seal endorsement you will need to pass the Red Seal exam. This shows that you have the skills and knowledge of your trade to work across Canada.

### **Keeping your Certificate Up to Date**

If your certification is for a compulsory trade, you will need to renew your certificate every 3 years. There is a fee that will need to be paid to the Ministry. You can renew your certificate online or in person at any Employment Apprenticeship Office.

A compulsory trade is a trade where registration as an apprentice is legally required to work in that trade. All compulsory trades have certifying exams.

A voluntary trade is a trade where certification is not legally required to work in that trade.



## Roles and Responsibilities as an Apprentice

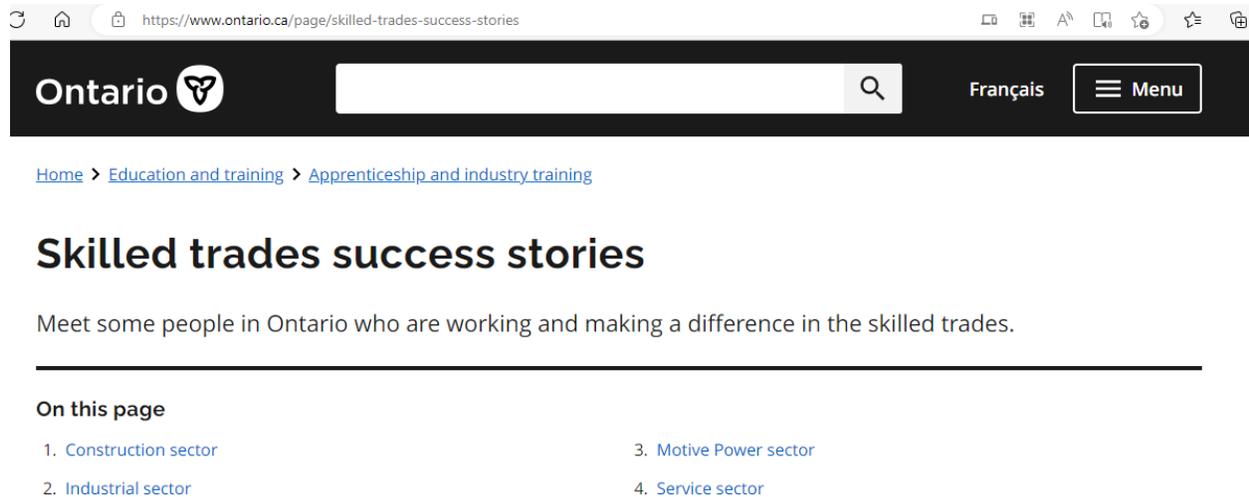
Now that you have signed your agreement with the Ministry and your sponsor you will have some roles and responsibilities to follow to ensure success and completion of your apprenticeship.

- Always practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools you need for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about any training needs.
- Show enthusiasm and good work habits.
- Ensure that you and your supervisor sign off on each skill set as you complete and demonstrate them.

## Final Task

Open your web browser and type in the following website to learn about some of the apprenticeship success stories people have shared.

<https://www.ontario.ca/page/skilled-trades-success-stories>



The screenshot shows a web browser displaying the Ontario government website. The address bar shows the URL: https://www.ontario.ca/page/skilled-trades-success-stories. The page header includes the Ontario logo, a search bar, and a 'Français' button. Below the header, there are breadcrumb links: Home > Education and training > Apprenticeship and industry training. The main heading is 'Skilled trades success stories'. Below the heading, there is a sub-heading: 'Meet some people in Ontario who are working and making a difference in the skilled trades.' Underneath, there is a section titled 'On this page' with four numbered links: 1. Construction sector, 2. Industrial sector, 3. Motive Power sector, and 4. Service sector.

Choose 3 jobs from the success stories on this website and complete the activity below.

### Job #1

Job Title: \_\_\_\_\_

Sector: \_\_\_\_\_

Name of Apprentice: \_\_\_\_\_

Is this a Red Seal Trade? \_\_\_\_\_

Voluntary or Compulsory Trade? \_\_\_\_\_

What are some of the responsibilities and duties of this job?

\_\_\_\_\_  
\_\_\_\_\_

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What things do you like about this job?

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What do you think might be difficult for you in this job? How could you prepare yourself for this possibility?

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What does this job pay? What is the occupational outlook? Use the Job Bank website to help you with this question. If the job search isn't working, try doing a google search to get the NOC Code for that job and using the code in the Job Bank search bar.

<https://www.services.labour.gov.on.ca/labourmarket-ui/search>

### Search jobs

Job title, NOC code, keyword...

Search

Advanced search

10 of 500 Results

 Compare jobs list 

Sort by: **Alphabetical** 

Provincial salary 

Occupational outlook 

Total openings 

 **Accommodation service managers** 

Provincial salary: \$46,288.00

Occupational outlook: Above average

Total openings: 3,500

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**Job # 2**

Job Title: \_\_\_\_\_

Sector: \_\_\_\_\_

Name of Apprentice: \_\_\_\_\_

Is this a Red Seal Trade? \_\_\_\_\_

Voluntary or Compulsory Trade? \_\_\_\_\_

What are some of the responsibilities and duties of this job?

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What things do you like about this job?

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What do you think might be difficult for you in this job? How could you prepare yourself for this possibility?

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What does this job pay? What is the occupational outlook? Use the Job Bank website to help you with this question. If the job search isn't working, try doing a google search to get the NOC Code for that job and using the code in the Job Bank search bar.

<https://www.services.labour.gov.on.ca/labourmarket-ui/search>

### Search jobs

Job title, NOC code, keyword...

Search

Advanced search

10 of 500 Results

 Compare jobs list 

Sort by:

Alphabetical 

Provincial salary 

Occupational outlook 

Total openings 



Accommodation service managers 

Provincial salary: \$46,288.00

Occupational outlook: Above average

Total openings: 3,500

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**Job # 3**

Job Title: \_\_\_\_\_

Sector: \_\_\_\_\_

Name of Apprentice: \_\_\_\_\_

Is this a Red Seal Trade? \_\_\_\_\_

Voluntary or Compulsory Trade? \_\_\_\_\_

What are some of the responsibilities and duties of this job?

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What things do you like about this job?

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What do you think might be difficult for you in this job? How could you prepare yourself for this possibility?

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What does this job pay? What is the occupational outlook? Use the Job Bank website to help you with this question. If the job search isn't working, try doing a google search to get the NOC Code for that job and using the code in the Job Bank search bar.

<https://www.services.labour.gov.on.ca/labourmarket-ui/search>

### Search jobs

Job title, NOC code, keyword...

**Search**   **Advanced search**

10 of 500 Results

 [Compare jobs list](#)

Sort by: **Alphabetical**   Provincial salary   Occupational outlook   Total openings

**+** [Accommodation service managers](#)   Provincial salary: \$46,288.00   Occupational outlook: Above average   Total openings: 3,500

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2. Choose one of the success stories and search for details about their apprenticeship (length of time in school, hours needed on the job, one school that offers the training).

Apprenticeship: \_\_\_\_\_

Hours needed on the job: \_\_\_\_\_

Length of Time in School Training: \_\_\_\_\_

College offering Training for this trade: \_\_\_\_\_

Congratulations! You have finished this course.



## Answer Guide

### Activity 1:

1. *Four examples of apprenticeships from the video could include: electricians, plumbers, carpenters, cooks, and mechanics.*
2. *It takes an average of 2-4 years to complete an apprenticeship.*
3. *The 5 pieces of advice from employers if you are interested in an apprenticeship are:*
  1. *Take math and science courses (take grade 11 and 12 math, science, shop and trades and technology courses), get your grade 12 diploma.*
  2. *Get your driver's license*
  3. *Take safety courses*
  4. *Prove you can work well in a team (join clubs, sports teams, participate in group projects)*
  5. *Demonstrate you can be responsible (show up to work on time, volunteer, be the person your boss can count on, get your work done on time).*
4. *The average apprenticeship salary is \$25,000 - \$50,000 once certified the salary is \$60,000 - \$100,000.*
5. *Top reasons to become an apprentice, answer could include:*
  - apprentices are active in their job, learn right on the job and work with the latest advanced technology*
  - apprentices are innovative problem solvers, they like to solve problems*
  - apprentices are curious about how things work*
  - apprentices earn good pay while learning on the job with little or no debt*
  - apprentices contribute to communities*

*-apprentices can advance in their careers with further education or training.*

**Activity 2:**

*Answers will vary, learner should use checklist to check if they qualify for an apprenticeship and find out what they might need.*

**Activity 3:**

<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/self-assessment-trades.html>

*Answers will vary, learner should have completed the self-assessment (you can download and print this form or do it on a separate piece of paper) The Skills Summary should be completed to show their strengths and areas for improvement.*

**Activity 4:**

*Answers will vary, learner should have shared a plan to help them find a sponsor for their apprenticeship.*

**Activity 5:**

*Answers will vary, this is also a good chance for the learner to practice interview questions with the instructor or a friend.*

**Activity 6:**

*Answers will vary, learner should have the application filled in with a pen, using neat printing and proper information in the correct spaces.*

*You can also download this application at*

<https://forms.mgcs.gov.on.ca/en/dataset/022-12-1661>

## **Final Task**

*Answers will vary depending on the success stories the learner chooses.*