

LEARN THE LINGO OF TRADES AND APPRENTICESHIP



APPRENTICESHIP

Apprenticeship is a hands-on training program for people who want to work in a skilled trade. Between 80-90 percent of an apprentice's time is spent in on-the-job training, while ten to 20 percent involves theoretical training acquired at a community college or at a Ministry approved training delivery agency. Apprentices work under the direction of a qualified employer. Over time, apprentices acquire the skills to become qualified trades people or journey persons. Apprenticeship training is based on provincial standards developed by industry and endorsed by the provincial government.

Apprentices are provided with a training standard or schedule of training which outlines the specific skills an apprentice must acquire. An apprentice becomes a skilled worker with certification status once the training requirements of the training standard and curriculum standard have been completed. In Ontario alone there are approximately 517,000 certified skilled workers.

Under new Ministry guidelines apprentices pay a small classroom fee (\$400 - \$600 per component) for in-school training. The employer typically bears about 85% of the cost of training apprentices. OYAP students are exempt from this fee while in high school.

APPRENTICESHIP & CERTIFICATION ACT

The Apprenticeship & Certification Act allows the employer to register an OYAP student as an apprentice in a non paid capacity. This is possible because of an exemption under the Employment Standards Act. The Apprenticeship & Certification Act (ACA) applies to trades in the service, industrial, manufacturing and motive power sectors.

APPRENTICESHIP CONTRACT/TRAINING AGREEMENT

A legal agreement issued by the Ministry of Training, Colleges and Universities (MTCU) between an employer/sponsor and an apprentice stipulating the terms and conditions of an apprentice's apprenticeship.

APPRENTICESHIP OFFICE

The Ministry of Training, Colleges and Universities (MTCU) through the Apprenticeship Branch is responsible for registering apprentices, counselling apprentices and employers, monitoring training, delivering exams, issuing certificates, developing inter- provincial programs and promoting apprenticeship and skill trades training.

BLOCK RELEASE PROGRAM

The block release program provides in-school class room instruction offered at a college or approved training delivery agent to apprentices on leave from their jobs. The duration of in-school training is between 8-12 weeks.

CERTIFICATE OF APPRENTICESHIP

A certificate issued by the Director of the Ministry of Training, Colleges and Universities (MTCU) acknowledging an apprentice's completion of an approved apprenticeship program.

CERTIFICATE OF QUALIFICATION

A certificate issued by the Director of the Ministry of Training, Colleges and Universities to a person who has successfully challenged the Ministry (MTCU) qualification exam for certification in a skilled trade. Seventy percent is required to earn what is commonly referred to as a ticket or license.

COMPETENCY BASED

Trades that fall under the Apprenticeship & Certification Act (ACA) focus on competencies rather than hours. It is possible for an apprentice to complete the requirements of an apprenticeship program in less time than is typically required. For example, an Information Technology Support Analyst Apprentice usually takes 8,000 hours to complete his or her training. An apprentice could complete the apprenticeship program in less than 8,000. This depends on the apprentice's capabilities and the thoroughness and quality of the training provided by the sponsor.

COMPULSORY CERTIFIED TRADE

Compulsory trades under TQAA require those working in the trade to either hold a Certificate of Qualification or register as an apprentice. A compulsory certified trade requires an individual to pass a written exam to obtain a Certificate of Qualification.

DAY RELEASE PROGRAM

A day release program provides apprentices with part-time (one or two days a week) in-school training, at a community college or other approved training delivery agency. Apprentices who attend are on leave from their jobs.

IN-SCHOOL TRAINING

Classroom or lab training which focuses on the theoretical components of an apprenticeship consisting of between 10 - 20 percent of an apprentice's training program. The curriculum standard outlines the learning outcomes.

In-school training is delivered away from the job site usually at a community college. In-school training can also take place at a Ministry approved private training centre. In-school training is offered as a day release or block release.

JOURNEY PERSON

A journey person is a skilled professional who has completed the requirements of an apprenticeship program who demonstrates competency in a skilled trade and has earned a Certificate of Qualification in his or her trade.

MONITORING

The assessment of an apprentice's progress is conducted by Ministry (MTCU) training consultants in the workplace in accordance with prescribed standards, training plans or contracts governing the program.

ON-THE JOB TRAINING

On-the-job training refers to practical training that takes place at the work site comprising 80-90 percent of an apprentice's apprenticeship program.

RED SEAL

The Red Seal (Inter Provincial Standards Program) allows skilled workers to work in other provinces and ensures their skills are recognized throughout Canada. www.red-seal.ca

RESTRICTED TRADE

Skilled trades designated as restricted under the ACA restrict unqualified people from working in this trade. Only apprentices or journey persons who hold a Certificate of Qualification can work in a restricted trade.

SKILL

An ability or proficiency in a job task or function

SKILLED TRADES

There are at least 140 skilled trades. These trades fall under Motive Power Trades, Service Industry Trades, Industrial Trades and Construction Trades. Trades are either compulsory, restricted or voluntary. Most trades are competency based with the exception of trades that fall under the Construction Sector.

SPONSOR

A sponsor is a person who has entered into a registered training agreement under which he or she is required to ensure that an individual is provided with workplace-based training in a trade, other occupation, or skill set as part of an apprenticeship program approved by the Director of the Ministry of Training, Colleges and Universities (MTCU).

Sponsors may include: employers, corporations, partnerships, sole proprietorships, associations, unions, employer associations, trade associations, band councils, community based agencies, local apprenticeship committees and training delivery agents (school boards).

The sponsor of an apprentice must:

- Follow industry committee guidelines
- Ensure trade specific training standards are followed
- Ensure the trainer is qualified to train the apprentice
- Ensure the training site can accommodate the training
- Ensure competencies (skill sets) achieved by the apprentice are signed off
- Provide Ministry access for the purposes of monitoring the progress of the apprentice
- Advise the Ministry of Training, Colleges and Universities (MTCU) of any changes that may affect the status of the sponsorship

TIME BASED

Apprentices must complete a designated number of hours in a Trades Qualification & Apprenticeship Act (TQAA) trade in order to meet the requirements of the skilled trade. Time based training pertains to any apprenticeship training related to the construction industry.

TRADE CERTIFICATION

To be certified in Ontario requires a Certificate of Qualification.

Certification indicates that the holder has met the standards set out by industry and the Ministry of Training, Colleges and Universities (MTCU) for a skilled trade.

The Certificate of Qualification indicates that the holder has the skills and the knowledge to perform the work associated with the trade.

TRAINER

A trainer is a qualified person (journey person) who directly participates in the training, supervision and evaluation of the apprentice.

TRAINING CONSULTANT

Training consultants are employed by the Ministry of Training, Colleges and Universities (MTCU). They ensure employers are qualified to train apprentices; ensure apprentices meet entry requirements; register apprentices; arrange an apprentice's in-school training; and monitor an apprentice's progress.

TRAINING STANDARD/SCHEDULE OF TRAINING

A document that lists in detail the skills involved in a skilled occupation. Apprentices and supervisors use this document as a guideline to cover the training requirements of a skilled trade. The training standard and the schedule of training shows record of the progress of an apprentice's on the job training and lists trade related skills. Supervisors sign off the skills that an apprentice demonstrates proficiency in. These skills are in accordance with industry standards.

VOLUNTARY TRADE

A voluntary trade is a skilled trade that does not require workers to hold a Certificate of Qualification.