6 Steps to Sponsoring an Apprentice

1 Evaluate Your Readiness

Consider - is your workplace prepared for an apprentice?

- ✓ Do you have the space, time and equipment you need?
- ✓ Can you save time and money and hire an existing employee? You have access to a highly skilled pool of talent within your workforce.
- ✓ Are you a **registered** sponsor with Skilled Trades Ontario? (If not, see Step 3, page 4)
- ✓ Do you have a journeyperson or mentor available to train the apprentice?
- ✓ Can you manage workflow when the apprentice is in classroom training?
- ✓ Does your business meet the Ontario regulations for your trade(s)?

Remember! Under the Building Opportunities in the Skilled Trades Act, 2021 (BOSTA), trades with ratios must follow a **1:1 journeyperson-to-apprentice ratio**. **Click here for a list of trades subject to ratios.**

Consider - what type of sponsorship works best?

Do **you** want to be the sponsor? Or do you want to partner with a **group sponsor?** A group sponsor provides support for apprentices and employers. They do the leg work so you don't have to. Some of the supports include

- recruiting, interviewing and registering apprentices
- connecting apprentices with employers who can train them
- registering apprentices with the Ministry and with employers
- submitting paperwork to the Ministry on your behalf

Click here to learn more about how a group sponsor can save you time and money!

Connect With a Group Sponsor

- Support Ontario Youth (SOY)
- Christian Labour Association of Canada (CLAC)
- Landscape Ontario
- Labourers' International Union of North America (LiUNA)
- Merit Ontario

Please note that this is not an exhaustive list. Many employer/trade associations also offer group sponsorships. Visit The Career Foundation website for a list of organizations and associations by sector.

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2 Find the Right Candidate

ApprenticeSearch.com	Connect directly with apprentices seeking an employer. ApprenticeSearch is a job board designed exclusively for the skilled trades.
Employment Ontario	Get support from qualified Employment Specialists and Job Developers. They can help you develop job postings, pre-screen applications and make suggestions about which candidates may be a good fit for your business. Employment Ontario (EO) can also support you by giving you access to networking events and job fairs to connect you with job seekers.
Canada Job Bank	The Canada Job Bank is used by job seekers and employers across Canada. Upload your job posting to attract skilled workers in your area.
Employer/Trade Associations	Reach out to employer/trade associations who offer sector specific and targeted job boards and/or group sponsorships. Visit The Career Foundation website for a list of organizations and associations by sector.
LevelUp! Career Fairs	LevelUp! is a series of career fairs that connect youth with opportunities in the skilled trades. You can attend to promote your business as a sponsor.
Ontario Youth Apprenticeship Program (OYAP)	OYAP partners with local school boards to prepare youth for a career in the skilled trades. Contact your local OYAP recruiter to connect with beginners who are eager to learn - at **no cost** to your business.
Workforce Planning Boards	Workforce Planning Boards work with a range of community/employment services and job seekers in their region. Connect with your local planning board to reach job seekers in your area.
Get SET (Skills, Education and Training) Programs	Adult upgrading programs can share your job postings with learners who are ready for a career in the skilled trades. Contact your local Learning Network to find adults who are ready to work in your area.

Apprentices must

- ✓ **be at least 16 years old**
- ✓ **meet minimum education requirements (usually Grade 12 or equivalent)**

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Canadian Apprentices Moving to Ontario

To get credit for training completed in another province, apprentices coming to Ontario must

- ✓ find a sponsor
- ✓ submit a new application for apprenticeship in Ontario

Once registered, the apprentice can submit the **Prior Learning and Experience (PLE) form** to be exempt from levels/experience gained outside of Ontario.

Submit PLE forms and supporting documents to exemptions@skilledtradesontario.ca.

For more information read the **Provincial-Territorial Apprentice Mobility Transfer Guide.**

Apprentices/Workers from Outside of Canada

A newcomer to Canada may have the skills and experience they need, but may not have the proper qualifications to work in Ontario.

If the candidate is not a licensed journeyperson outside of Canada, they can

1. follow the standard apprentice application process as listed above, and
2. apply for Prior Learning Exemptions for levels/experience completed outside of Canada

They may also need to complete a credential evaluation through **World Education Services (WES)** or another credential assessment service. The apprentice may need to pay a fee to complete this process.

If the candidate completed an apprenticeship and is a licensed journeyperson outside of Canada, they may qualify for the Trade Equivalency Assessment (TEA).

↘ The TEA is a process in which experienced workers can write the C of Q to become a certified journeyperson in Ontario. Learn more about this process on the Skilled Trades Ontario website.

Visit the Skilled Trades Ontario website for more details on how to recognize previous workplace experience and formal training completed outside of Ontario.

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3 Register the Apprentice

You must be approved as a sponsor to register an apprentice. To apply to become a sponsor, create a My Ontario account on the Skilled Trades Ontario (STO) Portal. If you've submitted a sponsorship application and you're unsure if it's been approved, login to the STO Portal to check the status of your application.

To apply as a sponsor...

Create a My Ontario account and follow the steps to submit an online application. Or, you can complete the paper application form and submit it to Skilled Trades Ontario.

- **email:** apprenticeship@skilledtradesontario.ca, or
- **mail:** Skilled Trades Ontario, PO Box 2354 RPO SQ1 Shoppers, Mississauga ON L5B 3C8

Click here to watch a 5 minute video on how to use the STO Portal as a sponsor. This will show you how to create an account and submit a sponsor registration application.

If you're approved as a sponsor, use the STO Portal to submit an online apprenticeship training application.

- ⟶ If you've partnered with a group sponsor, **they'll do this for you.** They'll also register the apprentice with you, the employer.
- ⟶ You and your apprentice will **both** need a My Ontario account to sign and send documents.
- ⟶ You and your apprentice can check the status of your application on the STO Portal.
- ⟶ Once the status says "registered" you can access the training agreement at the bottom of the page.
- ⟶ If your apprentice is 16 or 17 years old, they must complete the paper application form and submit it to Skilled Trades Ontario.

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4 Sign a Training Agreement

If your training application is approved, Skilled Trades Ontario (STO) will contact you with next steps.

⟶ Access the training agreement on the STO Portal.

⟶ The agreement must be signed by **both you and the apprentice.**

⟶ If you have questions or need support during training, contact your local Employment Ontario Apprenticeship Office. Or, if you've partnered with a group sponsor you can contact them for support.

Your training agreement provides important guidelines for training your apprentice, including that you (the sponsor) will

✓ provide time for the apprentice to complete classroom training

✓ assign work in compulsory aspects for the trade (work that aligns with the Apprenticeship Training Standards)

✓ track the apprentice's hours and acquired skills

✓ confirm when the apprentice has completed their workplace training based on the Apprenticeship Training Standards

The training agreement also confirms other terms of the apprenticeship, including

✓ the apprentice can apply for government financial supports

✓ your local Employment Ontario Apprenticeship Office will assist with coordinating and scheduling classroom training for the apprentice

✓ STO will register a copy of your signed agreement

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5 Train Your Apprentice

As the employer/sponsor, you're responsible for training your apprentice on the skills set out in the Apprenticeship Training Standard Logbook. Review the logbook with the apprentice regularly to track what they've completed and what's left to learn.

It's your responsibility as the sponsor to help your apprentice succeed!

- ⟶ Sign off on skills **as the apprentice learns them** - not at the end of training!
- ⟶ Apprentices can enter and update schooling preferences on the Skilled Trades Ontario (STO) portal. **The Ministry of Labour, Training, Immigration and Skills Development (MLITSD) is responsible for administering in-school training for apprentices.**
- ⟶ For help with schooling preferences, contact STO at 647-847-3000 or toll free at 1-855-299-0028.
- ⟶ You may be asked to provide proof of hours worked or competencies gained. This is found in **Appendix C** of the Apprenticeship Training Standard Logbook.

Remember!

- ✓ **Connect your apprentice with a mentor whenever possible.** Apprentices learn best with the support of a mentor.
- ✓ **Sign off on your apprentice's skills and progress as they go through training.**
- ✓ **Update STO of any changes to your business information or the training agreement.** If you've partnered with a group sponsor, they can update STO on your behalf.
- ✓ **Contact your local Employment Ontario Apprenticeship Office to help your apprentice enroll in classroom training (if needed).**
- ✓ **Review the logbook with your apprentice regularly.**
- ✓ Contact your local Learning Network **if your apprentice needs to upgrade reading, writing, math or soft skills for work.**

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6 Finalize Training

When your apprentice finishes all levels of classroom and on-the-job training, they can receive the Certificate of Apprenticeship (C of A).

This process includes

✓ confirming that the apprentice received a **Notice of Completion of School Requirements** from STO

✓ filling out and submitting the Apprenticeship Completion Form to STO

- **email to** completions@skilledtradesontario.ca

For trades with no certifying exam this is the final step in their journey!

For trades with certifying exams...

⟶ STO will send the apprentice a **Provisional Certificate of Qualification** (C of Q). **This is valid for one year to allow time to write and pass the exam.**

⟶ Apprentices must then schedule and write the C of Q. Visit the STO website for details on this process and how to schedule the certifying exam.

Remember!

If your apprentice is having difficulty at any point in training, review the **ApprenticeshipHub.ca resources** on **skill development for your apprentice.**

Here you'll find information about **free** programs that can help your apprentice improve important skills like

- **math for the trades**
- **reading**
- **writing**
- **collaboration**
- **problem solving**
- **exam preparation**
- **communication**
- **test anxiety**
- **and more!**

Step Up and Succeed

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