

Get SET and Skilled Trades Training: A Model for Collaboration

This checklist has been created based on feedback from Get SET programs across the province. It provides strategies on how to establish connections and maintain relationships with pre-apprenticeship and apprenticeship training delivery agents (TDAs) in your region.



Why Should Get SET Programs Collaborate with TDAs?

Get SET programs benefit from strong working relationships with TDAs.

- Collaborating with TDAs can help learners get on a path to the skilled trades.
- TDAs can generate formal referrals into Get SET programs such as
 - an apprentice requests special support from their instructor to prepare for writing their of CofQ exam. The instructor or TDA refers them to Get SET to get exam preparation support.
 - a candidate who doesn't qualify for the training program is referred to Get SET to complete their OSSD or equivalent.



Be Proactive

Create an outreach plan and follow through.

- Find out who the TDAs are in your area that offer pre-apprenticeship / apprenticeship programs.
- Be aware of when pre-apprenticeship proposals are being written.
- Reach out to new and existing programs each year at pre-apprenticeship proposal time to offer support.
- Maintain communication so TDAs know they can approach you when they have a need.



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Build Relationships

Strong connections with other community partners can link you to TDAs.

- ➔ Strengthen your relationships with
 - ➔ Resettlement Coordinators
 - ➔ Local Immigration Partnerships (LIPs)
 - ➔ Workforce Development Boards
 - ➔ Employment and Social Services
 - ➔ Ontario Works offices
 - ➔ ESL programs
 - ➔ Economic Development
 - ➔ Skilled Trades Workgroups

Community partners may be able to share authentic materials to support your learners.

- ➔ Colleges, Trades Associations and Unions may be willing to share learner handbooks, sample exams, textbooks, etc. to support your ability to provide contextualized and relevant learning.

Leverage past successes.

- ➔ Talk with TDAs about past successful relationships and the successes of learners thanks to your collaboration.



Be Prepared

TDAs will often contact you once they determine their need.

- ➔ Have a plan in place. Be prepared to outline what services you can provide to support the TDA.



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Know What the TDA Needs

Understand the goals and program objectives of the TDAs.

- Research the learning needs for that specific trade and the sector it falls within.

Learn the trends and issues facing skilled trades sectors in your area.

- Know what the most common challenges are for apprentices.
 - Math
 - Digital Skills
 - Interpersonal Skills
- Know what's driving workforce challenges in the trades.
 - The skilled trades are facing major shortages due to an aging workforce.

Highlight how Get SET can help.

- Talk about how you support candidate success by
 - building skills and confidence early in the apprenticeship journey to improve completion rates
 - fostering skill development in the areas that are crucial for job placement success
 - offering FREE individualized support
 - providing flexible program options, including in-person at your location, online, blended, and if available, Get SET program delivery at the TDA's location



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Know What the TDA Needs Continued

Show up in-person to discuss how you can help.

- It's easy for TDAs to ignore an email or phone call especially when they don't understand what you have to offer. Taking the time to be there in-person makes a difference.

Take the opportunity to inform TDAs about how Get SET can support their candidates.

- Inform the TDA about
 - the steps and requirements for candidates to complete an OSSD
 - what PLAR is and how it works
 - how Get SET can support an individual outside of the TDA program
 - Get SET support being available at any time along a candidate's journey into a skilled trades career



Be Responsive

Check-in regularly to assess and fine tune your processes.

- Discuss what's working and what's not.
- Assess things like registration, assessment, hours, candidate support.
- Discuss multi-year partnership and funding.



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Leverage the Support of Your Learning Network

Your regional learning network can support connections

- ➔ Networks have varying capacity for partnership development with TDAs. Check-in with your network to see how they can help you.
- ➔ Some Networks have developed partnership tools to help facilitate conversations with TDAs. These tools encourage TDAs to reach out for support and include Get SET in funding proposals.

TIP! LLSC's Get SET Toolkit includes a "Skilled Trades in Your Region" fillable guide. Inside this guide is a partnership information kit to be used by LNs and Get SET programs to foster TDA collaboration.



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Feedback and Advice From the Field

We've captured information directly from regional networks, Get SET program managers and Get SET facilitators across the province. Below are their thoughts on how to establish and maintain collaborative relationships with TDAs and how they're achieving success.



Why Should Get SET Programs Collaborate With TDAs?

"We have partnered with the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry Local 67 to develop verbiage to include on the union website for individuals who want to apply for an apprenticeship but don't have the qualifications. This has generated referrals into our program. Local 67 has also commented that they've received fewer inquiries from unqualified candidates since adding this information to their website. This is a success because we're supporting learners on their apprenticeship journey, cutting out the middle person in the referral process and eliminating extra work for the union."

"We have a relationship with Mohawk Skilled Trades. We support the try-a-trade program and also attend regular "Get Ready for Training Nights" (GRFTNs) and apprenticeship service fairs. Both of these events take place before a new training block starts. At these events we have a service table and provide information about educational pathway planning to help apprentices prepare for and be successful in their in-class training. This partnership is successful for everyone involved. Mohawk is better informed about LN and Get SET services and have connected with us for information and referrals. Apprentices learn where they can go to practice their skills and receive support while they're on the job."



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Be Proactive

“It will be a lot of work up front, but securing one partnership often leads to many others.”

“I sent emails to all TDAs, businesses, unions etc. I had to develop and curate the list of training or program directors and then used a template email that I then tailored to each place. We heard back from a few.”



Build Relationships

“I’d suggest connecting with local labour market and workforce development orgs, as well as umbrella orgs of frontline programs who are well connected. Use their expertise to make contacts and connections. They have more of a pulse on what’s happening. They can speak the language of the data and get that language to flow.”

“We do Employment Ontario (EO) service provider meetings (once a month). EO coordinator directors talk about what’s running and I make sure to ask if we can connect later to discuss how we can add an Get SET component, or I do my spiel about what Get SET can offer (digital, test prep, etc.). I talk about how learners are successful, we like being here, we’re excited to be here.”

“Sometimes you don’t yet have a strong connection to a TDA, so you could work through the main contact for the community partner (TDA) and raise concerns or make suggestions for things like night classes, planting seeds for future collaboration.”



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Build Relationships Continued

“TESS (Toronto Employment and Social Services) has a workgroup specifically for the trades that has regular meetings. They’re the ones that bring together the various entities. Our involvement with this group is what allowed word to get out and increased awareness of our programming. Social services also put our flyer up which generated a connection with Redwood (TDA).”

“The partnerships that have been the most successful have been where we had an existing connection that bridged that connection for us.”

“Our connections have come from our Get SET manager being out in the community, networking and talking to those kinds of organizations. For example, networking at a PD day.”

“Build a strong relationship with your local Employment Ontario Apprenticeship Branch. They can generate formal referrals. For example, if a learner has failed their CofQ three times and can't afford to keep paying test fees the ministry sends them to you.”



Know What the TDA Needs

“Come in person and come with a plan around what you can offer, time you need, how you would deliver, and how to react properly to the landscape.”

“Talk about what’s relevant to that trade. For example: factory vs outdoor. Do your homework and offer supports that match the needs for that trade. For example: refreshing math that will be used during training.”



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Be Responsive

“We’re clear on each of our responsibilities, but still will connect during the planning process to make adjustments and brainstorm any issues that arise.”

“This is a successful partnership because the partner and I communicate well and we’re both very present and supportive to the instructor and participants.”

“Communication prior to the start of the program and during was a key to success. It allowed us to better identify the needs of the participants, provide needed supports and deal with any other issues as they arose. It also helped build a relationship between our two organizations so that we can continue to work smoothly together for future opportunities.”

“We’ve been working together for years. They include us every time. They know how we work. They know we need registration and assessment. We work hard on this relationship and we meet frequently.”



Leverage the Support of Your Literacy Network (LN)

“Our Literacy Network has done a lot of work to reach out to orgs who do pre-apprenticeship and who get funding for a program. They developed a partnership tool to explain to TDAs: talk to us before you put in your proposals so we can make sure we get what we need to give you what you need. Our Literacy Network would then reach out if there was interest to support the partnership.



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