



Finding Apprenticeship Focused Get SET (Skills, Education and Training): A Navigation Guide for Get SET Practitioners

Get SET (Skills, Education and Training) practitioners support adults in building the foundational skills they need to be successful in many different goals, including apprenticeship and the skilled trades. Learning activities specific to the skilled trades have been developed and shared by a variety of organizations, but are not currently housed in a single database.

This navigation guide has been developed to help Get SET practitioners find appropriate learning activities for learners interested, or already apprenticing, in the skilled trades. It offers several categories of resources for Get SET practitioners to use when preparing to support these learners, including

- resource databases, compendiums and collections
- literacy support organizations
- organizations outside of literacy

Part 1: Valuable resource databases, compendiums and collections

A note for Practitioners: by their nature, databases, compendiums and collections draw source material from similar places. As a result, you will find duplication (ex. individual resources appearing across several of the databases listed below).



The Literacy Resources and Discussion Forum

Over 80 apprenticeship-focused resources were created through Skills For Success funding in 2023 and 2024. They can be found on the [Literacy Resources and Discussion Forum](#). They include individual resources and resource sets on topics from general trade exploration to activities related to specific trades. For example

- Food Services Preparation (a 5-part series)
- Exploring Employment as a Cabinetmaker
- Five Steps to Apprenticeship
- Explore the Construction Training and Apprenticeship Ontario (CTAO) Hub (6-part series)
- Child Development Practitioner Apprentice (5-part series)
- Tools of the Masonry Trade (4-part series)
- ECE Reader, Activity Book & Answer Key

The Literacy Resources and Discussion Forum also hosts a collection of roughly 40 [Apprenticeship Goal Path Resources](#) including

- Exploring Apprenticeship Programs for Indigenous Learners (a 4-part webinar series)
- Employment and Social Development Canada's Trades Math Workbook
- Getting the Job Done: Preparing to Write Your Certificate of Qualification in Ontario (with customized versions for Automotive Service Technicians, Electricians, Millwrights and Plumbers)



Navigation Guide for Apprenticeship Resources

2

Curricula Resources in Apprenticeship & Skilled Trades

Community Literacy of Ontario's [Annotated List of Curricula & Curricula Resources in Apprenticeship & Skilled Trades](#) shares information about and links to 26 resources including:

- Communication and Collaboration for Trades and the Workplace
- Creating Apprenticeship-Friendly Get SET Services
- Working in a Professional Kitchen
- Writing for Trades and the Workplace

The Task-Based Activities for Get SET Portal

3

Practitioners can find 154 English and 48 French apprenticeship-focused activities on QUILL's [Task-Based Activities for Get SET \(formerly LBS\) Portal](#) including

- Adjust a Project Schedule
- Calculating Offsets in Plumbing
- Create a Scale Drawing for Landscaping
- Explore the Welding Trade
- Prepare for Certification of Qualification Exam



Navigation Guide for Apprenticeship Resources

Skilled Trades and Apprenticeship Resources for Get SET

4

QUILL Learning Network's [Skilled Trades and Apprenticeship Resources for Get SET](#) site includes links to research papers and resources related to the skilled trades, and job profiles for 12 of the top trades within their region including

- Boilermaker
- Heavy Equipment Operator
- Plumber
- Welder

5

Skilled Trades Resource Compendium

The Northern Literacy Network's [Skilled Trades Resource Compendium](#) is a multi-tabbed Excel spreadsheet offering resources and good practices in both French and English. The spreadsheet offers information about and links to resources including

- Search Job Profiles in Ontario Labour Market
- Skilled Trades in Ontario Schools
- Skilled Trades Information: Government of Ontario
- Skills Canada/Ontario – Pathways to Apprenticeship

Milestones and Culminating Tasks

6

The Program Development website developed by Laubach Literacy Ontario (LLO) provides information about provincial Get SET activities requested by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD). One such activity was the Ontario Adult Literacy Curriculum Framework (OALCF) enhancement initiative, which resulted in the development of new Milestones and Culminating Tasks. This site provides a complete list of all Milestones and Culminating Tasks for learners on the apprenticeship goal path.

- The [Milestone Index](#) provides a list of current milestones sorted by OALCF competency
- The [Culminating Task Index](#) provides a list of Culminating Tasks sorted by goal path

Once appropriate Milestones and Culminating Tasks are identified for learners on the apprenticeship goal path, they can be found in the password protected [OALCF Repository](#). If you need a username and password for the repository, please contact e-channel@contactnorth.ca.

Navigation Guide for Apprenticeship Resources

Apprenticeship Community of Practice (CoP)

7

Communities of Practice are hosted provincially, inviting Get SET practitioners to collaborate and share their expertise on a variety of topics. The Apprenticeship CoP, hosted by the Peel Halton Dufferin Adult Learning Network (PHDALN), shares resources on the [Community of Practice website](#) including

- an online flipbook of apprenticeship curriculum resources created through Skills for Success
- sample marketing infographics
- a chart showing places on the apprenticeship pathway where literacy can be integrated
- sample program flyers

Attending Apprenticeship CoP meetings is a great way to learn more about what's available to support learners interested in the skilled trades.

8

Assessment Tools for Apprenticeship and Skilled Trades

Literacy Link Eastern Ontario has developed a list of [Assessment Tools for Apprenticeship and Skilled Trades](#). This list provides over 20 assessments to help Get SET practitioners identify skill-building needs including

- 10 tools aligned with the skills required in the trades, including a Canadian Forces Practice Aptitude Test, Essential Skills for Ontario's Tradespeople (ESOT), the Foundational Assessment for Skilled Trades (FAST), and the Self-assessment for the Trades by Human Resources and Skill Development Canada
- 8 tools not explicitly designed for the skilled trades, but valuable to identify including Canadian Language Basics Online Self Assessment (CLB-OSA), Communications And Math Employment Readiness Assessment (CAMERA), Learning with Swagger, and the Online Skills Inventory Tool (OSIT)

Apprenticeship Web Resources Reference List

9

Tri-County Literacy Network's [Apprenticeship Web Resources Reference List](#) offers descriptions of, and links to, a variety of online resources to support Get SET practitioners with learners on the Apprenticeship Goal path. Areas of focus include

- navigating the apprenticeship system
- resources to support apprenticeship readiness
- preparing for Certificate of Qualification (C of Q) and Red Seal exams
- associations that support potential and current apprentices

Navigation Guide for Apprenticeship Resources

Part 2: Literacy Support Partners

1

The Provincial Support Organizations for Literacy (PSOL)



The Provincial Support Organizations for Literacy (PSOL) includes sector and stream-based organizations that support adult literacy programs across the province. Each PSOL organization has a collection of resources created specifically for the sector or stream they represent.

Visit the resources section of each PSOL member's website using the links below.

[College Sector Committee for Adult Upgrading \(CSC\)](#) – for resources to support college-based Get SET programs

[Community Literacy of Ontario \(CLO\)](#) – for resources to support community-based Get SET programs

[Continuing Education School Board Administrators \(CESBA\)](#) – for resources to support school board-based Get SET programs

[La Coalition ontarienne de formation des adultes \(COFA\)](#) – for resources to support francophone Get SET programs

[Laubach Literacy of Ontario \(LLO\)](#) – for resources to support Get SET programs using the Laubach method of tutoring

[Ontario Native Literacy Coalition](#) – for resources to support Indigenous stream Get SET programs

[S5 Dynamic Learning Initiative](#) – for resources to support Deafblind stream Get SET programs

Navigation Guide for Apprenticeship Resources

The Learning Networks of Ontario (LNO)

2

The Learning Networks of Ontario (LNO) are the 16 regional networks providing support for front-line Get SET (Skills, Education and Training) programs in their area across all sectors and streams. Each regional network has a website that shares resources, including those they've gathered through partnerships with other Get SET support organizations.

Find your regional literacy network at <https://learningnetworks.ca/contact-my-network/>

3

e-Channel

Ontario's e-Channel programs can be an excellent resource for Get SET practitioners supporting learners upgrading to prepare for a career in the skilled trades. e-Channel offers live, teacher-led and independent study online programming that can be combined with your in-person support. Each e-Channel program is listed below with an example of courses they offer that may be useful for apprenticeship-focused learners.

[ACE Distance](#) offers both technical and apprenticeship math courses.

[Deaf Learn Now](#) offers online Food Handler Certificate Test Preparation, WHMIS Certification, and more.

[Good Learning Anywhere](#) offers online courses including Build Your Future in Construction, Culinary Arts, and Dig Deeper into Mining.

[Program F@D](#) offers online French-language courses in math, and several courses specific to preparing for Early Childhood Education (or a Child Development Practitioner apprenticeship).

[The LearningHUB](#) offers courses in Exploring Apprenticeship, Apprenticeship Math, and Key Technologies in the skilled trades.

Navigation Guide for Apprenticeship Resources

Part 3: Resources Outside of Get SET (Skills, Education and Training)

While resources created within the Get SET network will often align with the Ontario Adult Literacy Curriculum Framework (OALCF) and lead to Milestones and Culminating Tasks for your learners to complete, there are excellent resources available outside the Get SET system as well. Visiting the following websites with your learners will expose them to important information about the skilled trades in Ontario, including job expectations, on-the-job training and in-school training hours, and more.

[Apprenticesearch.com](https://www.apprenticesearch.com): a free online job search and matching platform with an exclusive focus on apprenticeship trade positions in Canada. It offers a trade-by-trade breakdown of what is required as an apprentice, resources including blog posts, networking events, and more.

[Skilled Trades Ontario \(STO\)](https://www.sto.on.ca): Skilled Trades Ontario is the crown corporation that, as of 2024, oversees apprenticeship in Ontario. It replaces the former Ontario College of Trades (OCOT). The STO website provides information about every recognized trade in Canada, how to apply for and complete an apprenticeship, what funding may be available to support apprentices, and offers resources like an exam preparation guide. It also provides downloadable versions of the Apprenticeship Training Standard and Curriculum Training Standard for each trade. These documents outline exactly what skills will be taught and need to be demonstrated in both on-the-job and in-school apprenticeship training.

[Build Your Skills Learning Hub](https://www.buildyourskills.ca): The Build your Skills is a trade-specific learning hub offered by Construction Training and Apprenticeship Ontario (CTAO). Once learners sign up for a free account, they can access resources, videos, tutors, online lessons, and more – all customized to the requirements of over 20 different construction trades.

[Red Seal](https://www.redseal.ca): The Red Seal Program sets common standards to assess the skills of tradespeople across Canada. Certified journeypersons (those who have completed their apprenticeship) can pass the Red Seal exam in one of 54 different trades in Ontario to be certified to work in any Province or Territory in Canada. The Red Seal website shares information about each of those 54 trades, along with exam preparation materials and practice exams.

Additional Tips

- When looking online for materials that may be useful to your apprenticeship-bound learner, be sure to look carefully at the source. Information from other countries, and even from other provinces in Canada, may not accurately reflect Ontario's skilled trades system.
- Ontario's apprenticeship system is undergoing transformation, so even materials produced recently may become outdated quickly. Set your learners expectation that things are changing in apprenticeship, so building their ability to respond to changes in a positive manner will be helpful.
- Reach out to your local trade unions and college Training Delivery Agents (or find out if your regional literacy network has already done so) and ask what foundational/literacy skills they believe pre-apprentices or new apprentices need the most.
- Be sure to browse the resources available on Literacy Link South Central's [Get SET Apprenticeship Toolkit](#) for more great resources to support you and your apprenticeship-bound Get SET learners!

