



The “A” Word:
What Clients
Need To Know

Why LLSC offers apprenticeship support

1. Many literacy learners want to apprentice in the skilled trades
2. Clients often work with multiple agencies at the same time, including Literacy and Employment Services
3. LLSC shares information about the apprenticeship system to help services work together to support clients effectively

About this series of presentations

Part 2 of a 3-part apprenticeship series available at www.llsc.on.ca, where you can find:

1. Recordings
2. Slides
3. Transcripts



In It For The Long Haul

Clients need to:

- Explore whether it's a good fit for them
- Know if they have the essential skills and education they need
- Understand where to go for support throughout the process



Question 1: Is apprenticeship the right fit for me?

- Is what I want to do an apprentice-able trade?
- Am I prepared for the commitment?
- Do I know what the job involves?
- Do I believe myths about the skilled trades?



Resources to help

Please select the **sector** below:

▲ Indicates a designated compulsory trade.

(pdf) indicates that there is a trade fact sheet available to download for that trade.

Construction Industrial Motive Power Service

- Architectural Glass and Metal Technician (pdf)
- Brick and Stone Mason (pdf)
- Cement (Concrete) Finisher (pdf)
- Concrete Pump Operator (pdf)
- Construction Boilermaker (pdf)
- Construction Craft Worker (pdf) ←
- Construction Millwright (pdf)
- Drywall Finisher and Plasterer (pdf)
- Drywall, Acoustic and Lathing Applicator (pdf)
- Electrician — Construction and Maintenance ▲ (pdf)
- Electrician — Domestic and Rural ▲ (pdf)
- Exterior Insulated Finish Systems Mechanic
- Floor Covering Installer (pdf)
- General Carpenter (pdf)
- Hazardous Materials Worker (pdf)
- Heat and Frost Insulator (pdf)

<https://www.collegeoftrades.ca/trades-in-ontario>



450A CONSTRUCTION CRAFT WORKER

A **Construction Craft Worker** works on a wide variety of structures, such as residential, industrial, commercial, and institutional sites as well as hydroelectric dams, roadways, bridges, tunnels, mining and railways. They may also work on utility, landscape and pipeline projects. Specifically, a Construction Craft Worker:

- site preparation and cleanup, setting up and removing access equipment and working on concrete, masonry, steel, wood and pre-cast erecting projects
- handle materials and equipment and perform demolition, excavation and compaction activities
- responsible for site security
- may specialize in operating off-road vehicles, drilling and blasting, scaling, sandblasting, high pressure washing, diving, tunnelling and performing emergency rescue

Construction Craft Worker is a trade regulated by the *Ontario College of Trades and Apprenticeship Act, 2009*. Qualified individuals may obtain a Certificate of Qualification, which confirms its holder has the skills, knowledge and experience that meet industry standards of practice for the trade.

In order to complete an apprenticeship training program in the trade, individuals must become members of the Ontario College of Trades (the College), and apprentices must remain active members for the duration of their apprenticeship.

Upon completing an apprenticeship, the Ministry of Training, Colleges and Universities (MTCU) will issue an individual a Certificate of Apprenticeship. Upon passing the trade's certification examination and meeting the College's registration requirements, the individual may apply to become certified and registered as a journey person in the trade.

In Ontario, the trade is part of the Interprovincial Red Seal Program—the national standard for the trade across Canada: www.red-seal.ca.

APPRENTICESHIP PROGRAM

An apprenticeship training program consists of on-the-job and in-school training. Generally, the time-frame to become competent in the trade of Construction Craft Worker is 2,880 hours (approximately one and a half years) consisting of 2,400 hours of on-the-job work experience and 480 hours of in-school training.

For detailed information about this program, see the apprenticeship training standard: www.collegeoftrades.ca/training-standards

ON-THE-JOB TRAINING

An apprenticeship involves practical training provided on-the-job by a skilled worker, or trainer. The skills or competencies to be developed are set out by the trade's Apprenticeship Training Standard and are recognized by the industry as being essential to the practice of the trade.

As these essential skills are developed, the apprentice's sponsor or trainer signs the relevant sections of the training standard to indicate that the apprentice has met the individual training objectives by demonstrating the skills required of a skilled worker, or journey person, in the trade.

IN-SCHOOL TRAINING

A Construction Craft Worker apprenticeship includes two levels of theoretical training, which includes but is not limited to instruction in:

- construction safety
- blueprints and specifications
- construction tools
- equipment handling practices and procedures
- rigging, hoisting and material handling
- earthwork, barriers and controls
- scaffolding

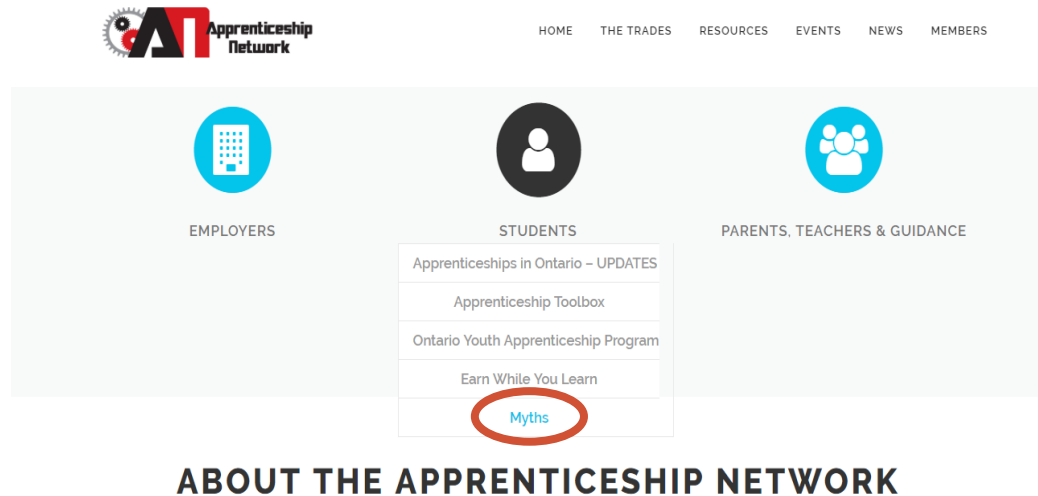
Depending on the training delivery agency, in-school training may be available in one of the following ways:

- block release (full-time, for a set number of weeks)
- day release (one day per week from September to June)
- part-time (night-school programs)
- alternative delivery (online, correspondence, etc.)

MTCU is responsible for reviewing and scheduling classroom training for apprenticeship programs established by the College.

For more information about in-class training, contact a local MTCU Apprenticeship Office: services.findhelp.ca/eo/tcu/appof

Resources to help



<http://www.theapprenticeshipnetwork.com/>



<https://youtu.be/ZPtP2CV5AUc>

Question 2: Do I have the skills and education I need to succeed?



- Education level (required for the trade)
- Education level (required for employers)
- Readiness for ongoing education
- Essential skills (not necessarily related to education level)

Resources to help

[Apprenticeship and industry training](#) →

Employment Ontario apprenticeship offices

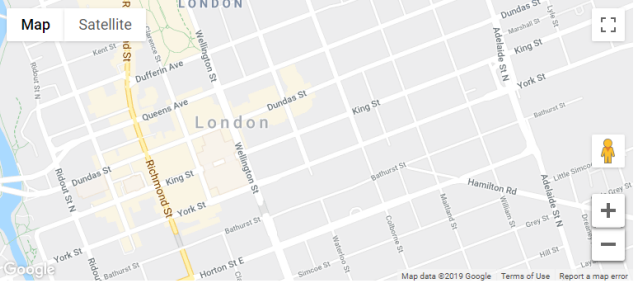
Find the Employment Ontario apprenticeship office near you. There are 32 offices across the province.

Exam centres: Ministry offices across the province have on-site exam centres except: Chatham, Dryden, Elliot Lake, Halton, Markham, Toronto Centre, Toronto North, Toronto East.

Ministry offices with off-site exam locations: Geraldton, Marathon, Kapuskasing.

Non-ministry location: Hearst Ontario. Based on demand, community-based exams can be arranged. Contact your local Employment Ontario office for details.

Enter a city, address or complete postal code:



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

Caterer Cook Verified

Posted on May 28, 2019 by [WHAT A GREAT BAGEL INC](#)

Location: Mississauga, ON
Pay: \$16 hourly for 40 hours per week
Contract: Permanent Full time
Hours: Day, Weekend, Early Morning, Morning
As soon as possible
1 Vacancy
1222867
Job Bank

Job Match
Cut down on your job search time by allowing employers to find you
[Sign up now!](#)

[Email](#)
[Print](#)
[Report](#)
[Share this page](#)

Job market info
caterer cook
NOC 6322
Toronto Region

Median wage
14.00 \$/hour

Outlook
☆☆☆
[Explore this career](#)

Similar job postings
...within Mississauga, ON
Ethnic Food Cook
Kinton Ramen

Job requirements

Languages
English

Education
Secondary (high) school graduation certificate or equivalent experience

Credentials (certificates, licences, memberships, courses, etc.)
Cook Trade Certification

Experience
3 years to less than 5 years

Specific Skills
Supervise kitchen staff and helpers; Organize and manage buffets and banquets; Manage kitchen operations; inspect kitchens and food service areas; Prepare and cook special meals for patients as instructed by dietician or chef; Clean kitchen and work areas; Maintain inventory and records of food, supplies and equipment; Prepare and cook complete meals or individual dishes and foods

Cook Categories
Cook (general)

Cuisine Specialties
Canadian; Gluten-free

<https://www.jobbank.gc.ca/home>

Resources to help

<https://tinyurl.com/y53dl5j7>

Essential skills self-assessment for the trades

Strong essential skills are required for success in apprenticeship training and for a career in the trades. Complete this self-assessment to learn about your essential skills strengths and areas for improvement. This self-assessment includes statements that describe common trades-related tasks for the nine essential skills.

Alternate formats

- Download PDF version (384.59 MB)
- Request other formats online or call 1-800-O-Canada (1-800-622-6232). If you use a teletypewriter (TTY), call 1-800-926-9105.

Instructions:

1. Read each statement and place a check mark in the column that best describes your ability to complete the task. Think about work and life experiences when considering your response to each statement.
2. Review your responses. A skill with five or more check marks in the Somewhat and/or No columns indicates an area you should consider improving.
3. Record your results in the Skills Summary section to gain a better understanding of your training needs.

Reading

Understanding materials written in sentences or paragraphs (e.g. reports, contracts and manuals).

I am confident in my ability to...	Yes	Somewhat	No
Read and follow directions on products or labels.			
Read and understand emails, memos or letters.			
Read a catalogue to learn basic product information.			
Read several short documents, such as newsletters, brochures or magazine articles to find information.			
Read and understand formal documents, such as service contracts and incident reports.			
Read and follow directions in equipment manuals, installation guides or work orders.			
Read handbooks and manuals to find information.			
Read policies or procedures when handling a problem at work.			
Read a variety of documents to compare information, such as product specifications.			

<https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools/self-assessment-trades.html>

CHECK YOUR SKILLS

Want to be an Apprentice? Check Your Skills!

Your employer can teach you the skills you need specific to your chosen trade. It's up to you to bring your Essential Skills to work. Do you have the Essential Skills you need to succeed in the workplace?

I do this well I'd like to do this better

Reading

Read a catalogue to learn basic product information

Understand formal documents like employee policies, contracts, and safety procedures

Document Use

Locate data in lists to determine if inventory is in stock

Identify what parts are requested on work orders and where the parts are to be delivered

Enter data into log books to record schedules and deliveries

Writing

Write detailed messages based on customer requests

Complete documents using a template eg. Health and safety incident report forms

Math

Convert numbers from one unit of measurement to another eg. pounds to kilograms, miles to kilometres, ounces to grams

Compare data for cost comparison purposes

Computer Use

Fill out online forms and applications

Find product information and repair manuals online

Send an email with an attachment when responding to customer inquiries

I do this well I'd like to do this better

Test Your Skills

1. A wrench is regularly priced at \$24.98. It is on sale with a 15% discount. How many dollars will you save by buying it on sale?
A. \$3.75 B. \$4.60 C. \$2.89 D. \$7.80

2. What words are spelled incorrectly in these sentences?
Landscapers must know what kind of shovel to use to plant different varieties of plants. Maintenance schedules for production machines are very important as regular maintenance is needed to replace worn parts. A recipe calls for 3% yeast. What is the weight of the yeast?
A. 30 grams B. 300 grams C. 3000 grams D. 30000 grams

3. Safety protocols and procedures aren't the same thing. How can you use them to help you build your workplace?

Other resources for Apprentices:
theapprenticeshipnetwork.com
apprenticesearch.com
collegesoftrades.ca
ontario.ca/Apprenticeship

Resources to help

College Sector Committee for Adult Upgrading
Essential Skills for Ontario's Tradespeople

Home About this Site List of Trades Contact Us

List of Trades

Below are the trades included in the website. If the Ontario trade name differs from the Red Seal trade name, the Red Seal trade name will follow in brackets. When you click on a trade below, you are provided with an option to "View profile" and "View training providers".

Click "View profile" to see that trade's Essential Skills profile. It provides a detailed list of the Essential Skills required for that occupation and how they are applied.

Click "View training providers" to get the names of organizations which provide apprenticeship training for that trade. You can visit their website by clicking on the name.

- ✓ Agricultural Equipment Technician
View profile | View training providers
- ✓ Appliance Service Technician
- ✓ Architectural Glass & Metal Technician (Glazier)
- ✓ Auto Body & Collision Damage Repairer (Motor Vehicle Body Repairer)
- ✓ Automotive Painter
- ✓ Automotive Service Technician
- ✓ Baker-Pastryer (Baker)
- ✓ Brick & Stone Mason (Bricklayer)
- ✓ Cabinetmaker
- ✓ Carpenter
- ✓ Cement & Concrete Finisher (Concrete Finisher)
- ✓ Construction Boltsmaker (Boltsmaker)
- ✓ Construction Craft Worker

SkillsMarker
upgrading essential skills

Agricultural Equipment Technician

Introduction

Agricultural equipment technicians set up, maintain, service, diagnose, repair and recondition agricultural equipment. This equipment includes tractors and combines, as well as a variety of implements for agricultural functions such as tillage, seeding, planting, harvesting, haying, spraying and application.

Essential Skills Requirements:

Safety-related Activities

Reading

- Ability to understand short instructions and warnings written on signs, labels and packaging. (Complexity: 1)
- Ability to read instructions about work permits and tagout procedures. (Complexity: 2)
- Ability to understand written instructions in safety bulletins and Material Safety Data Sheets. (Complexity: 2)
- Ability to read and interpret safety rules and regulations. (Complexity: 3 or higher)

Document Use

- Ability to identify icons used in WHMIS, fire control and other hazard management systems. (Complexity: 1)
- Ability to interpret warning and directional signs. (Complexity: 1)

Writing

- Ability to write text entries in forms to describe events leading up to incidents or accidents. (Complexity: 2)

Thinking

- Ability to evaluate the safety of equipment and the severity of workplace hazards. (Complexity: 2)

Ontario

Apprenticeship in Ontario

Learn about the benefits of hiring an apprentice, how to get a job in the skilled trades, and apply for grants and incentives.

Resources for employers

Benefits and incentives

Get what you want by taking on an apprentice. Take advantage of funding, programs and tax incentives.

Hire an apprentice

Get advice on how to start your apprentice search. You can also post an apprenticeship on our [job board](#).

Resources for apprentices and job seekers

What is an apprenticeship?

An apprenticeship is a pathway to a rewarding career in the trades. As an apprentice, you take classes and learn your trade by working under the direction of experienced workers - and get paid while you do it.

Find out how to qualify, find a sponsor or employer to hire you, or get money or grants to help you pay for apprenticeship training and tools.

Prepare for apprenticeship Learn about career programs that will help you get the skills you need to start an apprenticeship.	Start an apprenticeship Find out where to start - or if you already have an employer or sponsor, see how you can apply to become an apprentice in our guided tour .	Finish an apprenticeship Find out what you get when you finish an apprenticeship and what you can do next.
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Find an employer or sponsor Get help finding an employer or sponsor to hire you for your apprenticeship. You can also search for an apprenticeship on our job board .	Change your employer or sponsor If you are working with a sponsor and already approved to participate in an apprenticeship, you can update your sponsor's information online.
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Explore trades in Ontario You can work as a powerline technician, cook, horticultural technician, hairdresser or auto service technician. Check out all the designated trades.	Search job profiles Find out if the job you are interested in can demand, how much it pays, education requirements and more.
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<https://en.esot.essentialskillsgroup.com/?p=occup>

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

Question 3: Do I have the supports I need to succeed?

- For both education and Essential Skills upgrading
- To access accommodations for a disability
- To connect with potential employers / sponsors



Question 3: Do I have the supports I need to succeed?



- Financially
- To pursue apprenticeship training while accessing other programs (like OW or ODSP)
- To find help when needed

Resources to help

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

or

<http://feats.findhelp.ca/eng/search.html>

The screenshot shows the Learning Networks of Ontario (LNO) website. The header includes the LNO logo and the text 'Learning Networks of Ontario'. Below the header is a navigation menu with links for Home, About Us, Resources & Publications, Clear Writing, Partners & Links, and Contact My Network. The main content area is titled 'Contact My Network' and is divided into two columns: 'North' and 'East'. Each column lists several literacy networks with their respective contact information, including phone numbers and website URLs.

North	East
Literacy Network Northeast Chapleau, Wawa and the districts of Cochrane, Temiskaming and Mushkegowuk-James Bay northernliteracy.ca 705-267-5663 or 1-800-489-7614	Literacy Link Eastern Ontario Stormont, Dundas and Glengarry, Leeds and Grenville, Frontenac, Lennox and Addington, Prince Edward leo.ca 613-484-1422
Literacy Northwest Thunder Bay, Rainy River, Kenora northernliteracy.ca 1-800-461-9294 Direct Line - 1-807-622-6666 or 1-800-461-9294	Literacy Ontario Central South Northumberland, Peterborough, Kawartha Lakes, Haliburton, Hastings locs.on.ca 705-875-2971
The Mid North Network West Nipissing, Parry Sound, Manitoulin/Espanola, Sudbury, Algoma plus Sault Saint Marie, Blind River/Elliott Lake, North Bay northernliteracy.ca 705-806-4774 or Mobile 705-698-4747	Rideau-Ottawa Valley Learning Network Réseau d'apprentissage de la Vallée Rideau-Ottawa (ROVLN RAVRO) Ottawa, Renfrew, Lanark, Prescott-Russell rovlm.ca 613-233-3232

<https://learningnetworks.ca/>

The screenshot shows the FEATS search interface. It features a search bar with a 'Search using keywords' field (with a subtext 'I.e. the name of the program you're looking for') and a 'Location' field (with a subtext 'Enter your postal code, town or city'). There are 'Go' and 'Clear search' buttons. Below the search bar is a form titled 'What services are available near me?' with instructions: 'To find employment and training service, just follow these 3 simple steps.' The form has three steps: STEP 1: 'Tell us what kind of help you need' with a dropdown menu for 'Looking for Work' (options: Select, Apprenticeship, Training and Upgrading, Employer / Community Support); STEP 2: 'Tell us where you are' with a text input for 'Enter a postal code, town or city'; STEP 3: 'Optional: Tell us if you want services that focus on a specific group of people:' with a dropdown menu for 'all groups'.

Resources to help

Money for apprentices

There are many provincial and federal supports for apprentices, including:

- up to \$4,000 in interest-free federal loans for training in a Red Seal trade
- up to \$4,000 in federal grants if you're out of high school and training in a Red Seal trade
- income support through federal employment insurance to help with full-time technical training costs
- \$2,000 once you finish your apprenticeship

Loans for tools

As a new apprentice, you can get a loan to help you pay for tools and equipment to get you started.

The amount of the loan depends on which trade sector you're apprenticing in. You can get a loan for the following amounts:

- \$300 for service trades
- \$400 for industrial trades
- \$400 for construction trades
- \$800 for motive power trades

Your loan is interest-free for the duration of your apprenticeship—and for one year after you finish it. Interest will be charged if you do not repay it within that year.

How to apply

A loans agreement is part of the package we send you once you're registered as an apprentice.

For any questions about loans for tools, or if you can't find your loans agreement, [contact Employment Ontario](#).

Grant for full-time study

Most trades require you to do two or three levels of classroom training during an apprenticeship. Each level lasts eight to 12 weeks, depending on the trade. You can take these classes on a part-time or full-time basis.

Some people can get Employment Insurance (EI) for financial support while studying full-time.

The screenshot shows the 211 Ontario website interface. At the top, there's a navigation bar with contact options: CALL 2-1-1, EMAIL 2-1-1, and LIVE CHAT. Below this is a search bar with the text "in your community." and a sub-header "Navigate the network of human services quickly and easily." A search input field contains "housing" and "Ottawa". A "Search" button is visible. Below the search bar, there's a list of results with a "Refine" button on the right. The results list includes:

- The Social Housing Registry of Ottawa**
Non-profit organization maintaining the central waiting list for people applying for rent-geared-to-income (RGI) according to f...
- Options Bytown Nonprofit Housing Corporation**
Supportive Housing - 126 units in four buildings with primarily bachelor units and some 1-bedroom and 2-bedroom apartments. Sup...
- Action Housing**
Housing loss prevention services to low and moderate income individuals and families (including newcomers) * tools to help hous...
- Canada, Canada Mortgage and Housing Corporation - First Nation Housing and Affordable Housing - On-Reserve and Off-Reserve - National Office**
Housing organization for First Nations, Métis and Inuit people. On-reserve: Innovative financing techniques and training tools a...
- Cornerstone Housing for Women / Le Pillier Logements pour femmes - Cornerstone Housing for Women / Le Pillier Logements pour femmes, Ottawa - MacLaren St - Ottawa - MacLaren St**
Supportive housing program for single women who are homeless or at risk of being homeless * 20-unit facility * shared common sp...

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

<https://211ontario.ca/>

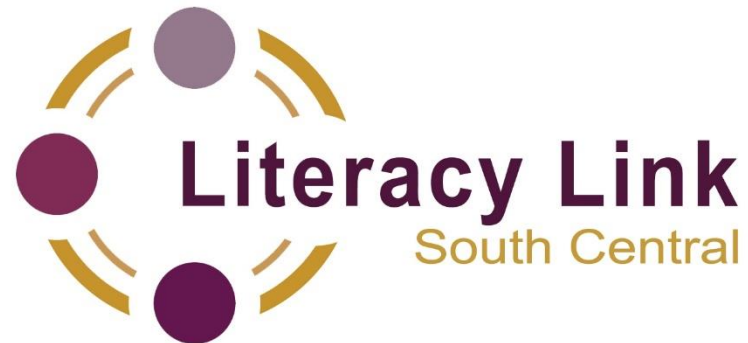
As Easy As 1 – 2 – 3 (Questions)...

- Is an apprenticeship the right fit for me?
- Do I have the skills and education I need to succeed?
- Do I have the supports I need to succeed?



What's Next?

Other presentations in this series in the Resources section of our website, available at www.llsc.on.ca



Contact us at 519-681-7307 or literacylink@llsc.on.ca