

Waterloo Region

Routes to Skilled Trades & Apprenticeship

This resource is intended to be used by Literacy and Basic Skills program instructors to support adult learners interested in Skilled Trades and Apprenticeship in the classroom. It includes a wide range of information to help learners explore the Skilled Trades and provides detailed information about all of the training routes available into the Skilled Trades and Apprenticeship.

It can also be used in LBS program outreach to community organizations to share and review the many ways LBS programs can support those interested in the Skilled Trades and Apprenticeship in the trades.



PRLN would like to express its gratitude to the Ontario Ministry of Labour, Immigration, Training and Skills Development for funding this project and to everyone from our LBS programs and from all of the community organizations that work with the Skilled Trades and Apprentices that took the time to contribute to this project by speaking with us.



Waterloo Region Routes to Skilled Trades & Apprenticeship

Choose the best LBS skills upgrading program for your needs

Our free programs can help build your skills for work, further training or education

The Literacy Group

- 1 to 1 tutoring
- Small group instruction
- Virtual & in-person programs available

Essential Skills Upgrading - WRDSB

- Small group, classroom setting & distance learning
- Build skills for work, further training or college

Core Essentials St. Louis Adult Learning & Continuing Education Centre-WCDSB

- Build skills to prepare for for Secondary School & PLAR Credits
- School-to-Work Training

Academic Upgrading Conestoga College

- Prepare for college training programs
- Build skills for employment
- Self-paced learning with teacher support

Choose your Skilled Trades Training Route

OYAP Route (18 yrs +)

- apply to jobs in your chosen trade
- complete co-op course work placement in adult highschool & collect your letter of recognition or certificate from your school board

Employer Route

- apply to jobs in your chosen trade
- if required, request they sponsor you as an apprentice
- visit [Employment Ontario Service provider](#) for help finding a job

College Diploma Route

- apply to college trade programs
- Earn a college diploma in a trade of interest
- programs may include:
 - job placement
 - co-op options

Trade Union Route

- apply to unions and if required, request they sponsor you as an Apprentice in your trade
- unions may require different education standards than MLITSD

LBS Skills upgrading programs can help you at any point in your training

If you have chosen to register as an Apprentice:

- contact [MLITSD office](#) to update records if you are with a different employer than on your registered training agreement
- complete this step whether you are being hired by a new employer or by your placement employer.

- contact [MLITSD](#) to register as an apprentice when an employer has agreed to sponsor you
- you must provide proof of education already completed to count it towards your apprenticeship

- apply to employers & request they sponsor you as an Apprentice in your trade
- contact [MLITSD](#) to register as an apprentice when an employer has agreed to sponsor you

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Help with study & test taking strategies is available at LBS skills upgrading programs

- complete all work hours and levels of school needed for your chosen trade
- prepare to complete your Certification exam

Write the Certification Exam for your chosen trade!



Exploring the trades & Educational Assessment Information

- **Talk to tradespeople! Ask questions!**
 - **Research Skilled Trades that interest you - what education level do they require?**
 - A trade is classified as either compulsory or non-compulsory.
 - Compulsory trades require that you be a registered apprentice, Provisional Certificate of Qualification holder or Certificate of Qualification holder to legally work in the trade.
 - Non-compulsory trades do not require you to be a registered apprentice or certified journeyman to legally work in the trade.
- Visit the Skilled Trades Ontario website for information on trades in Ontario:**
[Skilled Trades Ontario](#)
- **Interested in learning more about the apprenticeship training system in Ontario?**
Apprenticeship 101 is a free, self-directed online course for LBS learners and service providers interested in learning more about the apprenticeship training system in Ontario.
[Apprenticeship 101](#)

Educational Assessments for Ontario Works clients

Project READ Literacy Network offers skills assessments for employment, learning and life, free to adults receiving Ontario Works benefits. The assessment includes a referral into one of the local adult upgrading programs based on personal needs and goals. Adults 18+ are eligible.

Call: (519) 570-3054 or info@projectread.ca

Ask For: Assessment information

www.projectread.ca

Educational Credential Assessment Information:

- [Educational Assessment Service Providers](#)
 - This list of multipurpose assessment organizations authenticates and assesses foreign educational credentials across a wide range of regulated and non-regulated occupations.



OYAP Route

- **Complete your co-op course work placement in highschool or adult highschool**
- If you signed a registered training agreement with MLITSD and your placement employer and you want to continue your apprenticeship beyond high school, collect your letter of recognition or certificate from your Co-op teacher
 - your letter or certificate must include:
 - the name of the trade,
 - name of the company and duration of the OYAP placement
 - number of hours completed
- Contact the local MLITSD office with your transcript and whether you are being hired or not by your placement employer to update their records. Register with an Employment Ontario Employment Service Provider. If hired by your placement employer, carry on with your training. If not hired, continue to next steps. You may need a copy of your transcript, depending on your chosen trade.

[Employment Ontario Apprenticeship Offices](#)

- If not hired, develop a resume highlighting your trade related experience and any other certifications to begin your job search. If you change sponsors after your high school coop placement, advise MLITSD of the change and sign a new training agreement with your current employer (sponsor)
- As you complete your work hours, review your Training Standards Log Book with your employer to sign off on completed skill sets and keep a record of all hours worked as an apprentice
- Complete any apprenticeship in-class training along with on-the-job training that is required for your apprenticeship.
- **This process could take between 3-5 years to complete**
- Once all requirements are met, prepare to write the Certificate of Qualification (C of Q) exam or Certification of Apprenticeship (C of A)
- Help with test taking strategies is available at local LBS programs (Contact Project READ for more information about local programs)



Employer Route

- **Apply to Employers & request they sponsor you as an Apprentice, if required for your chosen skilled trade (they may require different education standards than MLITSD)**
- Visit a local Employment Ontario service provider, for assistance finding employment as an apprentice:
[Employment Ontario Service providers](#)
- You must register as apprentice with MLITSD once you are working with an employer that will sponsor you as an apprentice. (You may need: highschool transcripts. May be able to skip apprenticeship levels depending on education already completed) For more details visit:
[Start an Apprenticeship](#)
- Work to complete required work hours for each apprenticeship level needed for your chosen trade.
- Skilled Trades Ontario monitors apprentice hours for each apprenticeship level and informs MLITSD when you are close to the hours needed to complete each level. MLITSD then invites you to your in-class placement (at a local college) to complete the in-class training needed for each level of your apprenticeship
[Skilled Trades Ontario](#)
- As an Apprentice, you arrange time off for your in-class training with your employer. You will be temporarily laid off to complete this training, but can claim E.I. for 8 weeks while attending classes. You are responsible for paying in-class training costs. If it is not a good time based on the needs of the employer, an Apprentice can defer school but newer Apprentices will be offered in-class training first if you delay it. In-class training sessions normally happen in late Fall or Winter when trade jobs tend to be slower.
- Complete all required schooling levels and work hours for your chosen trade.
- **This process could take between 3-5 years to complete**
- Prepare to complete your Qualification exam.
- Help with test taking strategies is available at local LBS programs (Contact Project READ for more information about local programs)



College Diploma Route

- **Earn a college diploma in your trade of interest (programs may include job placement or co-op options)**
- Apply to Employers & request they sponsor you as an Apprentice if required for your chosen skilled trade (they may require different education standards than MLITSD for insurance purposes)
- Visit a local Employment Ontario service provider, for assistance finding employment as an apprentice:
[Employment Ontario Service providers](#)
- You must register as apprentice with MLITSD once you are working with an employer that will sponsor you as an apprentice. (You may need: highschool transcripts. May be able to skip apprenticeship levels depending on education already completed) For more details visit:
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Trade Union Route

- **Apply to Unions and request they sponsor you as an Apprentice if required for your chosen skilled trade (they may require different education standards than MLITSD)**
- You must register as apprentice with MLITSD once you are working with an employer that will sponsor you as an apprentice. (You may need: highschool transcripts. May be able to skip apprenticeship levels depending on education already completed) For more details visit:
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Exploring Skilled Trades & Apprenticeship

Which trade have I chosen to explore?

Which Skilled Trades or Apprenticeship Route have I chosen?

What level of education do I need to complete to work in this trade?

These are the steps I need to complete to work in this trade

Apprenticeship Resources for LBS Instructors

Apprenticeship Learning resources

Apprenticeship And The Skilled Trades
College Sector Committee for Adult Upgrading + ACE
<https://www.cscacu.com/resources>

CESBA Skills for Success Curriculum Resources
<https://cesba.com/resources/skills-for-success-curriculum/#apprenticeship>

Laubach Literacy Ontario and Community Literacy of Ontario "LBS Resources Forum"
<https://lbsresourcesandforum.contactnorth.ca/>

SkillPlan
<https://skillplan.ca/learn/>

Other Apprenticeship resources

Find the Employment Ontario apprenticeship office near you. There are 30 offices across the province:
[Employment Ontario Apprenticeship Offices](#)

Skilled Trades Ontario is an agency of the Ministry of Labour, Immigration, Training and Skills Development responsible for apprenticeship and skilled trades certification in Ontario. Find trade information and apprenticeship resources, such as training standards and curriculum standards for all trades in Ontario on their website:
[Skilled Trades Ontario](#)

Ontario Government Information explaining how to qualify and apply to be an apprentice in a skilled trade:
[Start an Apprenticeship](#)

ApprenticeSearch.com is a free online job search and matching platform with an exclusive focus on apprenticeship trade positions in Canada.
[ApprenticeshipSearch.com](#)

Financial Supports for Apprentices from the Ontario Government
Investigate if you qualify for the Apprenticeship Tool Grant, the incentive grant for designated red seal trades and the incentive grant for women
www.ontario.ca/page/financial-supports-apprentices

This page contains a wide range of links to many different resources throughout the Apprenticeship journey:
[Links Page](#)



Waterloo-Wellington Trade Unions

Waterloo Regional Labour Council

waterloolabour.ca ([Facebook page link](#))

- info@wrlc.ca
- Coalition of 33 unions in Waterloo Region
- Lists unions in Waterloo Region - some offer apprenticeship

Guelph and District Labour Council

guelphdistrictlabourcouncil.ca ([Facebook page link](#))

- Coalition of 39 unions in Guelph and Surrounding Region
- Lists the unions in Guelph- some offer apprenticeship

Sheet Metal Workers Local 562

smwia562.ca ([Facebook page link](#))

- Offers compulsory trade apprenticeship for sheet metal workers

IBEW 804 Electrical Workers

ibew804.ca ([Facebook page link](#))

- Offers electrical - construction & maintenance compulsory trade apprenticeship
- Offers pre apprenticeship programs

LiUNA Local 183 Training Centre

183training.com/apprenticeship-programs

- 510 Collier MacMillan Dr, Cambridge, ON N1R 6R5
- provides Apprenticeship Training, Construction Skills Training and Health and Safety Training

Carpenter's Local 785

([Facebook page link](#))

- 680 Fountain St. N. Cambridge N3H 0A3,
- (519) 653-7543, email: local785@ubcja.ca

UNIFOR Local 1106

unifor1106.ca ([Facebook page link](#))

- 487 Riverbend Drive, Suite 301, Kitchener, On, N2K 3S3
- Phone Numbers: (519) 585-3160, Toll Free: 1-866-881-9782
- Email: info@unifor1106.ca
- Unifor is Canada's largest private sector union, with over 300,000 members in a diverse range of sectors

UNIFOR Local 1524 Canadian Auto Workers

- 600 Wabanaki Dr, Kitchener, ON N2C 2K4
- (519) 893-7484

(CLAC) Christian Labour Association of Canada

clac.ca

- Offers training & job search help for registered apprentices that are CLAC members

