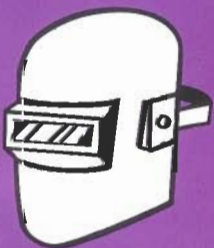
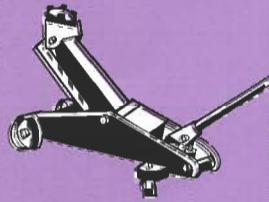
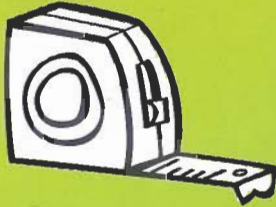


a practical guide to
**skilled trades
 careers**

for educators
 and career counsellors



good careers great futures

skilledtrades



Human Resources
 Development Canada

Développement des
 ressources humaines Canada

Canada

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understanding skilled trades careers



definitions

Skilled trades careers are defined as a system of learning a craft or trade from one who is engaged in it and of paying for the instruction by a given number of years of work (www.encyclopedia.com).

A **Journey person** is an individual who has successfully completed their apprenticeship. In most cases the individuals have written and passed their certificate of qualification upon completion of their apprenticeship.

Certificate of Qualification (CofQ) is a certificate stating that an individual has passed the provincial qualification exam that assesses their knowledge of their skilled trade. To be employed, as a journey person, in certain skilled trades, workers must have a Certificate of Qualification.

In order to write the provincial qualification exam, applicants must prove they have experience in the trade. Examples of proof include documentation showing that training time meets at least minimum industry standards and proof of competencies specific to the trade for which they are applying as a skilled worker, or completion of an approved apprenticeship training program.

two basic categories of trades:

1. Regulated

The province of Ontario has established guidelines surrounding the certification and apprenticeship process of the trades. Many regulated trades are governed by a set of regulations as set out by the industry standards for a particular trade.

- Example of regulated trades: electrician, tool and die

2. Non-regulated

The province of Ontario has worked to establish schedules of training for trades that are non-regulated. These are usually employer established trade areas that have demonstrated a need for a formalized training program through apprenticeship. Quite often those trade areas that become regulated, have started out as employer based training programs.

- Examples of non-regulated trades include: Early Childhood Educator, Gemsetter/Goldsmith, and Heavy Equipment Operator.

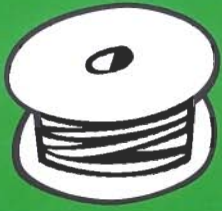
Trades can be restricted/compulsory or non-restricted/voluntary.

Restricted/Compulsory: means one must register as an apprentice to be legally entitled to work in this trade area. **Non-restricted/Voluntary:** means one need not register as an apprentice, however, it is to their benefit to be involved in a recognized training program and thus enable them to become more marketable and employable in their particular skilled trade area.

If you need to know which category the trade you are considering falls under, please contact your OYAP Co-ordinator (Please refer to page 12 for contact information) at the Board or the Apprenticeship Client Services office at the Ministry for more detailed information at (905) 521-7764.

(Information courtesy of the Ministry of Training, Colleges and Universities web site www.edu.gov.on.ca/eng/training/apprenticeship/tradecert.html)





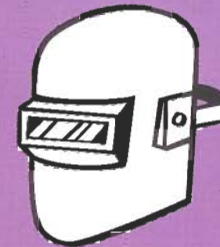
career pathway



General educational criteria

To enter an occupation in the skilled trades an individual must complete grade 12 or equivalent for most trades careers. The construction trades usually require grade 10 minimum.

An apprentice spends approximately 80% of their time learning skills in the workplace under the direction of a highly skilled Journeyperson. The rest of their training occurs in a classroom setting where they learn invaluable knowledge to help them earn their trade qualification.



Apprentices earn while they learn!

On average, a new apprentice makes 50% of a Journeyperson's wage for the trade they are learning. At the end of their program, apprentices are required to write a completion exam in order to receive their certificate of qualification (CofQ). Once they have received their certificate, they become known as a Journeyperson and will earn the full wage.

understanding the four trades sectors



construction sector trades

Fast Facts

- Most well-recognized skilled trades careers
- Demand for careers is highly dependent on the economy
- New apprentice registrations continue to climb
- With an estimated employment of 345,000, construction employment remains at a record high in Ontario
- Possesses the most rich research and statistics
- A particular challenge for employers is finding new workers with the aptitude, work ethic and soft skills for construction trades
- Several unions are represented in this sector: Labourers, Carpenters, Bricklayers, Plumbers/Pipefitters, Electricians, Millwrights, Ironworkers and Sheet Metal unions

Age Distribution

- The average age of construction sector workers continues to increase
- Bricklayers, and pipefitters/steamfitters hold the oldest age distribution in this sector
- General labourers and helpers (semi-skilled trades), floor covering specialists and roofers possess the youngest age distribution

Sample careers

- **Electrician**, plumber, refrigeration and air conditioning mechanic, brick and stone mason, carpenter, painter and decorator, crane operator and sheet and metal worker

Selected Information

- www.con-x.org
The Ontario Construction Secretariat offers specific information about the construction industry in terms of industry events as well as graphical information on the construction outlook, training and apprenticeships and trade requirements
- www.ecao.org
Electrical Contractors Association of Ontario provides information on apprenticeships, trade related events, local association listings and news and magazines
- www.bls.gov/oco/ocos211.htm
A North American occupational outlook of Pipelayers, Plumbers, Pipefitters and Steamfitters



understanding the four trades sectors



service sector trades

Fast Facts

- Least recognized as skilled trades careers
- High percentage of women hold careers in this sector (i.e. hairstylist, early childhood educators)
- Very diverse group of careers
- Average salaries possess significant minimum and high wage ranges
- Most careers in this sector are expected to grow slightly faster than average between 2002–2007 indicating good employment prospects
- Promotes and enables creativity

Sample careers

- Arborist, horticultural technician, hairstylist, horse groom, chef, network cabling specialist, early childhood educator, pool and spa technician, electronics service technician, gemsetter, baker, child and youth worker, meat cutter and fruit grower

Selected Information

- **www.abacanada.com**
Allied Beauty Association of Canada is a trade association of manufacturers and distributors of professional beauty products and equipment used in beauty salons, offers information on becoming a member, seminars and upcoming events throughout Canada

- **<http://caima.net/index.htm>**

The largest nonprofit resource site for professional pastry chefs and bakers offers comprehensive information on new items and updates in this trade, bakery resources, employment opportunities, apprenticeship, event listings and a link to The Pastry Chefs Guild of Ontario (http://caima.net/Pastry_Chefs_Guild.htm)

- **www.foodnet.com/chefs**

Chefs and Cooks on the Internet is an email discussion list for culinary professionals. Topics discussed range from anecdotal working experiences of professionals, cooking and food information and employee policies and procedures, to the meaning of our profession, opinions, ideas and culinary philosophies

- **www.landscapeontario.com**

The Landscape Ontario site is the leader in representing, promoting and fostering an environment for horticultural trades such as horticultural technician and arborist

- **www.liaisonhamilton.com**

Liaison College of Culinary Arts offers the finest instruction in culinary diploma programs and recreational cooking classes

industrial sector trades

Fast Facts

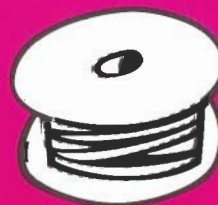
- These careers are also categorized as the manufacturing sector
- Ontario is a world leader in manufacturing
- 19% of Ontario's jobs are in the manufacturing sector
- Improvements in technology, increases the demand for well-educated and well-trained, skilled workers
- Some overlap with construction sector trades (i.e. construction and industrial electrician)
- The Women in Skilled Trades Program (WIST) has targeted industrial sector careers (tool-and-die maker, general machinist, industrial electrician, industrial mechanic millwright and mould maker) in hopes to increase apprenticeship opportunities for women in these trades
- Welders have one of the oldest age distributions in all of the skilled trades careers

Sample careers

- Tool and die maker, general machinist, facilities maintenance mechanic, welder, industrial electrician, blacksmith, locksmith, mould maker and draftsman

Selected Information

- www.bls.gov/oco/ocos225.htm
A North American occupational outlook of Tool and Die Makers includes information on nature of the work and job conditions
- www.aloa.org
The Associated Locksmiths of America Inc. (ALOA) is an international professional organization of highly qualified security professionals. This web site provides information about ALOA as well as a job description
- www.cwa-acs.org
The Canadian Welding Association is a Canadian forum in which welding professionals, their employers, fabricators and welding-products suppliers are all able to exchange information, share knowledge resources and work with government and regulatory agencies and each other to advance the welding profession, its products and its practices



understanding the four trades sectors



motive power sector trades

Fast Facts

- Ontario is a leader in the automotive industry
- Rapid integration of new technology
- New training is available for workers who sell or supply vehicle parts to increase service and safety for customers
- Upgrade training, specialization training, certification and accreditation for journeypersons is essential as technology continues to advance
- Regulation and certification and enforcement is a growing concern among employers
- Automotive Service Technician is one of the top trades in Ontario
- Motive Power trades can be categorized into the following areas:

- Repairs and Maintenance
- Front Office
- Support Specialists
- Related Opportunities

- Related opportunities can be broken down to include: Claims Adjuster, Engine Rebuilder, Motorcycle Mechanic

Sample Careers

- Automotive service technician, automotive collision, damage and repairperson, truck and coach technician, heavy-duty-equipment technician, motorcycle mechanic, marine engine mechanic

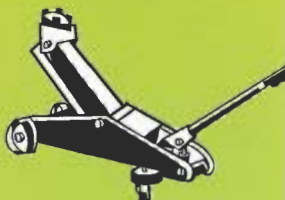
Selected Information

- **www.ciia.com**

The Automotive Industry's Information Centre offers a discussion forum, news and events, training information and employment postings

- **www.cars-council.ca**

The Canadian Automotive Repair and Service is a not-for-profit organization established to serve the human resources and training needs of Canadian car and truck services. CARS web site provides resources for journeypeople as well as students in this industry



benefits_{of} skilled trades careers



Earn while you learn

Freedom and variety

Life-long learning

Creation & accomplishment

Challenge your mind and hand-eye coordination

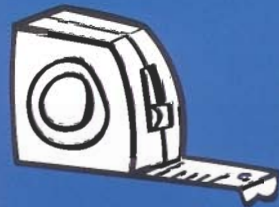
Make great money

Flexibility & mobility

Security

Own your own business

Learn new technology as it's developed



10 steps to an apprenticeship

1

Research!

Library, Scotts Directories, web sites etc. Recommended Web Sites:

- www.skilledtrades.ca
- www.apprenticesearch.com
- www.madewiththetrades.com
- www.edu.gov.on.ca/eng/training/apprenticeship/Skills/main.html
- www.skillsontario.com
- www.tradesway.com
- http://careermatters.tvo.org/careers/career_themes.phtml
- <http://jobfutures.ca/en/home.shtml>

2

Select your trade

- Set up informational interviews with employers, unions, associations and apprentices
- Access aptitude tests - www.careerworx.ca and www.careerexplorer.net/features/career_assessment.asp

3

Choose your route.

Two Routes:

1. Further education (pre-apprenticeship or tech programs) with Mohawk College, Centre for Skills Development, Threshold School of Building etc.
2. Directly enter workforce (Perform job search)

4

Find an Employer/Sponsor

Utilize basic job search techniques — infomercial, resume, letter writing skills, interview techniques.

Recommended Web Sites

- www.workopolis.ca
- www.apprenticesearch.com
- www.hamiltonchamber.on.ca/scripts/memberSearch.asp

5

Establish Employment

- General rule of thumb: An apprentices will work for a three month probationary period before being officially signed as an apprentice with the Ministry of Training, Colleges and Universities, although it is not necessary to wait for three months.

6

MTCU Sign Up

- Employer officially signs you up with the Ministry of Training, Colleges & Universities (MTCU)
- Employer will contact MTCU and MTCU will meet with the employer and apprentice to establish the apprenticeship training program.

7

Begin 1st year of on-the-job training

8

In-School and Hands-On Learning

- General path: Upon completion of first year of employment begin introductory level of in-school training. MTCU Training Consultant will work with apprentice and employer to arrange for in-school training.
- During the duration of the apprenticeship program the apprentice continues to alternate between school and workplace.
- Depending on the trade, the apprentice will also complete intermediate and advanced training
Note: An apprentice does not need to complete their apprenticeship training with the same employer.

9

Assessment

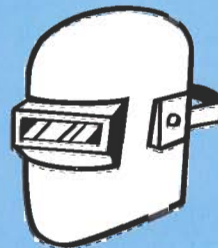
- Employer's journey person will assess the apprentice's level of competency to determine whether the competencies have been achieved.
- Once all competencies are achieved, arrange to complete apprenticeship program with MTCU.
- Establish a date to challenge trade certification exam with MTCU, Apprenticeship office.

10

Pass exam and receive Certificate of Qualification (CofQ)



resources & information



good careers great futures

skilledtrades

75 Hunter Street West, 2nd Floor, Hamilton, ON
t: 905.529.4483
e: info@skilledtrades.ca
www.skilledtrades.ca

Mohawk College

Stoney Creek Campus
Jim Vanderveken, Director, Community
Economic Development
t: 905.575.2303 or 519.759.7200 ext.2303
f: 905.575.2194
e: Jim.Vanderveken@MohawkCollege.ca
www.mohawkc.on.ca

Ontario Youth Apprenticeship Program (OYAP)

Hamilton-Wentworth District School Board
Reece Morgan, Project Coordinator
t: 905.527.5092 ext. 2631
e: rmorgan@hwdsb.on.ca

Hamilton-Wentworth Catholic School Board

Leo Paone, Project Coordinator
t: 905.525.2930 ext. 2304
e: paonel@hwcdsb.edu.on.ca

Ministry of Training, Colleges & Universities

Client Services Unit
119 King Street West, 5th Floor
t: 905.521.7764

Centre For Skills Development

860 Harrington Court, Burlington, ON
t: 905.333.3499
www.thecentre.on.ca

Threshold School of Building

181 James St. N., Hamilton, ON L8R 2K9
t: 905.522.8686
f: 905.522.8696
e: info@thresholdschool.ca
www.thresholdschool.ca

