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## **A “NEXT STEPS” Guide for Graduating OYAP Students and Registered Apprentices**

### **If You Are a Registered Apprentice:**

***You have signed an Apprenticeship Agreement with the Ministry of Training, College & Universities (MTCU) and your employer:***

- **Keep the following documents in a safe place:**
  - your Ontario Student Transcript
  - your OSS Diploma, OSS Certificate or Certificate of Accomplishment
  - your Apprenticeship Registration & Training Agreements
  
- **Upon graduation provide your MTCU Training Consultant with the following:**
  - a copy of your Ontario Student Transcript
  - an update of your employment status:
    - working full-time with your sponsoring employer,
    - unemployed, looking for new employer sponsor in existing trade,
    - unemployed, looking for employer sponsor in a different trade, or
    - unemployed, registered in a related college diploma/certificate program or private training
  
- **Contact your MTCU Training Consultant re: MTCU’s In-School Training schedule.**

Ask your Training Consultant how long you will be on the wait list before you will receive an Offer of Classroom Training by mail. There may be a time-lapse of 6-12 months, but if you are employed as an apprentice in the interim, you will be learning on-the-job skills that will enhance your success in the in-school Training.

□ **Apply for a “Loans for Tools” application form**

Contact your MTCU Training Consultant if you would like to take advantage of this interest-free loan to purchase tools for your trade. You will not be required to repay the loan until up to one year following completion of your apprenticeship training.

□ **Apply for a Federal Tax Deduction if you purchase tools as an apprentice mechanic in a Motive Power Trade.**

Apprentice mechanics may claim a deduction for the purchase of tools, with certification of their employer and related receipts. The cost of eligible tools, less the greater of \$1,000 or 5% of your income as an apprentice mechanic, may be deducted. Use the Federal Government tax form T2200 to apply for a rebate.

□ **Keep your Training Standards Manual in a secure place.**

Ask your employer to sign off on your competencies on a regular basis (approx. every 3-4 months). This is the only record of your acquired skills & training hours, so keep it safe.

□ **Contact your Training Consultant if you have questions about your apprenticeship.**

Be prepared to give your Social Insurance Number (SIN #) when you call MTCU.

**If You Wish to Pursue a Career in a Skilled Trade, But,  
Have Not Been Signed As an Apprentice**

□ **Obtain the following documents from your school:**

- your Ontario Student Transcript
- your OSS Diploma, OSS Certificate or Certificate of Accomplishment
- proof of any Cooperative Education credits and employer letters of recommendation, if related to an apprenticeship

□ **Search for an employer who will sponsor you in an apprenticeship.**

Use one or more of the following job search resources to find an employer sponsor:

- the local **JOB CONNECT** office and youth employment centres (see below)
- job ads in the newspapers
- the trade sections of the telephone Yellow Pages
- on-line job banks (see below)
- develop your own network! Talk to friends, neighbours, family contractors, local businesses, and former teachers to expand your list of potential employer sponsors
- apply to a union office for employment or training (see below)

Make sure your résumé and cover letters are up-to-date and highlight your skills and experience that relate to your career choice. Be sure to include work experience gained through employment, cooperative education placements, or community service. Ask previous employers/co-op supervisors for letters of reference that you can share during job interviews. ***Please note that the Apprenticeship Branch of MTCU does not provide the service of linking you to an employer sponsor for your apprenticeship.***

- **If you are unable to find an employer to sponsor you in an apprenticeship:**
  - contact the local Job Connect office (see below) regarding opportunities for apprenticeship sponsorship by a Local Industry Committee (LIC) or Local Apprenticeship Committee (LAC). The directory of Canadian Sector Councils can be found at [http://www.councils.org/1office/memballs\\_e.cfm](http://www.councils.org/1office/memballs_e.cfm)
  - consider enrolment in a community college pre-apprenticeship program. For a list of these 40-week training programs, which are usually listed in March or April, please call 1-800-JOB GROW.
  
- **Consider earning additional secondary school credits:**
  - enrol in a Grade 12 course that relates to your chosen trade and combine it with a 2-credit Cooperative Education program
  - apply for a 4-credit Cooperative Education program. The Co-op teacher will assist you in finding an employer who can offer work experience and possible apprenticeship sponsorship at the end of your placement
  - apply for an Accelerated OYAP program through Co-op or Continuing Education in your final year (or additional year) and complete your “Level One” apprenticeship training in a specific trade, and earn hours towards your apprenticeship training. This program is in partnership with local Colleges and Training Delivery Agencies. See your teacher for details.

## **RESOURCES:**

### **Apprenticeship Websites:**

OYAP, Ontario Youth Apprenticeship Program	<a href="http://www.oyaphwcdsb.com">www.oyaphwcdsb.com</a>
Government of Ontario Apprenticeship site:	<a href="http://www.edu.gov.on.ca/skills.html">www.edu.gov.on.ca/skills.html</a>
Skills Canada	<a href="http://www.skillswork.com">www.skillswork.com</a>
Canadian Apprenticeship Forum	<a href="http://www.caf-fca.org">www.caf-fca.org</a>
Red Seal Program	<a href="http://www.red-seal.ca">www.red-seal.ca</a>
ApprenticeSearch	<a href="http://www.apprenticesearch.com">www.apprenticesearch.com</a>
Career Matters (TVO)	<a href="http://www.careermatters.org">www.careermatters.org</a>

### **Health and Safety Websites:**

Ontario Ministry of Labour – Work Smart Ontario	<a href="http://www.worksmartontario.gov.on.ca">www.worksmartontario.gov.on.ca</a>
WSIB Ontario – Workplace Safety & Insurance Board (Young Worker Prevention)	<a href="http://www.youngworker.ca">www.youngworker.ca</a>
WSIB Ontario – Workplace Safety & Insurance Board (Health & Safety)	<a href="http://www.hs101.ca">www.hs101.ca</a>
Passport to Safety	<a href="http://www.passporttosafety.com">www.passporttosafety.com</a>
WSIB Ontario - Prevent Injuries for Young Workers	<a href="http://www.prevent-it.ca/">http://www.prevent-it.ca/</a>

### **Job Banks:**

Canada-wide job bank (HRDC)	<a href="http://jobbank.gc.ca">http://jobbank.gc.ca</a>
ApprenticeSearch	<a href="http://www.apprenticesearch.com">www.apprenticesearch.com</a>
Summer Jobs	<a href="http://www.youth.gc.ca">www.youth.gc.ca</a>

### **Youth Employment Services in the Hamilton-Wentworth Region:**

#### **1. Job Connect**

Mohawk College  
P.O. Box 2034  
135 Fennell Avenue and West 5<sup>th</sup> Street  
Hamilton, ON L9C 1E9  
(905) 575-2177

<http://www.mohawkcollege.ca/Discover/CCTS/Community/jobConnectHome/jobConnectJobSeeker.html>

Youth Employment Centre  
67 Victoria Avenue South  
Hamilton, ON L8N 2S8  
(905) 522-4902

[www.yootworks.info](http://www.yootworks.info)

**2. Federal Student Work Experience Program (FSWEP)**

<http://www.servicecanada.gc.ca/en/goc/fswep.shtml>

**3. Apprenticeship Incentive Grant (AIG)**

<http://www.servicecanada.gc.ca/en/goc/apprenticeship.shtml>

**4. Canada Student Loans Program**

<http://www.servicecanada.gc.ca/en/goc/cslp.shtml>

**5. Youth and Students**

<http://www.servicecanada.gc.ca/en/audiences/youth/index.shtml>

**6. Ministry of Training Colleges and Universities (MTCU)**

Service Canada – Apprenticeship Client Service Branch  
119 King Street West, 5<sup>th</sup> Floor  
Hamilton, ON L8P 4Y7  
(905) 521-7764

## **Unions/Trade associations (Construction Sector)**

Boilermakers Union, Local 128	416-251-6585	<a href="http://www.boilermaker.ca">www.boilermaker.ca</a>
Brick and Allied Craft Union of Canada Local 1	905-527-8418	<a href="http://www.canadamasonrycentre.com/home.asp">http://www.canadamasonrycentre.com/home.asp</a>
Carpenters Local 18	905-522-0752	<a href="http://www.carpenters.org/">http://www.carpenters.org/</a>
Drywall, Acoustics, Lathers & Insulators	416-749-0675	
Glass, Moulders, Pottery, Plastics & Allied Workers		<a href="http://www.gmpiu.org">www.gmpiu.org</a>
Heating, Refrigeration & A/C Institute of Canada		<a href="http://www.hrai.ca">www.hrai.ca</a>
Interior Finishers Training Centre, Local 675	416-740-5411	<a href="http://www.ifstc.com">www.ifstc.com</a>
International Association of Bridge, Structural, Ornamental & Reinforcing Iron Workers, Local 721		<a href="http://www.iw721.org">www.iw721.org</a>
International Association of Heat, Frost & Asbestos Workers Local 95	905-944-0110	<a href="http://www.insulatorslocal95.org">www.insulatorslocal95.org</a>
International Brotherhood of Electrical Workers Local 105	905-387-1721	<a href="http://www.ibew.org">www.ibew.org</a>
International Union of Painters & Allied Trades	416-449-5115	<a href="http://www.ibpat.org">www.ibpat.org</a>
International Union of Operating Engineers Local 793	416-425-8710	<a href="http://www.iuoelocal793.org/index_2.html">http://www.iuoelocal793.org/index_2.html</a>
Ironworkers Local 721	416-236-4026	<a href="http://www.iw721.org/">http://www.iw721.org/</a>
Joint Apprenticeship Council of Electrical Workers	416-510-2932	<a href="http://www.ECAT.org">www.ECAT.org</a>
Labours International - Local 837 LIUNA	905-643-1077	<a href="http://www.Liuna837tc.com">www.Liuna837tc.com</a>
Millwrights Local 2309	416-757-8754	<a href="http://www.niagara.com/~bboese/brian5.html">http://www.niagara.com/~bboese/brian5.html</a>
Ontario Construction Secretariat		<a href="http://www.iciconstruction.com">http://www.iciconstruction.com</a>
Ontario Electrical League	416-238-1382	<a href="http://www.oel.org">www.oel.org</a>
Operating Engineers Training Inst. of Ontario	613-543-2911	<a href="http://www.oetio.com">www.oetio.com</a>
Ontario Masonry Training Centre	905-795-0770	<a href="http://www.canadamasonrycentre.com">www.canadamasonrycentre.com</a>
Ontario Painters' Council		<a href="http://www.paintersontariocouncil.com">www.paintersontariocouncil.com</a>
Ontario Refrigeration & A/C Contractors		<a href="http://www.orac.ca">www.orac.ca</a>
Power Workers Union		<a href="http://www.tradeup.ca">www.tradeup.ca</a>
Plumbers & Steamfitters Union Local 67	905-385-6095	<a href="http://www.ualocal67.com/">http://www.ualocal67.com/</a>
Refrigeration Workers Local 787	905-790-1019	<a href="http://www.jtac787.org">www.jtac787.org</a>
Sheet Metal Workers & Roofers Local 537	905-528-8737	<a href="http://www.smwia-l30.com/">http://www.smwia-l30.com/</a>
Sprinkler Fitters Local 853	905-477-6011	<a href="http://www.ua.org/">http://www.ua.org/</a>
Terrazzo, Tile & Marble Assoc. of Canada		<a href="http://www.ttmgo.org">www.ttmgo.org</a>
Universal Workers Union Local 183 (LIUNA)		<a href="http://www.183training.com">www.183training.com</a>

### **Unions/Trade Associations (Transportation Sector)**

Automotive Industry Assoc. of Canada		<a href="http://www.aiacanada.com">www.aiacanada.com</a>
Canadian Automotive Repairs/Service (CARS)		<a href="http://www.carsyouth.ca">www.carsyouth.ca</a>
Canadian Aviation Maintenance Council		<a href="http://www.camc.ca">www.camc.ca</a>
Canadian Recreation Vehicle Association		<a href="http://www.cvra.com">www.cvra.com</a>
HDARA	1-866-309-4272	<a href="http://www.ciia.com">www.ciia.com</a>
		<a href="http://www.autobodyhelp.ca">www.autobodyhelp.ca</a>

### **Unions/Trade Associations (Industrial Sector)**

Association of Ontario Locksmiths		<a href="http://www.taol.net">www.taol.net</a>
Automotive Parts Manufacturers Assoc.		<a href="http://www.apma.ca">www.apma.ca</a>
Canadian Tooling & Machining Assoc. (CTMA)		<a href="http://www.ctma.com">www.ctma.com</a>
Industrial Assoc. of Machinists & Aerospace Workers		<a href="http://www.iamaw.ca">www.iamaw.ca</a>
National Automobile, Aerospace, Transportation and General Workers Union Local 112	416-635-5988	

### **Unions/Trade Associations (Service Sector)**

Appliance Association of Ontario		<a href="http://www.ceasa.org">www.ceasa.org</a>
Association of Daycare Operators of Ontario		<a href="http://www.adco-o.on.ca">www.adco-o.on.ca</a>
Canadian Pastry Chefs Guild		<a href="http://www.pastrychefguild.net">www.pastrychefguild.net</a>
Canadian Federation of Chefs & Cooks		<a href="http://www.ccfcc.ca/en/">http://www.ccfcc.ca/en/</a>
Canadian Wireless Telecommunications Assoc.		<a href="http://www.cwta.ca">www.cwta.ca</a>
Childcare HR Resources Sector Council		<a href="http://www.ccsc-cssge.ca">www.ccsc-cssge.ca</a>
Horticulture Trades Assoc. (Landscape Ontario)	1-800-265-5656	<a href="http://www.hort-trades.com">www.hort-trades.com</a>
National Pool & Spa Institute of Canada	1-800-879-7066	<a href="http://www.nspi.ca">www.nspi.ca</a>
Telecommunication Workers Union	416-506-9732	<a href="http://www.twu-canada.ca">www.twu-canada.ca</a>
York Professional Childcare Association	905-841-1314	
Family Day Care Services	416-922-3434	<a href="http://www.familydaycare.com">www.familydaycare.com</a>
	1-800-263-9703	