

the
**apprentice
connection**

*The Business Case for
Hiring an Apprentice*



skilled trades alliance

INDUSTRY-EDUCATION COUNCIL OF HAMILTON
community led, community driven



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This recruitment booklet has been created through a collaborative effort of skilled trade employers and stakeholders - community members that lead and drive the Skilled Trade Alliance™

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*The Business Case for
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*The greater Hamilton region
has approximately 2,600
active registered apprentices.*

*Youth interested in skilled
trades careers continues
to grow by 10% per
year in Hamilton —
which means your
talent pool is increasing.*

What's In It For Me?

Apprenticeships are the best way to combine training and employment. Apprenticeships are offering new opportunities in more industries than ever before, as well as attracting new support services that encourage new, quick and flexible methods of education and training.

Apprenticeships provide real benefits for your business. An apprentice will contribute to your bottom line with practical skills and knowledge acquired through their training. You can currently take advantage of Targeted Wage Subsidies and Strategic Skills Investment opportunities to help transition to an apprenticeship training system.



Success At Any Level

A machine and marine repair service located in Sarnia was recognized at the 2003 Minister's Apprenticeship Employers Recognition and Awards Dinner. The company has been in business since 1973, when it also began training apprentices. More than half of its staff has either completed apprenticeship training or are apprentices. The company's first apprentice is now a co-owner.

An active supporter of the Ontario Youth Apprenticeship Program, in 2001 the company won the Chamber of Commerce Outstanding Business Excellence Award. Their plant manager serves on the ministry's apprenticeship industry committee for industrial mechanic millwright.

What Is The Situation Now?

The Greater Hamilton Region has approximately 2,600 active registered apprentices. Youth interested in skilled trades careers continues to grow by 10% per year in Hamilton – which means your talent pool is increasing. There are over 3,500 employers employing over 85,000 employees in the Hamilton region directly involved in the skilled trades. This is made up of 3 of the 4 trade sectors which are industrial, construction and services. The fourth sector, motive power could increase these numbers by 50-60%.

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Down The Road

The Ontario government has proposed a new, 25 per cent refundable **Apprenticeship Training Tax Credit** on salaries and wages, with the intent of increasing the number of new entrants into apprenticeship programs by 7,000 to reach 26,000 annually by 2007-08. 1,500 annual scholarships of \$1,000 may be available for students who leave high school but return to complete their high school credentials

and enter apprenticeships. The government will invest \$3 million in this initiative in 2004-05, growing to \$4.5 million annually by 2005-06. This initiative also includes a \$2,000 **signing bonus** for employers who HIRE and TRAIN these apprentices.

Employers need to express a collective message to ensure their voices are heard, and become a reality!

Why Do We Want The Number One Skilled Workforce In The Country?

Economy. Competitiveness. A strong economy can only be built with a well-

educated and highly skilled workforce. A company's performance is directly tied to the skills of its leaders and skilled workers. The end result is a highly-qualified pool of skilled labour that will be accessible by not only local industry, but also surrounding cities, regions and even countries. Each employer needs to do their part by training apprentices, otherwise they spread the talent pool of certified journeypeople thin over the long-term creating challenges for their industry and company.

Hiring an apprentice will increase your competitiveness, especially after downturns in the economy

As the saying goes, “Only the fittest will survive.” That not only goes for companies, but more importantly for your skilled employees. Your workforce needs to be as competent at their job as they can be. That means your apprentice must know your business, product, industry, and your competitors’, business and products. Your workforce skills need to be current, especially understanding where they are being affected by economic downturns.

Apprentices are trained by you for your business needs. Apprentices can strengthen your workplace through their enthusiasm and fresh approach to business.

Investing in an apprentice is equal to or greater than investing in new technology

High Schools and Colleges, through collaborative partnerships with industry, are supplying apprentices with the most up-to-date equipment and curriculum, designed ‘on the ready’ to adapt with industry. Apprentices are provided with the right combination of theory and practical working experience, preparing to meet current industry needs while laying the groundwork for a successful, long-term career in their chosen trade.

Technology changes, competition increases and apprentices re-train and adapt quicker to changing theories and application.

Protect Your Future!

This company has been in business since 1978, designing, developing and supporting advanced automated manufacturing systems throughout operations in North America, Europe and Asia, with headquarters in Cambridge. It has hired and trained apprentices since 1981.

Apprenticeship training is used as a key tool for staff skills development, and many former apprentices are now employed in senior positions with the company. The company has been a contributor to training programs at Conestoga College and Skills Canada-Ontario, which promotes careers in skilled trades. The plant manager is a member of the ministry’s precision machining and tooling industry committee.

Plan Ahead

*Engage in “strategic staffing” - to be sure you have the required skills trained and on hand for your future needs. More employees will need “cross-experience” in the organization to provide needed flexibility. Valued employees must be accommodated in their personal needs, satisfied in their opportunities for training and growth, and provided with relationships with supervisors and fellow employees that they find pleasant. (Roger Herman, Tom Olivo & Joyce Gioia, *Impending Crisis: Too Many Jobs, Too Few People*)*

Hiring The Right People Increases Productivity

A 2001 Apprentice Retention Study, conducted by the Industry-Education Council of Hamilton, listed appreciation, liking co-workers, loyalty and pride as four of ten factors that aid in workforce retention and attracting new talent. Integrating skilled and eager apprentices into an existing workforce will actually increase an employee’s self-worth and interest in the business. If you make the investment to hire the “right” people, you will create a culture that nurtures positive attitudes, pride and co-operation. Role models will ‘self-generate’ and interact with all employees in a way that creates a fun and social environment that encourages employees to come into work.

Look for new work units or teams to result, furthering co-operation and collaboration for increased productivity.

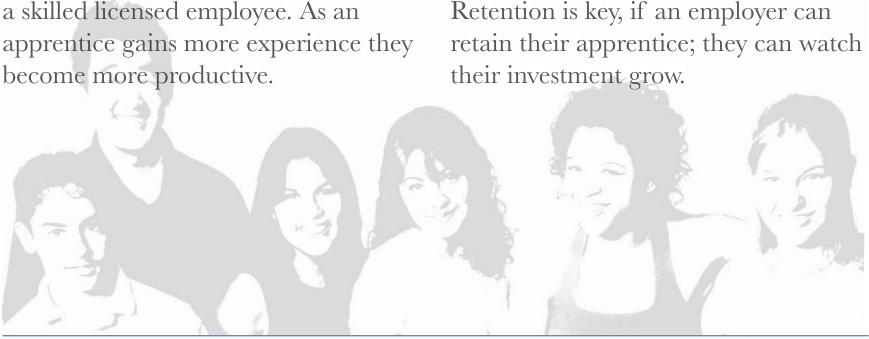
What Is Your Competition Saying About Hiring Apprentices?

- It’s a great investment
- Employers can train individuals to their specifications
- Employing registered apprentices maximizes the investment in technology
- Increases competitiveness and profit margins – increases product quality, reduces unit costs through less wastage and fewer warranty returns
- Ensures high skilled employees that can increase customer satisfaction
- A strong and competitive workplace requires diversity and a steady supply of skilled employees in an aging workforce – enhances ability to emerge in a stronger competitive position from downturns in the economy
- Improves the quality of life and skills in the community

Hiring an apprentice will ensure your business’ future growth and prosperity.

Hiring a first-year apprentice may mean a short-term loss in productivity in return for the long-term gain of a skilled licensed employee. As an apprentice gains more experience they become more productive.

Most of the costs of training an apprentice are front-end costs, which continue to decrease over time. Retention is key, if an employer can retain their apprentice; they can watch their investment grow.



What About Someone Poaching My Talent?

There is always that possibility that an apprentice may leave your organization. A recent study surveying 350 apprentices uncovered the following reasons why apprentices stay with an employer:

- **Liking co-workers** – strong mentor relationships
- Matching **responsibility** with ability
- Ensuring that **safety** in the workplace is taken seriously
- Apprentices like to have access to a broad range of training opportunities
- Pension plans, social events and workplace efficiency help an apprentice maintain a healthy **work/life balance**
- Keeping an apprentice **informed** about the business
- Positive reinforcement expressing **appreciation**
- Regular **communication** with an apprentice helps clarify objectives and performance
- Constructive feedback and recognition are very important to an apprentice who shows a lot of **pride** in his/her work

Understanding and incorporating these simple approaches can increase your apprentice and journey person retention rates.

Poaching weakens the entire workforce system.

If you're not ready to officially invest in an apprentice you might want to consider the “try before you buy” approach, one of the most successful methods to incorporating apprentices into your business according to Hamilton skilled trade employers.

Test Drive - “Try Before You Buy” Approach

Hiring a co-op student is a low risk, eye opener. Not only is this the most preferred and successful approach to hiring and retaining apprentices, but hiring an apprentice through this method makes you eligible for a Co-operative Education Tax Credit.

Hire a Co-op Student Through:

Ontario Youth Apprenticeship Program – OYAP

Test out a potential apprentice through OYAP! OYAP takes secondary school Co-op one step further. OYAP is a program, which offers students the opportunity to begin an apprenticeship while still in high school at no financial cost to the employer. (Note: All WSIB costs are covered through the Ministry of Education).

Interested in taking on an OYAP student during the regular school year or summer, please contact:
Hamilton-Wentworth District School Board
Contact: Reece Morgan
Phone: 905 527.5092, Ext. 2631
E-mail: rmorgan@hwdsb.on.ca

OR
Hamilton-Wentworth Catholic District School Board
Contact: Leo Paone
Phone: 905.525.2930, Ext.2304
E-mail: paonel@hwcdsb.edu.on.ca

Low Risk

An international transportation and supply chain company has been in business in Canada since 1957, with operations worldwide and Ontario headquarters in Mississauga, and has been involved in apprenticeship training since 1978, with many past apprentices still with the company in senior positions.

This company has been a strong supporter of the Ontario Youth Apprenticeship Program and created a local motive power program in partnership with school boards. Actively promoting apprenticeship training through the Ontario Trucking Association, the company's regional maintenance manager serves on the ministry's industry committee for truck and coach technician.

**Mohawk College:
Co-operative Education
Department**

Benefits include:

- Accessing employees who are motivated, skilled and productive
- Opportunity to effectively evaluate potential permanent employees
- Reduced recruiting costs and improved retention through a better match of individual and position
- Increased visibility in attracting qualified personnel

For more information:

<http://coop.mohawkc.on.ca/>
Faculty Coordinator: Elizabeth Bain
Phone: 905-575-2168

**The Centre for Skills
Development & Training**

www.thecentre.on.ca
Contact: Partnership Developer,
Mike Minty
860 Harrington Court,
Burlington, ON
Phone: 905-333-3499, ext. 131
Fax: 905-634-2775
Email: mintym@thecentre.on.ca

Job Connect

<http://jobconnect.mohawk.on.ca>
Provides employers with applicants matched to their job requirements.
Offers on-going support throughout the placement for both the employer and the employee.
Phone: 905-575-2177
Email: jobs@mohawkcollege.ca or ycc@execulink.co

Summer Jobs Services

www.edu.gov.on.ca/eng/document/brochure/summerjobs.html or <http://jobconnect.mohawkc.on.ca>
SJS provides youth with job-related skills and knowledge, giving employers an opportunity to hire youth with a wage subsidy.

- Jobs can last up to 16 weeks beginning in April and ending by September 30
- Potential employees should be under the age of 25

Phone: 905-575-2368 or Job Grow & Training Hotline 1.800.387.5656
Email: jobs@mohawkcollege.ca

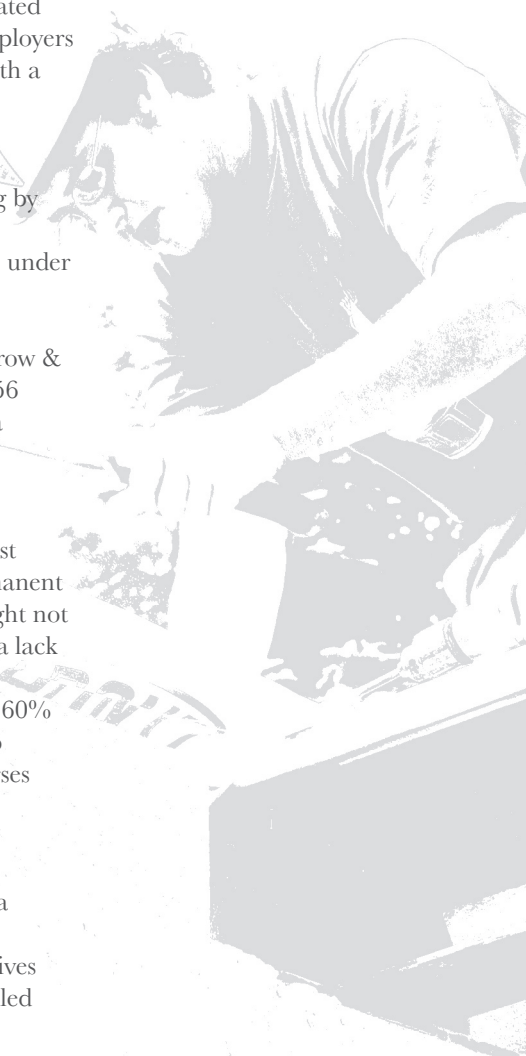
Targeted Wage Subsidy

Client centered program to assist unemployed workers gain permanent employment for which they might not normally be considered due to a lack of work experience/skills.

Amount of subsidy is normally 60% - employer pays the full wage to the employee - HRDC reimburses employer 60% of the wage

Phone: 905-575-2288
Email: TPS@mohawkcollege.ca

Additional subsidies and incentives can be found in the ROI in Skilled Trades Training folder.



Chasing Talent - Additional Resources That Can Help

Initiatives currently underway promoting apprentices or organizing programs

apprenticesearch.com

A free matching service where employers can post vacancies and job seekers can post profiles and resumes. A great way for employers to advertise career opportunities in the trades!

For more information, Hamilton employers can contact the Apprenticesearch.com Administrator at 905-529-4483.

Skilled Trades Alliance

About the producers of this booklet:

The Skilled Trades Alliance is an initiative of the Industry-Education Council of Hamilton, a leading not-for-profit organization that has advanced learning partnerships since 1980. The Skilled Trades Alliance is a community-led, community-driven initiative with the purpose of engaging local stakeholders and leveraging local, regional and national resources in an unprecedented partnership to strengthen and sustain the skilled trades workforce. The Alliance is guided by a multi-stakeholder Steering Committee, which includes representatives from employers, associations, unions, education and government.

Human Resources Skills Development is a founding partner and key supporter of the Skilled Trades Alliance.

Contact for Alliance membership information:

Phone: (905) 529-4160

Fax: (905)-529-5525

Email: alliance@skilledtrades.ca

Small Business Enterprise Centre

The Hamilton Small Business Enterprise Centre provides the information and tools that entrepreneurs need to grow their businesses. Operating as a division of the Economic Development department of the City of Hamilton, the Centre is a one-stop source for business information, guidance and professional advice on starting and running a successful business - for both start-up and growing businesses. The SBEC is located in Jackson Square in downtown Hamilton, directly across from Toby's Restaurant.

2 King St. W., Unit 234
Jackson Square
Hamilton, Ontario
L8P 1A1

Phone: (905) 540-6400
Fax: (905) 540-6411
Email:
sbecmail@hamiltonsmallbusiness.ca

I've Found An Apprentice - Now What?

Ministry of Training, Colleges and Universities

www.edu.gov.on.ca

Apprenticeship Client Services Branch

To register an apprentice, provide information on legislation, trade

examinations, trade credential evaluation for journeypeople.

119 King Street West, 5th Floor
Hamilton, ON L8T 4Z8
Phone: 905.521.7764
Fax: (905) 521-7701

MTCU has developed a list of training and employment programs and resources – Opening Doors Sharpening Your Competitive Edge. For more information www.edu.gov.on.ca/eng/general/postsec/openingdoors/employers/



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This project is funded by
Human Resources and
Skills Development Canada.

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