

WHAT IS A SKILLED TRADE?

Skilled trades are careers that involve skilled manual labour in a craft or trade. Each of the skilled trades involves a high degree of both practical and theoretical knowledge, making the trades the third career pathway alongside college and university.

WHAT TYPES OF TRADES ARE THERE?

There are over 145 skilled trades in Ontario in four trade sectors: Construction (over 35+ trades), Industrial (40+), Motive Power (25+), and Service (40+).

WHAT IS AN APPRENTICESHIP?

An apprenticeship is hands-on training for people who enjoy learning by doing. As apprentices gain work experience, their wages increase with their level of skills.

THE FACTS

- ✓ One million workers in skilled trades will be required by 2020 due to an aging population and declining birth rate.
- ✓ The greater Hamilton region has over 2,500 active apprentices at any one time.
- ✓ There are over 5,000 skilled trade employers employing over 50,000 employees in all four trade sectors in Hamilton.
- ✓ Apprenticeships are open to anyone. The average age of an apprentice in Ontario is 26 years of age, and gender varies widely across all occupations.
- ✓ The Red Seal program covering approximately 45 trades allows qualified trades people to practice their trade in any province or territory in Canada.

WHAT'S NEXT?

Your employer may want a "trial period" to assess your learning potential, your attitude and your work ethics. The Conference Board of Canada's Employability Skills chart lists what many employers are looking for. Go to CONFERENCEBOARD.CA for more information

USEFUL LINKS

Ministry of Training, Colleges and Universities (MTCU)
Hamilton Apprenticeship Branch
p. 905.521.7764 or go to
ontario.ca/employmentontario

Ontario Youth Apprenticeship Program (OYAP)
Hamilton Wentworth District School Board
p. 905.527.5092 ext. 2631

Hamilton Wentworth Catholic District School Board
p. 905.525.2930 ext. 2886

Industry Education Council of Hamilton
p. 905.529.4483 or go to iechamilton.ca

www.apprenticesearch.com
p. 905.529.4483 or email
hamiltonadmin@apprenticesearch.com



554 Main Street East, 3rd Floor
Hamilton | Ontario | L8M 1J3
p. 905.529.4483 | f. 905.529.5525
info@iechamilton.ca | www.iechamilton.ca



**EMPLOYMENT
ONTARIO**

APRIL 2008

apprenticesearch.com
Recruitment, Resources, Results
presents the

steps
to
apprenticeship



THE PATHWAYS

There are a number of pathways to an apprenticeship in Ontario. While most would-be apprentices follow the *traditional route* to apprenticeship, there are many other options:

TRADITIONAL ROUTE | You are responsible for finding an employer who will hire you who then applies to the Ministry of Training Colleges and Universities to have you signed as an apprentice.

ONTARIO YOUTH APPRENTICESHIP PROGRAM | If you are in high school or under the age of 21, you can register as an apprentice through this program. For the Hamilton Catholic School Board visit oyaphwcdsb.com or for the Public School Board visit oyaphwdsb.com.

UNION OR INDUSTRY APPROVED TRAINING | Some unions and trade associations operate their own training centres. Links to unions and trade associations can be found at apprenticesearch.com/fpLinks/links.asp.

COLLEGE ROUTE | Many of Ontario's colleges of applied arts and technology offer diploma programs related to skilled trades. Details for these programs can be found on college websites via links on apprenticesearch.com.

CO-OP DIPLOMA APPRENTICESHIP PROGRAM | Recently introduced by the Government of Ontario, this program allows a student to pursue both a college diploma and an apprenticeship at the same time. Further information can be found at apprenticesearch.com/fpWhatsnew/programs.asp

PRE-APPRENTICESHIP PROGRAMS | These programs provide training in a specific trade to help prepare for apprenticeship. Organizations offering pre-apprenticeship often also assist with job placement. A good place to start is by visiting college sites or by googling pre-apprenticeship programs in Hamilton.

PRIVATE CAREER COLLEGES | They offer various programs in specific trades and are effective in helping students find employment. Visit your local Yellow Pages for listings.

2. ASSESS YOURSELF

What do I do well? What am I good at? What do others tell me?

What do I enjoy doing? What turns me on? What energizes me?

Start your skilled trades career journey by developing a deeper understanding of yourself. A **SELF-ASSESSMENT** will reveal your characteristics, interests, values and skills. It will define your strengths and your weaknesses. When the time comes to write your resume and prepare for a job interview, you will find the task easier if you have completed the self assessment process first!

1. FINISH SCHOOL

Complete high school. Like university or college, the entrance requirements for most skilled trades include grade 12. A **PRE-APPRENTICESHIP** is also an option while you are in high school.

3. GATHER RESOURCES

Gather timely and relevant information about the trade or trades that interest you. It's vital to your success to do some background research.

The internet is a great place to start. Try apprenticesearch.com for information on the trades. You can also:

TALK to an employer or person in the trade that you are considering.

JOB SHADOW someone at their workplace - evaluate the trade in action!

4. SET OUT AND ACTIVATE YOUR PLAN OF ACTION

In the best of all worlds, where would you be living? Who would you be living with? What would you be doing in work and in leisure? What kind of lifestyle would you want?

Decision making starts with a vision. In order to set career and personal goals, take some time and incorporate the knowledge you have of yourself and visualize what you want your life to look like.

Clarify your career objectives. Create the following to assist you in your job search:

Customize a **RESUME AND COVER LETTER** to target a particular job. Take a look at apprenticesearch.com for examples.

A neat tool to have is a **BUSINESS CARD** that includes your career objectives on the card.

A **PORTFOLIO** of letters of recommendation, transcripts from courses that you have taken, pictures of work that you have done, or anything else that makes you look good adds value!

5. FIND AN EMPLOYER TO HIRE YOU

You must now find an employer to hire you. Approach this task like any other job search, bearing in mind that up to 80% of all job openings are not advertised.

To help your search, **CONNECT** with people to let them know your career objectives. Do this anywhere you may run into people who can help you reach your goals. **TALK** with employers to increase your network of contacts in a trade. Check the **CLASSIFIED ADS** in newspapers. Surf the **INTERNET** - apprenticesearch.com is a great place to start!

6. REGISTER

Once you have the support of an employer, your employer should then contact the **APPRENTICESHIP OFFICE** of the Ministry of Training, Colleges and Universities in your local area to register you as an apprentice. The contract will outline the length of the training program, the skills that must be learned and the wages that will be paid.

7. START YOUR CAREER

After completing the program requirements and passing the exam(s) for your chosen trade, you will receive a **CERTIFICATE OF QUALIFICATION** (C of Q) from the Ministry of Training, Colleges and Universities to show that you are a fully qualified journeyman.

follow these
steps
to
apprenticeship

...what's next?
see back panel