

## Five Easy Steps to Hiring an Apprentice

Hiring an apprentice is a simple, straightforward process.

### STEP 1:

Have a qualified journey person on staff to train an apprentice.

### STEP 2:

Visit the [www.jobconnectontario.org](http://www.jobconnectontario.org) web site at to find a Job Connect location, or other community-based agency offering employment services near you. Expert staff can help you find the right apprentice.

### STEP 3:

You must register your apprentice with the Ontario Ministry of Training, Colleges and Universities to begin the training program and take advantage of the Government of Ontario financial assistance available.

### STEP 4:

Train your apprentice. Your apprentice will learn on-the-job from the journey person on your staff.

### STEP 5:

Release your apprentice to attend class. In-class training is an integral part of the apprenticeship. In-class time ensures that your apprentice is knowledgeable and up-to-date with the most recent trends and technology. Classroom training comes at no cost to you as the employer.

Visit [www.costi.org](http://www.costi.org), for more information about the trades, the apprenticeship system and links to skilled trades resources.

## Hire An Apprentice – It's good for your business!

Hiring an apprentice is a proven way to build your business and ensure your success – now and in the future.

[www.nectar.ca](http://www.nectar.ca)

## Let us help!

Contact us at:

**COSTI Immigrant Services**  
700 Caledonia Road  
Toronto, ON M6B 3X7  
[www.costi.org](http://www.costi.org)

**Toronto Training Board**  
215 Spadina Avenue, Suite 350  
Toronto, ON M5T 2C7  
[www.ttb.on.ca](http://www.ttb.on.ca)

**For more information call**

# Hire an apprentice

AND BUILD  
**YOUR**  
BUSINESS!



Toronto Training Board  
Commission de Formation de Toronto



*Successful businesses across Ontario and around the world use apprentices to stay competitive.*

*Hiring an apprentice is easy, cost-effective and one of the best ways to guarantee your business success.*

*Hiring and training an apprentice ensures that the knowledge and skills your company needs to compete and grow, are there now - and will be there in the future!*



## **Hiring an apprentice - A smart business strategy**

Apprentices want to learn and are eager to work. They learn on-the-job from the best in the business - your skilled employees.

Apprentices:

- Receive classroom training at no cost to you;
- Bring knowledge of the most current practices in the trade;
- Are reliable and effective; and
- Are committed to the success of your business

Make apprentices part of your human resource planning. It's a smart business strategy.

## **Hiring an apprentice - A good business proposition**

By hiring an apprentice, you'll gain a dedicated, dependable employee at highly competitive hourly rates.

New Government of Ontario programs can help reduce your wage costs, and make hiring an apprentice a sound financial decision.

- **Receive up to \$5,000 a year** through the Ontario Apprenticeship Tax Credit for every apprentice you hire.
- **Receive a \$2,000 signing bonus** if you

hire an apprentice who is enrolled in the Job Connect Apprenticeship Scholarship Program (1-888-JobGrow, [www.edu.gov.on.ca/eng/training/cepp/aboutjc.html](http://www.edu.gov.on.ca/eng/training/cepp/aboutjc.html)) and provide on-the-job training for at least six months.

- **Access training allowances** through the Job Connect Program to cover part of the wages you pay your apprentices.

## **Finding the right people for the job**

To find the right apprentice for your company, you can tap into a well-established training network.

You can connect with internationally-trained trades people who have come to Canada looking for a better future. These highly-skilled workers make very dedicated employees, motivated by the desire to succeed in their work.

Agencies based in the community, like COSTI will help you find workers who are eager to contribute their skills and experience to your business.

The Ontario Youth Apprenticeship Program ([www.oyap.com](http://www.oyap.com)) is another good source to look for apprentices. Young men and women are increasingly looking at careers in the skilled trades and OYAP can help you find them.

*Skilled workers are key to your productivity.*