

NeCTAR

Newcomers Connecting to Trades Apprenticeship Resources

Becoming a Certified Tradesperson in Ontario

Produced by:



In partnership with:



NeCTAR resources are available at www.costi.org.



Module #1 Trades Apprenticeship in Ontario 110 minutes

Training Module Objective: To familiarize participants with the skilled trades and the trades apprenticeship system in Ontario.

Learning Outcomes

Participants will:

- acquire knowledge about the skilled trades.
- understand how the trades apprenticeship system works, including roles and responsibilities of key stakeholders.
- Learn about the skilled trade that they seek entry to; certification requirements, interprovincial mobility, and the regulatory legislation.

Introductions and Agenda (10 minutes)

Facilitator Notes: Using the round robin approach, requests participants to introduce themselves and state what they are hoping to gain from the workshop. The facilitator records the group's expectations on a flipchart. Based on this information, the facilitator links the expectations to the agenda of the workshop.

Warm-up Activity: (10 minutes)

Facilitator can select a warm-up activity to assist participants to get to know each other and build comfort and interaction levels in the group.

PowerPoint Presentation

Trades Apprenticeship In Ontario (60 minutes)

Facilitator Notes: Facilitator presents **Slides#1-30** and gives an overview of the trades Apprenticeship system. **Refer to Module One in the NeCTAR Reference Guide.** Upon completing the presentation, a list of questions is listed on flipchart paper that participants will answer during the following activities. These questions will assist participants to determine the certification requirements for their trade.

- 1) What is the name of your trade in Ontario?
- 2) Do you require a certificate to work in your trade?
- 3) Using the NOC occupational Code and/or the Training Standards Manual for your trade, what percentage of skill sets do you have for your trade? (*If conducting a trade-specific group, utilize the Self-Assessment Checklist*)
- 4) Using the documentation Checklist, do you have the required documents for attending an Assessment Interview at the Workplace Support Services Branch Office?



Activity 1: Using the Regulation of the Apprenticeship Trades and Trades Designations Diagram (5 minutes)

Participants are requested to refer to **NeCTAR resource *Trade Designations and Legislations***. Facilitator asks participants as a whole group to locate their trade on the diagram and to determine the designation and legislation for the trade. They are then asked to determine if it is a red seal trade. This tool will assist them in determining:

- the title of their trade in Ontario
- if their trade requires certification
- which legislation their trade falls under
- If they can work outside of Ontario

Activity 2: Self-Assessment Individual Activity (15 minutes)

Participants are given the Handout ***Self-Assessment Checklist*** for their trade and introduced to the training standards manual. A self-assessment checklist can be made up in advance by the facilitator using the training standards manual for the trades of the participants if the group is not a trade-specific group.

Individual participants are requested to use the checklist to see if their skill sets match the skill set requirements in Ontario. The NOC occupational code can also be used in this activity. Checklists for related trades can be cross-referenced to match their background and training to an appropriate trade in Ontario as some participants may find that the scope and background of their training and experience is different. .

Q & A Period (10 Minutes)