

# NeCTAR

Newcomers Connecting to Trades Apprenticeship Resources

# Enhancing Services for Internationally-Trained Tradespeople

Produced by:



In partnership with:



NeCTAR resources are available at [www.costi.org](http://www.costi.org).



## 2. METHODOLOGY

The workshop series delivery is based on the principles of adult education methodology. The strategies and techniques accommodate diverse learning styles and are relevant to the service intervention requirements of front-line workers serving Internationally-Trained Individuals seeking entry to the skilled trades.

### Techniques and Strategies include:

- PowerPoint Presentations
- Task-based activities that facilitate skills practice
- Interactive pair-work and small group work
- Whole group discussions
- Tools and Resources for Counselling and Referral
- Scenario based, hands-on applications
- Games/Quizzes

### Materials and Aids

- LCD Projector and screen
- NeCTAR Resource Kit and Reference Guide
- Flip Chart and Flip Chart Paper
- Internet Access
- Trade-Specific Laminated Photos
- Candies/Chocolate
- Index Cards

## TRAINING STRUCTURE

The workshop has been divided into 8 training modules in a sequence that allows for content to build on previous learning objectives:

- 1) Trades Apprenticeship in Ontario
- 2) Becoming a Certified Tradesperson in Ontario
  - a. The Certification Pathway
  - b. The Apprenticeship Pathway
- 3) Role of the Unions
- 4) Trade-Specific Case Scenarios
  - a. Hairstylist
  - b. Construction Maintenance Electrician
  - c. Industrial Millwright
  - d. Automotive Service Technician



## 5) Health and Safety

### Preparation

#### NeCTAR Reference Guide

In order to effectively deliver the workshop it is recommended that the facilitator refer to the NeCTAR Reference Guide for full comprehension of the subject matter. The Facilitator may also do a scan of the websites listed in the resource list.

#### The Training Standards Manual

The Training Standards Manual is used by the apprentice, trainers and employers as a “blueprint” for apprenticeship training. The manual lists the competency requirements of the trade. It is a useful tool for assisting Internationally-Trained Individuals to assess the relevancy and scope of their training and experience according to Ontario Standards. In addition, the manual can be used to prepare for the Certificate of Qualification examination.

The facilitator can use these manuals to prepare trade-specific self-assessment checklists for their clients. It is possible to order bulk copies of the training standards manual for agency use from the Pickering Workplace Support Services Branch Office. *(refer to the list of Workplace Support Service Branch Offices in Ontario for contact information)*

#### Guest Speakers

The facilitator may chose to invite guest speakers to the workshop. Participants may appreciate asking questions and listening to the following trades-related guest speakers:

- ***Internationally-trained tradespeople*** who have completed either the apprenticeship or certification process.
- A ***training consultant*** from one of the workplace support services branch offices
- An ***employer*** who has success stories to share with the group
- ***Union representatives*** who can provide specific information about intakes, membership eligibility requirements, pre-apprenticeship and apprenticeship requirements
- ***Training institution representatives*** who can speak about training and upgrading opportunities

#### Trade-Specific Case Scenarios

The case scenarios provide participants with application of the intervention pathways and NeCTAR tools and resources to realistic case scenarios.



Each of the case studies provides a scenario of a newcomer trying to re-enter the skilled trades in Ontario. Each case study is specific to one of the four target trades and is profiled from one of four positions on the ***apprenticeship formality continuum*** handout. In each of the cases, the prospective client has come to the service provider in need of information and support to assist them in overcoming the barriers they are facing while attempting to access the trades.

After completing one of the four cases participants will be able to:

- Identify appropriate service interventions to take with clients at different stages in the client pathway
- Identify appropriate tools and resources to utilize with clients during the service interventions
- Develop an action plan for a newcomer looking for employment and or training in the trades
- Enhance problem solving with Newcomers who face barriers accessing skilled trades employment, certification and training

The facilitator should review the apprenticeship formality continuum, the case scenarios, and the sample answer sheets prior to delivery.