

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.

Module 3: The Apprenticeship Pathway 230 minutes

Training Module Objective: To familiarize participants with the apprenticeship process in Ontario; the steps and requirements for completing apprenticeship training.

Learning Outcomes

Participants will be able to:

- identify benefits and challenges of apprenticeship training for Newcomers
- conduct an information session on apprenticeship
- identify the detailed steps to complete apprenticeship training and guide clients through these steps
- raise their awareness of the rights of an apprentice, and be better able to advocate and problem solve with clients during training

Resource Kit Handouts

- Apprenticeship Pathway Flowchart
- Steps to Apprenticeship
- Apprenticeship Pathway Checklist
- Newcomers Guidelines to Apprenticeship Maintenance
- Self-Assessment Checklists (Auto service Technician and Hairstylist)
- Apprenticeship Pathway Fact sheets (Auto service Technician and Hairstylist)
- Certification Pathway Fact sheets (Auto service Technician and Hairstylist)
- Case Scenarios 3 and 4 (Auto service Technician and Hairstylist)

Resource Kit Activities

- Trades Apprenticeship Quiz
- Apprenticeship Pathway Review- Line Up Activity
- Trades Apprenticeship Crossword Puzzle

Warm-up Activities

Trades Glossary Crossword Puzzle (10 minutes)

Facilitator hands out the crossword puzzle activity and instructs participants to work with a partner to complete the puzzle and see which partners complete the puzzle first. The answers are taken up in the whole group.

Group Discussion (20 minutes)

The facilitator writes an incomplete sentence on flipchart paper and requests participants to complete the sentence by discussing their answers in small groups. **It may be challenging to refer newcomers to apprenticeship training because.....** Facilitator records points on flipchart paper and points out any relevance to what will be covered in the apprenticeship pathway.

Introduction (5 minutes)



The facilitator instructs participants to refer to the flowchart, *The Apprenticeship Pathway: Service Provider Interventions and* provides an overview of the 3 interventions for completing apprenticeship training. 1 Apprenticeship Application Preparation, 2 Apprenticeship Training Preparation, and 3 Apprenticeship Completion Preparation.

PowerPoint Presentation

Slides#50-67 Facilitator presents Apprenticeship pathway module slides.

Apprenticeship Training Delivery and Legislations (10 Minutes)

Before delivering the information on the apprenticeship pathway, the facilitator provides details around the delivery of apprenticeship training and how the two different legislations affect the delivery of apprenticeship.

A. Apprenticeship Application Preparation (20 minutes)

Facilitator presents the detail steps 1-3 and provides client information, service interventions, and the tools and resources to be utilized during these steps in the process. Group discussion is held over the barriers that ITT's may face during this step in the process.

Review (5 minutes)

After completing *Apprenticeship Application Preparation*, the steps are reviewed by asking questions to the participants. The following sample questions may be asked: What are the advantages of apprenticeship training for an Internationally-Trained Individual? What are some of the challenges, and what might help them to overcome these challenges? What the many barriers for newcomers attempting to find an apprenticeship sponsor? What should a client do that cannot access their academic documents?

B. Apprenticeship Training Preparation (10 Minutes)

Facilitator presents the detailed steps 4-6 and provides client information, service interventions and tools and resources to be utilized during these steps. Facilitator browses two apprenticeship information websites online. Group discussion is held over barriers that ITT's may face during this step in the process.

Review (5 minutes)

After completing Preparing Client for Apprenticeship Training, the steps are reviewed by asking questions to the participants. The following sample questions may be asked. What are the fast tracking opportunities for in-class and on-the-job training? Where would you advise clients to seek out information about apprenticeship programs? How might this information benefit them?

C. Apprenticeship Completion Preparation (10 minutes)



Facilitator presents the detailed steps 7-9 and provides client information, service interventions, and the tools and resources to be utilized during these steps. Group discussion is held over the barriers that ITTs may face during this step in the process.

Review (5 Minutes)

After completing ***Apprenticeship Completion Preparation***, the facilitator reviews the steps with the group by asking questions such as: What would you advise a client to do that is having difficulties achieving a well-rounded apprenticeship training experience? If an apprentice switches sponsors, can they carry over their training that they have completed to date?

Activity Apprenticeship Pathway Review-Line-Up Activity (15 minutes)

Oversized sheets with each of the steps are handed out to each participant. Participants are asked to get themselves in order from beginning to end in a line at the front of the room. Once they are in line, review each step of the process and make any adjustments if needed. If the group is large, select a number of people to complete the exercise in front of the group. The steps should be written large enough for the whole group to see.

Q & A Period (10 Minutes)

Activity: Quiz on Trades Apprenticeship in Ontario and the Certification and Apprenticeship Pathways (30 minutes)

Team members are asked to volunteer to come up from their team and pick a quiz question out of the envelope and ask the question to the opposing team. Candies are given out to those with the correct answers.

ACTIVITY (75 Minutes)

Apprenticeship Pathway Case Scenarios

The two case scenarios to be utilized for the apprenticeship pathway are Automotive Service Technician and Industrial Millwright Mechanic. These two case scenarios were profiled from the left to the middle of the apprenticeship formality continuum. They may not meet the prior training and experience requirements to apply for Certification in Ontario, and would likely be referred to the apprenticeship pathway.

Grouping Activity

Facilitator breaks participants into 2 small groups using the grouping activity. Each individual is given a piece of a puzzle- the puzzle is part of a picture related to one of the trades in the four trade-specific case scenarios. The pictures are taped to 2 different areas in the room where participants will work together in their group. The participants are instructed to find their group members, who hold the rest of the pieces of the trade-related puzzle. Each group will participate in a case study for one of the four trades. If it is a large NeCTAR – A project of COSTI Immigrant Services



group, participants can be broken into four groups, with two groups working on the same case scenario allowing for group examination of different insights and approaches to the case scenarios.

Participants are given their case scenarios and told to refer to the following tools and resources that should be used to complete their case studies:

- Case Scenario 3, 4 and answer sheets
- Case Scenario Activity-Trade-Specific Self –Assessment Checklists
- Apprenticeship Pathway Fact sheets
- Apprenticeship Formality Continuum
- Steps to Apprenticeship
- Apprenticeship Pathway Flowchart Service

When answering question number 3, participants will need to use the self-assessment checklists that are checked off to determine the percentage of competencies that the client has. Does it fall into the guidelines of 80% utilized by the Workplace Support Services Branch Offices Assessment? They would also need to refer to the Certification Pathway fact sheet to determine if the years of prior experience meet the requirements of an apprenticeship for the trade in Ontario.

All other tools and resources can be utilized and/or referred to and cited in the case study activity as deemed appropriate by participants.