



Steps to an Apprenticeship



ApprenticeSearch.com

connecting ontario's employers & apprentices

Apprenticeship Pathways

There are a number of different paths to an apprenticeship in Ontario today.

Traditional Route - The person seeking an apprenticeship is responsible for finding an employer who will sponsor him or her. The employer and apprentice register with the Ontario Ministry of Training, Colleges and Universities Apprenticeship Office, and sign a Training Agreement that confirms the terms of apprenticeship.

Union or Industry Approved Training – Some unions or trade associations run their own training centres and hold Contracts of Apprenticeship with the apprentice, rather than the employer.

College Route – Many of Ontario’s colleges of applied arts and technology offer diploma programs related to skilled trades. These programs require successful completion of secondary school and can take two or three years to complete. Many of the programs involve a hands-on paid workplace component.

Pre-apprenticeship Programs – These programs provide training in a specific trade to help prepare for apprenticeship. They are less than 52 weeks in length. Organizations offering these programs often assist with job placement.

Private Career Colleges – These programs vary in time, length, and expense and effectiveness in placing students in apprenticeships.

Secondary School Opportunities

Ontario Youth Apprenticeship Program – Young people, with the help of their OYAP coordinator, register as apprentices while still in secondary school. These students complete a cooperative education placement in a skilled trade. They receive credit for the skills they develop and demonstrate to their employer during the apprenticeship. Some OYAP students can even receive credit for their Basic Level in-school training. A successful OYAP placement can lead to paid employment and continuation of an apprenticeship after graduation.

Coop Diploma Apprenticeship Programs – These programs allow a student to pursue both a college diploma and an apprenticeship at the same time. Apprentices are assigned to employers during the program; successful placements can lead to a continuation of an apprenticeship after a diploma is awarded.

1. Explore your skilled trade career options

Assess your skills, interests, personality traits, strengths, aptitudes, weaknesses and abilities. Self-understanding is essential to making wise career choices.

Use career counsellors. (Most secondary and post-secondary schools and colleges have counsellors available to meet with students).

Community agencies also provide free career counselling services. (Look to see what organization is near you).

What opportunities are available to you, in your area? Will it require travel? Can you accommodate travel?

What do you like to do?

Skilled trades take dedication and specific skills that might not be for everyone - each trade requires specific aptitudes, skills, and interests.

Learn about yourself and discover which trade or trades are most suitable for you.

Visit apprenticesearch.com

Skilled trades are comprised of four sectors:

- Construction
- Service
- Industrial
- Motive Power

Search out what specific trades exist in each sector!



2. Research! Research! Research!

It is extremely important to your success that you do some detailed research, while deciding on your skilled trade career path.

The internet can provide easily accessible information. (Check to see if the information is up-to-date) **apprenticesearch.com** is an excellent way to educate yourself on the trades.

The following are some techniques to help you with your research:

Information Talks

An information talk involves speaking to someone working in a trade, company or career of interest. The purpose is to gain current information from an “insider” point of view. **The goal is not to obtain an apprenticeship but to gather information and advice about a trade.**

Who to Contact

Talk with family, friends, neighbors, instructors, career counsellors, and anyone else you can think of for the people you could contact.

Use the following sources for leads:

- Online hiring job sites
- Business directories
- Unions/associations: their publications and websites
- Internet research

Things to consider about specific apprenticeships:

- Educational requirements
- Training
- Pre-apprenticeship courses
- Time required to complete an apprenticeship
- Wages
- Educational costs
- Cost of tools
- Present and future employability outlook
- Work environment
- Challenges of the trade
- Unionized vs. non-unionized work environments
- Travel



What to Say or Type

Develop a short 30-40 second script for yourself to help organize your thoughts.

General guidelines for your script:

- Introduce yourself – Why are you calling? Who are you emailing?
- Ask to speak to someone in charge of hiring; be sure to obtain their name
- Ask if they have time to speak with you; if not, ask when is a good time to call back
- Explain the reason for your enquiry
- If they are interested in what they hear, be prepared for questions

Some “information talk” samples to get you started:

“Hi, my name is *** I am a grade 12 student, graduating this year from *** Secondary School. I was hoping to have a minute of your time. I am interested in learning more about (trade of interest) and its opportunities. Would this be a good time for us to talk or can I set up a time to ask you a few questions?”

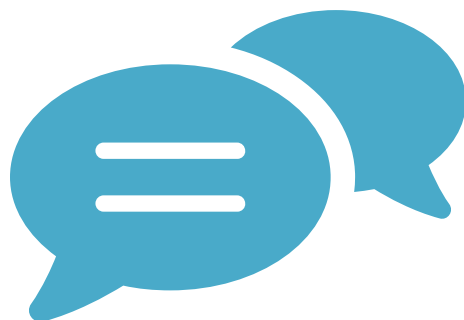
“Good ***. My name is *** and I am currently job searching and looking into companies in the (your trade of interest) sector. I was looking at your website yesterday and I had a few questions about your company. I wonder if you have a few minutes to give me some information.”

“Hi, it’s *** calling. (Name of contact), suggested I give you a call. I’m interested in becoming an apprentice in the (name of trade) sector and (name of contact) thought you would be a good person to talk with. Is there some time this week when I could come in and spend a few minutes with you?”

Remember

The person you are speaking with does not have to do this. Be grateful, be punctual, and be prepared.

If you have specific questions, have them ready and DO NOT waste their time.



3. Set out a plan of action

A plan involves setting goals and creating strategies to achieve those goals. Set specific, realistic and attainable goals. Don't set yourself up to fail

Action Plan

Here are some factors you may need to consider while creating your plan:

- Training timelines
- Upgrading current education, i.e. obtaining a high school diploma
- Cost of tools and training
- Financial and family situation
- Time to complete apprenticeship
- Personal goals/accomplishments to meet by date
- What will I do while I am searching for an employer?
- How will I gain experience in this trade?
- Will I need a vehicle?

4. Search for an employer to sponsor you!

Searching for an employer/sponsor can be challenging and can take time.

Be prepared for this!

Always be looking at ways to gain experience in the trade, even if it is not an apprenticeship.

Essentials

Resume and Cover letter – These should be up to date at all times. See the Resume and Cover Letter Guide available on the www.apprenticesearch.com website.

Business/Networking card – This is a great tool to use when networking or when you are unable to carry your resume

Portfolio - A portfolio is like an expanded resume, showcasing your strengths, achievements, letters of recommendation, transcripts from courses and abilities in a visual format. This could include pictures of work you have done previously, including before, during, and after photos. This information should be relevant to your trade of interest.

The following are some strategies to assist you:

www.apprenticesearch.com

This FREE website helps connect people looking for apprenticeship training with employers offering apprenticeship jobs. Create a profile, upload a resume and apply!

Networking

The term networking means making connections. By talking and connecting with people you will be able to hear about unadvertised opportunities.

Where can you network?

- Volunteer
- Talk to your neighbors
- Get involved in a sport or activity club
- Go to seminars, book signings, or speaking events
- Join similar interest groups
- Explore your neighborhood
- Join a sports league
- Attend local networking events
- Join a gym
- Walk your dog
- Attend community events
- Reach out on Facebook, LinkedIn, or other social media
- Find a business association
- Participate in Toastmasters or another speaking club

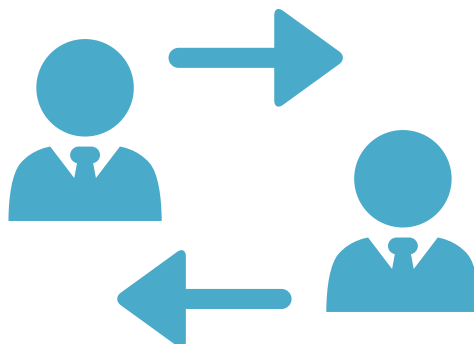
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Online Hiring Job Sites

Here are a few to try:

apprenticesearch.com, Job Bank, Indeed



5. Resume and Interview skills

Resumes create important first impressions. It is important that your resume can speak for you. You need to set yourself apart and accurately market your skills, experience, abilities and attitude. Employers are always attracted to an applicant with a positive attitude and a strong work ethic. It's always a good idea to have someone look over your resume, once you have completed it. The same goes for your interview skills. Interviews can be a difficult aspect to the job search process. Try to find someone to role play with you while practicing your interview skills.

You can prepare for an interview by anticipating some of the questions:

- *Can you tell me a little about yourself?*
- *How did you hear about the position?*
- *What do you know about the company?*
- *Why do you want this job?*
- *Why should we hire you?*
- *What are your greatest professional strengths?*
- *What do you consider to be your weaknesses?*
- *What is your greatest professional achievement?*
- *Tell me about a challenge or conflict you've faced at work, and how you dealt with it.*
- *Where do you see yourself in five years?*
- *What's your dream job?*
- *What type of work environment do you prefer?*
- *What's a time you disagreed with a decision that was made at work?*
- *How would your boss and co-workers describe you?*
- *Why was there a gap in your employment?*
- *What do you like to do outside of work?*
- *Do you have any questions for us?*

Remember

If you don't get hired at first, you can always apply again.

Some tips for creating an effective resume:

- Keep your resume to a maximum of 2 pages
- Use bullets and point form statements when describing your skills and duties
- Do not include personal information (E.g. gender, age, marital status, religious affiliations, pictures, ETC.)
- Ensure that your contact information is correct and your email address is appropriate
- Be Honest!! – do not exaggerate
- Tailor your resume – You should have different resumes if you are applying for different positions
- NO spelling or grammar errors: use spell check and be sure to proofread before sending – have a second pair of eyes look at your resume
- Customize your cover letter to accompany your resume. Avoid sending out a general letter to every employer; tailor it to the specific position you are applying to
- Use a CLEAN TYPE OF FONT - easy to read (i.e. Arial, Calibri, Helvetica)
- Group the related skills into categories – prioritize the skills
- A Resume and Cover Letter Guide can be downloaded from apprenticesearch.com



6. Follow-up

Following-up means remaining in touch with an employer either by phone, e-mail, or in person. Many job seekers fail to appreciate that a follow-up call displays interest, initiative, and enthusiasm. Many employers welcome follow-up calls, just be aware of the employers hours and high volume times. This can set you apart from the competition.

7. Stay positive

Looking for an apprenticeship opportunity can be hard work and can take a significant amount of time. It is important to keep yourself balanced and not become discouraged. Surround yourself with people who are supportive and continue to network in a positive way.

“Things Work Out Best For Those Who Make The Best Of How Things Work Out.” – John Wooden

8. You're hired!

The employer may want a 'paid trial period' to start. This is not uncommon. This allows the employer to assess your learning potential, your attitude and work ethic.

- Do you show up on time?
- Do you work well with the other employees?
- Are you willing to learn?
- Are you on your phone?
- Do you show initiative?

Once an employer is ready to register you as their apprentice, you both will need to contact the nearest Ministry of Training, Colleges and Universities Apprenticeship Branch (MTCU). They are located across Ontario.

Complete and sign the apprenticeship training agreement/contract of apprenticeship between you, the employer and MTCU.



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