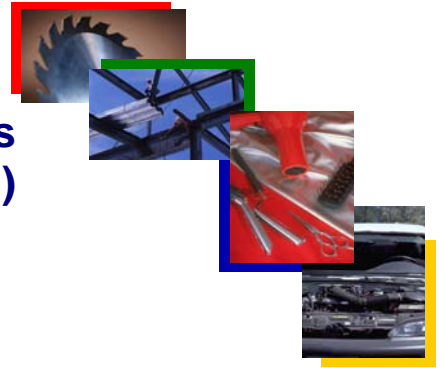


NeCTAR (Newcomers Connecting to Trades  
Apprenticeship Resources)



# Becoming a Certified Tradesperson in Ontario

**Facilitators' Guide**

The objective of this workshop is to assist internationally-trained clients seeking employment as certified tradespersons in Ontario.

## **TRAINING OUTCOMES**

Participants will:

- Acquire an understanding of how the apprenticeship system works including the roles and responsibilities of key stakeholders
- Learn how to become a certified tradesperson in Ontario:
  - the detailed steps and requirements to apply for certification
  - the detailed steps and requirements for completing an apprenticeship
- Use self-assessment tools to determine the relevancy and scope of their training and experience to Ontario standards
- Obtain skilled trades resources and referral information

## **PARTICIPANT PROFILE**

Internationally-trained individuals including:

- Internationally-trained trades people applying for certification to work in their trade in Ontario
- Internationally-trained tradespeople seeking apprenticeship to meet the requirements of the trade in Ontario
- Internationally-Trained Individuals seeking apprenticeship to enter a skilled trade in Ontario

## **LENGTH AND DURATION OF TRAINING**

A half day workshop, 5 cumulative hours from 9:00am - 1:00pm.



## 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 needs of Internationally-Trained Individuals.

### Techniques and Strategies include:

- PowerPoint Presentations
- Task-based activities that facilitate skills practice
- Interactive pair-work and small group work
- Whole group discussions
- Quizzes
- Website Browse

### Materials and Aids

- LCD Projector and screen
- NeCTAR Resource Kit
- Training Standards Manuals
- Flip Chart and Flip Chart Paper
- Internet Access
- Candies/Chocolate
- Oversized Cards for Lamination

## TRAINING STRUCTURE

The workshop has been divided into 3 sections 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

In order to deliver the workshop effectively, it is recommended that the facilitator refer to the NeCTAR reference guide. Prior to delivering the workshop, the facilitator should determine the trades that the workshop participants are seeking to enter and obtain the training standards manuals for those trades if delivering a general trades workshop. If the workshop is trade-specific, trade-specific NeCTAR resources can be utilized.



## 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)**



## Module 2: The Certification Pathway 170 minutes

### Learning Outcomes

Participants will be able to:

- Identify the detailed steps to becoming certified in Ontario. :
  - Identify documentation required to apply for certification
  - Prepare for an assessment interview with the workplace support services branch office
  - Prepare for the Certificate of Qualification Examination
  - Receive resources and referral information

### Introduction (5 minutes)

The facilitator instructs participants to refer to the **NeCTAR Resource “The Certification Pathway Flowchart”** and provides an overview of the steps to certification.

### PowerPoint Presentation

#### **1. MTCU Assessment Preparation (15 minutes)**

**Slides #32-39** Facilitator presents steps 1-3 and provides client information.

#### **Review (5 minutes)**

After completing ***MTCU Assessment Preparation***, the steps are reviewed by asking questions to the participants. The following sample questions may be asked: What documentation is required for an MTCU assessment? What should you do if you do not have appropriate documentation? What do you need to accomplish in the assessment interview in order to be eligible to write the C of Q exam?

### PowerPoint Presentation

#### **2. Temporary Certification Preparation (20 minutes)**

**Slides# 40-47** Facilitator presents the detailed steps 4-6 and provides client information.

#### **Review (5 Minutes)**

After completing ***Temporary Certification Preparation***, the steps are reviewed by asking questions to the participants. The following sample questions may be asked: How long can you work on a provisional certificate or letter of permission? What information will help you prepare for the Certificate of Qualification Exam?

### PowerPoint Presentation

#### **3. Trade Certification Preparation (10 minutes)**



**Slides#48-51** Facilitator presents the detailed steps 7-9 and provides client information.

**Review (5 minutes)**

After completing *Trade Certification Preparation*, the steps are reviewed by asking questions to the participants. The following sample questions may be asked: What Should you do if you failed a C of Q exam? What should you do if you have failed the 3<sup>rd</sup> and final exam? What could you do to improve for the next attempt at the exam?

**Activity #2 Certification Pathway Review (15 Minutes)**

Oversized sheets with each step of the pathway 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 that are 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. Refer to Pathway line-up activity for steps that can be printed out for the activity.

**Q & A Period (10 Minutes)**

**ACTIVITY (30 Minutes)**

**Team Challenge: Quiz Questions**

Facilitator breaks participants into two groups/teams and directs them to prepare 3 questions to ask the other team about the content learned on Trades Apprenticeship and the Certification Pathway.

## **Module 3: The Apprenticeship Pathway**

**155 minutes**

**Training Module Objective:** To familiarize participants with the apprenticeship process in Ontario and how to complete apprenticeship training.

### **Learning Outcomes**

Participants will be able to:

- identify benefits and challenges of apprenticeship training for Newcomers
- identify the detailed steps to complete apprenticeship training
- raise awareness of the rights of an apprentice

### **Introduction (5 minutes)**

The facilitator instructs participants to refer to the flowchart1 ***“The Apprenticeship Pathway Flowchart”*** and provides an overview of the steps for completing apprenticeship training. 1 Apprenticeship Application Preparation, 2 Apprenticeship Training Preparation, and 3 Apprenticeship Completion Preparation.

### **PowerPoint Presentation**

#### ***A. Apprenticeship Application Preparation (20 minutes)***

**Slides#59-64** Facilitator presents the steps 1-3 and provides client information.

### **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 as an Internationally-Trained Individual? What are some of the challenges, and what might help you to overcome these challenges? What should do if you cannot access your academic documents?





### ***B. Apprenticeship Training Preparation (10 Minutes)***

**Slides #66-69** Facilitator presents the detailed steps 4-6 and provides client information,. Facilitator browses two apprenticeship information websites online.

#### **Review (5 minutes)**

After completing Preparing 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 seek out information about apprenticeship programs?

### ***C. Apprenticeship Completion Preparation(10 minutes)***

**Slides# 70-71** Facilitator presents the detailed sub steps 7-9 and provides client information.

#### **Review ( 5 Minutes)**

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

#### **Activity Apprenticeship Pathway Review (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. 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.



## TRADES APPRENTICESHIP QUIZ

Item No.	Certification Pathway	Apprenticeship Pathway	Apprenticeship Model	Skilled Trades in Ontario
1	<p>The pass mark for certification exams in Ontario is</p> <ul style="list-style-type: none"> <li>a) 60%</li> <li>b) 70%</li> <li>c) 75%</li> <li>d) 80%</li> <li>e) 90%</li> </ul> <p>Answer: b) 70%</p>	<p>True or False: Apprenticeship training in the TQQA regulated trades is competency based.</p> <p>Answer: False</p> <p>The ACA trades are competency based. The TQQA trades use a time-based model to complete apprenticeship training.</p>	<p>The sole requirements to complete an apprentice program are to learn all the skills for the trade under the supervision of a certified journeyperson.</p> <p>Answer: False</p> <p>The apprenticeship model in Ontario has approximately 90% on the job training under the supervision of a journeyperson and 10% of training is done in school</p>	<p>What percentage of the skilled trades workforce is expected to retire over the next five years?</p> <ul style="list-style-type: none"> <li>a) 5%</li> <li>b) 15%</li> <li>c) 23%</li> <li>d) 32%</li> <li>e) 52%</li> </ul> <p>Answer: 52%</p>
2	<p>Who has the authority to translate the documentation required for an MTCU assessment?</p> <ul style="list-style-type: none"> <li>a) a family member</li> <li>b) a notary public</li> <li>c) lawyer</li> <li>d) a registered translator</li> <li>e) b, c, d</li> </ul> <p>Answer: e) b, c, d</p>	<p>Academic documents must be assessed by an academic credential assessment service in order to be eligible for:</p> <ul style="list-style-type: none"> <li>a) C o Q exam</li> <li>b) Apprenticeship Training</li> <li>c) Both a and b.</li> </ul> <p>Answer: b</p> <p>Confirmation of academic background must be provided to meet the grade 12 eligibility requirement for Apprenticeship training. However, it may be helpful to have them assessed to improve employment prospects if applying for certification and a provisional license.</p>	<p>Once you are certified in Ontario in a red seal trade you can work in other jurisdictions. What are they?</p> <ul style="list-style-type: none"> <li>a) Quebec only</li> <li>b) BC only</li> <li>c) Alberta only</li> <li>d) All other provinces</li> </ul> <p>Answer: d</p> <p>Most of the trades in Ontario have inter-provincial certification. If you pass the c of q exam, you receive interprovincial certification.</p>	<p>How many active apprentices are there in Ontario?</p> <ul style="list-style-type: none"> <li>a) 48,000</li> <li>b) 25,000</li> <li>c) 65,000</li> <li>d) 85,000</li> </ul> <p>Answer: a) 48,000</p>



### TRADES APPRENTICESHIP QUIZ

Item No.	Certification Pathway	Apprenticeship Pathway	Apprenticeship Model	Skilled Trades in Ontario
3	<p>If someone writes the C of Q exam on September 15th and is attempting the exam again as they were unsuccessful, what is the earliest date that they can write it again?</p> <p>a) Sept 30th b) Oct 15th c) Nov 1st d) Oct 1st</p> <p>Answer: d</p>	<p>How can an Internationally-Trained Tradesperson receive recognition or credit for prior training and experience in Apprenticeship training?</p> <p>a) in-class exemption tests b) PLAR c) Demonstrating skills on the Job d) All of the above e)</p> <p>Answer: d</p> <p>However, it is the discretion of the employer to grant competency achievements on the job not the MTCU training consultant</p>	<p>True or False: In all trades in Ontario ratios and wage rates are set that limit the number of apprentices that an employer can take on and specify what an apprentice can be paid.</p> <p>Answer: False</p> <p>Only the TQQA trades have ratio and wage requirements. ACA trades wage rates must comply with the requirements of the ESA and ratios are set by the sponsor.</p>	<p>What is the average age of an apprentice in Ontario?</p> <p>a) 18 b) 23 c) 25 d) 27</p> <p>Answer: e) 27</p>
4	<p>How long is a provisional certificate of letter of permission valid for?</p> <p>a) 60 days b) 90 days c) 120 days</p> <p>Answer: 90 days max</p>	<p>If an apprentice is not being paid by his/her employer, whose role is it to intervene?</p> <p>a) MTCU training consultant b) Employment Counsellor c) Ministry of Labour Representative</p> <p>Answer: c</p>	<p>When completing the in-class training portion of apprenticeship can an apprentice receive Employment Insurance Benefits?</p> <p>a) yes during day release. b) yes, during full-time block release c) yes during part-time night school</p> <p>Answer: b</p>	<p>Currently, how many apprenticeable trades are there in Ontario?</p> <p>a) 35 b) 75 c) 105 d) 135 e) 195</p> <p>Answer: 135</p>



### TRADES APPRENTICESHIP QUIZ

Item No.	Certification Pathway	Apprenticeship Pathway	Apprenticeship Model	Skilled Trades in Ontario
5	<p>What percentage of competencies on the competency attestation form is used as a guideline for determining eligibility to write the C of Q exam during the assessment interview?</p> <ul style="list-style-type: none"> <li>a) 100%</li> <li>b) 70%</li> <li>c) 65%</li> <li>d) 80%</li> </ul> <p>Answer: d</p>	<p>If a newcomer apprentice is having difficulty progressing during their apprenticeship training, what would you advise them to do:</p> <ul style="list-style-type: none"> <li>a) change sponsors</li> <li>b) request regular performance evaluations</li> <li>c) look for an additional apprenticeship training placement to round out the training</li> <li>d) ask their training consultant to talk to their employer</li> <li>e) ask their employment counselor to talk to their employer</li> <li>f) all of the above</li> <li>g) all of the above except d</li> </ul> <p>Answer: g</p> <p>The training consultant monitors on the job training, however, they do not play an enforcement role.</p>		<p>True or False: If you want to work in a trade regulated by the ACA in Ontario you need not always be certified or an apprentice.</p> <p>Answer: True</p> <p>If you are in an ACA trade, there are restricted or non-restricted trades. For restricted trades, anyone working in the trade, or in restricted aspects of the trade must be either certified or an apprentice. For unrestricted trades it is possible to work without being registered as an apprentice or certified.</p>



## TRADES APPRENTICESHIP QUIZ

Item No.	Certification Pathway	Apprenticeship Pathway	Apprenticeship Model	Skilled Trades in Ontario
6	<p>True or False: If someone fails the C of Q exam more than twice they should enroll themselves into an exam preparation course.</p> <p>Answer: False.</p> <p>MTCU will issue a letter allowing the admission of an applicant to an exam preparation course if they assess that such a course will be helpful to him/her.</p>	<p>Typically, how long is the in-class training portion of apprenticeship training?</p> <ul style="list-style-type: none"> <li>a) 3 , 8 week long sessions.</li> <li>b) 4 , 6 week long sessions.</li> <li>c) 2, 10 week long sessions.</li> </ul> <p>Answer: a</p> <p>Typically inclass training is done in “block release”, three levels of 8 week long sessions.</p>		<p>True or False: If you want to work in a trade regulated by the TQAA in Ontario you must always be a journeyman or an apprentice.</p> <p>Answer: False</p> <p>Under the TQAA there are compulsory and voluntary trades. Anyone working in a compulsory trade must be certified or an apprentice. All other TQAA trades are voluntary and anyone can work in the trade without being a certified journeyman or apprentice.</p>
7	<p>If using a translator to challenge the C of Q exam, the translator must:</p> <ul style="list-style-type: none"> <li>a) not be a family member</li> <li>b) be a journeyman in the trade</li> <li>c) not have translated for the trade or a related trade within the past 12 months</li> </ul> <p>Answer: c</p>			<p>2. True or False: Employers cannot demand a higher level of education than is set out in the legislations.</p> <p>Answer: False</p> <p>The Act sets out the minimum academic requirements. In many cases, employers require more than the minimum academic level.</p>



# Visit employment service provider



# Arrange documentation

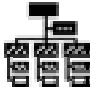


# Get documents translated





Have your skills and  
experience assessed  
by the Workplace  
Support Services  
Branch Office



Obtain further  
documentation or  
consult with branch  
office



# Apply for C of Q exam



# Receive temporary authorization to



# work in your trade



# Search for employment



# Prepare for C of Q exam

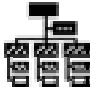


# Source translator/ reader for exam

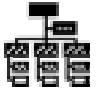




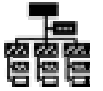
# Write C of Q exam



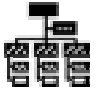
# Visit employment service provider



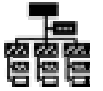
# Learn about apprenticeship and determine eligibility



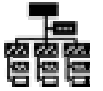
Search for sponsor  
and apply for pre-  
apprenticeship  
programs



# Register for apprenticeship



Review prior training  
and experience with  
sponsor and training  
consultant



# Complete on-the-job and in-class training



# Apply for C of Q exam





# Receive certification

## **LABOUR MARKET INFORMATION**

### **Industrial Mechanic / Millwright**

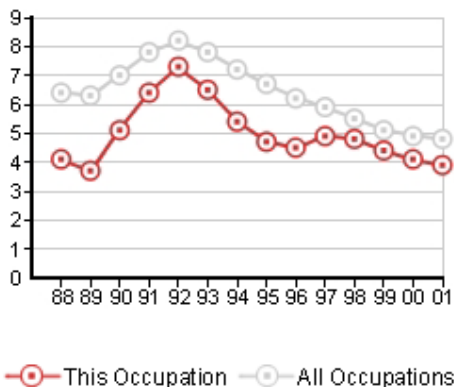
#### **Highlights**

- There are 29,400 Construction Millwrights and Industrial Mechanics in the labour force in Ontario. Of those, 28,360 are employed. (Census -2001)
- The highest concentrations of construction millwrights and industrial mechanics (except textile) are found in Ontario and New Brunswick
- The NOC for Construction Millwrights and Industrial Mechanics (except Textile) is 7311
- The manufacturing sector exports more goods than any other sector and accounts for 19 % of all jobs
- 53.5 % of all manufacturing output is from Ontario and Quebec
- 

#### **Employment Prospect**

The number of workers fell over the 1999-2001 period because of the 2001 economic slowdown (which has reduced non-residential construction), the drop in North American automobile manufacturing, and low / unstable prices of raw materials. In addition, new techniques/technology have increased productivity, allowing employers to do more with fewer workers. The number of job seekers - mostly recent school-leavers / unemployed workers, is keeping pace with the number of job openings. The unemployment rate (3.9%) is lower than average (5%). This rate is close to the average for technical, professional, and skilled occupations.

#### **Unemployment Trend**



#### **Future Prospects**

The employment growth rate will likely be fair to below average, with the best conditions for job creation being in the manufactured goods industry. The automobile sector may be hard hit by plant closures, and the softwood lumber dispute could bring the wood industry to a standstill. The retirement rate will likely be above average, and the number of retiring workers should contribute to job

openings. The number of job seekers will likely keep pace with the number of job openings.



### Main Duties

- Read blueprints, diagrams, and schematic drawings to determine work procedures
- Install, align, dismantle, and move stationary industrial machinery and mechanical equipment according to plans
- Operate hoisting / lifting devices such as cranes, jacks, and tractors to position machinery / parts during installation, set-up, and repair of machinery
- Inspect, clean, repair, and maintain machinery
- Operate machine tools such as lathes / grinders to fabricate parts for overhaul, maintenance or set-up of machinery
- Construct foundations for machinery or direct other workers to construct foundations

### Areas of Required Skills and Expertise

- Equipment in automated production facilities
- Foundations for mechanical and electrical facilities
- Computer controlled machinery
- Programmable logic controllers
- Ultrasonic measuring tools
- Laser, optical alignment and vibration analysis equipment
- Preventive and predictive maintenance

Amongst recent immigrants, there are gaps in WHMIS and familiarity with trade terminology. Language skills are frequently lacking.

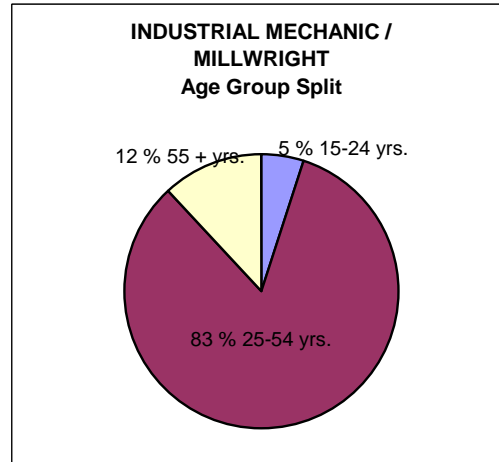
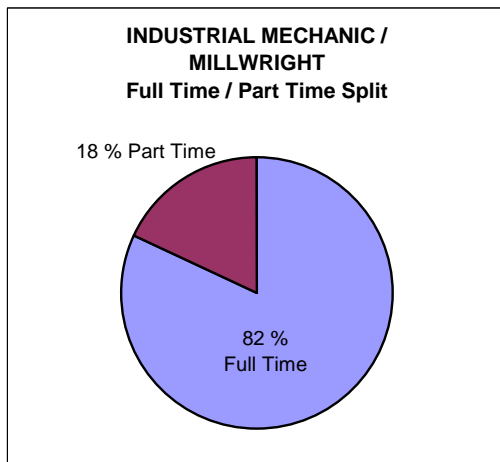
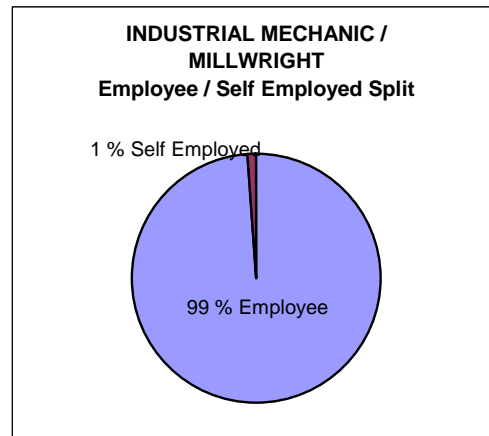
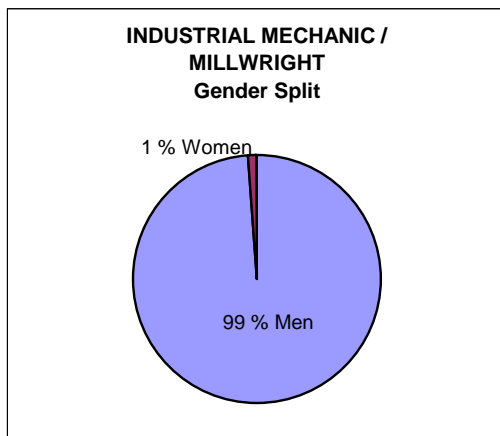
### Typical Employers

Construction millwrights work for millwrighting contractors and mostly do the initial installation of industrial plant equipment. Industrial mechanics work in manufacturing plants, utilities, and other industrial organizations, maintaining and repairing equipment after installation. The modern trend is towards multi crafting. Employers therefore often cross train. Some small and medium sized manufacturing companies contract out for industrial mechanics. Unionisation rate is 61 %. Industrial unions exist and hiring is directly by the company.

### Where They Find Work — Top Occupational Areas

Wood	12 %
Motor Vehicles, Trailers & Parts	11 %
Pulp & Paper – Paper Products	10 %
Manufactured Mineral Products	8 %
Food Products & Beverages	7 %
Metal Fabrication & Machinery, except Electrical	7 %

### Workforce Distribution by Demographic Factors



## Construction Millwrights and Industrial Mechanics in Ontario

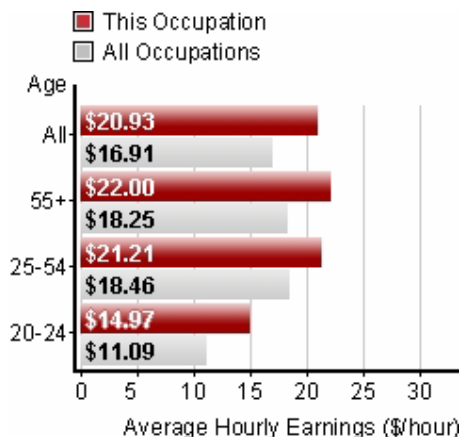
Area	Number of Construction Millwrights & Industrial Mechanics	Number of Employed Construction Millwrights & Industrial Mechanics	Average Income in 2000 of Construction Millwrights & Industrial Mechanics (in \$)
Ottawa	355	350	44,442
Oshawa	1,110	1,110	64,474
Toronto	7,375	7,100	48,708
Hamilton	2,755	2,625	54,289
St. Catharines-Niagara	1,315	1,250	58,149
Kitchener	1,335	1,290	51,042
London	1,055	1,035	52,294
Windsor	1,185	1,135	67,934
Sudbury	610	570	52,342
Thunder Bay	450	440	50,653
<b>Total - Ontario</b>	<b>29,400</b>	<b>28,360</b>	<b>52,007</b>

Source: Statistics Canada, 2001 Census.

The GTA houses the automobile and aerospace industries. South Western Ontario has automobile manufacture and assembly and petrochemical processing. North Eastern Ontario is specialized in mining and forestry. The Golden Horseshoe is the most important industrial region in Canada.

### Wage & Salary Structure

- Hourly wages (\$20.93) are close to the national average (\$16.91)
- These earnings are close to the average for occupations in the trades, transport, and equipment operations sectors and for all technical, professional and skilled occupations.
- These wages grew at an average rate from 1999 to 2001





<b>CERTIFICATION PATHWAY FACT SHEET FOR INDUSTRIAL MECHANICS/MILLWRIGHTS</b>	
<b>Legislation</b>	Apprenticeship and Certification Act, 1998 (ACA) <a href="http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=en">http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=en</a>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>Regulations pertaining to Industrial Mechanic (Millwright)-1603</li> </ul>
<b>Trade Designation</b>	Unrestricted. Industry may require certification as proof of competency.
<b>Red Seal Program</b>	Yes
<b>Prior Experience and Training Requirements</b>	Equivalent training and experience from another country to an Ontario 4 year Apprenticeship
<b>Assessment Preparation Resources</b>	Training Standards Manual- Industrial Mechanic Millwright <a href="http://www.red-seal.ca">www.red-seal.ca</a>
<b>Related Trades</b>	<ul style="list-style-type: none"> <li>General Machinist</li> <li>Industrial Instrument Mechanic</li> <li>Mould Maker</li> <li>Refrigeration and Air Conditioning Mechanic</li> <li>Tool and Die Maker</li> <li>Welder</li> </ul> <a href="http://www.ontariojobfutures.net">www.ontariojobfutures.net</a>
<b>Language Requirements</b>	No Language test required for certification. <ul style="list-style-type: none"> <li>Communicate effectively in a team</li> <li>Give and receive instructions clearly</li> <li>Read and interpret engineering drawings and specifications, technical literature and safety regulations</li> <li>Occupational Terminology</li> </ul>
<b>Competencies required to write the C of Q exam</b>	<ul style="list-style-type: none"> <li>Practice safety</li> <li>Communicate</li> <li>Read drawings and schematics</li> <li>Select and use hand and power tools</li> <li>Set up and use machine tools</li> <li>Use and maintain precision measuring equipment</li> <li>Select and use materials and fasteners</li> <li>Select and apply lubricants</li> <li>Install and maintain bearings seals and packing</li> <li>Rig and hoist</li> <li>Install and maintain materials handling systems</li> <li>Install and maintain power transmission systems</li> <li>Install and maintain compressors and pumps</li> <li>Install , commission, and maintain prime movers and machinery</li> <li>Weld, braze and solder</li> <li>Install and maintain pipe systems and valves</li> <li>Install and maintain fans and blowers</li> <li>Install and maintain pneumatic systems</li> <li>Install and maintain hydraulic systems</li> <li>Perform preventative and predictive maintenance</li> </ul>



<b>CERTIFICATION PATHWAY FACT SHEET            FOR INDUSTRIAL MECHANICS/MILLWRIGHTS Continued...</b>	
<b>C of Q Exam Preparation Resources</b>	<p>The Millwright Manual            Ministry of Education, British Columbia            Examination Plan- Industrial Millwright            Training Standards Manual- Industrial Millwright  <a href="http://www.hc-sc.gc.ca/hecs-secs-sesc/whmis">http://www.hc-sc.gc.ca/hecs-secs-sesc/whmis</a>            Multiple-Choice Exam Preparation Strategies-  <a href="http://www.yorku.ca/cdc/lsp/eponline/exam4.htm">http://www.yorku.ca/cdc/lsp/eponline/exam4.htm</a>  <a href="http://www.learningcommons.uoguelph.ca/ByTopic/Learning/ExamPrep/Fastfacts-MultipleChoiceExams.html">http://www.learningcommons.uoguelph.ca/ByTopic/Learning/ExamPrep/Fastfacts-MultipleChoiceExams.html</a>  <a href="http://www.erin.utoronto.ca/~w3asc/MCPsychology1.html">http://www.erin.utoronto.ca/~w3asc/MCPsychology1.html</a>  <a href="http://psychology.ucalgary.ca/students/ugrad/test-taking_advice.html">http://psychology.ucalgary.ca/students/ugrad/test-taking_advice.html</a></p>
<b>C of Q Exam Plan</b>	<ul style="list-style-type: none"> <li>• Planning and Workplace Safety 9%</li> <li>• Tools-Fasteners 11%</li> <li>• Rigging and Cranes 12%</li> <li>• Cutting, Welding and Metallurgy 9%</li> <li>• Installation and Maintenance of Components and Systems 35%</li> <li>• Fluid Power 15%</li> <li>• Preventative and Predictive Maintenance 9%</li> </ul>
<b>Prohibited Trades for C of Q Exam Translation</b>	<ul style="list-style-type: none"> <li>• Alignment and Brakes Mechanic</li> <li>• Auto Body and Collision Damage Repairer</li> <li>• Construction Boilermaker</li> <li>• Construction Lineworker</li> <li>• Construction Millwright</li> <li>• Construction Superintendent</li> <li>• Electrical Engineer</li> <li>• Electrician</li> <li>• Farm Equipment Mechanic</li> <li>• Fitter (Structural Steel/Platework)</li> <li>• Fuel and Electrical Systems Mechanic</li> <li>• General Carpenter</li> <li>• Heavy Duty Equipment Mechanic</li> <li>• Industrial Electrician</li> <li>• Industrial Mechanic / Millwright</li> <li>• Ironworker</li> <li>• Mechanical Engineer</li> <li>• Mobile Crane Operator Branch 1 &amp; 2</li> <li>• Motor Vehicle Mechanic</li> <li>• Plumber</li> <li>• Refrigeration and Air-Conditioning Mechanic</li> <li>• Sprinkler and Fire Protection Installer</li> <li>• Steamfitter</li> <li>• Tower Crane Operator</li> <li>• Truck Trailer Repairer</li> <li>• Welder</li> </ul>
<b>Average Journeyman Wages</b>	<p>Journeyman wages range from \$14.41 to \$31.24 an hour, excluding overtime  <a href="http://www.onestep.on.ca/ows/Ows99_Eng/welcome_e.html">http://www.onestep.on.ca/ows/Ows99_Eng/welcome_e.html</a></p>



## APPRENTICESHIP PATHWAY FACT SHEET FOR INDUSTRIAL MECHANICS/MILLWRIGHTS

<b>Legislation</b>	Apprenticeship and Certification Act, 1998 (ACA) <a href="http://www.lawson.gov.on.ca/tocBrowseCL_Easp?=&amp;en">http://www.lawson.gov.on.ca/tocBrowseCL_Easp?=&amp;en</a>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>Regulations Pertaining to Industrial Mechanic (Millwright) –1063</li> </ul>
<b>Trade Designation</b>	Unrestricted Industry often requests voluntary certificate of qualification as proof of competency
<b>Academic Entrance Requirements</b>	Grade 12
<b>Recommended Academic Background</b>	Mathematics, English and Science Academic Subject Pathways: <a href="http://www.edugov.on.ca/eng/training/apprenticeship/Skills/pathway.pdf">http://www.edugov.on.ca/eng/training/apprenticeship/Skills/pathway.pdf</a>
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>On the job, the ITT should be able to read and interpret blueprints and assembly drawings. The ITT must also be able to receive and give instructions clearly in English (or French)</li> <li>ITT need to have adequate English (or French) language skills to register as apprentices and complete in-class training at a community college level (TOFEL)</li> </ul>
<b>Related Trades</b>	<ul style="list-style-type: none"> <li>General Machinist</li> <li>Industrial Instrument Mechanic</li> <li>Mould Maker</li> <li>Refrigeration and Air Conditioning Mechanic</li> <li>Tool and Die Maker</li> <li>Welder</li> </ul> <a href="http://www.ontariojobfutures.net">www.ontariojobfutures.net</a>
<b>Apprenticeship Program Information</b>	Visit the Ellis Chart at <a href="http://ellischart.ca/English/Ellisc42.html">http://ellischart.ca/English/Ellisc42.html</a> for more information on apprenticeship training programs across Canada or the Canadian Apprenticeship Forum Skilled Trade Inventory <a href="http://www.apprenticeshiptrades.ca">www.apprenticeshiptrades.ca</a> Co-op Apprenticeship Programs Available
<b>Training Duration</b>	Training duration consists of four, 2000 hour (1 year) periods. This includes on-the-job and in-class training. Total training hours are 8,000 with 7,280 on the job hours and 720 in-school training. In-class training can be completed through one Block release (full time, three 8 week phases)
<b>Exemption Test or PLAR</b>	Exemption tests are available for in-class training
<b>Sponsor Types</b>	Sponsorships are available for Industrial mechanics from unionized employers (Industrial and Company Unions) and non-unionized employers
<b>Journeyman to Apprentice Ratio</b>	<b>1 : 1</b>  Plus 1 additional apprentice if the employer is a journeyman in the trade
<b>Apprenticeship Wages</b>	<ul style="list-style-type: none"> <li>Wage rate is not governed by legislation</li> <li>Employers set wage rates no lower than minimum wage</li> <li>Wages increase as apprentice completes training</li> </ul>





### SELF-ASSESSMENT (RELATED TRADES – HAIRSTYLIST)

Hairstylist	Esthetician	Cosmetician	Electrologist	Nail Technician			
<input type="checkbox"/> Protect Self and Others	<input type="checkbox"/> Give facials and body treatments	<input type="checkbox"/> Advise customers on the use of make-up and other beauty products	<input type="checkbox"/> Remove unwanted hair permanently from face or body	<input type="checkbox"/> Clean, shape and polish fingernails and toenails			
<input type="checkbox"/> Perform Routine Salon Functions	<input type="checkbox"/> Use specialized products and techniques	<input type="checkbox"/> Specialize in applying makeup to models or other individuals for special occasions	<input type="checkbox"/> Use needle, specialized electrical hair removal equipment, laser and other equipment	<input type="checkbox"/> Provide related treatments			
<input type="checkbox"/> Perform Sanitization Procedure							
<input type="checkbox"/> Treat Scalp and Hair							
<input type="checkbox"/> Cut Hair							
<input type="checkbox"/> Style Hair							
<input type="checkbox"/> Perform a Permanent Wave							
<input type="checkbox"/> Straighten and Wave Super Curly Hair							
<input type="checkbox"/> Colour Hair							
<input type="checkbox"/> Lighten and Tone Hair							
<input type="checkbox"/> Work with Wigs, Hairpieces and Extensions							
<input type="checkbox"/> Perform Hand and Facial Services							

## **LABOUR MARKET INFORMATION**

### **Hair Stylist & Barber**

#### **Highlights**

- 30,300 persons employed in this trade in 2002
- Service sector accounts for 73 % of employment in Ontario and of this, 6 % of the jobs are accounted for by "Other Services" which include Hairstyling.
- Main Industry of Employment is categorized as, "Personal & Household Service" and this category employs 98 % of the overall tradespeople in this trade.
- NOC Number is 6271

#### **Employment Prospect**

Over the next five years: Good

Employment for this occupation is expected to grow more rapidly than the average for all occupations through the year 2007 due to growth in population and disposable incomes. As well, replacement needs are expected to create a substantial number of job openings yearly due to the rapid turnover and the large size of this occupational group.

Stylists trained in the use of new hair care products and who are up to date on the latest styles are in the maximum demand. Some salons hire only experienced workers who can also bring with them an established clientele. The larger salons (e.g., in shopping centres) tend not to have such requirements. There is a growing practice in established beauty salons of renting out chairs to hairstylists, who in effect become self-employed. There is also a trend for workers to leave salons to work out of their own home or clients' premises.

#### **Scope of Occupation**

Hairstylists and barbers may work in salons that cater to either or both men and women. Good physical stamina is required as these workers are on their feet for long periods. There is exposure to chemicals. There are many beauty treatments, perms and colours available so the job can offer variety and challenge. For many practitioners, one big appeal of this trade is the possibility of opening a shop of their own. The hours of work can be long, especially as an owner, and hairstylists generally work weekends and some evenings. Rates of pay vary; accomplished hairstylists working for prestigious shops can receive substantial wages. However, part-time work is plentiful and the majority of workers are paid a commission, a commission plus an hourly rate or rent a chair from the owners.

For a home based business, a permit and license are required, similar to a retail outlet. Compliance with healthy and safety standards is necessary and an established clientele is needed.

Small local salons and barber shops, serve a community or neighbourhood and are often ethno-specific. Many are located in urban areas. They invest less on training.

The present trend is towards full service salons for men, which is reducing the number of barber shops.

Franchised salons are located in shopping malls. Their standards are not too strict and they offer more opportunities. Training is in-house and on going for all stylists. Wages are hourly, sometimes supplemented with commissions.

Mid range to higher end salons that do not rent out chairs to stylists, pay commission or hourly wages plus commission, and/or tips. A stylist could therefore be self employed, but without having overhead costs. Such salons frequently hire junior stylists and provide on-going training on techniques and styles. Apprentices may have to work their way up slowly through in-house courses. They would normally sweep floors too. Higher end salons have diverse stylists. Some employ international stylists from abroad. Prestigious salons prefer to hire experienced stylists who bring along an established clientele.

### **Main Duties**

Hairstylists perform some or all of the following duties:

- Suggest hair style compatible with client's physical features or determine style from client's instructions and preferences;
- Shampoo and rinse hair;
- Cut, trim, taper, curl, wave, perm and style hair;
- Apply bleach, tint, dyes or rinses to colour, frost or streak hair;
- Analyse hair and scalp condition and provide basic treatment or advice on beauty care treatments for scalp and hair;
- Train or supervise other hairstylists, hairdressers and assistants.

Barbers perform some or all of the following duties:

- Cut and trim hair according to client's instructions or preferences;
- Shave and trim beards and moustaches;
- Shampoo hair and provide other hair treatment, such as waving, straightening and tinting and may also provide scalp-conditioning massages.
- Train and supervise other barbers and barber apprentices.

### **Typical Employers**

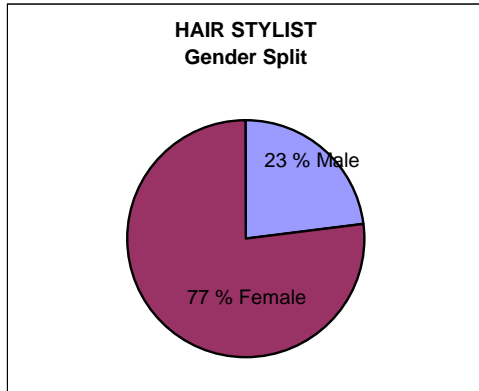
- Barber shops
- Hairstyling and hairdressing salons
- Theatre, film and television establishments
- Vocational schools
- Health-care establishments

### **Views & Requirements of Employers**

- High importance attached to upgrading techniques, styling, chemicals, products and hygiene levels, which vary internationally
- Ability required to work with diverse hair types (with respect to density, texture, coarseness and styles)

- Core practical skills important
- High standards of customer service required.
- Communication skills very crucial

### Workforce Distribution by Demographic Factors



### Workforce Distribution by Geographical Areas

Hair stylists are found across Ontario and have the greatest concentration in the GTA, particularly downtown Toronto.

Employment by Region	(%) This Occupation	(%) All Occupations
Ottawa	11	10
Kingston-Pembroke	4	4
Muskoka-Kawarthas	3	3
Kitchener-Waterloo-Barrie	9	9
Hamilton-Niagara Peninsula	13	11
Toronto	38	42
London	6	5
Windsor-Sarnia	6	5

Employment by Region	(%) This Occupation	(%) All Occupations
Stratford-Bruce Peninsula	3	3
Northeast	6	5
Northwest	2	2

### Wage & Salary Structure

Hourly Wage Estimates (March 1999)



Average Annual Employment Income (1995)





<b>CERTIFICATION PATHWAY FACT SHEET FOR HAIRSTYLIST</b>	
<b>Legislation</b>	Apprenticeship and Certification Act, 1998 (ACA) <a href="http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?lang=en">http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?lang=en</a>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>• Regulation 477/91-Regulations Pertaining to Hairstylist</li> <li>• Regulation 565/99-Restricted Skill Sets</li> </ul>
<b>Trade Designation</b>	Restricted
<b>Red Seal Program</b>	No
<b>Prior Experience and Training Requirements</b>	Equivalent training and experience from another country to an Ontario 2 and a half year apprenticeship
<b>Related Trades/Occupations</b>	<ul style="list-style-type: none"> <li>• Barber</li> <li>• Cosmetician</li> <li>• Electrologist</li> <li>• Esthetician</li> <li>• Nail technician</li> </ul> <a href="http://www.ontariojobfutures.net">www.ontariojobfutures.net</a>
<b>Assessment Preparation Resources</b>	Training Standards- Hairstylist <a href="http://www.red-seal.ca/english/pdf/Hairstylist_1997.pdf">http://www.red-seal.ca/english/pdf/Hairstylist_1997.pdf</a> <a href="http://www.red-seal.ca">www.red-seal.ca</a>
<b>Language Requirements</b>	No language test required for certification Strong speaking and listening skills to provide customer service <ul style="list-style-type: none"> <li>• Give and receive instructions clearly</li> <li>• Read and interpret instructions and warnings on product labels</li> </ul>
<b>Competencies required to write the C of Q exam</b>	<ul style="list-style-type: none"> <li>• Protect self and others</li> <li>• Perform routine salon functions</li> <li>• Perform sanitization procedures</li> <li>• Treat scalp and hair</li> <li>• Cut hair</li> <li>• Style hair</li> <li>• Perform a permanent wave</li> <li>• Straighten and wave super-curly hair</li> <li>• Colour hair</li> <li>• Lighten and tone hair</li> <li>• Work with wigs, hairpieces and extensions (Optional)</li> <li>• Perform manicures and facials (Optional)</li> </ul>



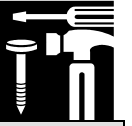
## CERTIFICATION PATHWAY FACT SHEET FOR HAIRSTYLIST Continued...

<p><b>C of Q Exam Preparation Resources</b></p>	<p>Milady's Standard Textbook of Cosmetology (Milady Publishing Co.)                  Examination Plan- Hairstylist                  Training Standards Manual- Hairstylist  <a href="http://www.hc-sc.gc.ca/hecs-sesc/whmis">http://www.hc-sc.gc.ca/hecs-sesc/whmis</a>                  Multiple-Choice Exam Preparation Strategies-  <a href="http://www.yorku.ca/cdc/lsp/eponline/exam4.htm">http://www.yorku.ca/cdc/lsp/eponline/exam4.htm</a>  <a href="http://www.learningcommons.uoguelph.ca/ByTopic/Learning/ExamPrep/Fastfacts-MultipleChoiceExams.html">http://www.learningcommons.uoguelph.ca/ByTopic/Learning/ExamPrep/Fastfacts-MultipleChoiceExams.html</a>  <a href="http://www.erin.utoronto.ca/~w3asc/MCPpsychology1.html">http://www.erin.utoronto.ca/~w3asc/MCPpsychology1.html</a>  <a href="http://psychology.ucalgary.ca/students/ugrad/test-taking_advice.html">http://psychology.ucalgary.ca/students/ugrad/test-taking_advice.html</a></p>
<p><b>Prohibited Trades for C of Q exam Translation</b></p>	<ul style="list-style-type: none"> <li>• Aesthetician</li> <li>• Barber</li> <li>• Body Hardware Trim and Accessories 5%</li> <li>• Electrologist</li> <li>• Hairdresser</li> <li>• Hairstylist</li> <li>• Instructor of Self-Grooming Courses</li> <li>• Make-up Artist</li> <li>• Manicurist</li> <li>• Masseuse</li> <li>• Nail Technician</li> <li>• Pedicurist</li> <li>• Studio Artist</li> <li>• Therapist</li> </ul>
<p><b>Average Journeyperson Wages</b></p>	<p>Journeyperson wages range from \$6.85 to \$20.00 per hour  <a href="http://www.onestep.on.ca/ows/Ows99_Eng/welcome_e.html">http://www.onestep.on.ca/ows/Ows99_Eng/welcome_e.html</a>  <a href="http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?lang=en">http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?lang=en</a></p>
<p><b>Certification Renewal Required</b></p>	<p>Every three years</p>



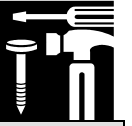
<b>APPRENTICESHIP PATHWAY FACT SHEET FOR HAIRSTYLIST</b>	
<b>Legislation</b>	<i>Apprenticeship and Certification Act, 1998 (ACA)</i> <a href="http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?lang=en">http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?lang=en</a>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>• <i>Restricted Skill Sets per Regulation 565/99</i></li> <li>• <i>Regulations Pertaining to Hairstylist 477/91</i></li> </ul>
<b>Trade Designation</b>	Restricted
<b>Red Seal Program</b>	No
<b>Academic Entrance Requirements</b>	Grade 12
<b>Recommended Academic Background</b>	English, Mathematics, Science Apprenticeship Subject Pathways: <a href="http://www.edu.gov.on.ca/eng/training/apprenticeship/Skills/pathway/pdf">http://www.edu.gov.on.ca/eng/training/apprenticeship/Skills/pathway/pdf</a>
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>• No language test needed for apprenticeship</li> <li>• Communicate effectively with strong listening and speaking skills in order to provide customer service</li> <li>• Adequate English (or French) language skills to register as apprentices. Adult education programs require LINC level 3. Private Hairstylist Schools do not have specific language requirements</li> </ul>
<b>Apprenticeship Program Information</b>	Visit the Ellis Chart at <a href="http://ellischart.ca/English/Ellisc42.html">http://ellischart.ca/English/Ellisc42.html</a> for more information on apprenticeship training programs across Canada or the Canadian Apprenticeship Forum Skilled Trade Inventory <a href="http://www.apprenticeshiptrades.ca">www.apprenticeshiptrades.ca</a> .
<b>Training Duration</b>	Training duration consist of 3500 hours, 3020 (private schools 2000) on the job hours and 480 (private schools 1500 hrs) in-school hours (4 years). In-class training can be completed through either: <ul style="list-style-type: none"> <li>• Block release (full time, one 8 weeks, 6 hrs per day)</li> <li>• Day release (part-time two days per week, 15 weeks, 8 hrs per day)</li> </ul>
<b>Exemption Test or PLAR</b>	Exemption tests are available for in-class training.
<b>Sponsor Types</b>	Sponsorships are available for hairstylists from employers.
<b>Journeyman to Apprenticeship Ratio</b>	1 : 2 If the employer is a journeyman, 2 additional apprentices can be hired.
<b>Other Apprenticeship Options</b>	Private Hairstyling School In-Class Training completed before On-the-Job Training
<b>Apprenticeship Wages</b>	<ul style="list-style-type: none"> <li>• Wage rate is not governed by legislation</li> <li>• Employers set wage rates no lower than minimum wage</li> <li>• Wages increase as apprentice completes training</li> </ul>





**SELF-ASSESSMENT (RELATED TRADES – CONSTRUCTION MAINTENANCE ELECTRICIAN)**

<b>Domestic &amp; Rural Electrician</b>	<b>Powerline Technician</b>	<b>Industrial Electrician*</b>	<b>Construction &amp; Maintenance Electrician**</b>				
<input type="checkbox"/> Protect Self and others	<input type="checkbox"/> Demonstrate Safe Working Practices	<input type="checkbox"/> Protect Self and others	<input type="checkbox"/> Protect Self and others				
<input type="checkbox"/> Read, Interpret and Revise Schematic Drawings and Documentation	<input type="checkbox"/> Communicate and Interact with Others	<input type="checkbox"/> Read, Interpret and Revise Schematic Drawings and Documentation	<input type="checkbox"/> Read, Interpret and Revise Schematic Drawings and Documentation				
<input type="checkbox"/> Select Maintain and Use Tools and Equipment	<input type="checkbox"/> Prepare Job Plan	<input type="checkbox"/> Select Maintain and Use Tools and Equipment	<input type="checkbox"/> Select Maintain and Use Tools and Equipment				
<input type="checkbox"/> Install, Maintain and Repair Wiring Systems	<input type="checkbox"/> Select, Operate and Maintain Tools and Equipment	<input type="checkbox"/> Install, Maintain and Repair Wiring Systems	<input type="checkbox"/> Install, Maintain and Repair Wiring Systems				
<input type="checkbox"/> Select, Install, Maintain and Troubleshoot Power Distribution Equipment Systems	<input type="checkbox"/> Install, Maintain and Remove Power System Poles	<input type="checkbox"/> Select, Install, Maintain and Troubleshoot Power Distribution Equipment Systems	<input type="checkbox"/> Select, Install, Maintain and Troubleshoot Power Distribution Equipment Systems				
<input type="checkbox"/> Select, Install, Maintain and Troubleshoot Lighting Systems	<input type="checkbox"/> Maintain Transmission Towers and Structures	<input type="checkbox"/> Select, Install, Maintain and Troubleshoot Lighting Systems	<input type="checkbox"/> Select, Install, Maintain and Troubleshoot Lighting Systems				
<input type="checkbox"/> Install, Maintain and Troubleshoot Rotating Equipment and Associated Control Systems	<input type="checkbox"/> Install and Maintain Overhead Power Systems	<input type="checkbox"/> Install, Maintain and Troubleshoot Rotating Equipment and Associated Control Systems	<input type="checkbox"/> Install, Maintain and Troubleshoot Rotating Equipment and Associated Control Systems				
<input type="checkbox"/> Install, Maintain and Troubleshoot Motor Drives and Associated Control Systems	<input type="checkbox"/> Troubleshoot Overhead and Underground Power Systems	<input type="checkbox"/> Install, Maintain and Troubleshoot Motor Drives and Associated Control Systems	<input type="checkbox"/> Install, Maintain and Troubleshoot Motor Drives and Associated Control Systems				



**SELF-ASSESSMENT (RELATED TRADES – CONSTRUCTION MAINTENANCE ELECTRICIAN)**

Domestic & Rural Electrician	Powerline Technician	Industrial Electrician*	Construction & Maintenance Electrician**				
<input type="checkbox"/> Install, Maintain and Troubleshoot Stand-by Power Systems and Associated Equipment	<input type="checkbox"/> Install and Maintain Underground Distribution Systems	<input type="checkbox"/> Install, Maintain and Troubleshoot Stand-by Power Systems and Associated Equipment	<input type="checkbox"/> Install, Maintain and Troubleshoot Stand-by Power Systems and Associated Equipment				
<input type="checkbox"/> Install, Maintain and Troubleshoot Communication Systems	<input type="checkbox"/> Install, Maintain and Remove Transformers	<input type="checkbox"/> Install, Maintain and Troubleshoot Communication Systems	<input type="checkbox"/> Install, Maintain and Troubleshoot Communication Systems				
<input type="checkbox"/> Select, Maintain and Operate Test Measuring Equipment	<input type="checkbox"/> Install, Operate and Maintain System Protection, control and Instrumentation	<input type="checkbox"/> Select, Maintain and Operate Test Measuring Equipment	<input type="checkbox"/> Select, Maintain and Operate Test Measuring Equipment				
<input type="checkbox"/> Communicate in the Workplace	<input type="checkbox"/> Handle Energized Lines Using Rubber Protective Equipment	<input type="checkbox"/> Install, Maintain and Troubleshoot Instrumentation Devices and Systems	<input type="checkbox"/> Install, Maintain and Troubleshoot Instrumentation Devices and Systems				
	<input type="checkbox"/> Handle Energized Lines Using Live Line Tool Method	<input type="checkbox"/> Communicate in the Workplace	<input type="checkbox"/> Communicate in the Workplace				
	<input type="checkbox"/> Select, Maintain and Operate Rigging and Hoisting Equipment						

\* Industrial electricians install, maintain, test, troubleshoot, and repair industrial electrical equipment and associated electrical and electronic controls as well as hydraulic and pneumatic equipment used in industrial, manufacturing, and power plants.

\*\* Construction Maintenance Electricians work in residential and commercial buildings such as shopping malls and hotels. They lay out, assemble, repair, maintain, connect, and test electrical fixtures, apparatus, control equipment and wiring. They also work on alarm, communication, light, heating and power systems, and they test equipment and systems.

## **LABOUR MARKET INFORMATION**

### **Construction Maintenance Electrician**

#### **Highlights**

- Construction is the largest industry in Canada and contributes 12 % of GDP
- There were 138,100 workers employed in Ontario, in Electrical Trades and Telecommunications Occupations (NOC 724) in 2001 - an increase of 21% since 1994
- 40 % of the workforce in electrical trades is absorbed by the construction sector and 41 % of all construction workers in Canada are located in Ontario
- There are 55,000 Construction Maintenance Electricians in Ontario
- Central Ontario and the GTA are the most lucrative for the construction industry
- Residential construction activity is registering record levels of growth. This is followed by Industrial, Commercial and Institutional Construction projects
- Further scope exists in other heavy construction activity, such as roads, sewers, water mains, power systems and heavy engineering
- 22,498 of the 40,000 active apprentices in Ontario, are in Construction

#### **Employment Prospect**

Employment prospects are expected to grow at an average rate over the next several years. However, this outlook is expected to change, as retiring workers will need to be replaced in this large occupational group over the next 10 years. The employment outlook for the trade is subject to the sensitivities of economic conditions that affect industrial plant investment, commercial and institutional building activity and the demand for residential construction. Technological development in building design is also expected to increase job opportunities.

The employment growth rate will likely be average because of government programs aimed at connecting isolated regions via the Internet, increased security measures that should require electricians, and a growing energy sector that should require electrical power line workers and power system electricians. However, new technologies such as cellular telephones/satellite television could reduce demand for some workers including telecommunications line workers, installation and repair workers, and cable television service workers. The retirement rate will likely be below average. The number of job seekers will likely continue to match the number of job openings. Most new entrants are recent graduates / unemployed workers.

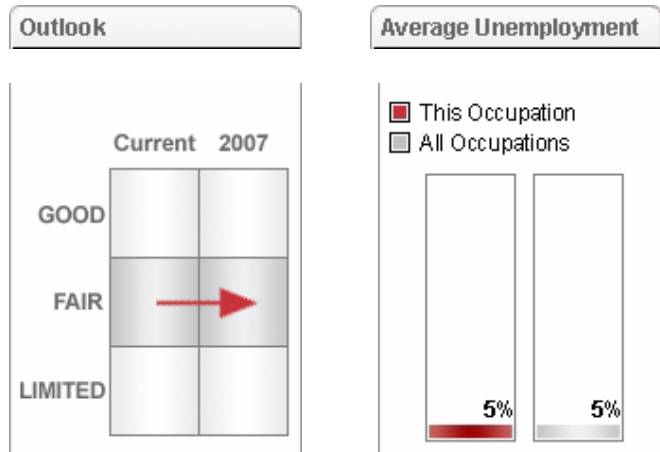
Landed immigrants represent 16 % of the total labour force in construction. 7 % of electricians are immigrants. The highest rate of participation by immigrants is as tile setters, bricklayers, concrete finishers, painters and decorators.

The construction industry is cyclic in nature but demand for electricians is less cyclic due to their role in repair, renovation and maintenance. Employment is low when construction activity slows down, but is not as low as for structural trades. Work is on a project-to-project basis and can last anywhere from an hour to two

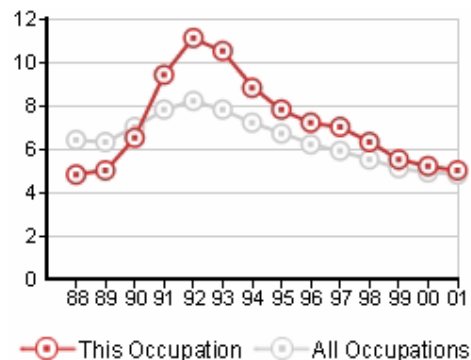
years at a single construction site. Special trade contractors predominate the construction industry and they hire Construction Maintenance Electricians. The workforce of 91 % of such contractors comprises of less than 10 workers.

About 5000-6000 are unionised employees. The majority of non-unionised contractors are small to medium sized firms. The craft union for the Construction Maintenance Electrician trade is International Brotherhood of Electrical Workers. This union encompassed employees of 75-100 contractors, deployed mainly on large construction projects.

### ***Electrical Trades and Telecommunications Occupations (NOC 724)***



### **Unemployment Trend (1988-2001)**



### **Scope of Occupation**

Construction Maintenance Electricians work in residential and commercial buildings such as homes, shopping malls and hotels. They layout, assemble, repair, maintain, connect, and test electrical fixtures, apparatus, control equipment and wiring. They also work on alarm, communication, light, heating and power systems, and they test equipment and systems. Construction and Maintenance Electricians generally work on a project-by-project basis. Although the skills utilized by Industrial Electricians are the same as Construction Maintenance Electricians, the work environment is different.

The increased use of computers to control building functions, such as heating, air conditioning, ventilation, elevators and lighting will provide work for construction

and maintenance electricians who install the equipment and wiring for these systems. The wiring of home security systems and electronic house management systems are new areas of work for Construction Maintenance Electricians. Technology in the electrical field is advancing more rapidly than in any other construction trade.

Industrial electricians install, maintain, test, troubleshoot, and repair industrial electrical equipment and associated electrical and electronic controls, as well as hydraulic and pneumatic equipment used in industrial, manufacturing, and power plants. They often have permanent jobs, while construction and maintenance and domestic and rural electricians generally work on a project-by-project basis.

Domestic and rural electricians work in the construction, repair, remodelling, alteration, or maintenance of houses, multiple-dwelling buildings, or buildings and structures used for farming. They work on a project-by-project basis.

### **Main Duties**

- Protect self and others
- Perform basic job skills
- Select, maintain and use tools and equipment
- Install, maintain and repair wiring systems
- Select, install and test grounding and bonding devices
- Select, install and maintain communication systems
- Select, install and maintain motor drives and controls
- Select, install and maintain power distribution equipment
- Select, install and maintain instrumentation equipment
- Install and maintain stand-by power systems
- Select, install and maintain lighting systems
- Read, interpret and revise drawings and specifications

### **Typical Employers**

- Electrical contractors
- Maintenance departments of buildings, factories, plants, mines, and shipyards
- Electrical power generation, transmission / distribution, and cable television companies
- Public utilities
- Telephone and other telecommunications services/organizations

### **Views & Requirements of Employers**

- Being well versed with Installation Codes is crucial, i.e. The Canadian Electrical Code and the Ontario Electrical Safety Code
- Proficiency in English is necessary to be able to read and interpret technical documents, blueprints and specifications.
- Trades terminology requires constant upgrading
- Ease in handling, tools, equipment and the environment is very important
- Knowledge of Health & Safety regulations and best practices is key because electricity is a lethal commodity

- Engineers may pass the Certificate of Qualification exam but may lack on-the-job skills.
- Apprenticeship, pre-apprenticeship and bridge training are recommended vehicles to eliminate gaps in training and/or experience

### **Apprenticeship with Unionised Contractors**

An application has to be made to the local area Joint apprenticeship Council (JAC). There is a partnership between the area International Brotherhood of Electrical Workers and the local Electrical Contractor's Association. Selections are based on apprenticeship requirements. At the Toronto JAC there is

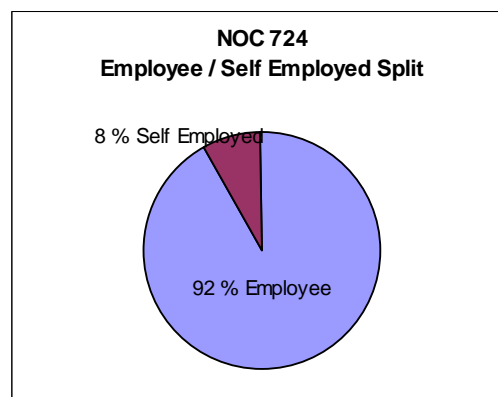
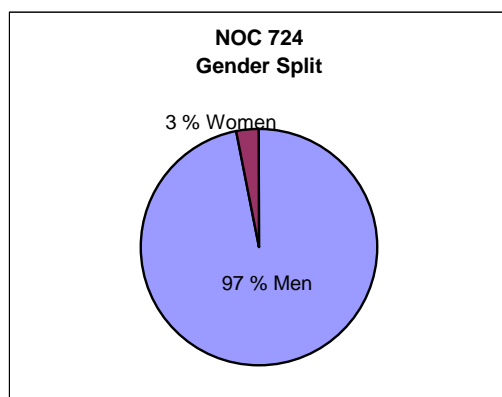
- An Aptitude Test
- A Selection Interview
- Consideration of education scores
- A requirement to complete the Health & Safety and the Orientation Courses.
- Allotment to an electrical contractor to commence training. (In 2004, the intake was 250 from amongst 800 applicants)

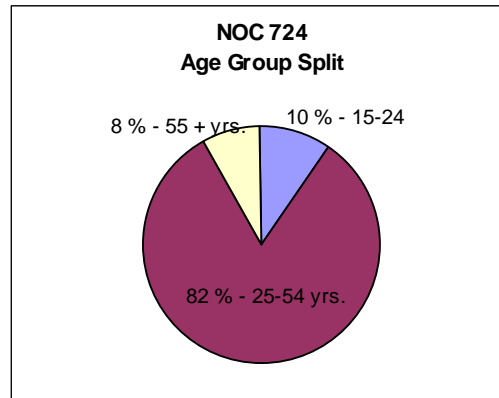
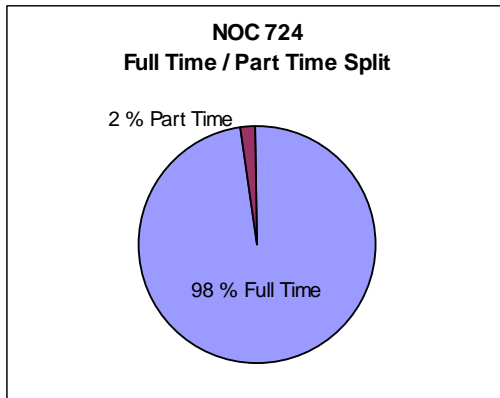
### **Where They Find Work — Top Occupational Areas**

#### ***Electrical Trades and Telecommunications Occupations (NOC 724)***

Construction	40 %
Communication	18 %
Utilities	12 %
Motor Vehicles, Trailers & Parts	3 %
Manufactured Mineral Products	3 %
Pulp & Paper, Paper Products	2 %
Mining, Quarries & Sand Pits	2%

### **Workforce Distribution by Demographic Factors**

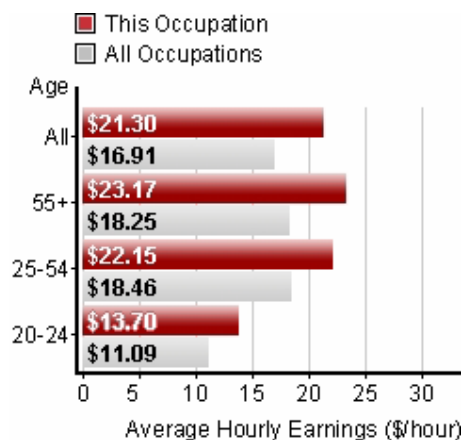




## Wage & Salary Structure

### *Electrical Trades and Telecommunications Occupations (NOC 724)*

Hourly wages (\$21.30) are above the national average (\$16.91) but the rate of wage growth from 1999 to 2001 is below average. These earnings are above average for occupations in the trades, transport, and equipment operations sectors. and for all technical, professional, and skilled occupations.



The salary for construction and maintenance electricians varies according to the workplace and local labour market conditions. The average salary ranges from \$14,600 for an apprentice to \$65,000 for a journeyman (certified tradesperson), excluding overtime and bonuses.



## CERTIFICATION PATHWAY FACT SHEET FOR CONSTRUCTION MAINTENANCE ELECTRICIAN

<b>Legislation</b>	Trades Qualification and Apprenticeship Act, 1951 (TQAA) <a href="http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=en">http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=en</a>
<b>Regulations</b>	Trades Qualification and Apprenticeship Act- Regulation 1051 Electrician <a href="http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=en">http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=en</a>
<b>Trade Designations</b>	Compulsory
<b>Red Seal Program</b>	Yes
<b>Prior Experience and Training Requirements</b>	Equivalent training and experience from another country to an Ontario 5 year apprenticeship
<b>Assessment Preparation</b>	Training Standards- Construction Maintenance Electrician <a href="http://www.red-seal.ca/Site/english/pdf/Construction_Electrician_2003.pdf">http://www.red-seal.ca/Site/english/pdf/Construction_Electrician_2003.pdf</a>
<b>Related Trades</b>	<ul style="list-style-type: none"> <li>• Industrial Electrician</li> <li>• Domestic and Rural Electrician</li> <li>• Power Line Worker</li> </ul>
<b>Language Requirements</b>	No English Test Required Strong Reading, speaking and listening skills required to work <ul style="list-style-type: none"> <li>• Read and interpret drawings and specifications</li> <li>• Give and receive instructions</li> <li>• Occupational Terminology</li> </ul>
<b>Competencies required to write the C of Q exam</b>	<ul style="list-style-type: none"> <li>• Protect self and others</li> <li>• Perform basic job skills</li> <li>• Select, maintain, and use tools and equipment</li> <li>• Install, maintain, and repair wiring systems</li> <li>• Select, install, and test grounding and bonding devices</li> <li>• Select, install and maintain communication systems</li> <li>• Select, install, and maintain motor drives and controls</li> <li>• Select, install, and maintain power distribution equipment</li> <li>• Select, install and maintain instrumentation equipment</li> <li>• Install and maintain stand-by power systems</li> <li>• Select, install, and maintain lighting systems</li> <li>• Read, interpret, and revise drawings and specifications</li> <li>• 2 years of work experience as a certified Industrial Electrician</li> <li>• Description of Construction Maintenance Electrician work-environment in section 2.8.2</li> </ul>
<b>C of Q Exam Plan</b>	<ul style="list-style-type: none"> <li>• Basic Trade Practices 33%</li> <li>• Basic Job Skills 7%</li> <li>• Distribution and Services 13%</li> <li>• Branch Circuit Wiring 14%</li> <li>• Motors and Motor Controls 7%</li> <li>• Controls and Automation Systems 6%</li> <li>• Alarms and Signalling Systems 5%</li> <li>• Installation of Power Generation, Standby Power Generation and Power Conditions Systems 5%</li> <li>• Routine Maintenance, Troubleshooting, Replacement and Repair of Equipment, Components and Devices 10%</li> </ul>





**CERTIFICATION PATHWAY FACT SHEET  
FOR CONSTRUCTION MAINTENANCE ELECTRICIAN Continued...**

<p><b>C of Q Exam Preparation Resources</b></p>	<ul style="list-style-type: none"> <li>• Canadian Electrical Code, R. Gilmour (Canadian Standards Association)</li> <li>• Delmar's Standard Textbook of Electricity (Delmar Publishers)</li> <li>• Electrical Wiring: Commercial, Ray C. Mullin and Robert L. Smith (Delmar Publishing)</li> <li>• Electrical Wiring: Residential, Ray C. Mullin, (Delmar Publishing)</li> <li>• Electronics for Industrial Electricians, Stephen L. Herman (Delmar Publishers)</li> <li>• Ontario Electrical Safety Code</li> <li>• Canadian Safety Association of Ontario <a href="http://www.csao.org">www.csao.org</a></li> <li>• The Electrical and Utilities Safety Association of Ontario (EUSA) <a href="http://www.eusa.on.ca">www.eusa.on.ca</a></li> <li>• Workplace Hazardous Materials Information System <a href="http://www.hc.sc.gc.ca/hecs-sesc/shmis">http://www.hc.sc.gc.ca/hecs-sesc/shmis</a></li> <li>• Multiple Choice Exam Preparation Strategies <a href="http://www.yorku.ca/cdc/lsp/eponline/exam4.htm">http://www.yorku.ca/cdc/lsp/eponline/exam4.htm</a> <a href="http://www.learningcommons.uoguelph.ca/ByTopic/Learning/ExamPrep/Fastfacts-MultipleChoiceExams.html">http://www.learningcommons.uoguelph.ca/ByTopic/Learning/ExamPrep/Fastfacts-MultipleChoiceExams.html</a> <a href="http://www.erin.utoronto.ca/~w3asc/MCPsychology1.html">http://www.erin.utoronto.ca/~w3asc/MCPsychology1.html</a> <a href="http://psychology.ucalgary.ca/students/ugrad/test-taking_advice.html">http://psychology.ucalgary.ca/students/ugrad/test-taking_advice.html</a></li> <li>• Training Standards Manual-Construction Maintenance Electrician</li> </ul>
<p><b>Prohibited Trades for C of Q exam Translation</b></p>	<ul style="list-style-type: none"> <li>• Alignment and Brakes Mechanic</li> <li>• Architecture</li> <li>• Auto Body and Collision Damage Repairer</li> <li>• Computer / Office Equipment Service</li> <li>• Construction &amp; Maintenance Electrician</li> <li>• Construction Lineworker</li> <li>• Construction Superintendent</li> <li>• Electrical Engineer</li> <li>• Electrician – Domestic and Rural</li> <li>• Farm Equipment Mechanic</li> <li>• Fuel and Electrical Systems Mechanic</li> <li>• Heavy Duty Equipment Mechanic</li> <li>• Industrial Electrician</li> <li>• Industrial Mechanic (Millwright)</li> <li>• Major Appliance Service Technician</li> <li>• Motor Vehicle Mechanic</li> <li>• Motorcycle Mechanic</li> <li>• Power Lineworker</li> <li>• Radio and Television Service Technician</li> <li>• Refrigeration and Air-Conditioning Mechanic</li> <li>• Security Service Technician</li> <li>• Sprinkler and Fire Protection Installer</li> <li>• Stationary Engineer</li> <li>• Telephone Service Technician</li> <li>• Transmission Mechanic</li> <li>• Truck Trailer Repairer</li> </ul>
<p><b>Average Journeyperson Wages</b></p>	<p>Journeyperson wages range from \$12 to \$31 an hour, excluding overtime <a href="http://www.onestep.on.ca/ows/Ows99_Eng/welcome_e.html">http://www.onestep.on.ca/ows/Ows99_Eng/welcome_e.html</a></p>



## APPRENTICESHIP PATHWAY FACT SHEET FOR CONSTRUCTION MAINTENANCE ELECTRICIAN

<b>Legislation</b>	Trades Qualification and Apprenticeship Act, 1951 (TQQA) <a href="http://www.e-laws.gov.on.ca/tocbrowseCL_E.asp?=en">http://www.e-laws.gov.on.ca/tocbrowseCL_E.asp?=en</a>	
<b>Regulations</b>	Trades Qualification and Apprenticeship Act- Regulation 1051 Electrician	
<b>Trade Designation</b>	Compulsory	
<b>Academic Entrance Requirements</b>	Grade 10	
<b>Recommended Academic Background</b>	English, Math and Science Apprenticeship Subject Pathways <a href="http://www.edu.gov.on.ca/eng/training/apprenticeship/skills/pathwaye.pdf">www.edu.gov.on.ca/eng/training/apprenticeship/skills/pathwaye.pdf</a>	
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>• No language test needed for apprenticeship.</li> <li>• Read, interpret and revise drawings and specifications.</li> <li>• Receive and give instructions clearly in English (or French).</li> <li>• Adequate English (or French) language skills to register as apprentices, particularly because of the demands of a compact in-school training component</li> </ul>	
<b>Related Trades</b>	<ul style="list-style-type: none"> <li>• Industrial Electrician</li> <li>• Domestic and Rural Electrician</li> <li>• Power Line Worker</li> </ul>	
<b>Apprenticeship Wages</b>	<b>Duration of Training</b>	<b>% of Journeyperson's Wages</b>
	1 <sup>st</sup> period	40%
	2 <sup>nd</sup> period	50%
	3 <sup>rd</sup> period	60%
	4 <sup>th</sup> period	70%
	5 <sup>th</sup> period	80%
<b>Training Duration</b>	<p>Training duration consists of five, 1800-hour (1 year) periods. This includes on-the-job and in-class training. Reduced to 1600 hours if apprentice has equivalency to Grade 12 or higher. In-class training can be completed through one of:</p> <ul style="list-style-type: none"> <li>• Block release (full time, one 8 week or two 10 week levels)</li> <li>• Day release (one day per week, from September to June)</li> <li>• Part-time (night school)</li> </ul>	
<b>Exemption Test or PLAR</b>	Exemption tests are available for in-class training.	



**APPRENTICESHIP PATHWAY FACT SHEET  
FOR CONSTRUCTION MAINTENANCE ELECTRICIAN Continued...**

<b>Apprenticeship Program Information</b>	Visit the Ellis Chart at <a href="http://ellischart.ca/English/Ellisc42.html">http://ellischart.ca/English/Ellisc42.html</a> or the Canadian Apprenticeship Forum Skilled Trade Inventory <a href="http://www.apprenticeshiptrades.ca">www.apprenticeshiptrades.ca</a> for more information on apprenticeship training programs across Canada.	
<b>Journeyman to Apprenticeship Ratio</b>	<b>Number of Journeypersons Available</b>	<b>Number of Apprentices Allowed</b>
	1	1
	2	2
	3	2
	4	2
	5	3
	6	3
	7	3
	8	4
	For every three journeypersons employed after the eight journeyperson, one additional apprentice may be hired.	
<b>Sponsor Types</b>	Sponsorship are available for CME's from unions, employers and a joint apprenticeship council: <a href="http://www.ecao.org/visitors/apprenticeship.htm">http://www.ecao.org/visitors/apprenticeship.htm</a> (IBEW and Electrical Contractors Association of Ontario)	



**SELF-ASSESSMENT (RELATED TRADES – AUTOMOTIVE SERVICE TECHNICIAN)**

Alignment & Brakes Technician	Auto Body & Collision Damage Repairer (Branch 1)	Auto Body Repairer (Branch 2)	Automotive Electronic Accessory Technician	Fuel and Electrical Systems Mechanic	Heavy Duty Equipment Mechanic	Transmission Technician	Truck and Coach Technician	Truck-Trailer Service Technician	Automotive Service Technician
<input type="checkbox"/> Occupational Health and Safety Procedures	<input type="checkbox"/> Protect Self and Others	<input type="checkbox"/> Protect Self and Others	<input type="checkbox"/> Perform Safety, Work and Business Practices	<input type="checkbox"/> Demonstrate Safe Working Practices and Techniques	<input type="checkbox"/> Demonstrate Safe Working Practices and Techniques	<input type="checkbox"/> Occupational Health and Safety Procedures	<input type="checkbox"/> Occupational Health and Safety Procedures	<input type="checkbox"/> Occupational Health and Safety Procedures	<input type="checkbox"/> Perform Safety, Work and Business Practices
<input type="checkbox"/> Electrical and Electronic Controls	<input type="checkbox"/> Prepare Vehicle for Painting	<input type="checkbox"/> Prepare Vehicle for Painting	<input type="checkbox"/> Plan and Prepare for the Installation	<input type="checkbox"/> Apply General Work Practices and Procedures	<input type="checkbox"/> Apply General Work Practices and Procedures	<input type="checkbox"/> Drive Shafts, Differentials and Drive Axle Assemblies	<input type="checkbox"/> Electrical Systems – Starting and Charging	<input type="checkbox"/> Trailer Electrical Systems	<input type="checkbox"/> Service and Repair Engines
<input type="checkbox"/> Suspension System and Frames	<input type="checkbox"/> Use and Maintain Hand / Power Tools and Equipment	<input type="checkbox"/> Use and Maintain Hand / Power Tools and Equipment	<input type="checkbox"/> Install Immobilizer / Theft-Deterrent Systems	<input type="checkbox"/> Service Vehicle (Mechanical)	<input type="checkbox"/> Communicate Effectively	<input type="checkbox"/> Manual Transmissions / Transaxles	<input type="checkbox"/> Electrical Systems – Body Electrical	<input type="checkbox"/> Landing Gear Assemblies and Trailer Frames	<input type="checkbox"/> Service and Repair Electrical Systems – Starting and Charging
<input type="checkbox"/> Steering Systems	<input type="checkbox"/> Remove, Replace Trim, Components / Hardware Automotive Glass	<input type="checkbox"/> Remove, Replace Trim, Components / Hardware Automotive Glass	<input type="checkbox"/> Install Remote Engine Starter Systems	<input type="checkbox"/> Diagnose and Repair Fuel Systems	<input type="checkbox"/> Operate Equipment	<input type="checkbox"/> Automatic Transmissions / Transaxles	<input type="checkbox"/> Fuel Systems	<input type="checkbox"/> Hitching and Coupling Systems	<input type="checkbox"/> Service and Repair Engine Management Systems
<input type="checkbox"/> Braking Systems	<input type="checkbox"/> Weld, Braze and Solder	<input type="checkbox"/> Weld, Braze and Solder	<input type="checkbox"/> Service and Repair Immobilizer / Theft-Deterrent Systems	<input type="checkbox"/> Diagnose, Remove and Repair Engine Management and Emission Control Systems	<input type="checkbox"/> Select, Use and Maintain Tools and Equipment	<input type="checkbox"/> Electrical and Electronic Controls	<input type="checkbox"/> Engine Systems – Gasoline and Diesel	<input type="checkbox"/> Trailer Bodies	<input type="checkbox"/> Service and Repair Electrical Systems – Body
<input type="checkbox"/> Tires, Wheels, Rims and Hubs	<input type="checkbox"/> Repair Automobile Bodies	<input type="checkbox"/> Repair Automobile Bodies	<input type="checkbox"/> Service and Repair Remote Starter Systems	<input type="checkbox"/> Diagnose and Repair Electrical Systems	<input type="checkbox"/> Block, Hoist and Rig	<input type="checkbox"/> Transmission Oil Coolers	<input type="checkbox"/> Engine Management Systems	<input type="checkbox"/> Trailer Suspension Systems	<input type="checkbox"/> Service and Repair Fuel Delivery Systems
<input type="checkbox"/> Alignment	<input type="checkbox"/> Replace, Refit Electrical Components, Heating / Cooling Systems	<input type="checkbox"/> Replace, Refit Electrical Components, Heating / Cooling Systems		<input type="checkbox"/> Diagnose and Repair Electrical / Electronic Safety, Convenience and Comfort Systems	<input type="checkbox"/> Weld and Cut	<input type="checkbox"/> Transfer Cases	<input type="checkbox"/> Exhaust, Intake and Emission Control Systems	<input type="checkbox"/> Tires, Wheels, Rims, Hubs and Axles	<input type="checkbox"/> Service and Repair Transmissions and Clutches
	<input type="checkbox"/> Straighten and Align Frames and Unibody Assemblies	<input type="checkbox"/> Paint Automobile Bodies		<input type="checkbox"/> Diagnose, Service and Repair Heating, Ventilation and Air Conditioning Systems	<input type="checkbox"/> Perform Preventive Maintenance		<input type="checkbox"/> Transmission systems	<input type="checkbox"/> Trailer Air Systems and Auxiliary Components	<input type="checkbox"/> Service and Repair Drive Shaft, Differential, and Drive Axles Assemblies
	<input type="checkbox"/> Align Steering and Suspension Components	<input type="checkbox"/> Prepare and Detail Vehicle			<input type="checkbox"/> Diagnose and Repair Engines		<input type="checkbox"/> Drive Shafts and Drive Axle Assemblies	<input type="checkbox"/> Trailer Braking Systems	<input type="checkbox"/> Service and Repair Suspension Systems and Frames
	<input type="checkbox"/> Paint Automobile Bodies				<input type="checkbox"/> Diagnose and Repair Power Trains		<input type="checkbox"/> Frames and Hitching / Coupling Systems	<input type="checkbox"/> Trailer, Heating, Ventilation and Refrigeration Systems	<input type="checkbox"/> Service and Repair Steering Systems



**SELF-ASSESSMENT (RELATED TRADES – AUTOMOTIVE SERVICE TECHNICIAN)**

Alignment & Brakes Technician	Auto Body & Collision Damage Repairer (Branch 1)	Auto Body Repairer (Branch 2)	Automotive Electronic Accessory Technician	Fuel and Electrical Systems Mechanic	Heavy Duty Equipment Mechanic	Transmission Technician	Truck and Coach Technician	Truck-Trailer Service Technician	Automotive Service Technician
	<input type="checkbox"/> Diagnose Damage and Appraise Repair Costs				<input type="checkbox"/> Diagnose and Repair Electrical Systems		<input type="checkbox"/> Body and Trim	<input type="checkbox"/> Hydraulic Systems	<input type="checkbox"/> Service and Repair Breaking Systems
	<input type="checkbox"/> Road Test and Detail Vehicle				<input type="checkbox"/> Diagnose and Repair Hydraulic Systems		<input type="checkbox"/> Suspension Systems		<input type="checkbox"/> Service and Repair Tires, Wheels, Rims, and Hubs
					<input type="checkbox"/> Diagnose and Repair Pneumatic Systems		<input type="checkbox"/> Steering Systems		<input type="checkbox"/> Service and Repair Heating, Ventilation, and Air Conditioning Systems
					<input type="checkbox"/> Diagnose and Repair Brake and Steering Systems		<input type="checkbox"/> Tires, Wheels, Rims and Hubs		<input type="checkbox"/> Service and Repair Body and Trim
					<input type="checkbox"/> Diagnose and Repair Suspensions, Undercarriages and Chassis and Components		<input type="checkbox"/> Air Supply Systems		
							<input type="checkbox"/> Braking Systems		
							<input type="checkbox"/> Heating, Ventilation, Air Conditioning and Refrigeration Systems		
							<input type="checkbox"/> Hydraulic Systems		

## **LABOUR MARKET INFORMATION**

### **Automotive Service Technician**

#### **Highlights**

- Automotive Repair & Service Industry worth \$ 15.6 billion in Canada, of which:
  - \$ 9.3 billion is from parts and
  - \$ 6.3 billion is from services
- 54 % of the national workforce in this industry is in Ontario.
- Estimated employment in 2002 was 51,400 persons

#### **Employment Prospect**

The automotive repair and service sector has a little over 200,000 employees at 27,150 outlets in Canada. The employment potential for Automotive Service Technicians will continue to be strong due to the fact that new vehicle sales are expected to be buoyant till at least 2007. Growth is expected to be as fast as the average for all occupations. Due to the large size of this occupational group, replacement needs are expected to create a substantial number of job openings yearly.

#### **Scope of Occupation**

Automotive Service technicians and truck mechanics inspect, diagnose, repair and service mechanical, electrical and electronic systems and components of cars, buses and trucks. They may specialize in:

- Engine & Fuel Systems
- Transmission Systems
- Air Conditioning
- Cooling & Heating Systems
- Steering
- Alignment
- Brakes
- Drive Lines
- Suspension
- Electrical & Electronic Systems

They may also perform major repairs and replacement of mechanical units on newly assembled motor vehicles. Increasingly complex motor vehicle systems, the use of propane vehicles and other innovations are increasing the skills requirements in this occupation. There is more of an emphasis on electronics, diagnostics and emissions and team based repair. Advanced testing equipment is being used to test vehicle faults. Computer skills are now a necessity in this trade.

## **Main Duties**

Automotive service technicians perform some or all of the following duties:

- Review work orders and discuss work with supervisor;
- Inspect motor in operation, road test motor vehicle, test automotive systems and components using testing devices to diagnose and isolate faults;
- Adjust, repair or replace parts and components of automotive systems using hand tools and other specialized automotive repair equipment;
- Test and adjust repaired systems to manufacturers' specifications;
- Perform scheduled maintenance service, such as oil changes, lubrications and tune ups;
- Advise customers on work performed, general vehicle conditions and future repair requirements.

## **Typical Employers**

Automobile Dealers  
Motor Vehicle Manufacturers  
Motor Vehicle Parts Manufacturers  
Automotive Service Shops  
Service Stations  
Trucking Companies  
Public Transit Commissions  
Motor Vehicles Wholesalers  
Automotive Parts and Accessories Stores

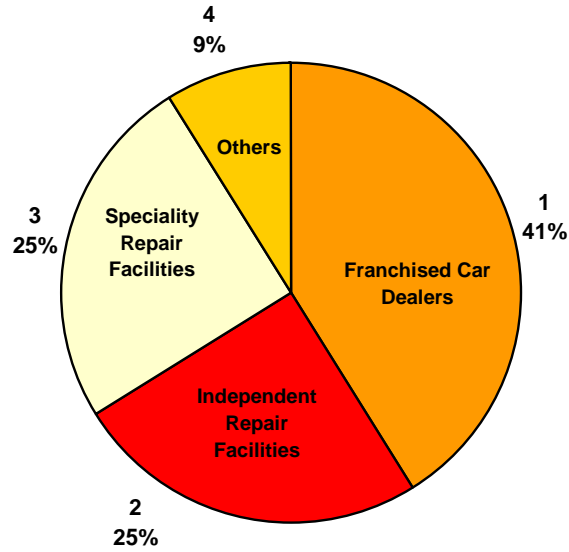
The work environment is characterised by sporadic work, flat rate compensation, and absence of any unions. Independent repair franchises are generally small and may employ less than 5 persons. Franchised car dealers are large.

## **Views & Requirements of Employers**

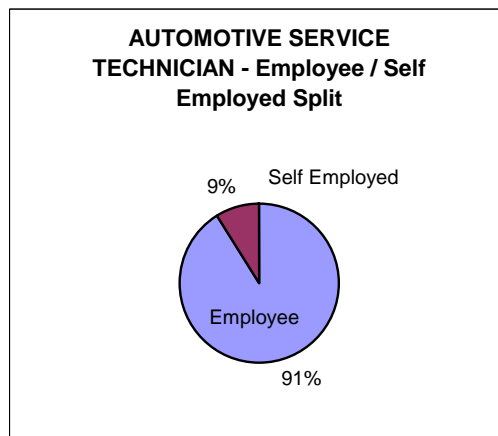
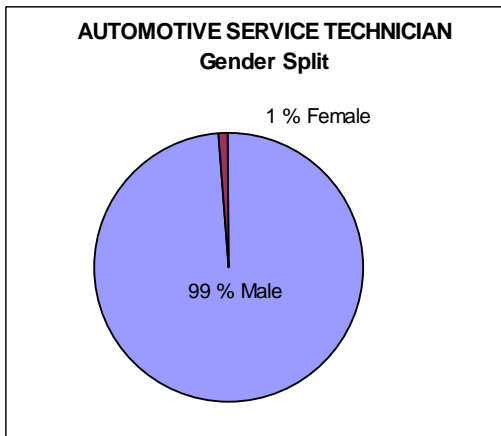
- Prior experience in servicing automobiles similar to those in Canada is very critical (Vehicles with electronic operation and control systems and with fuel injection technology)
- General integrated knowledge of all auto systems is preferred; skills in specialized systems not as marketable
- Willingness to work at an entry level initially, to demonstrate abilities

## AUTOMOTIVE SERVICE TECHNICIANS

### Workforce Distribution by Sectors



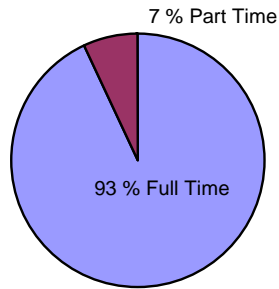
### Workforce Distribution by Demographic Factors



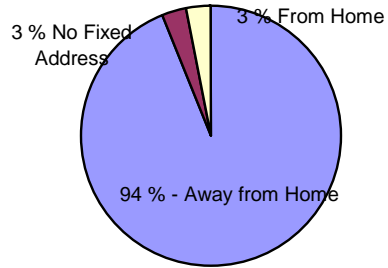


Resources for Internationally – Trained Individuals  
LMI- Automotive Service Technician

**AUTOMOTIVE SERVICE  
TECHNICIAN  
FullTime/Part Time Split**



**AUTOMOTIVE SERVICE  
TECHNICIAN - Workplace Location  
Split**

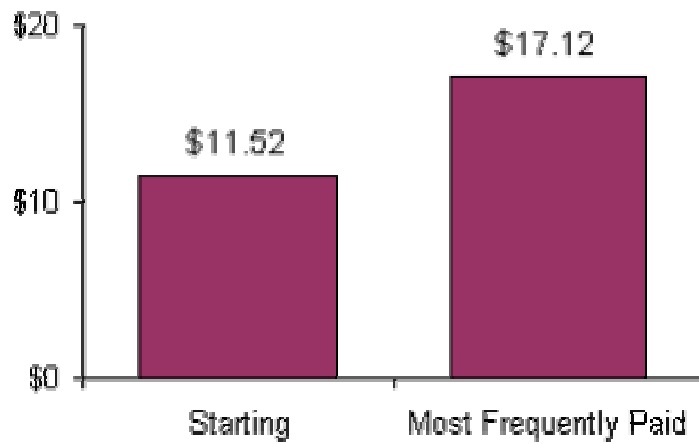


**Workforce Distribution by Geographical Areas**

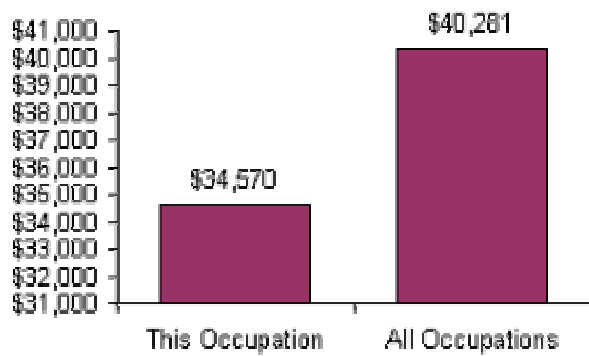
Employment by Region	(%) This Occupation	(%) All Occupations
Ottawa	9	10
Kingston-Pembroke	4	4
Muskoka-Kawarthas	4	3
Kitchener-Waterloo-Barrie	10	9
Hamilton-Niagara Peninsula	11	11
Toronto	38	42
London	6	5
Windsor-Sarnia	7	5
Stratford-Bruce Peninsula	3	3
Northeast	6	5
Northwest	2	2

**Wage & Salary Structure**

Hourly Wage Estimates (March 1999)



Average Annual Employment Income (1995)





<b>CERTIFICATION PATHWAY FACT SHEET FOR AUTOMOTIVE SERVICE TECHNICIAN</b>	
<b>Legislation</b>	Apprenticeship and Certification Act, 1998 (ACA) <a href="http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=en">http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=en</a>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>• Regulation 269/96- Regulations pertaining to motive power equipment</li> <li>• Regulation 1068- Regulations pertaining to Motor Vehicle Mechanic</li> <li>• Regulation 565/99- Restricted Skill Sets</li> </ul>
<b>Trade Designation</b>	Restricted
<b>Red Seal Program</b>	Yes
<b>Prior Experience and Training Requirements</b>	Equivalent training and experience from another country to an Ontario 5 year apprenticeship
<b>Assessment Preparation Resources</b>	Training Standards Manual- Automotive Service Technician <a href="http://www.red-seal.ca">www.red-seal.ca</a>
<b>Related Trades</b>	<ul style="list-style-type: none"> <li>• Alignment and Brakes Technician</li> <li>• Autobody and Collision Damage Repairer</li> <li>• Autobody Repairer</li> <li>• Automotive Accessory Technician</li> <li>• Fuel and Electrical Systems Electrician</li> <li>• Transmission Technician</li> <li>• Truck and Coach Technician</li> <li>• Truck-trailer Service Technician</li> </ul>
<b>Language Requirements</b>	No language test required for certification <ul style="list-style-type: none"> <li>• Read and interpret technical and manufacturers manuals, bulletins and diagnostic documents at a grade 12 reading level</li> <li>• Give and receive instructions clearly</li> <li>Occupational terminology</li> </ul>
<b>Competencies required to write the C of Q exam</b>	<ul style="list-style-type: none"> <li>• Demonstrate safe working practice and techniques</li> <li>• Apply general work practices and procedures</li> <li>• Perform basic vehicle servicing functions</li> <li>• Inspect and repair engine cooling and exhaust systems</li> <li>• Diagnose and repair braking systems</li> <li>• Diagnose and repair steering and suspension systems</li> <li>• Inspect and service electrical charging and starting systems</li> <li>• Diagnose and repair engines</li> <li>• Diagnose and repair differentials, drive shafts, and drive axles</li> <li>• Diagnose and repair manual transmissions, transaxles, and transfer cases</li> <li>• Diagnose and repair ignition systems</li> <li>• Diagnose and repair auxiliary electrical/electronic safety, convenience and comfort systems</li> <li>• Diagnose and repair fuel systems</li> <li>• Diagnose and repair engine management and emission control systems</li> <li>• Diagnose and repair heating, ventilation, and air-conditioning systems</li> <li>• Diagnose and repair occupant restraint systems</li> </ul>



<b>CERTIFICATION PATHWAY FACT SHEET FOR AUTOMOTIVE SERVICE TECHNICIAN Continued...</b>	
<b>C of Q Exam Preparation Resources</b>	<ul style="list-style-type: none"> <li>• Auto Mechanics Fundamentals, M.W. Stockel, General Publishing</li> <li>• Automotive Mechanics, W.H. Crouse, McGraw-Hill</li> <li>• Automotive Transmissions and Power Trains, W.H. Crouse and D.L. Anglin, (McCraw-Hill)</li> <li>• Training Standards Manual-Automotive Service Technician</li> <li>• Examination Plan-Automotive Service Technician</li> <li>• Multiple Choice Exam Preparation Strategies:  <a href="http://www.yorku.ca/cdc/lsp/eponline/exam4.htm">http://www.yorku.ca/cdc/lsp/eponline/exam4.htm</a>  <a href="http://www.learningcommons.uoguelph.ca/ByTopic/Learning/ExamPrep/Fastfacts-MultipleChoiceExams.html">http://www.learningcommons.uoguelph.ca/ByTopic/Learning/ExamPrep/Fastfacts-MultipleChoiceExams.html</a>  <a href="http://www.erin.utoronto.ca/~w3asc/MCPsychology1.html">http://www.erin.utoronto.ca/~w3asc/MCPsychology1.html</a>  <a href="http://psychology.ucalgary.ca/students/ugrad/test-taking_advice.html">http://psychology.ucalgary.ca/students/ugrad/test-taking_advice.html</a> </li> </ul>
<b>C of Q Exam Plan</b>	<ul style="list-style-type: none"> <li>• Work practices, procedures and safety in the workplace 7%</li> <li>• Internal Combustion Engine 14%</li> <li>• Engine Management System 22%</li> <li>• Drive Line System 14%</li> <li>• Electrical, Electronic and Vacuum Control Systems 20%</li> <li>• Steering, Suspension and Brake Systems 18%</li> <li>• Body Hardware Trim and Accessories 5%</li> </ul>
<b>Prohibited Trades for C of Q Exam Translation</b>	<ul style="list-style-type: none"> <li>• Alignment and Brakes Mechanic</li> <li>• Auto Body and Collision Damage Repairer</li> <li>• Auto Body Repairer</li> <li>• Automotive Engineer</li> <li>• Automotive Machinist</li> <li>• Automotive Parts Person</li> <li>• Automotive Parts Rebuilder</li> <li>• Automotive Service Advisor</li> <li>• Automotive Service Technician</li> <li>• Construction Millwright</li> <li>• Electrical Engineer</li> <li>• Electrician</li> <li>• Farm Equipment Mechanic</li> <li>• Fuel and Electrical Systems Mechanic</li> <li>• Garage Attendant</li> <li>• Heavy Duty Equipment Mechanic</li> <li>• Industrial Electrician</li> <li>• Industrial Mechanic (Millwright)</li> <li>• Mechanical Engineer</li> <li>• Motorcycle Mechanic</li> <li>• Stationary Engineer</li> <li>• Transmission Mechanic</li> <li>• Truck Trailer Repairer</li> </ul>
<b>Related Trades</b>	<ul style="list-style-type: none"> <li>• Alignment and Brakes Technician</li> <li>• Autobody and Collision Damage Repairer</li> <li>• Autobody Repairer</li> <li>• Automotive Accessory Technician</li> <li>• Fuel and Electrical Systems Electrician</li> <li>• Transmission Technician</li> <li>• Truck and Coach Technician</li> <li>• Truck-trailer Service Technician</li> </ul>
<b>Average Journeyperson Wages</b>	\$20 - \$30 per hour
<b>Renewal of Certification</b>	<ul style="list-style-type: none"> <li>• Required every 3 years</li> <li>• Fee \$ 60</li> </ul>



<b>APPRENTICESHIP PATHWAY FACT SHEET FOR AUTOMOTIVE SERVICE TECHNICIAN</b>	
<b>Legislation</b>	Apprenticeship and Certification Act, 1998 (ACA) <a href="http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=-en">http://www.e-laws.gov.on.ca/tocBrowseCL_E.asp?=-en</a>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>• Regulation 269/96-Regulations pertaining to motive power equipment</li> <li>• Regulation 1068- Regulations pertaining to Motor Vehicle Mechanic</li> <li>• Regulation 565/99- Restricted Skill Sets</li> </ul>
<b>Trade Designation</b>	Restricted
<b>Red Seal Program</b>	Yes
<b>Academic Entrance Requirements</b>	Grade 12
<b>Recommended Academic Background</b>	Mathematics, Communications, Science Apprenticeship Subject Pathways <a href="http://www.edu.gov.on.ca/eng/training/apprenticeship/skills/pathwaye.pdf">www.edu.gov.on.ca/eng/training/apprenticeship/skills/pathwaye.pdf</a>
<b>Language Requirements</b>	TOFEL required for in-class training at community college level. On the job requirements include: <ul style="list-style-type: none"> <li>• Read and interpret technical and manufacturers manuals, bulletins and diagnostic documents at a grade 12 reading level.</li> <li>• Give and receive instructions clearly</li> <li>• Occupational terminology</li> </ul>
<b>Related Trades</b>	<ul style="list-style-type: none"> <li>• Alignment and brakes technician</li> <li>• Automotive accessory technician</li> <li>• Fuel and electrical systems electrician</li> <li>• Transmission technician</li> <li>• Autobody and collision damage repairer</li> <li>• Autobody repairer</li> <li>• Truck and coach technician</li> <li>• Truck-trailer service technician</li> </ul>
<b>Apprenticeship Program Information</b>	Visit the Ellis Chart at <a href="http://ellischart.ca/English/Ellisc_18.html">http://ellischart.ca/English/Ellisc_18.html</a> or the Canadian Apprenticeship Forum Skilled Trades Inventory at <a href="http://www.apprenticeshiptrades.ca">www.apprenticeshiptrades.ca</a> for more information on apprenticeship training programs across Canada.
<b>Training Duration</b>	Training duration consist of 7220 hours, 6500 on the job hours and 720) in-school hours. In-class training can be completed through one of: <ul style="list-style-type: none"> <li>• Block release (full time, 3 levels, 8 weeks each,)</li> <li>• Day release (one day per week September - June)</li> </ul> Part-time night school



**APPRENTICESHIP PATHWAY FACT SHEET  
 FOR AUTOMOTIVE SERVICE TECHNICIAN Continued..**

<b>Exemption Test or PLAR</b>	Exemption tests are available for level one of in-class training. Levels 2 and 3 are being developed. PLAR is available where Exemptions Tests are currently not available
<b>Journeyman to Apprenticeship Ratio</b>	1 : 2 If the employer is a journeyman, 2 additional apprentices can be hired
<b>Apprenticeship Wages</b>	<ul style="list-style-type: none"> <li>• Wage rate is not governed by legislation.</li> <li>• Employers set wage rates no lower than minimum wage.</li> <li>• Wages increase as apprentice completes training</li> <li>• Some employers pay "Piece Work"</li> </ul>
<b>Sponsor Types</b>	Sponsorships are available for Automotive Service Technicians from employers
<b>Other Required Certification</b>	<ul style="list-style-type: none"> <li>• Ozone Depleting Program, Ministry of Environment</li> <li>• Alternative Fuels Certificate, Technical Standards and Safety Authority</li> </ul>
<b>Related Trades</b>	<ul style="list-style-type: none"> <li>• Alignment and Brakes Technician</li> <li>• Autobody Repairer</li> <li>• Automotive Accessory Technician</li> <li>• Fuel and Electrical Systems Electrician</li> <li>• Transmission Technician</li> <li>• Truck and Coach Technician</li> <li>• Truck –Trailer Service Technician</li> </ul>



**SELF-ASSESSMENT (RELATED TRADES – INDUSTRIAL MECHANIC/MILLWRIGHT)**

General Machinist	Mould Maker	Welder	Tool and Die Maker	Refrigeration & Air Conditioning Mechanic	Industrial Mechanic / Millwright		
<input type="checkbox"/> Protect Self and Others	<input type="checkbox"/> Protect Self and Others	<input type="checkbox"/> Uses and Maintains Tools and Equipment	<input type="checkbox"/> Protect Self and Others	<input type="checkbox"/> Demonstrates Safe Working Practices and Techniques	<input type="checkbox"/> Practice Safety		
<input type="checkbox"/> Plan and Prepare for Machining Job	<input type="checkbox"/> Plan and Prepare for Machining Job	<input type="checkbox"/> Uses and Maintains Material Handling and Safety Equipment	<input type="checkbox"/> Plan and Prepare for Machining Job	<input type="checkbox"/> Communicate Orally and Write Report	<input type="checkbox"/> Communicate		
<input type="checkbox"/> Perform Work In-Process Dimensional and/or Surface Verification	<input type="checkbox"/> Perform Work In-Process Dimensional and/or Surface Verification	<input type="checkbox"/> Maintains Welding Equipment and Supplies	<input type="checkbox"/> Perform Work In-Process Dimensional and/or Surface Verification	<input type="checkbox"/> Operate Tolls and Instruments	<input type="checkbox"/> Read Drawings and Schematics		
<input type="checkbox"/> Perform Benchwork	<input type="checkbox"/> Perform Benchwork	<input type="checkbox"/> Prepares Work Site	<input type="checkbox"/> Perform Benchwork	<input type="checkbox"/> Braze, Solder and Weld Material	<input type="checkbox"/> Hand and Power Tools		
<input type="checkbox"/> Perform Sawing	<input type="checkbox"/> Perform Sawing	<input type="checkbox"/> Lays Out, Cuts and Forms Metals to Specification	<input type="checkbox"/> Perform Sawing	<input type="checkbox"/> Rig and Hoist Materials and Equipment	<input type="checkbox"/> Set Up and Use Machine Tools		
<input type="checkbox"/> Perform Drilling Using Drill/Press Machine	<input type="checkbox"/> Perform Drilling Using Drill/Press Machine	<input type="checkbox"/> Fits Sub-Assemblies and Assemblies	<input type="checkbox"/> Perform Drilling Using Drill/Press Machine	<input type="checkbox"/> Design Refrigeration and Air Conditioning Systems	<input type="checkbox"/> Use and Care of Precision Measuring Equipment		
<input type="checkbox"/> Perform Machine Grinding	<input type="checkbox"/> Perform Machine Grinding	<input type="checkbox"/> Prepares Assembly for Welding	<input type="checkbox"/> Perform Machine Grinding	<input type="checkbox"/> Plan and Prepare for Installations	<input type="checkbox"/> Select and Use Materials and Fasteners		
<input type="checkbox"/> Perform Lathe Work	<input type="checkbox"/> Perform Lathe Work	Welds with the Shielded Metal Arc Welding (SMAW) Process	<input type="checkbox"/> Perform Lathe Work	<input type="checkbox"/> Install Refrigeration and Air Conditioning Systems	<input type="checkbox"/> Select and Apply Lubricants		
<input type="checkbox"/> Perform Milling	<input type="checkbox"/> Perform Milling	<input type="checkbox"/> Welds with the Gas Metal Arc Welding (GMAW) Process	<input type="checkbox"/> Perform Milling	<input type="checkbox"/> Start, Test and Balance Refrigeration and Air Conditioning Systems	<input type="checkbox"/> Rig and Hoist		



**SELF-ASSESSMENT (RELATED TRADES – INDUSTRIAL MECHANIC/MILLWRIGHT)**

General Machinis	Mould Maker	Welder	Tool and Die Maker	Refrigeration & Air Conditioning Mechanic	Industrial Mechanic / Millwright		
<input type="checkbox"/> Devise and Detail a Plan for the Tool-Building process	<input type="checkbox"/> Perform Electrical Discharge (EDM) Machining	<input type="checkbox"/> Welds with the Flux Core or Metal Core Arc Welding (FCAW or MCAW) Process	<input type="checkbox"/> Devise and Detail a Plan for the Tool-Building process	<input type="checkbox"/> Troubleshoot Refrigeration and Air Conditioning Systems	<input type="checkbox"/> Install and Maintain Power Transmission Systems		
<input type="checkbox"/> Fabricates Dies, Tools, Jigs and Fixtures	<input type="checkbox"/> Devise and Detail a Plan for the Mould-Building Process	<input type="checkbox"/> Welds with the Submerged Arc Welding (SAW)	<input type="checkbox"/> Fabricates Dies, Tools, Jigs and Fixtures	<input type="checkbox"/> Service Refrigeration and Air Conditioning Systems	<input type="checkbox"/> Install and Maintain Compressors		
<input type="checkbox"/> Fabricate a Prototype	<input type="checkbox"/> Fabricate Mould Components	<input type="checkbox"/> Welds with the Plasma Arc Welding (PAW) Process	<input type="checkbox"/> Fabricate a Prototype	<input type="checkbox"/> Service Electrical Components on Refrigeration and Air Conditioning Systems	<input type="checkbox"/> Install and Maintain Pumps		
<input type="checkbox"/> Perform Die Development	<input type="checkbox"/> Fit and Assemble A Mould	<input type="checkbox"/> Brazes Metal	<input type="checkbox"/> Perform Die Development		<input type="checkbox"/> Install, Commission and Maintain Prime Movers and Machinery		
	Finish/Polish the Moulding Surface	<input type="checkbox"/> Welds Studs			<input type="checkbox"/> Weld, Braze and Solder		
		<input type="checkbox"/> Controls for Quality While Welding			<input type="checkbox"/> Install and Maintain Bearings, Seals and Packing		
		<input type="checkbox"/> Carries Out Post-Weld Quality Control			<input type="checkbox"/> Install and Maintain Fans and Blowers		
		Demonstrates Safe Working Practices and Procedures			<input type="checkbox"/> Install and Maintain Pneumatic Systems		
					<input type="checkbox"/> Install and Maintain Hydraulic Systems		
					<input type="checkbox"/> Perform Preventative and Predictive Maintenance		





# STEPS TO APPRENTICESHIP

## I. APPRENTICESHIP APPLICATION PREPARATION:

### ***STEP ONE: VISIT AN EMPLOYMENT SERVICE PROVIDER***

To find a community-based agency that provides employment services for internationally-trained individuals visit: [www.settlement.org](http://www.settlement.org) or [www.211toronto](http://www.211toronto)

### ***STEP TWO: LEARN ABOUT APPRENTICESHIP & DETERMINE YOUR ELIGIBILITY***

Information about apprenticeship is available through the MTCU Workplace Training Support Branch Offices, immigrant serving agencies, and the websites listed below: The Ontario Ministry of Training, Colleges and Universities Website [www.edu.gov.on.ca/eng/training/apprenticeship/appren.html](http://www.edu.gov.on.ca/eng/training/apprenticeship/appren.html) and [www.NeCTAR](http://www.NeCTAR) online.

#### **DO YOU MEET ELIGIBILITY REQUIREMENTS?**

- 16 years of age and older (average age of apprentice in Ontario is 27)
- Valid Social Insurance Number (SIN card)
- TQAA Trades: Grade 10
- ACA Trades: Grade 12
- If you do not meet the minimum education requirements, enroll in an Ontario academic upgrading program
- If you cannot confirm your educational background due to immigration status or inability to obtain your documents and/or transcripts, write the General Education Development (GED) exam

#### **PROVIDE DOCUMENTS TO CONFIRM YOUR ACADEMIC BACKGROUND**

- A transcript, diploma or certificate assessed by an academic credential assessment service and recognized at an Ontario Secondary School Diploma (OSSD) level
- A non-Canadian, post-secondary diploma or degree that has been assessed as equivalent to a Canadian post-secondary diploma or degree by an academic credential assessment service
- A non-Canadian GED Certificate determined by the Independent Learning Center to be Equivalent to an Ontario GED



### ***STEP THREE: SEARCH FOR SPONSOR***

It is your responsibility to find an employer or union who is approved by the Ministry of Training Colleges and Universities to sponsor you as an apprentice:

- Visit an employment service provider for support finding a sponsor
- Contact the Workplace Support Services Branch office after finding a potential sponsor

## **II. APPRENTICESHIP TRAINING PREPARATION:**

### ***STEP FOUR: REGISTER FOR APPRENTICESHIP TRAINING***

- A Training Consultant will evaluate the apprentice, the sponsor and the worksite
- Complete a Contract of Apprenticeship (TQAA) trades or a Training Agreement (ACA) TRADES
- Pay a registration fee of \$40.00

### ***STEP FIVE: REVIEW PRIOR TRAINING AND EXPERIENCE WITH SPONSOR AND TRAINING CONSULTANT***

You may be able to shorten the duration of your apprenticeship training.

#### ***In-Class Training***

- Employer, training consultant determine eligibility for in-class exemptions/transfer credits or exemption tests  
Exemptions or Exemption tests are available for pre-apprenticeship training and any technical or trade courses.
- Offered at all levels
- Based on apprenticeship curricula
- Testing fee \$150.00
- Results are sent to Apprenticeship branch office  
Prior Learning Assessment and Recognition is offered when a exemption test is not available. There is an \$82.00 fee per course challenge

#### ***On-the-Job Training***

- You must provide documentation of your prior work experience including letters from employers and unions on letter head that describe the job duties you performed
- For TQQA Trades you may receive a reduction in hours for prior work experience. If so, this reduction will be recorded in your contract of apprenticeship. You can also have your hours reduced if you have completed grade 12.
- For ACA Trades you must demonstrate your existing competencies on the job and have them "Signed-Off" by the employer in your training standards manual



### III. APPRENTICESHIP COMPLETION PREPARATION:

#### ***STEP SIX: COMPLETE ON-THE-JOB TRAINING & IN-CLASS TRAINING***

- Successfully complete the in-class training and the on-the-job training competencies and hours
- Maintain your training standards manual
- If you are completing block release (full-time, 8-week long sessions) in-class training you are eligible for Unemployment Insurance Benefits if you have worked the required hours

#### ***STEP SEVEN: APPLY FOR CERTIFICATION***

- ACA tradespersons will receive a Certificate of Apprenticeship from the training delivery agent **before** writing their trade examination to receive their Certificate of Qualification
- TQAA tradespersons will write their trade examination and receive their Certificate of Apprenticeship from the training delivery agent **after** writing the C of Q exam successfully
- Refer to the Certification pathway for Certificate of Qualification Preparation



## TRADES WHERE EXEMPTION TESTS ARE AVAILABLE

### TQAA:

- Brick & Stone Mason
- Cement (Concrete) Finisher
- Construction Boilermaker
- Construction Millwright
- Drywall, Acoustic & Lathing Applicator
- Electrician: Construction & Maintenance
- Electrician: Domestic & Rural
- Glazier & Metal Mechanic
- Hoisting Engineer: Mobile Crane Operator, Br. 1
- Hoisting Engineer: Mobile Crane Operator, Br. 2
- Ironworker
- Lineworker: Power
- Painter & Decorator Branch 1 – Commercial & Residential
- Painter & Decorator Branch 2 – Industrial Painter & Decorator
- Plumber
- Refrigeration & Air Conditioning Mechanic
- Reinforcing Rodworker
- Roofer
- Sheet Metal Worker Sprinkler & Fire Protection Installer
- Steamfitter

### ACA:

- Alignment & Brakes Technician
- Arborist
- Auto Body & Collision Damager Repairer Br. 1
- Auto Body Repairer Br. 2
- Automotive Glass Technician
- Automotive Painter
- Automotive Service Technician
- Baker
- Baker-Patissier
- Cabinetmaker

### ACA (cont'd.):

- Child & Youth Worker
- Construction Craft Worker
- Cook – Assistant Br. 1
- Cook Br. 2
- Early Childhood Educator
- Educational Assistant
- Elevating Devices Mechanic
- Facilities Mechanic
- Facilities Technician
- Farm Equipment Technician
- Fitter (Structural Steel/Plateworker)
- General Machinist
- Hairstylist
- Heavy Duty Equipment Technician
- Horticultural Technician
- Industrial Electrician
- Industrial Mechanic Millwright
- Info. Tech. Support Analyst: Hardware
- Info. Tech. Support Analyst: Help Desk
- Info. Tech. Support Analyst: Network
- Machine Tool Builder & Integrator
- Marine Engine Mechanic
- Motorcycle Mechanic
- Mould Maker
- Network Cabling Specialist
- Partsperson
- Pattern Maker
- Powered Lift Truck Technician
- Precision Metal Fabricator
- Small Engine Technician
- Surface Blaster
- Tool & Die Maker
- Tool/Tooling maker
- Transmission Technician
- Truck & coach Technician
- Truck Trailer Service Technician
- Welder



# Newcomers Guidelines for Apprenticeship Maintenance

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**From Making It Work!  
Best Practices to On-the-Job Training in Apprenticeship  
The Canadian Apprenticeship Forum  
1998 Canadian Labour Force Development Board**

## **What can I do to make my on-the-job training work for me?**

- Know what is involved in your trade in Ontario. Consult your Training Standards Manual, talk to a representative at your local apprenticeship branch, talk to your employment counselor, employers, union representatives or a representative of a local employer association for your trade. Research your trade on the Internet, read trade journals, join discussion groups.
- Consider supplementary training through upgrading courses / seminars, bridge training programs.
- Learn Health and Safety Standards for the trade in Ontario.
- Know what tools you require for your trade and acquire them.
- Be willing to accept re-training in Canada – your prior experience will benefit you in the long run.
- Be confident and show initiative. Recognize your employer's need for productivity. Demonstrate your skills by offering to troubleshoot or problem-solve with an employer.
- Do not be afraid to ask questions. Ask your Training Consultant and Employer about mentorship possibilities.
- Get support from an immigrant settlement agency or employment counselor when seeking or trying to retain an apprenticeship if you need help.
- Actively pursue language training to help overcome language barriers.



## **How do I monitor the progress of my on-the-job training?**

- Apprentices should maintain a personal training journal of jobs done and skills learned. Take notes and keep track of achievements.
- Your apprenticeship Training Standards Manual contains a list of major skill areas associated with your trade. This is an extremely useful tool for you and your employer to monitor where you have achieved competency and where you still require additional training.
- Be an active participant with your performance evaluations. Your employer may ask you to self-evaluate.
- Communicate regularly with your trainer, employer and/or joint training board counselor (if applicable). Seek out feedback on your performance.

## **How can I ensure that I receive adequate training?**

- If you are having problems talk to your supervisor and insist on periodic written formal performance evaluations (minimum frequency should be at end of each training block. Formal performance evaluations provide important verification that you are progressing to the next level of your training.
- If your employer is limited in the scope of work offered you might consider seeking experience at a different workplace. This can be accomplished by asking your employer, union or joint training board to “lend” or assign you to another employer so you can round out your training experience. If this is not possible you may wish to consider changing employers.



## SAMPLE TRAINING PLAN

The following is an outline of a training plan. It can be used in the development of a training plan for your workplace.

### 1. Identify Training Objectives

#### **Employer:**

I would like \_\_\_\_\_ to be better trained  
in the following areas :

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### **Apprentice:**

I have looked at my apprenticeship record book and in the next  
\_\_\_\_\_ (specify time period: month, three months, six  
months, etc.) I would like to have more work experience in the following areas :

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## 2. Training Action Plan

### **Employer/Apprentice/Journeyman:**

In consideration of the needs of the employer and the apprentice, we have agreed that in the next \_\_\_\_\_(specify time period) we will focus training in the following major skill areas:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### **Supervision:**

The apprentice work under the direction of: \_\_\_\_\_ (Name journeyman). Identify the level of supervision required: (For example: close, periodic, at the completion of each task etc.)

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### **Communication / Performance Indicators :**

Identify strategies to be used for monitoring work and giving feedback. (For example: daily informal communications between the apprentice and the journeyman / supervisor; weekly site meetings, monthly performance reviews, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_





## Apprentice Checklist

As a quick check to see if your on-the-job training program is working as well as it should, ask yourself the following questions:

### HAVE YOU:

- Oriented yourself to the trade you have chosen and do you know what your trade involves?
- Considered training options and approached the employer most likely to provide you with the best workplace training opportunity ?
- Consulted your apprenticeship record book and kept track of where you have achieved competence and where you still require training?
- Participated with your employer, employer association, union, or joint training board in developing a training plan ?
- Developed and continued to maintain a personal training journal where you keep notes about what you are learning?
- Taken the lead in meeting your training objectives by asking questions, seeking answers and working with your employer?
- Kept up to date on supplementary training opportunities and taken advantage of those that would really help you in your trade?

**From Making It Work!  
Best Practices to On-the-Job training in Apprenticeship  
The Canadian Apprenticeship Forum  
1998 Canadian Labour Force Development Board**



## **APPRENTICESHIP PATHWAY CHECKLIST**

### **1. Visit an Employment Service Provider**

- Have you referred to the websites [www.settlement.org](http://www.settlement.org) and/or [www.211toronto.com](http://www.211toronto.com) for a community- based agency?

### **2. Learn About Apprenticeship**

- Do you meet eligibility requirements?
- Do you have confirmation of your academic background?
- Have you had your academic transcripts assessed at an academic credential assessment centre?
- Do you have one of the accepted transcripts listed in the Apprenticeship pathway?
- If not, have you looked into an academic upgrading program or writing the *general* education development exam? For more information about GED, visit [www.ged.on.ca](http://www.ged.on.ca).
- Have you researched the apprenticeship trade system in Ontario using the website resources?
- Have you checked the Ellis Chart to compare apprenticeship training programs?
- Have you conducted information interviews with joint apprenticeship councils, unions and employers who offer apprenticeship training, and journeypersons in the trade?
- Have you attended an apprenticeship information workshop at an employment services agency?

### **3. Search for an Apprenticeship Sponsor**

- Have you started finding an employer/sponsor who is willing to train you?
- Have you contacted an employment counselor for help with employment preparation and job search techniques?
- Have you been referred to supports to assist you financially during apprenticeship training?



- Have you researched pre-apprenticeship programs available for your trade?

#### **4. Register for Apprenticeship**

- Have you filled out an application for apprenticeship at the Apprenticeship branch office and paid your \$40 fee?
- Has your training consultant evaluated the worksite and your trainer to ensure that these meet appropriate standards?
- Have you signed your training agreement (ACA trades) or contract of apprenticeship (TQAA trades) that outlines the conditions of your training?

#### **5. 4 & 5 Review Existing Prior Training and Experience and Consult on In-class Training**

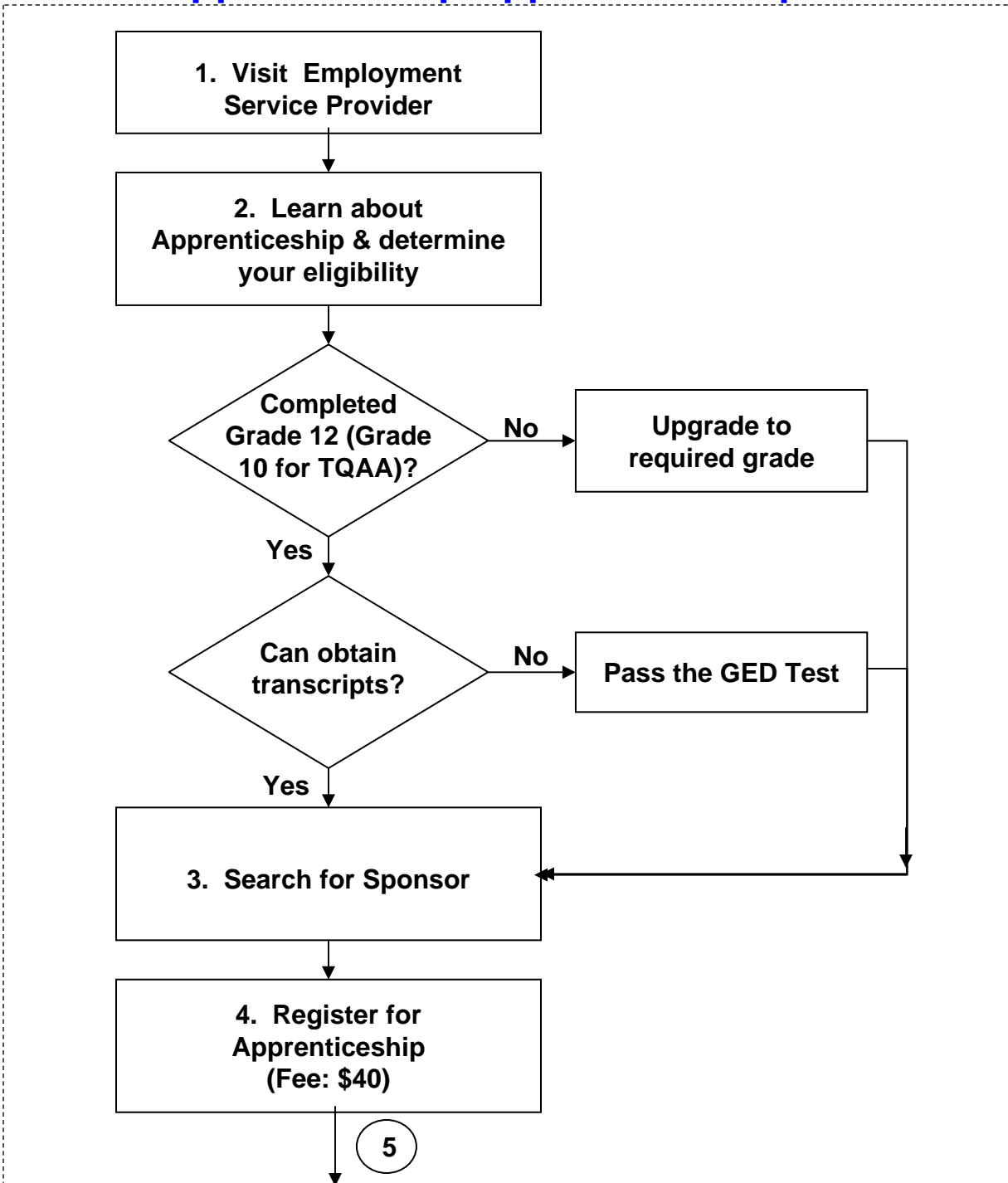
- Have you met with your training consultant and employer to determine whether your prior experience and training may qualify you for in-class training exemption tests or shorten the duration of your on-the-job training?
- Has your training consultant established a training schedule with you and your employer?
- Have you been assigned your in-class training centre or community college?

#### **6. Complete the On-the Job and In-class Training**

- Do you have a training standards manual that you will be responsible for during your apprenticeship training?
- Do you request you employer to “sign off” the competencies after you have demonstrated competencies on the job?
- Have you taken exemptions tests for in-class training?
- Have you completed level one of your in-class training?
- Have you completed level two of your in-class training?
- Have you completed level three of your in-class training?
- Have you completed the required number of hours of on the job training?
- Have you applied for your Certificate of Qualification Exam?

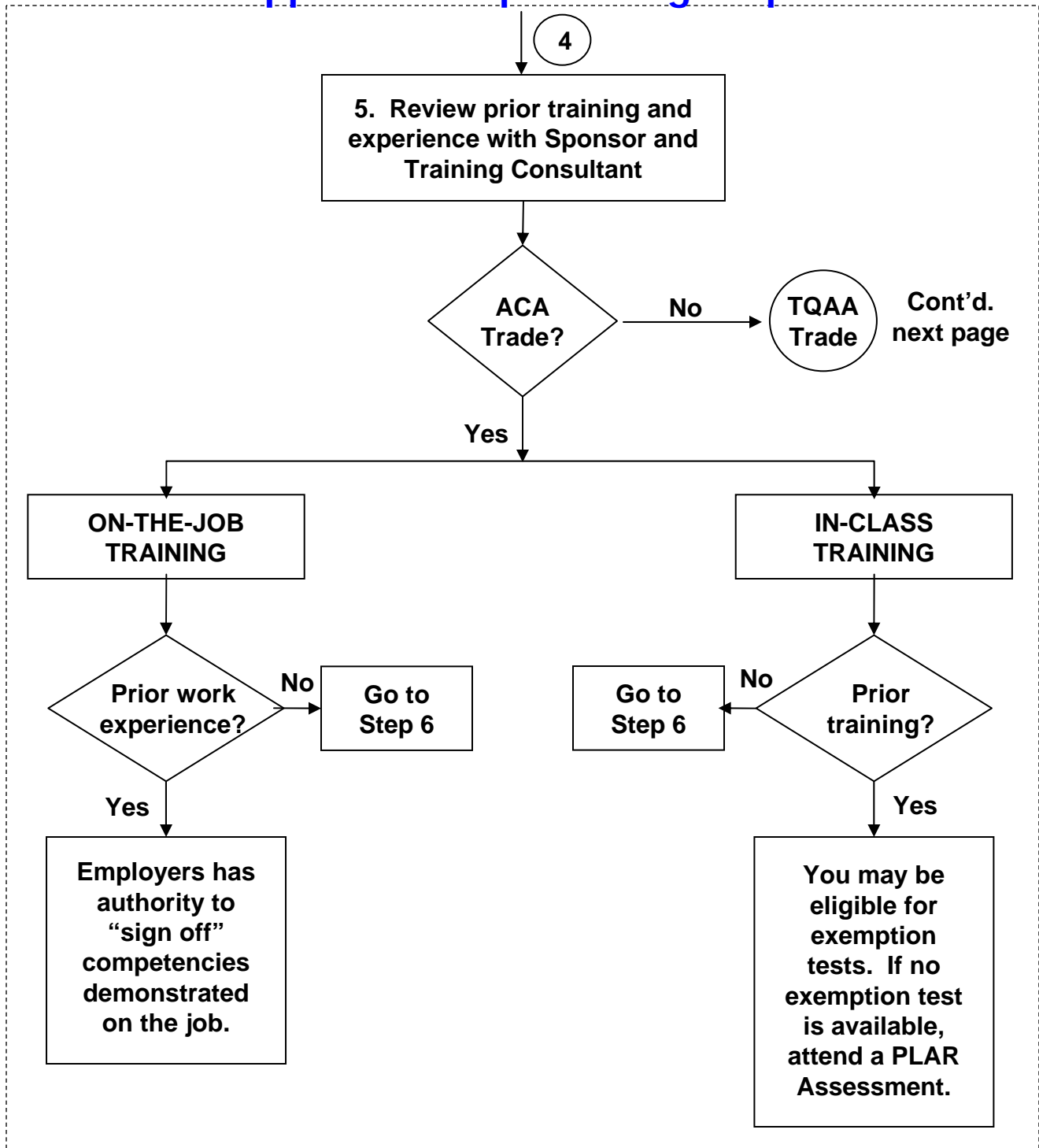
# Apprenticeship Pathway Flowchart

## I. Apprenticeship Application Preparation



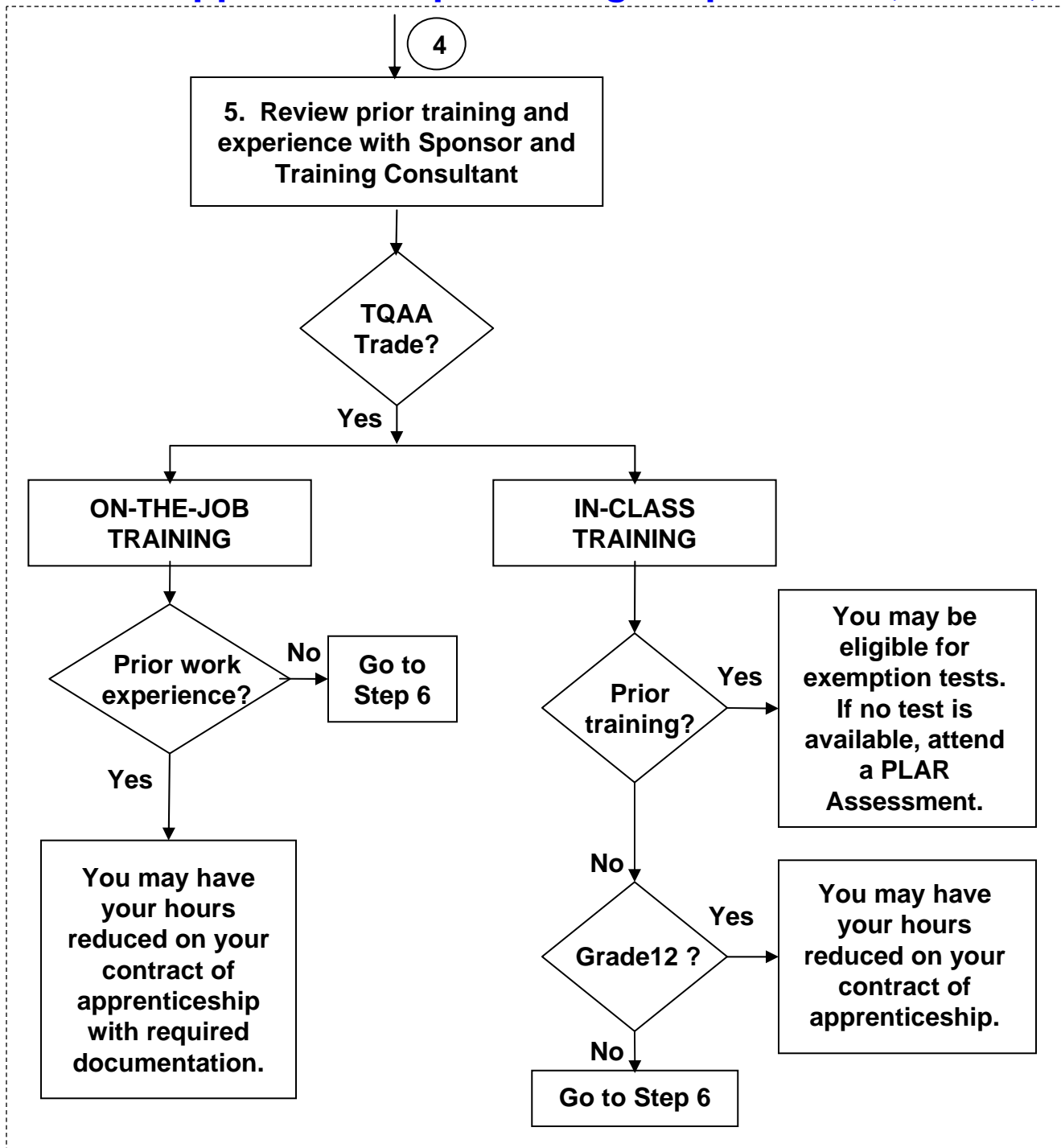
# Apprenticeship Pathway Flowchart

## II. Apprenticeship Training Preparation



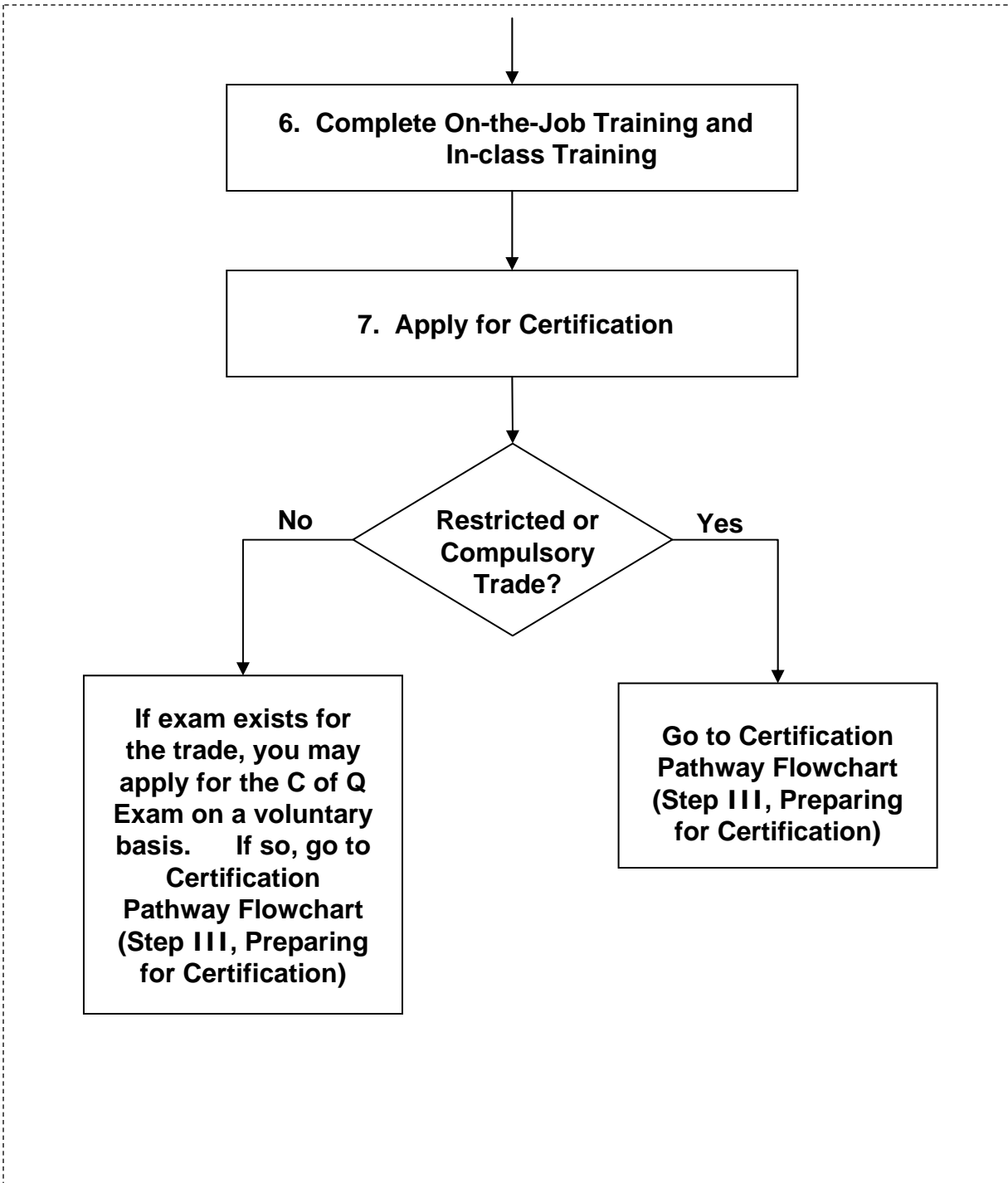
# Apprenticeship Pathway Flowchart

## II. Apprenticeship Training Preparation (cont'd.)



# Apprenticeship Pathway Flowchart

## III. Obtain Certification





## Study Guide: Certificate of Qualification Examination

### Resources Available:

References to help you succeed on your examination are available from the MTCU Apprenticeship office, including:

1. **Training Standard:** on-the-job performance objectives that can be used as a job study guide. The examination is based on this document
2. **Curriculum Standard:** in-school learning objectives that can be used as a theory study guide. The curriculum is based on the training standard.
3. **Examination Plan:** examination content and percentage of items testing each topic)
4. For Red Seal examinations, you can also obtain the **National Occupation Analysis** at [http://www.red-seal.ca/english/analist\\_e.shtml](http://www.red-seal.ca/english/analist_e.shtml)

Textbooks of the trades are useful and are often available from training institutions teaching the in-school or related training program.

### Getting Ready:

1. If you feel you need a refresher, ask the MTCU Training Consultant about available training courses in your area. Local colleges may run these as a way to upgrade your trade skills and knowledge.
2. Decide on a study strategy that is suitable for you and the trade content. Try to set specific times for study and stick with them.
3. Find a comfortable place to study, away from distractions.
4. Use short study periods with regular breaks as they are the most effective for peak concentration and retention. Reward yourself for study success.
5. Assign yourself study time for a topic based on its importance on the examination (use the Examination Plan to find out the number of questions to be asked).
6. Effective study begins well before the examination and depends on **spreading out your study times**. Your ability to remember will be greatly improved if you look at your study materials often and re-read them every three or four weeks.

### How to Study for the C of Q Examination:

#### *Using the Training Standard*

If you haven't done this yet and the examination is only a short time away, don't panic - there is still time! Here are some steps you can follow:

Thanks to Wilfrid Laurier University for some of the source material used here. Additional resources at: [http://www.wlu.ca/~wwwcouns/Examination\\_Preparation\\_HowToStudyForExaminationsAndTests.shtml](http://www.wlu.ca/~wwwcouns/Examination_Preparation_HowToStudyForExaminationsAndTests.shtml)





1. Read and understand each **Performance Objective** in the Training Standard. It will usually contain the following three elements in this order, beginning with the task in bold:
  - what you have to do, the task you have to perform
  - under what conditions, using which materials and equipment
  - to what measurement or level of satisfaction, how well you have to do it
2. Identify all the details of the performances in the task.
3. Identify the sequence of the task.
4. Identify any equipment to be used.
5. Visualize yourself doing each performance in the task, in the proper sequence.
6. Talk yourself through the task (you may want to ask someone else to check you while doing this).
7. Discuss the task in detail with others who are experienced.
8. Examine the standard of performance required, i.e. how well you have to do it, and ensure you understand how it applies.
9. If you have not done a certain task, ask your supervisor or someone in the trade to show you why, how and when it is done.
10. Remember, any performance objective in the Training Standard may be tested whether is indicated optional or mandatory.

### ***Using the Trade Theory/Text Books/Curriculum Standard***

Use a text and locate a good trade glossary of terms.

1. Identify the key concepts, theories and principles using the text organization.
2. Identify important or typical problems in the trade performances.
3. Identify exceptions to theories and the conditions where they occur.
4. For each concept find and learn the related definitions or formulas.
5. Relate each concept or formula to your on-the-job experience.
6. Relate the concepts to one another to give yourself a general overview.
7. Sequence or organize information by job application so it makes sense.
8. Rehearse sequences and relationships by repeating them out loud.
9. Draw diagrams to show structures and relationships.

Don't try to learn too much at once. Memorize six or seven items, then take a short break to give your memory time to store the new information. Determine what is most likely to be asked on the examination based on the examination plan. The questions in a trade textbook may provide a good indication of this also.

Thanks to Wilfrid Laurier University for some of the source material used here. Additional resources at: [http://www.wlu.ca/~wwwcouns/Examination\\_Preparation\\_HowToStudyForExaminationsAndTests.shtml](http://www.wlu.ca/~wwwcouns/Examination_Preparation_HowToStudyForExaminationsAndTests.shtml)



## **Writing Multiple Choice Examinations**

### ***The Examination Questions:***

The majority of the Certificate of Qualification examination tests the practical skills learned on the job. What sort of questions can test your work on-the-job? Here are some hints:

The examination questions are multiple-choice with 4 options from which you must choose the correct answer. They test the skills and knowledge identified in the Training Standard and National Occupational Analysis.

### ***So, what kinds of questions will be asked?***

1. Questions testing trade terminology and concepts
2. Questions asking when a specific task should be done, with correct answers indicating, “every three months” or “after this other task” or “before that task”.
3. Questions asking why a task is done, with correct answers indicating, “because this condition exists” or “to get this sort of result”.
4. Questions asking how tasks are done, with correct answers indicating skills and techniques or certain job sequences.
5. Questions asking what permission is needed or what standard must be followed in doing a job, e.g. which code or blueprint information is used?
6. Questions asking consequences, such as “when a certain event happens or a certain task is done, what effect does it have?”

### ***Examination Writing Strategies***

Apply 3 principles: Use time wisely, read directions & questions carefully and use good reasoning.

1. Consider all the alternatives: Do not jump at the first possible answer; it may be misleading. Read through all answers in the order they appear, then choose the best one.
2. Relate each possible answer to the question: Consider how well each option answers the question; is it a logical, correct response? Use the process of elimination to rule out wrong answers.
3. Anticipate the answer before you look at the options: Read the question carefully and then answer it on your own; find the answer, which is the same as yours.
4. Use information from other questions to help you: Look for similar questions, or questions on the same topic; do the responses overlap? Is there any extra information you could use, e.g., a definition?
5. Look for words such as always, never, etc.: They are absolute words, indicating there are no exceptions to the statements. Be careful not to accept answers using such extremes unless you are certain there are no exceptions.
6. If you are not sure of the correct response: Eliminate the "definitely not" option(s); balance the remaining options against each other (how are they the same/different); then choose the best alternative remaining.
7. REMEMBER: Your first instinct is probably the right answer, but only if you read the question correctly.

Thanks to Wilfrid Laurier University for some of the source material used here. Additional resources at:  
[http://www.wlu.ca/~wwwcouns/Examination\\_Preparation\\_HowToStudyForExaminationsAndTests.shtml](http://www.wlu.ca/~wwwcouns/Examination_Preparation_HowToStudyForExaminationsAndTests.shtml)



# STEPS TO CERTIFICATION

## I. MTCU ASSESSMENT PREPARATION:

### ***STEP ONE: VISIT AN EMPLOYMENT SERVICE PROVIDER***

To find a community based agency that provides employment services for Internationally-trained Individuals visit: [www.settlement.org](http://www.settlement.org) or [www.211Toronto](http://www.211Toronto).

### ***STEP TWO: ARRANGE YOUR DOCUMENTATION:***

You will need to obtain:

#### **Professional Documentation**

An experience letter from each employer and/or union. Each letter must:

- be on official letterhead
- show the company name and address
- be dated
- show exact dates of employment
- show the job title
- provide a detailed description of job duties performed

#### **Academic Documentation**

School transcripts containing course descriptions, and all Trade related certificates, diplomas, and licenses.

#### **A Canadian Social Insurance Number (SIN) Card**

- **IF YOU ARE UNABLE TO OBTAIN YOUR DOCUMENTS, VISIT THE WORKPLACE SUPPORT SERVICES BRANCH OFFICE FOR ADVICE AND INFORMATION**

### ***STEP THREE: GET DOCUMENTS TRANSLATED***

Documents must be translated into English or French. The documents must:

- be translated by a **registered translator, notary public** or a **lawyer** in or outside of Canada
- contain the **signature** and the **seal** of the translator
- be signed by a **notary public** If the translator does not have a seal



## II. TEMPORARY CERTIFICATION PREPARATION

### ***STEP FOUR: HAVE YOUR SKILLS & EXPERIENCE ASSESSED BY THE WORKPLACE SUPPORT SERVICES BRANCH OFFICE***

An Assessment Interview involves:

- a review of your documentation
- questioning on your skills and experience
- completion of a **Competency Attestation Form** (*Lists the skills or competencies required to practice the trade in Ontario*)

In order to pass the assessment, you must be able to demonstrate that you:

- have the skills and competencies required for your trade
- have the hours of experience and training required for your trade

If you pass the assessment, you are eligible to write the **Certificate of Qualification Trade Examination**. If your trade is a compulsory or restricted trade, you will also receive **temporary authorization/certification** to work in your trade for **90 days** while preparing to challenge the trade examination.

If you do not pass the assessment, you will be referred to Apprenticeship Training.

### ***STEP FIVE: OBTAIN FURTHER DOCUMENTATION OR CONSULT WITH WORKPLACE SUPPORT SERVICES BRANCH OFFICE***

If you require further documentation, obtain the documentation necessary. If you are unable to obtain your documents because of refugee status, or the length of time away from your places of employment and/or education, ask for advice from the Workplace Support Services Branch Office.

### ***STEP SIX: APPLY FOR CERTIFICATE OF QUALIFICATION EXAM***

The application for C of Q exam will be completed at the Workplace Support Services Branch Office. The fee to write the exam is \$100. This fee can be paid using:

- Cash
- Personal Checks (payable to the Minister of Finance)
- Money order
- Debit Card/Interact
- Amex/Master Card/VISA



## ***STEP SEVEN: RECEIVE TEMPORARY CERTIFICATION TO WORK IN YOUR TRADE***

If you are applying for certification in a trade that legally requires a certificate of qualification to practice in Ontario (Restricted and Compulsory Trades), you will receive a temporary authorization/certificate to work in the trade for 90 days while you prepare for your trade examination. The authorization/temporary certificate is renewable if you are preparing to write the exam again. The authorization/temporary certificate:

- enables you to work for **90 days**
- is called a **Letter of Permission** (ACA Trades)
- is called a **Provisional Certificate** (TQAA Trades)
- the **Letter of Permission** or **Provisional Certificate** is delivered by mail
- If you are currently working, or have a job offer and need the document **urgently**, Workplace Support Services will be able to issue the certificate **on the same day**

If you are applying for a **Voluntary Certificate of Qualification**, (unrestricted and voluntary trades) you are able to legally work in your trade without temporary certification/authorization.

## ***STEP EIGHT: SEARCH FOR EMPLOYMENT***

Visit your employment service provider to obtain assistance in finding employment in the skilled trades. Refer to Step One for website resources to find an agency near you that assists Internationally-trained Individuals.

## ***STEP NINE: PREPARE FOR THE CERTIFICATE OF QUALIFICATION EXAM***

To receive your Certificate of Qualification you must write a technical, multiple-choice exam that requires knowledge of the English terminology for the trade. The content of the exam is based on the skills needed to succeed in the workplace. You can prepare for the exam by:

- Referring to the **NeCTAR Exam Preparation Study Guide** for resources and exam taking strategies
- Making sure you can perform all the skills described in the **Apprenticeship Training Standards Manual**
- Using the **Examination Plan** for your trade
- Taking an **Exam Preparation Course**



**C of Q exam preparation courses** are offered at many training institutions. The fee for the courses average **\$300-\$500**. Courses are typically 60 hours long. If you would like to take a course, you need to:

- Discuss with workplace Support Service Staff whether a **C of Q exam preparation course** is needed
- Choose the course you will take from the list of courses provided
- Receive an enrollment letter addressed to the training institution admitting you to the **C of Q exam preparation course** (*Workplace Support Services issues this letter **only** after you have been deemed eligible to write the C of Q exam*)

### **STEP TEN: SOURCE TRANSLATOR/READER FOR EXAM**

If you are unsure about your ability to write the exam in English due to your language level, you can source a translator to write the exam. If a translator is required:

- the exam time is increased from 3 hours to 6 hours to account for the extra time involved for translation
- you will need to arrange your own translator
- the workplace support services office will interview the translator prior to the exam in order to determine the translators eligibility

#### **TRANSLATOR ELIGIBILITY REQUIREMENTS**

In order to be eligible to translate, the translator/reader must:

- not have translated for this or related for this or related trade within last 12 months OR any other trade within past 6 months
- be a resident of Ontario
- have a valid SIN card
- have photo identification that has her/his name and signature on it, (driver's license or passport)
- not be in the trade or any related trade to the one being translated/read

If you require assistance sourcing a translator, visit the website of the Association of Translators and Interpreters of Ontario: [www.atio.on.ca](http://www.atio.on.ca)



### III. TRADE CERTIFICATION PREPARATION

#### ***STEP ELEVEN: WRITE THE CERTIFICATE OF QUALIFICATION EXAM***

In order to pass the Certificate of Qualification exam, you need to achieve a score of **70%**. If you achieve a score lower than 70%, you are allowed to challenge the exam **up to three times before a reassessment is held at the Workplace Support Services Branch Office**. The exam is:

- **Multiple choice** with no penalty for the wrong answer
- Based on both **in-class and on-the job apprenticeship training**
- Requires **knowledge of the English terminology** used in the trade
- Results are delivered by Mail within 2 weeks (No results given over the telephone)

#### **What To Bring To The Exam**

**You may consider** bringing a **paper dictionary**. The dictionaries available at the exam are shared. If you do decide to bring a dictionary, they must be submitted for approval prior to the exam and may be retained for up to one week. **You must bring:**

- **Photo Identification**, (driver's license or passport)
- **Valid SIN card**
- **Exam fee or proof of payment**

Workplace Support Services provides **calculators, codebooks, pencils, erasers, and scrap paper** for individual use at the Exam.

#### ***STEP TWELVE: DETERMINE YOUR IMPROVEMENT AREAS***

If you do not achieve 70% during your first attempt at the C of Q exam, it is possible to write the exam again **after a minimum of 15 days**. In order to prepare for the second exam you will need to determine your improvement areas. You can do this by:

- Reviewing scores from each **Section** of the exam to identify broad areas of improvement
- Discussing the areas that you need to improve with the workplace support services office.
- Finding out if you have a **Language** or **Trade Terminology** issue.



### ***STEP THIRTEEN: COMPLETE WORK ON YOUR IMPROVEMENT AREAS***

You will want to work on the sections in the exam that you have identified as needing improvement. This may involve taking an exam preparation or a language and skills training course if you haven't already done so.

### ***STEP FOURTEEN: WRITE SECOND C OF Q EXAMINATION***

You are eligible to write a second C of Q examination after a minimum of 15 days after writing the first examination. The exam would be written on the 17<sup>th</sup> day. For example, if you wrote your exam on Nov 1, 2004, the earliest date you can write your second exam is Nov 17, 2004. The \$100 fee is applicable for each attempt at the exam.

### ***STEP FIFTEEN: WORK ON IMPROVEMENT ACTION PLAN DISCUSSED WITH WORKPLACE SUPPORT SERVICES BRANCH OFFICE***

If you do not achieve 70% on the second exam, the workplace support services branch office will intervene before you attempt the exam a third time. You must take an exam preparation course before writing the exam for the third time to ensure that you are adequately prepared.

### ***STEP SIXTEEN: WRITE THIRD C OF Q EXAMINATION***

The third attempt at the exam is the last attempt to write the exam before completing a reassessment at the Workplace Support Services Branch Office.

### ***STEP SEVENTEEN: REASSESSMENT AT THE WORKPLACE SUPPORT SERVICES BRANCH OFFICE***

A reassessment is held with workplace support services to determine if you should write the examination again, or be referred to apprenticeship training. If your score is consistently low, then you will likely be advised to take apprenticeship training. If your score is consistently high, you may be granted another opportunity to challenge the C of Q Examination. You may want to contact your employment service provider to explore all of your options.

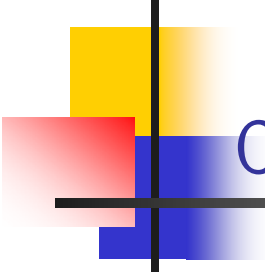




## DOCUMENTATION CHECKLIST

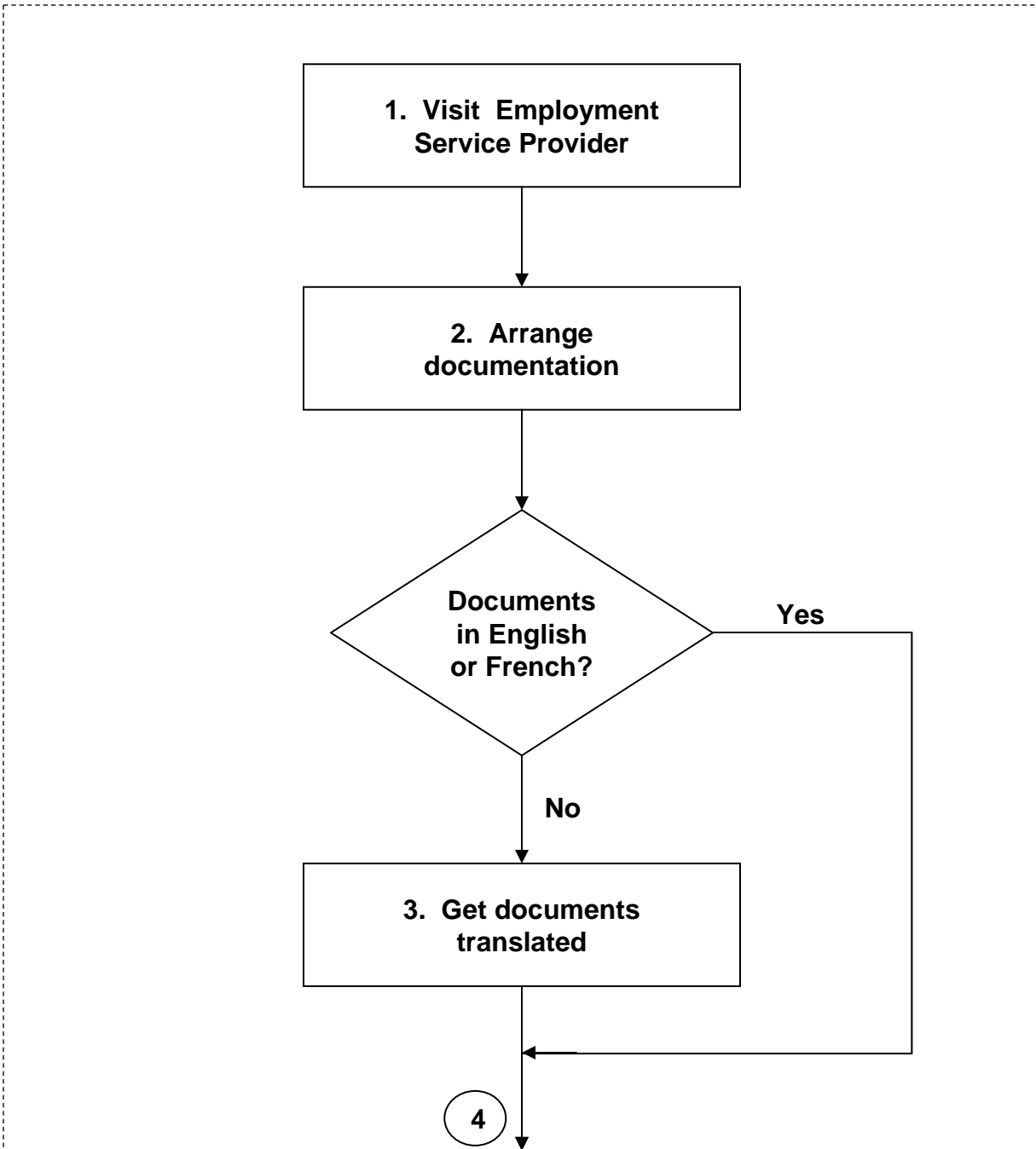
	YES	NO
<b>PRIOR EXPERIENCE LETTER</b>		
Is it on official company letterhead?	<input type="checkbox"/>	<input type="checkbox"/>
Is it dated?	<input type="checkbox"/>	<input type="checkbox"/>
Shows exact dates of employment?	<input type="checkbox"/>	<input type="checkbox"/>
Shows the job title?	<input type="checkbox"/>	<input type="checkbox"/>
Provides a detailed job description?	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRADE RELATED</b>		
Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Diplomas	<input type="checkbox"/>	<input type="checkbox"/>
Licenses	<input type="checkbox"/>	<input type="checkbox"/>
Are your documents translated by a registered translator, notary public or a lawyer in or outside of Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Do the translated documents contain the signature and seal of the translator?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACADEMIC TRANSCRIPTS</b>		
High School	<input type="checkbox"/>	<input type="checkbox"/>
Post Secondary	<input type="checkbox"/>	<input type="checkbox"/>
<b>CANADIAN SOCIAL INSURANCE CARD (S.I.N)</b>	<input type="checkbox"/>	<input type="checkbox"/>

IF YOU ARE UNABLE TO OBTAIN ANY DOCUMENT, VISIT A WORKPLACE SUPPORT SERVICES BRANCH OFFICE FOR ADVICE.



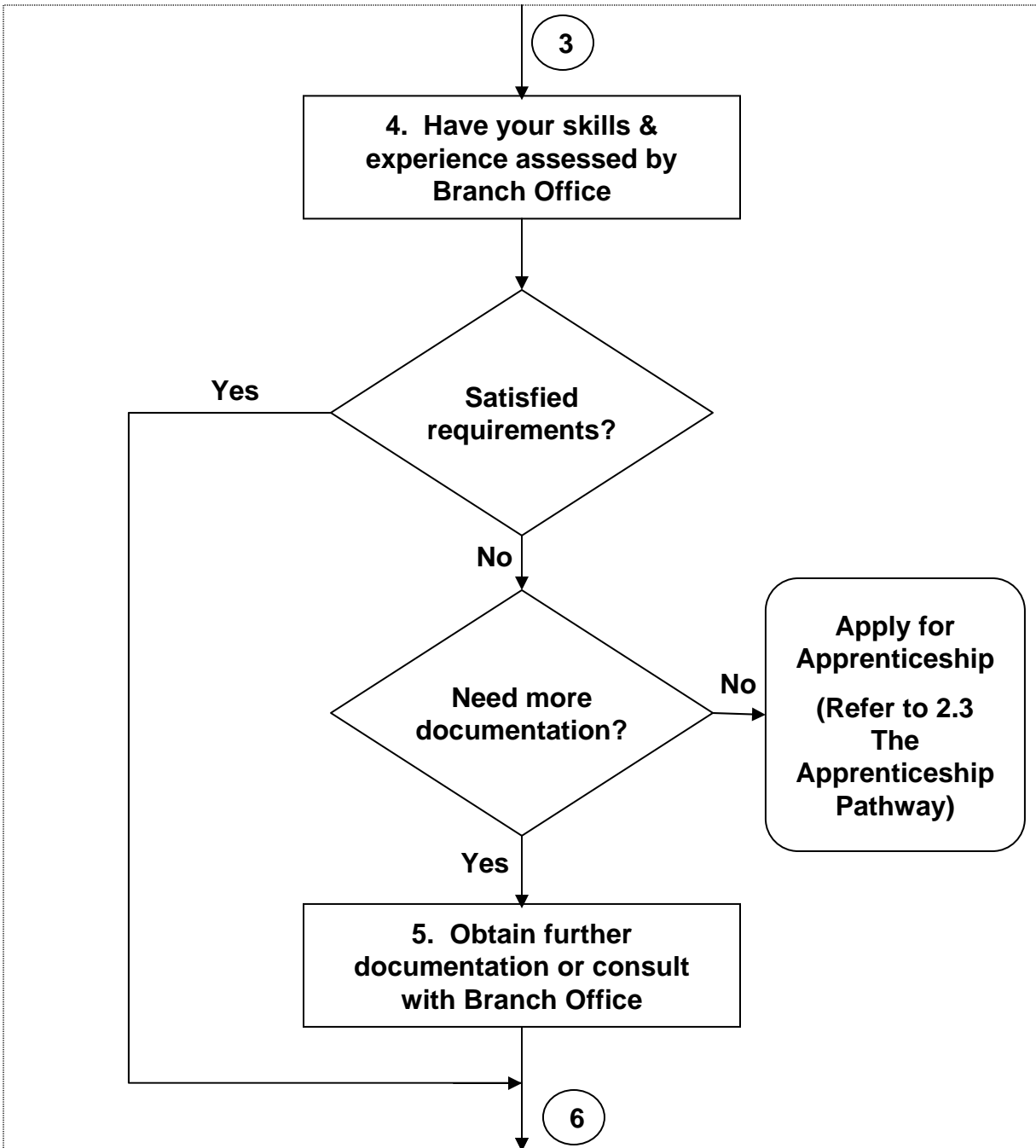
# Certification Pathway Flowchart

## I. MTCU Assessment Preparation



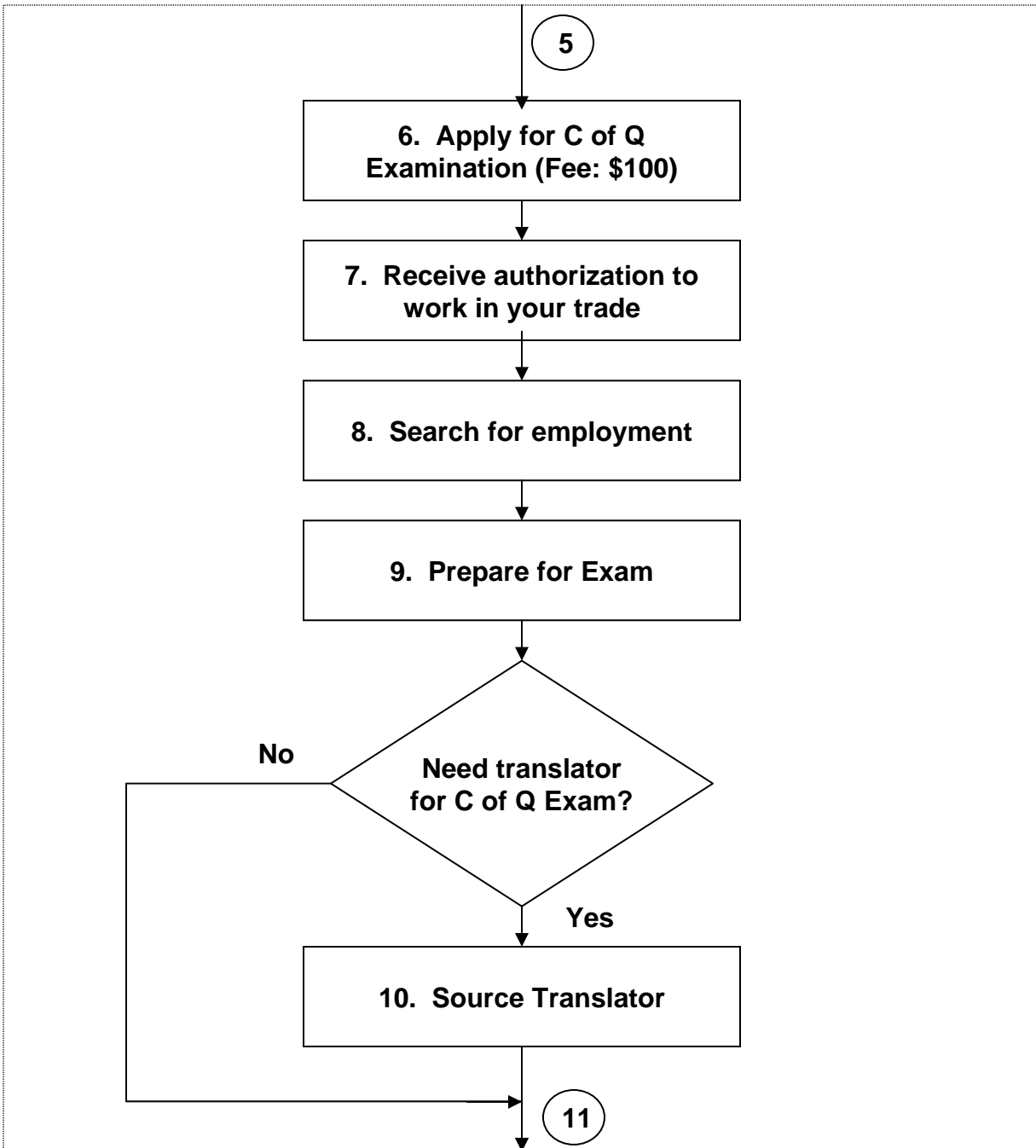
# Certification Pathway Flowchart

## II. Temporary Certification Preparation



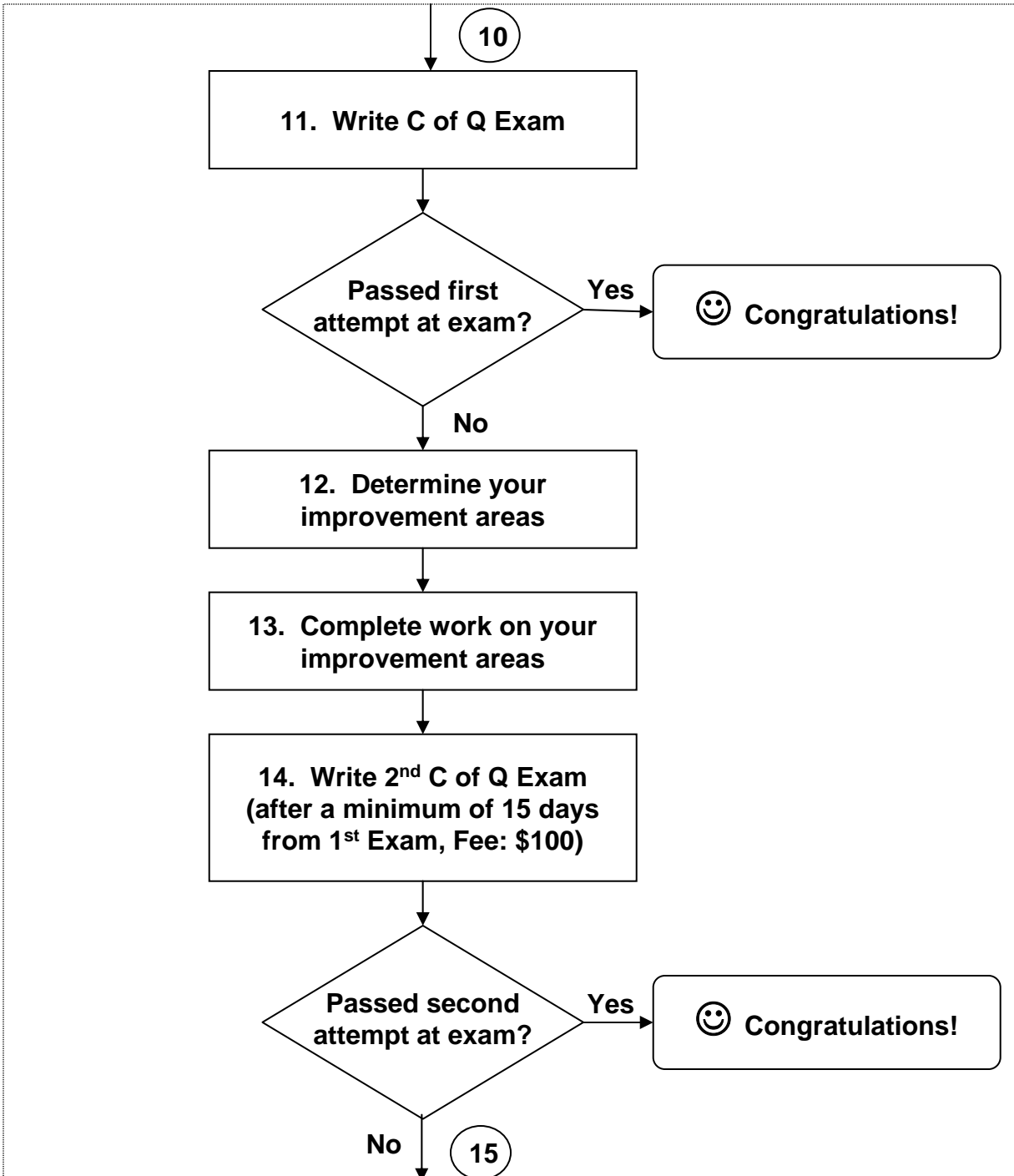
# Certification Pathway Flowchart

## II. Temporary Certification Preparation (cont'd.)



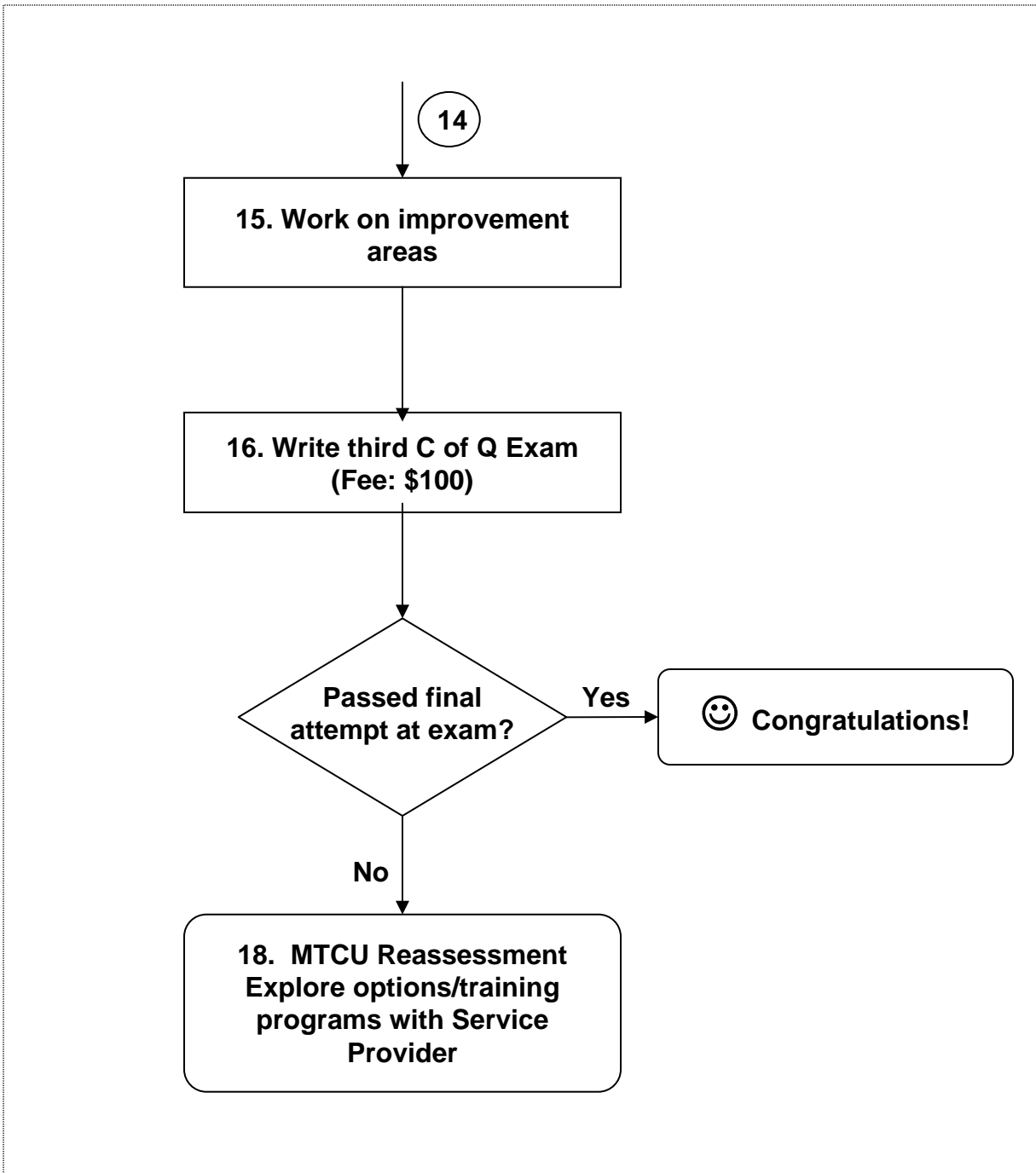
# Certification Pathway Flowchart

## III. Trade Certification Preparation



# Certification Pathway Flowchart

## III. Trade Certification Preparation (cont'd.)





## **CERTIFICATION PATHWAY CHECKLIST**

### **1. Visit an Employment Service Provider**

- Did you refer to [www.settlement.org](http://www.settlement.org) and/or [www.211toronto.com](http://www.211toronto.com) to find a community-based agency?

### **2. Arrange Your Documentation**

- Did you fill out the MTCU Assessment Documentation Checklist?
- Are you able to obtain your documentation? If not, see below:

#### Work Experience Documents

- Contact the Workplace Support Services Branch Office for advice

#### Academic Transcripts

- Have you applied to take an international General Education Development Test? For more information about GED, visit [www.ged.on.ca](http://www.ged.on.ca)

### **3. Get Your Documents Translated**

- Are your documents translated into English or French?
- Do the translated documents contain the signature and seal of the translator?

### **4. Have Your Skills and Experience Assessed by the Apprenticeship Workplace Support Branch Office**

- Have you checked off the skill sets that you have performed on the job using the Self-Assessment Checklist (If available)?
- Have you matched your skills to the skills listed in the Training Standards Manual for your trade?
- If they do not match, have you matched your skills listed in the Training Standards Manual for one of the other trades most closely related to your qualifications and experience?
- Have you made a list of your
  - Previous Employers
  - Dates of Employment
  - Job Titles
  - Detailed Job Description
- Have you referred to the National Occupational Code for your trade?

**5. Apply for the Certificate of Qualification Exam**

- Have you completed the application for the C of Q exam?

**6. Receive Authorization to Work in the Trade**

- Did you receive authorization to work in your trade for 90 days by mail?
- Did you receive a provisional certificate for a TQAA trade or a letter of permission for ACA trades?

**7. Search for Employment**

- Have you visited an employment agency to get job search assistance?

**8. Prepare for the Certificate of Qualification Exam**

- Have you developed an Examination Study Strategy?
- Have you referred to the examination plan for your trade to prioritize the areas of study?
- Have you referred to the training standards to identify knowledge and skills within these areas?
- Have you discussed with the training consultant at MTCU if an exam preparation course is necessary? If so did you receive a list of exam preparation courses for your trade and a letter for admission?
- Have you located the textbooks for your trade and a good trade glossary of terms?
- Have you used the study guide for certificate of qualification examination?
- Have you utilized the website resources of WHMIS?



**9. Source Translator**

- Do you need a translator to write the C of Q exam?
- Did you check with your employment counselor/community based agency about where you can find a translator?
- Does your translator meet the eligibility requirements?

**10. Write C of Q Exam**

- Did you receive the results of your exam by mail within two weeks?
- Did you receive 70% on your exam results? If not, will you attempt the exam again after a minimum of 15 days?
- If you will attempt the exam again, have you determined your improvement areas?

**11. Write your Second C of Q Exam**

- Did you receive 70% on your second exam results? If not, will you attempt the exam for a third time after a minimum of 15 days?
- If you are attempting an examination for the third time, have you developed an improvement action plan with the MTCU staff?
- If you are enrolling in an exam preparation course at the advice of the Workplace Support Services Branch Office, have you received an official letter allowing you to enroll in a course?
- Have you examined related trades, other career or training options such as apprenticeship training?
- If you have received your Certificate of Qualification, did you contact your employment counselor for job search assistance?
- Have you researched potential employers and other labour market information?

## **WORKPLACE SUPPORT SERVICES IN ONTARIO**

To order a copy of the Training Standards for your trade, to get more information about certification, or to make an appointment with a training consultant contact the Workplace Support Services Office in your community.

### **Barrie Regional Office**

Ontario Government Building  
34 Simcoe Street  
Barrie, Ontario L4N 6T4

Telephone: 705-737-1431 or  
1-800-560-3821  
Fax: 705-737-5684

### **Brockville Area Office**

Ontario Government Building  
P.O. Box 1511  
Oxford Street  
Brockville, Ontario K6V 5Y6

Telephone: 613-342-5481 or  
1-877-417-9333  
Fax: 613-342-9299

*Note: Closed Tuesdays and Thursdays*

### **Cornwall Area Office**

113 Amelia Street  
Cornwall, Ontario K6H 3P1

Telephone: 613-938-9702 or  
1-877-668-6604  
Fax: 613-938-6627

### **Kenora Area Office**

810 Robertson Street  
Suite 105  
Kenora, Ontario P9N 4J5

Telephone: 807-468-2879  
Fax: 807-468-2881

### **Belleville Area Office**

1 Bridge Street East, 3rd Floor  
Canada Trust Building  
Belleville, Ontario K8N 5N9

Telephone: 613-968-5558 or  
1-800-953-6885  
Fax: 613-968-2364

### **Chatham Area Office**

870 Richmond Street  
P.O. Box 220  
Chatham, Ontario N7M 5K3

Telephone: 519-354-2766  
1-800-214-8284  
Fax: 519-354-3094

### **Hamilton District Office**

Ontario Government Building  
119 King Street West  
5th Floor  
Hamilton, Ontario L8P 4Y7

Telephone: 905-521-7764 or  
1-800-668-4479  
Fax: 905-521-7701

### **Kingston Area Office**

1055 Princess Street  
Suite 404  
Kingston, Ontario K7L 5T3

Telephone: 613-545-4338 or  
1-877-220-2721  
Fax: 613-545-1204

**London Area Office**

217 York Street  
Suite 201  
London, Ontario N6A 5P9

Telephone: 519-675-7788 or  
1-800-265-1050  
Fax: 519-675-7795

**North Bay Area Office**

Northgate Plaza  
1500 Fisher Street  
2nd Floor  
North Bay, Ontario P1B 2H3

Telephone: 705-495-8515  
or 1-800-236-0744  
Fax: 705-495-8517

**Owen Sound Area Office**

Nor-Towne Plaza  
Suite 108  
1131 - 2nd Avenue East  
Owen Sound, Ontario N4K 2J1

Telephone: 519-376-5790, ext. 23  
or 1-800-838-9468  
Fax: 519-376-4843

**Peterborough Area Office**

Ontario Government Building  
306 George Street North  
Peterborough, Ontario K9J 3H2

Telephone: 705-745-1918 or  
1-877-433-6555  
Fax: 705-745-1926

**Sarnia Area Office**

1319 Exmouth Street  
Suite 101, 1st Floor  
Sarnia, Ontario N7S 3Y1

Telephone: 519-542-7705 or  
1-800-363-8453  
Fax: 519-542-3391

**Mississauga Regional Office**

The Emerald Centre  
10 Kingsbridge Garden Circle  
Suite 404  
Mississauga, Ontario L5R 3K6

Telephone: 905-279-7333 or  
1-800-736-5520  
Voice-mail: 905-279-7709  
Fax: 905-279-7332

**Ottawa District Office**

1355 Bank Street  
Suite 703  
Ottawa, Ontario K1H 8K7

Telephone: 613-731-7100 or  
1-877-221-1220  
Fax: 613-731-4160

**Pembroke Area Office**

169 Lake Street  
Pembroke, Ontario K8A 5L8

Telephone: 613-735-3911 or  
1-800-807-0227  
Fax: 613-735-6452

**Pickering Regional Office**

1420 Bayly Street  
Unit 1  
Pickering, Ontario L1W 3R4

Telephone: 905-837-7721 or  
1-800-461-4608  
Fax: 905-837-6726 or  
1-800-461-5385

**Sault Ste. Marie District Office**

70 Foster Drive  
1st and 2nd Floors  
Roberta Bondar Place  
Sault Ste. Marie, Ontario  
P6A 6V9

Telephone: 705-945-6815 or  
1-800-236-8817  
Fax: 705-945-6818

**St. Catharines Area Office**

301 St. Paul St.,  
9th Floor  
St. Catharines, Ontario L2R 7R4

Telephone: 905-704-2991 or  
1-800-263-4475  
Fax: 905-704-2985

**Thunder Bay Regional Office**

28 Cumberland Street North  
3rd Floor  
Thunder Bay, Ontario P7A 4K9

Telephone: 807-345-8888  
or 1-800-439-5493  
Fax: 807-768-2536

**Toronto District Office**

625 Church Street  
1st Floor  
Toronto, Ontario M7A 2B5

General inquiries:  
416-326-5800  
Front desk: 416-326-5775  
Fax: 416-326-5799

**Windsor Area Office**

1427 Ouellette Avenue  
2nd Floor  
Windsor, Ontario N8X 1K1

Telephone: 519-973-1441 or  
1-800-663-5609  
Fax: 519-973-1415

**Sudbury Area Office**

450 Notre Dame Avenue  
Sudbury, Ontario P3C 5K8

Telephone: 705-564-3030  
or 1-800-603-5999  
Fax: 705-564-3033

**Timmins Area Office**

1270 Hwy 101 East  
Ontario Government Building  
P.O. Bag 3095, C WING  
South Porcupine, Ontario  
P0N 1C0

Telephone: 705-235-1950 or  
1-877-275-5139  
Fax: 705-235-1955

**Waterloo Area Office**

285 Weber Street North  
Waterloo, Ontario N2J 3H8

Telephone: 519-571-6009 or  
1-800-265-6180  
Fax: 519-571-6047



## TRADES APPRENTICESHIP WEBSITE RESOURCES

### **Apprenticeship Training Information**

#### **The Ellis Chart**

A comparative chart of Apprenticeship Programs across Canada

<http://www.ellischart.ca>

#### **The Canadian Apprenticeship Forum: Skilled Trades Inventory**

Information Portal on Trades Apprenticeship programs across Canada Detailed information can be found through the “information finder” by region and target group

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

#### **Ministry of Training Colleges and Universities: Skills Connect**

Information on Apprenticeship Training in Ontario and a list of Apprenticeship Workplace Support Branch Offices

<http://www.edu.gov.on.ca/eng/training/training.html>

#### **Inter-provincial Standards Program: The Red Seal Program**

This website describes the Red Seal Program, lists the 45 Red Seal trades, and has direct links to their National Occupational Analysis, Essential Skills Profile and the Ellis Chart

[www.red-seal.ca](http://www.red-seal.ca)

#### **Apprenticeship Subject Pathways**

Trade-specific resources to determine academic courses/backgrounds that would most benefit apprenticeship training applicants

[www.edu.gov.on.ca/eng/training/apprenticeship/skills/pathwaye.pdf](http://www.edu.gov.on.ca/eng/training/apprenticeship/skills/pathwaye.pdf)

#### **Loans for Tools**

A government program that provides financial support for first year apprentices to purchase the tools of their trade

<http://www.edu.gov.on.ca/eng/training/apprenticeship/loantool.html>

#### **Apprenticeship Legislation in Ontario**

The Trades Qualification and Apprenticeship Act and The Apprenticeship Certification Act

[http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90t17\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90t17_e.htm) and [http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/98a22\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/98a22_e.htm)

### **Apprenticeship Trades Information**

#### **Career Matters Independent Learning Centre: The Skilled Trades Guide**

A TVO online guide to the Trades Apprenticeship System in Ontario

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



### **Apprenticeship Search**

A Halton region website that provides information about trades apprenticeship in Ontario

[www.apprenticeshipsearch.com](http://www.apprenticeshipsearch.com)

### **Tradesway**

A Peel region website providing skilled trades and apprenticeship Information

<http://www.tradeswaycom/home.htm>

### **The Skilled Trades Catalogue**

Durham region guide to the skilled trades

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

### **Made with the Trades**

An online source for information on the construction trades in Ontario

[www.madewiththetrades.com](http://www.madewiththetrades.com)

### **Skilled Trades Canada**

Industry education council of Hamilton website providing information and resources about the skilled trades across Canada

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

### ***Information for Internationally-Trained Tradespeople***

#### **Occupational Fact Sheets for Internationally-Trained Workers**

Guide for Internationally Trained Tradespeople about how to enter their trade in Canada

<http://www.edu.gov.on.ca/eng/document/nr/0203/bg0308.html>

#### **Fact Sheets on Credential Assessment and Recognition for Internationally-Trained Workers**

Information on credential assessment and recognition for the purpose of employment

<http://www.cic.gc.ca/english/skilled/index.html>

#### **Settlementorg: How Do I Work In My Trade Again?**

Information targeted to Internationally-Trained Tradespeople about how to re-enter their trade in Canada

[http://www.settlementorg/sys/faqs\\_detail.asp?faq\\_id=4000252](http://www.settlementorg/sys/faqs_detail.asp?faq_id=4000252)

#### **Access to Professions and Trades**

Partnership of Possibilities (Virtual ERC), 211 Ontario (FindHelp Info Services),  
Settlementorg and The Ontario Network of International Professionals Online

[www.211ontario.ca/apt](http://www.211ontario.ca/apt)



### **Bridge Training programs**

#### **Bridge to Success for Trades**

Bridge Training Programs for Internationally-Trained Tradespeople Program description, schedules and contact information

<http://www.skillsforchange.org/trades/index.html>

#### **Ontario Government Investment in Bridge Training Programs**

<http://www.edu.gov.on.ca/eng/document/nr/0204/bg0403.html>

#### **Bridging Skills Training for Foreign-Trained Workers At Fanshawe College**

<http://www.fanshawec.on.ca/news/2002/bridging.asp>

#### **Steps to Employment Occupational Orientation**

ESL manuals offering newcomers occupational terminology for the Automotive Service, Electrical, Industrial, and Construction Trades

<http://www.stepstoemployment.net/>

### **Pre-Apprenticeship Programs**

#### **Ontario Government Investment in Pre-Apprenticeship Programs**

[http://www.premier.gov.on.ca/english/news/apprenticeship041304\\_bd2.asp](http://www.premier.gov.on.ca/english/news/apprenticeship041304_bd2.asp)

#### **Mohawk College Pre-Apprenticeship Programs**

<http://resourcesskilledtrades.ca/fmiportal.asp?WCI=ViewTopic&WCE=456&WCU=323x302x303x450x451&x=>

### **Unions**

Each Union has unique membership requirements based on their internal structure and regulations Look up a union website and speak to a business representative to get information about their membership policy and membership fee amounts

### **Construction Trades**

#### **Toronto and Regional Construction Trades Council**

(links to construction trade unions in Ontario)

<http://www.constructiontrades.org/> or [www.cobtrades.com/](http://www.cobtrades.com/)

#### **Labourers International Union of North America: Universal Workers Training Centre**

<http://www.183training.com/>

Industrial Trades

#### **Ontario Federation of Labour**

(Links to Affiliated Unions)

<http://ofl.ca/index.php/links/>



## ***Industrial Trades***

### **International Association of Machinists in Canada**

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

### **Sheet Metal Workers International Association**

<http://www.smwia.org/>

### **United Steelworkers Union**

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

### **Canadian Autoworkers Union**

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

### **Industrial, Wood and Allied Workers of Canada**

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

### **Paper, Allied-industrial, chemical and Energy International Union**

[www.paceorganizing.org](http://www.paceorganizing.org)

### **Glass, Molders, Pottery, Plastics and Allied Workers Union**

[http://www.autotrainingcentre.com/programs/automotive\\_technician.asp](http://www.autotrainingcentre.com/programs/automotive_technician.asp)

## ***Health and Safety***

### **The Electrical Utilities and Safety Association of Ontario**

Leading health and safety authority in the electrical and utilities sectors

<http://www.eusa.on.ca/about.html>

### **The Construction Safety Association of Ontario**

Industry-driven association mandated to prevent injury, illness and death in the Ontario Construction Industry a health and safety partner of the Ministry of Labour

<http://www.csa.org/>

### **The Ontario Workers Health and Safety Centre**

A health and safety organization that provides workers with health and safety training

<http://www.whscon.ca>

### **Occupational Health and Safety Clinics for Ontario Workers**

Professionals, who identify work-related illness and injury, promote health and safety and develop prevention strategies

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

### **Toronto Workers Health and Safety Legal Clinic**

A community based legal clinic that provides legal advice and representation to unorganized workers facing health and safety problems at work

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





## **Trade-Specific Websites**

### **Construction Maintenance Electrician**

#### **The International Brotherhood of Electrical Workers**

Trade Union local for Electrical workers Includes information on membership, pre-apprenticeship and apprenticeship training programs offered in partnership with the Electrical Contractors Association of Ontario

<http://www.ibew.org/>

#### **The Electrical Contractors Association of Ontario**

Association representing the interests of the electrical contracting industry in Ontario Has formed a Joint Apprenticeship Council with the IBEW to sponsor apprenticeship training

[www.ecao.org](http://www.ecao.org)

#### **The Ontario Construction Secretariat**

Represents the 25 employee and the 25 employer bargaining agencies of the unionized industrial, commercial and institutional sector of Ontario's construction industry

<http://www.iciconstruction.com/site/index.html>

#### **Women in the Construction Industry**

An organization supporting women in or wishing to become a part of the construction industry

<http://www.constructionwomen.org>

### **Hairstylist**

#### **The Allied Beauty Association of Canada**

The not-for-profit organization that represents the Canadian Professional beauty supply industry and co-ordinated the largest beauty trade show in Canada The ABA shows provide professional development opportunities for hairstylists to stay abreast of the evolving beauty industry in Canada

<http://www.abacanada.com>

### **Automotive Service Technician**

#### **CARS Canadian Automotive Repair and Service Sector Council**

The Sector Council serving the Human Resource and Training Needs of the Canadian Car and Truck Repair and Service Industry

<http://www.cars-council.ca/>

#### **The Automotive Industry Information Centre**

Information portal for the automotive industry

<http://www.ciaa.com/provinces/ontario/june03.html>



**Pre Apprenticeship Programs for Automotive Service Technicians**

[http://www.autotrainingcentre.com/programs/automotive\\_technician.asp](http://www.autotrainingcentre.com/programs/automotive_technician.asp)

**Pre Apprenticeship Programs for Automotive Service Technicians at St Clair College**

[http://www.stclaircollege.ca/programs/apprenticeship/appren\\_autoST.html](http://www.stclaircollege.ca/programs/apprenticeship/appren_autoST.html)

**Pre Apprenticeship Programs for Automotive Service Technicians at Centennial College**

<http://www.centennialcollege.ca/transportation/apprentic.php>

**Industrial Mechanic (Millwright)**

**Canadian Tooling and Machining Association of Ontario**

The Trade Association representing the Canadian Manufacturing Tooling Industry

<http://ctma.com>

**The International Association of Machinists Union**

Union representing the machinists trade

[www.iamaw.org](http://www.iamaw.org)

**Construction Millwright Union**

Union representing the Millwright trade in the Construction Sector

[www.millwrightsontario.com](http://www.millwrightsontario.com)

**Newsgroup for Millwrights**

<http://www.jobbankusa.com/ohb/ohb196.html> or <http://www.geocities.com/millwrights.geo/>

**Pre-apprenticeship Program Industrial Millwright**

<http://www.fanshawecon.ca/stthomas/programs.asp>



# TRADES APPRENTICESHIP GLOSSARY

<p><b>Apprenticeship Training</b> A form of training unique to the skilled trades whereby the “apprentice” obtains on-the-job training under the supervision of a qualified tradesperson supplemented by in-school instruction.</p>	<p><b>Formal Apprenticeship System</b> Trades Training is obtained through integrated academic and practical training often through technical school systems</p>
<p><b>Certificate of Apprenticeship</b> A certificate that shows completion of in-school and on-the job requirements of apprenticeship.</p>	<p><b>Informal Apprenticeship System</b> Trades Training is obtained primarily “hands-on” with little or no academic training.</p>
<p><b>MTCU</b> The Ontario government ministry that regulates apprenticeship trade occupations. The Apprenticeship workplace training branch offices register apprentices, issue certificates of qualification and provisional certificates, assess foreign-trained qualifications and monitor on-the job apprenticeship training.</p>	<p><b>Prior Learning Assessment and Recognition</b> (PLAR) is an assessment method used to evaluate prior work-related knowledge and practical skills obtained through a variety of education, employment, volunteer, and personal development experiences</p>
<p><b>Trades Qualifications and Apprenticeship Act (TQAA) 1964</b> The government act that regulates 32 construction trades. The TQAA designates trades as compulsory and voluntary trades.</p>	<p><b>NOA- National Occupational Analysis</b> Identification and grouping of tasks performed by skilled workers used to develop Interprovincial standards “Red Seal” examinations and curricula for the training of skilled workers</p>
<p><b>Apprenticeship Certification Act (ACA) 2000</b> A new legislation brought in to reform apprenticeship that regulates 103 trades in the service, motive power and industrial sectors. The ACA designates trades as restricted or non-restricted trades</p>	<p><b>Training Delivery Agent</b> A training delivery agent is certified by MTCU to deliver in-class apprenticeship curricula for the skilled trades</p>
<p><b>Competency Based Model</b> ACA model of apprenticeship that focuses on achieving competencies in apprenticeship training. Progress is measured through demonstration of skills and the apprentice is able to progress according to their own capabilities.</p>	<p><b>Training Schedule</b> Document similar to Apprenticeship Training Standards that is used by apprentices, trainers and employers as a “blueprint” for training or as a prerequisite for government accreditation / certification in some of the non-regulated trades</p>
<p><b>Time-Based Model</b> TQAA model for construction trades that focuses on time-based apprenticeship training.</p>	<p><b>On-the –Job Training</b> 75-90% of apprenticeship training (practical/hands on) offered on the job by a qualified Trainer/Sponsor.</p>



<p><b>Apprenticeship Training Standards</b> The Training Standards used by the apprentice, trainers and employers as a “blueprint” for training, or as a prerequisite for government accreditation / certification</p>	<p><b>In-Class-Training</b> 10-25% of apprenticeship training (theory and simulated learning) offered in-class by a certified training institution intended to supplement on-the-job training.</p>
<p><b>Certificate of Qualification</b> This certificate is issued by MTCU after an exam is written and passed with a mark of at least 70% for a regulated trade. This certificate qualifies the holder as a journeyperson in their trade.</p>	<p><b>Provincial Advisory Committees</b> Industry Representatives who advise the Minister with respect to Apprenticeship programs and standards for the skilled trades.</p>
<p><b>Apprentice</b> An apprentice is someone who has entered into a training agreement with MTCU and a sponsor to learn the knowledge, skills, tools and materials of the trade through on-the-job and in-school training.</p>	<p><b>Sponsor</b> A sponsor is a trainer/employer who has entered into a sponsorship agreement with MTCU, and a training agreement with an apprentice and MTCU, to provide an apprentice with appropriate on-the-job training</p>
<p><b>Journeyperson</b> A qualified tradesperson who holds a Certificate of Qualification or a tradesperson who holds skill requirements</p>	<p><b>Local Industry Committees</b> Regional industry representatives who advise the Provincial Advisory Comatose with respect to regional needs for Apprenticeship programs and skill requirements.</p>
<p><b>Block and Day Release Programs</b> A block of time that apprentices are given leave from their on-the job training to attend an in-class training program offered by a College of Applied arts and Technology (either full-time or one-day a week).</p>	<p><b>Certificate of Apprenticeship</b> A certificate issued upon completion of in-class and in-school training.</p>
<p><b>Provisional Certificate</b> Temporary authorization to practice a compulsory trade, while preparing to write the Certificate of Qualification exam.</p>	<p><b>Letter of Permission</b> Temporary authorization to practice a restricted trade, while preparing to write the Certificate of Qualification exam.</p>
<p><b>Red Seal</b> A distinctive “Red Seal” which is affixed to the certificate of qualification of designated Red Seal trades in Ontario which enables the holder to practice the trade anywhere in Canada where the “Red Seal” is recognized without having to write a further interprovincial examination.</p>	<p><b>Interprovincial Standards Exam</b> An additional exam for the Red Seal trades in certain provinces written by a journeyperson wanting to practice the trade anywhere in Canada. By passing the exam, a Red Seal is endorsed on a tradesperson's Certificates of Qualification and Apprenticeship.</p>
<p><b>The Ellis Chart</b> An online chart that compares apprenticeship training programs across Canada.</p>	<p><b>Sponsorship Agreement</b> A contract signed by the sponsor and a representative from MTCU that outlines the responsibilities of a sponsor to provide a qualified trainer and appropriate work site</p>



<p><b>Journeyman/Apprentice Ratio</b> The ratio of the number of qualified journeymen/trainers to the number of apprentices hired by a sponsor. Ratios vary from trade to trade, and generally in the absence of a ratio, a ratio of one apprentice to one journeyman is used.</p>	<p><b>Competency Analysis Profile</b> A part of the Apprenticeship Training Standards, it identifies the skill requirements under each competency area of a trade.</p>
<p><b>Exemption Tests</b> Tests that are available to test the competencies of an apprentice with previous experience and training</p>	<p><b>Joint Apprenticeship Council</b> A partnership formed by unions and employers to provide sponsorship of apprenticeship training.</p>
<p><b>Restricted Trade</b> Designated under the ACA, restricted trades require that only registered apprentices or certified journeymen may practice in that trade.</p>	<p><b>Compulsory Trade</b> Designated under the TQQA, compulsory trades require that only registered apprentices or certified journeymen may practice in that trade.</p>
<p><b>Unrestricted Trade</b> Designated under the ACA, unrestricted trades do not require certification to practice under the legislation.</p>	<p><b>Voluntary Trade</b> Designated under the TQQA, voluntary trades do not require certification to practice under the legislation.</p>
<p><b>Craft Union</b> A trade union which organizes workers based on a Specific skill or "craft".</p>	<p><b>Restricted Skill Set</b> A skill set that is designated as restricted by the TQQA and the ACA</p>
<p><b>Designated Red Seal Trade</b> A trade that has been designated by the Canadian Council of Directors of Apprenticeship for inclusion in the Interprovincial standards program. Training and Certification are based on a national occupational standard, and provinces and territories are permitted to affix a red seal to the Certificates of Candidates who meet the Interprovincial standards.</p>	<p><b>Regulations</b> The formal rules by which the principles outlined in provincial and territorial Acts governing apprenticeship training are to be carried out. Each designated trade may have a set of regulations covering all aspects of training and certification.</p>
<p><b>Voluntary Certification</b> A situation in which certification is available in a designated trade, but there is no legislated requirement that apprentices in a trade be registered or that workers in a trade be certified journeymen.</p>	<p><b>Pre-Apprenticeship Training</b> A course that provides intensive instruction for entry to a trade. Pre-Apprenticeship Training may be linked to apprenticeship training, or apprentices may receive exemptions for in-class training.</p>

# WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

## Classes of WHMIS Controlled Products

### CLASS A – Compressed Gas



### CLASS B – Flammable and Combustible Material

*Division 1: Flammable Gases*

*Division 4: Flammable Solids*

*Division 2: Flammable Liquids*

*Division 5: Flammable Aerosols*

*Division 3: Combustible Liquids*

*Division 6: Reactive Flammable Materials*



### CLASS C – Oxidizing Material



### CLASS D – Poisonous and Infectious Material

*Division 1: Materials Causing Immediate and Serious Toxic Effects*

*Subdivision A: Very Toxic Material*

*Subdivision B: Toxic Material*



*Division 2: Materials Causing Other Toxic Effects*

*Subdivision A: Very Toxic Material*

*Subdivision B: Toxic Material*



*Division 3: Biohazardous Infectious Material*



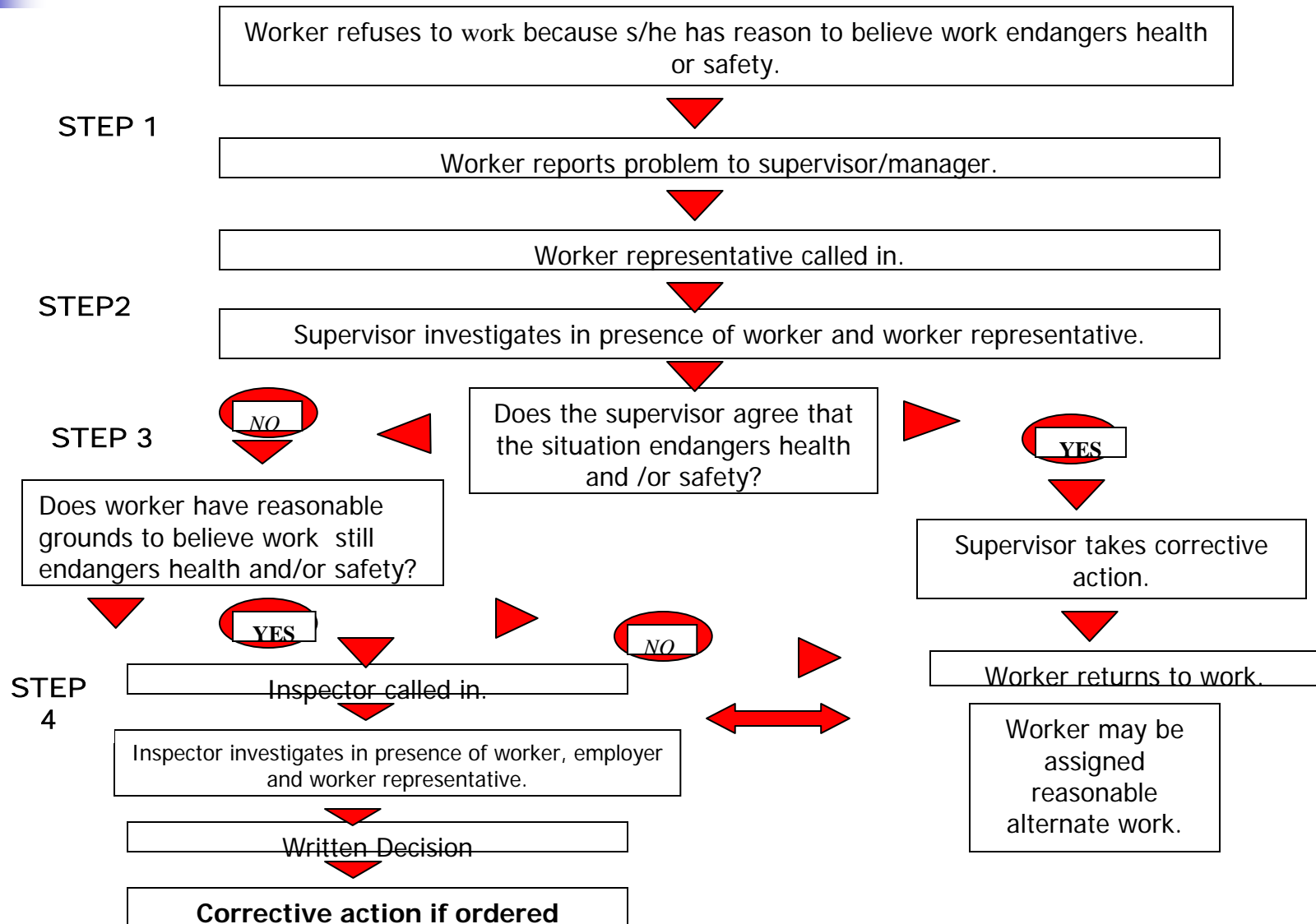
### CLASS E – Corrosive Material



### CLASS F – Dangerously Reactive Material



# Right to Refuse Unsafe Work





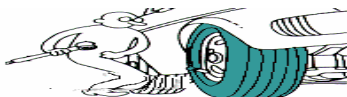
## WORKING WITH SAFETY AND YOUR HEALTH AUTOMOTIVE SERVICE TECHNICIAN

***STOP: BEFORE YOU START WORK,  
THERE ARE SOME THINGS YOU SHOULD KNOW!***

1. Your Employer must train you on Health and Safety in your new workplace.
2. Your Employer must give you protective equipment that you may need and train you on how to wear it and care for it.
3. Your employer must train you on how to work with any and all machinery, chemicals and procedures that you are required to work with. If you are not sure of how to operate machinery or about processes that you are involved in, be sure to ask your Supervisor, before you start to work.
4. If you have any questions ask your boss for help.
5. Your Safety Orientation should include at least the following:
  - **emergency procedures, exits and paths**
  - **location of first aid stations**
  - **health and safety responsibilities, including those specified by legislation**
  - **WHMIS Training – training specific for chemicals**
  - **reporting of injuries, unsafe conditions and acts**
  - **use of personal protective equipment**
  - **right to refuse hazardous work**
  - **hazards, including those outside own work area**
  - **reasons for each health and safety rule**

### **SOME THINGS YOU SHOULD KNOW**

- ✚ Don't be afraid to ask for training or help before working with a machine or other items that you have to work with
- ✚ If you have concerns about your health or safety at work, let someone know. Don't chance it. Make sure something gets done to correct the problem.
- ✚ If you see a hazard or danger on the job, report it to your employer as soon as possible. You could prevent an accident for yourself or a fellow worker.



### **THE LAW STATES THE FOLLOWING**

- ✚ All workers have the right to know about any hazards in the job and how to protect themselves.
- ✚ All workers have the right to participate in keeping their workplace safe and healthy
- ✚ All workers have the right to refuse unsafe work. No one can force a worker to do a job they believe is unsafe.
- ✚ Workers must follow the law and company safety rules; wear the personal protective equipment that the employer requires you wear and must always work safely.



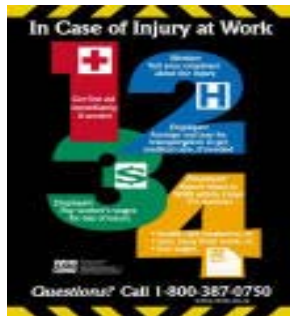


## IT'S YOUR BODY, YOUR HEALTH

✚ If you feel that you are getting sick and you feel it may be the air quality at work or the chemical that you work with or any other hazard, please see a Doctor as soon as you can. Tell your Doctor what kind of work you do and the kinds of chemicals you work with so that they can help you get better soon.



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Make sure you wash your hands before taking snacks or having your lunch or supper. Food gets contaminated with the chemicals and dusts in your work area. Eat your lunch in an area away from your work station. Eat in the lunch room as it is cleaner than the shop floor.



## GENERAL HEALTH AND SAFETY FACTS FOR INDUSTRIAL MECHANIC/MILLWRIGHT

Hazard/Process	Health Impact	Safety Measures
Heavy machinery, equipment and parts	Back injuries, strains and sprains	Proper lifting techniques need to be presented to employees and employees should be trained on how to handle heavy equipment, parts etc.
Compresses Air Hoses	Breaks skin such as open cuts, wounds, eye damage from dust particles and other contaminants, blindness and deafness, air forced into tissues or blood stream – air embolism	Never use air to clean clothing or body parts, use safely – at lowest pressure possible, avoid contact between nozzle and object, wear safety glasses with side shields or goggles, long sleeves, ear plugs
Confined Spaces	Loss of consciousness, death	Training and personal protective equipment is required for these types of work areas
Forklift truck/Pedestrians	Struck by Vehicles	Training on operating Forklift trucks – be sure to give the right of way to pedestrians
Solvents	Central Nervous System Damage, eyes, nose throat, lung irritation	WHMIS training is a minimum requirement
Removal of Safety guards on machines	eye injuries, loss of body parts	NEVER REMOVE SAFETY GUARDS

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## WORKING WITH SAFETY AND YOUR HEALTH HAIRSTYLIST

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3. Your employer must train you on how to work with any and all machinery, chemicals and procedures that you are required to work with. If you are not sure of how to operate machinery or about processes that you are involved in, be sure to ask your Supervisor, before you start to work.
4. If you have any questions ask your boss for help.
5. Your Safety Orientation should include at least the following:
  - **emergency procedures, exits and paths**
  - **location of first aid stations**
  - **health and safety responsibilities, including those specified by legislation**
  - **WHMIS Training – training specific for chemicals**
  - **reporting of injuries, unsafe conditions and acts**
  - **use of personal protective equipment**
  - **right to refuse hazardous work**
  - **hazards, including those outside own work area**
  - **reasons for each health and safety rule**

### **SOME THINGS YOU SHOULD KNOW**

- ✚ Don't be afraid to ask for training or help before working with a machine or other items that you have to work with
- ✚ If you have concerns about your health or safety at work, let someone know. Don't chance it. Make sure something gets done to correct the problem.
- ✚ If you see a hazard or danger on the job, report it to your employer as soon as possible. You could prevent an accident for yourself or a fellow worker.



### **THE LAW STATES THE FOLLOWING**

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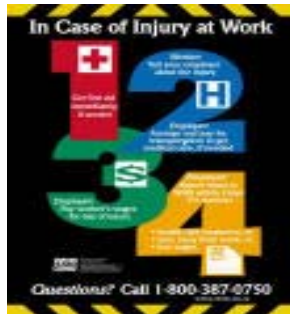


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## PERSONAL PROTECTIVE EQUIPMENT

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## EATING ON THE JOB

Make sure you wash your hands before taking snacks or having your lunch or supper. Food gets contaminated with the chemicals and dusts in your work area. Eat your lunch in an area away from your work station. Eat in the lunch room as it is cleaner than the shop floor.



## GENERAL HEALTH AND SAFETY FACTS FOR HAIRSTYLISTS

- + All chemicals should be well organized in cabinets and stored in a well ventilated area
- + Make sure you read the labels on the products you are applying. Your employer should train and inform you of any hazards and protective equipment you should use to ensure you are safely using the product.
- + Emergency exits should be kept clear of chemicals and furniture
- + Cutting tools should be stored in drawers or containers and should be cleansed and sterilized
- + Wash your hands after using strong chemicals, shampoos, hair treatments and dyes. Make sure you moisturize your hands as well with creams or lotions.
- + If your hands are very dry or are experiencing itchiness and rashes after using chemicals, you should visit your Doctor. You may have some symptoms of skin irritation or Dermatitis, which is an illness that can be contracted from the chemicals that hairdressers work with.
- + Make sure you wear comfortable shoes while working, as standing all day can cause strain to your legs and lower back.
- + Make sure that hair on the floor or spills are cleaned up as quickly as possible to avoid, slips, trips and falls.
- + Latex gloves do not suit all skin types. If you must wear latex gloves, make sure you are cautious and take notice of any changes in your skin, rashes etc. Some people are allergic to latex gloves.
- + Try not to wear jewelry such as rings or bracelets while working, as these items may contribute to allergic reactions with constant use of hair chemicals, shampoos, and water exposure.
- + Make sure your electrical equipment is inspected periodically. Make sure the plug or wiring is not damaged and be sure to keep the wires and plugs away from chemicals and water.



Occupational Health  
Clinics for Ontario  
Workers Inc.

Centres de santé  
des travailleurs (ses)  
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# CRITICAL INJURY FLOWCHART

## CRITICAL INJURY

- ⊗ PLACES LIFE IN JEOPARDY
- ⊗ PRODUCES UNCONSCIOUSNESS
- ⊗ SUBSTANTIAL LOSS OF BLOOD
- ⊗ ARM OR LEG FRACTURE
- ⊗ LEG, ARM, HAND OR FOOT AMPUTATION
- ⊗ MAJOR BURNS
- ⊗ LOSS OF EYESIGHT

**WHAT  
HAPPENS  
IF....**



STEP 1

## Secure and Manage the scene

Provide immediate first or medical aid

Secure the scene to preserve evidence

Eliminate risk of further injury

STEP 2

## Report incident immediately to

Ministry of Labour

Immediate supervisor

JHSC Member

STEP 3

## Investigate the accident causes

Witness statements, drawings, physical analysis, pictures, background documentation

**Do not disturb the scene. Until the Ministry of Labour gives permission, no person may interfere with, disturb, destroy, alter or carry away anything at the scene of or connected to the accident.**



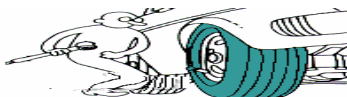
## WORKING WITH SAFETY AND YOUR HEALTH CONSTRUCTION MAINTENANCE ELECTRICIAN

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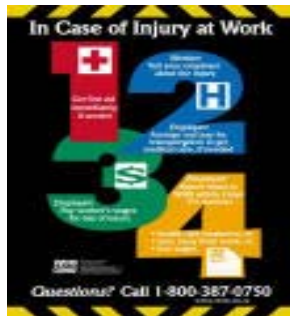


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## GENERAL HEALTH AND SAFETY FACTS FOR CONSTRUCTION INDUSTRY

Hazards	Health Impact	Control Measures
<b>Asbestos</b>	Asbestosis, lung cancer, mesothelioma	Respirators, coveralls, enclosure of the work area, use of asbestos substitutes, safe working procedures
<b>Solvents</b>	Dermatitis, irritation of eyes, nose, throat, and lungs, drowsiness and loss of coordination, kidney damage, liver damage	Proper gloves for the substance being used, ventilation, keep solvent containers closed when not in use, make sure you are trained to work with the substance safely and ensure you read the MSDS sheet
<b>Noise</b>	Hearing loss, headaches	Wear proper hearing protection,
<b>Heavy equipment and parts</b>	Back injury, strains and sprains	Use safe lifting procedures. Be sure to ask for assistance in the event you are required to carry or hold something too heavy for you to handle.
<b>Lack of Housekeeping</b>	Slips, trips and falls	Keep workspace clear of equipment and parts. In the event of an emergency you should be able to walk quickly to and from your workplace with out difficulty.
<b>Working at Heights</b>	Danger of falling	You must be trained at working at heights and given safety equipment such as a safety harness, lanyard etc
<b>Traffic (people or forklifts and other vehicles)</b>	Being struck by a vehicle or striking and pedestrian	You must be trained to operate vehicles at your workplace. Be sure to obey traffic signals. Be sure to give pedestrians the right of way.

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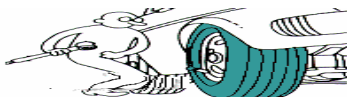
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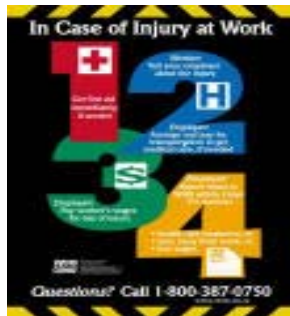


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<b>Compresses Air Hoses</b>	Breaks skin such as open cuts, wounds, eye damage from dust particles and other contaminants, blindness and deafness, air forced into tissues or blood stream – air embolism	Never use air to clean clothing or body parts, use safely – at lowest pressure possible, avoid contact between nozzle and object, wear safety glasses with side shields or goggles, long sleeves, ear plugs
<b>Gasoline Tank Removal</b>	Serious burns when gasoline spills due to vapours – also removal near ignition sources is highly dangerous such as: electrical sparking devices or tools, wet/dry shop vacuum cleaners, welding, cutting or grinding	Gasoline tanks should be emptied prior to removal, vehicle engine should be turned off, tank should be drained outdoors where possible or use a pump, drain fuel in a approved safety can – the area where drainage occurs must be properly ventilated
<b>Carbon monoxide and other contaminants</b>	Lung, nose, throat, eye irritation – long term effects include, respiratory complications and brain damage	Proper ventilation shall be provided in garages to limit exposure to carbon monoxide and other contaminants -
<b>Handling Heavy parts and equipment</b>	Back strain and sprains	Ergonomic techniques/procedures should be used to handle heavy machinery or parts
<b>Removal of Safety guards on machines</b>	eye injuries, loss of body parts	<b>NEVER REMOVE SAFETY GUARDS</b>

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