



THINK SKILLED
TRADES.

Apprenticeship **REFERENCE GUIDE**

Your Pathway to Skilled Trades & Apprenticeship in Ontario





Digital Dashboard

**SKILLED TRADES &
APPRENTICESHIP**

THE OYAP ADVANTAGE

**THE BENEFITS OF
APPRENTICESHIP**

**COMPULSORY VS
NON-COMPULSORY TRADES**

PATHWAYS FOR ALL STUDENTS

**APPRENTICESHIP OR COLLEGE:
WHAT'S RIGHT FOR YOU?**

**THE APPRENTICESHIP JOURNEY:
FROM START TO JOURNEYPERSON**

FINDING AN EMPLOYER

STARTING IN HIGH SCHOOL

RESUME WRITING TIPS

STARTING AFTER HIGH SCHOOL

SUPPORTING RESOURCES

OYAP FAST

**UNLOCKING FINANCIAL
SUPPORTS**

**TECH EDUCATION - PATHWAYS
TO STEM & SKILLED TRADES**

CO-OP RESOURCES

A collage of three images showing different professions: a hairdresser styling hair, a chef plating food, and a technician using a microscope.

[illegible]

Skilled Trade: A career path that requires a particular skill set, specialty knowledge and hands on training. Trades in Ontario have different requirements depending on whether they are compulsory trades or non-compulsory trades. In trades with exams, you can earn a Certificate of Qualification.

a Red Seal endorsement. In Ontario's skilled trades, a journeyman is a skilled worker who has completed their apprenticeship and obtained a Certificate of Qualification in their chosen trade. This signifies they have mastered the required skills through a combination of hands-on experience and formal training, and are qualified to work independently and mentor apprentices.

Skilled Trades and Apprenticeship

**THINK SKILLED
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In Ontario, the skilled trades are categorized into four main sectors in the chart below, which includes some examples of skilled trades in each sector.

			
1. Motive Power	2. Service	3. Construction	4. Industrial
Auto Body and Collision Damage Repairer (310B) Automotive Painter (410N) Automotive Service Technician (310S) Heavy Duty Equipment Technician (421A) Truck and Coach Technician (310T)	Arborist (444A) Baker (423A) Child and Youth Worker (620A) Cook (415A) Hairstylist (332A) Horticultural Technician (441C)	Construction Craft Worker (450A) Electrician - Construction and Maintenance (309A) General Carpenter (403A) Painter and Decorator - Commercial and Residential (404C) Refrigeration and Air Conditioning Systems Mechanic (313A)	Cabinetmaker (438A) Facilities Mechanic/Technician (255W/255B) General Machinist (429A) Industrial Mechanic Millwright (433A) Tool and Die Maker (430A) Welder (456A)

*(Skilled Trade Code)



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Want to learn more?

- [Compulsory vs Non-Compulsory Trades](#)

Web Resources

- [How Does Apprenticeship work \(OYAP video\)](#)
- [Trades List w/ Student Friendly Info cards \(OYAP\)](#)
- [Skilled Trades Ontario Detailed Info Sheets & Training Standards](#)
- [Red Seal Program](#)

Why Choose a Skilled Trade?



These in-demand careers offer:

- ✓ **Job security**
- ✓ **High pay that grows with experience**
- ✓ **Opportunities for advancement and entrepreneurship**

Apprenticeships provide a faster, lower-debt path to a rewarding future compared to other post-secondary options.

Choosing to pursue an Apprenticeship is a first tier post-secondary education option just like College and University. All three pathways are valuable in that they provide a continuing education plan after high school and allow students to acquire skills and knowledge. An apprenticeship is the most direct option for those looking to pursue post-secondary education while simultaneously entering the workforce.

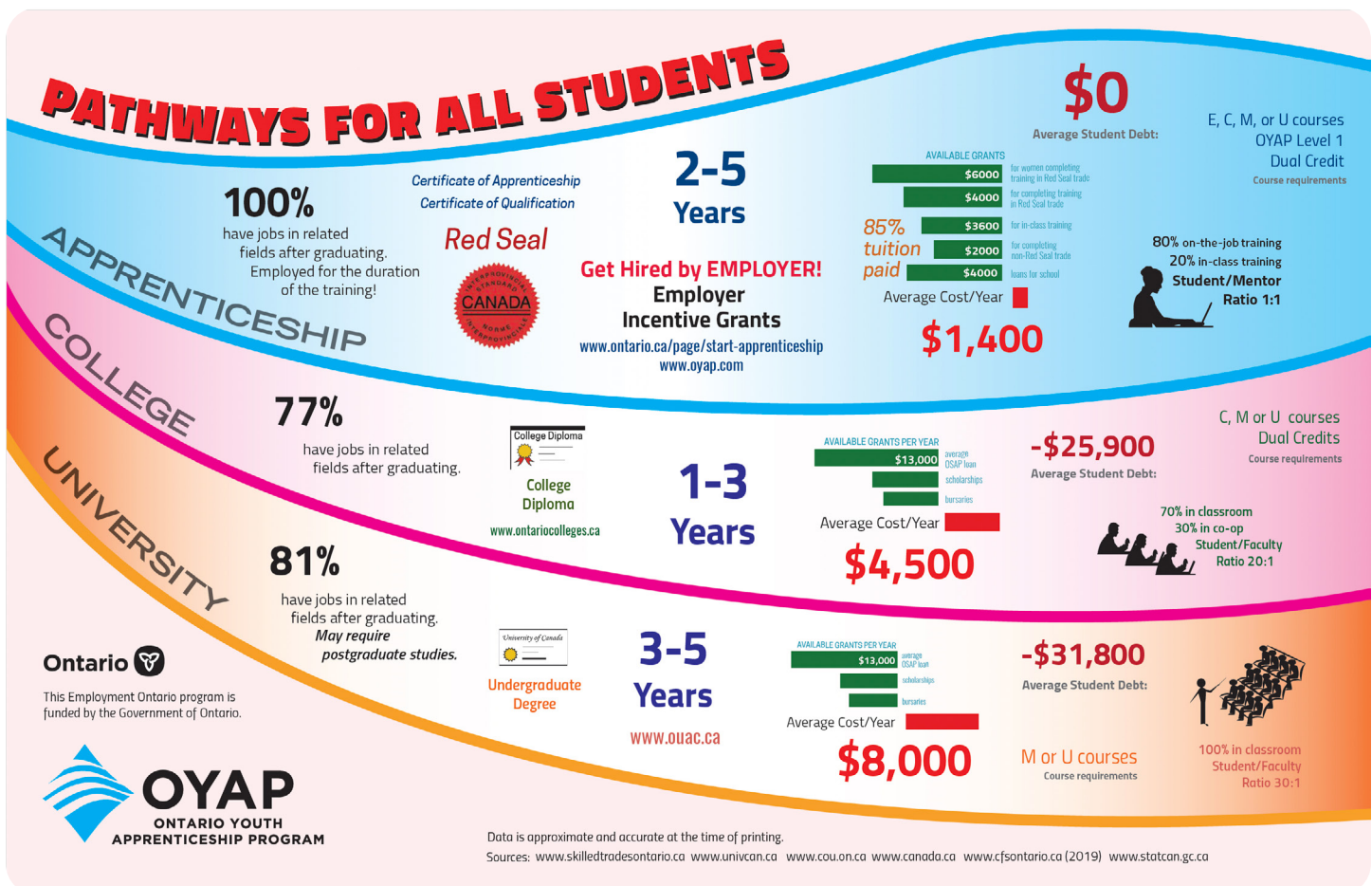


Pathways for all Students

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Canada's skilled trades have come a long way in working towards addressing outdated stereotypes to build a more inclusive and representative workforce in these high-demand careers. Many organizations and employer driven initiatives are working to ensure everyone is welcome.

Take a look at our [Supporting Resources](#) linked below for more information.



► View Larger Poster: [Pathways for All Students Graphic](#)



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Want to learn more?

• [Supporting Resources](#)

The Apprenticeship Journey: From Start to Journeyperson

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Starting a career in the skilled trades is an exciting journey that combines hands-on experience with classroom learning. Apprenticeships provide the opportunity to earn while you learn, building valuable skills under the guidance of experienced professionals. Here's a step-by-step look at the path from apprentice to certified journeyperson.

STEP 1:

► Register as an Apprentice

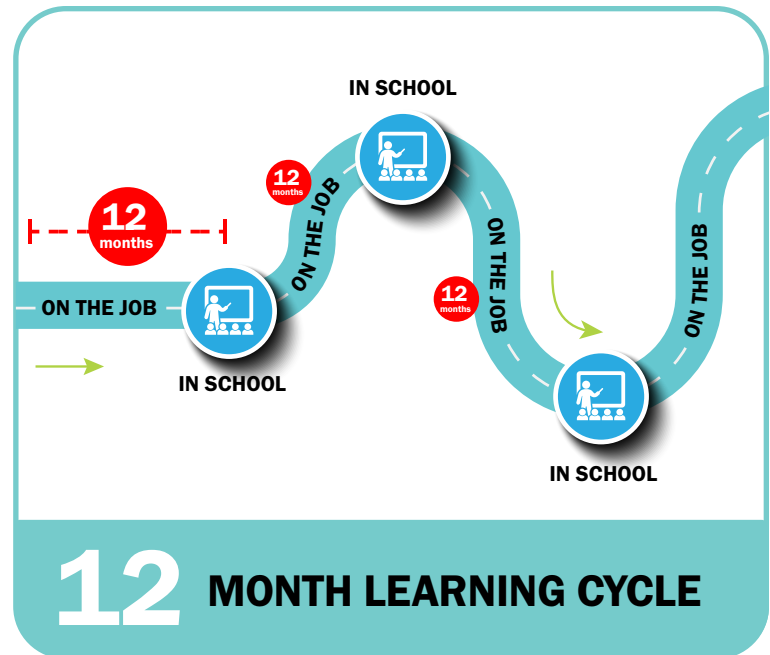
An apprenticeship program begins when you sign a Training Agreement with a sponsor/employer and register it with Skilled Trades Ontario

- www.skilledtradesontario.ca/apprenticeship/starting-your-apprenticeship/

STEP 2:

► Training & Development

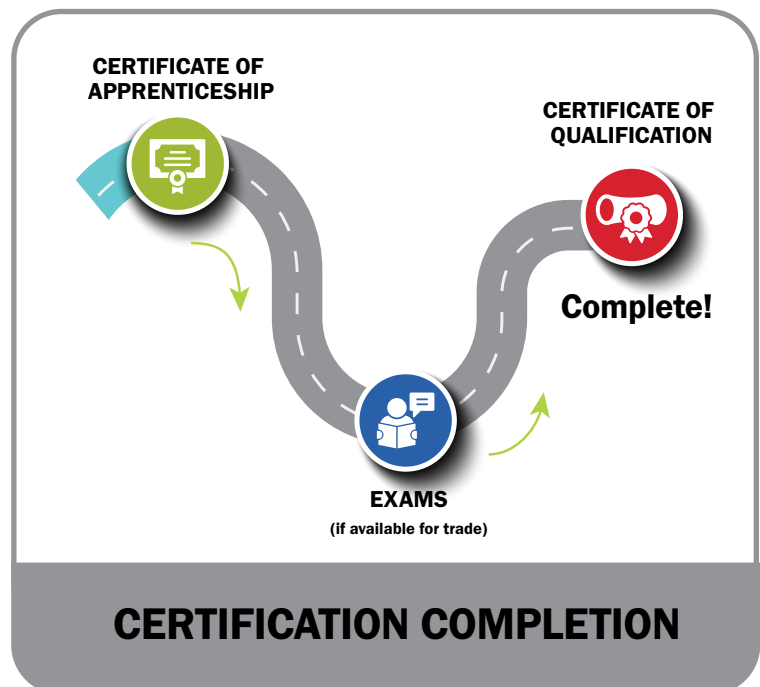
Complete your required on the job training and attend in school training at a training delivery agent (TDA). A TDA could be a college or a Trade Union. Training is specific to each trade and may contain as many as 4 levels of in-class training. An on the job/in school learning cycle typically lasts 12 months.



STEP 3:

► Becoming a Certified Journeyperson

Once training is complete, challenge and pass the Certificate of Qualification exam where applicable, to become a fully licensed journeyperson.



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Want to learn more?

- [Resume Writing Tips](#)
- [Finding an Employer](#)

Starting in High School

JUMP START YOUR APPRENTICESHIP

Jump start your apprenticeship by taking advantage of high school opportunities which allow you to graduate with the skills needed to start your career!

STARTING IN HIGH SCHOOL:

CO-OP
(OYAP, SHSM)

**DUAL
CREDITS**

**TECH ED
COURSES**

Technological Education Courses

Hands-on curriculum directly related to various skilled trades and technology. These courses introduce high school students to the skilled trades and allow them to make decisions about career and educational pathways (apprenticeship, college, university).

The technological education curriculum in Grades 9–12 encompasses ten broad-based technology areas:

- ▶ **Communications Technology (TGJ)**
- ▶ **Computer Technology (TEJ)**
- ▶ **Construction Technology (TCJ)**
- ▶ **Green Industries (THJ)**
- ▶ **Hairstyling and Aesthetics (TXJ)**
- ▶ **Health Care (TPJ)**
- ▶ **Hospitality and Tourism (TFJ)**
- ▶ **Manufacturing Technology (TMJ)**
- ▶ **Technological Design (TDJ)**
- ▶ **Transportation Technology (TTJ)**



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Want to learn more?

- [Technological Education - Pathways to STEM and Skilled Trades](#)

Pathways to Apprenticeship



COOPERATIVE EDUCATION (CO-OP)

Co-op is educational programming that integrates classroom theory with practical experience in the workplace. Programming is based on a partnership between the school and a community partner who provides hands-on experience for the student at their work placement. Cooperative Education programming is the foundation of specialized programs such as OYAP and SHSM.

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Want to learn more?

- [Staying Safe on the Job](#)
- [Skilled Trades Placement Tool Kit](#)
- [Skilled Trades Promotion](#)

Ontario Youth Apprenticeship Program (OYAP)



This program allows high school students to begin training through **Cooperative Education Placements** in apprenticeable trades. Students will receive an OYAP Certificate at the end of their OYAP placement. There are 3 different ways that a student can participate in the OYAP program:

OYAP program:	Description	Co-op credit	Registered as an OYAP Apprentice	Level 1 in-class training
OYAP PARTICIPATION	For all students exploring a skilled trade through co-op. Students do not need to be registered as an OYAP apprentice by their co-op placement employer to be an OYAP participant.	✓	✗	✗
OYAP REGISTRATION	For students who, with an employer's willingness to sponsor, officially register as an apprentice during their co-op placement. Students begin acquiring apprenticeship skills listed in the training standard logbook for their specific trade.	✓	✓	✗
ACCELERATED OYAP	Level 1 training opportunities available in some school boards, combine co-op with in school apprenticeship training.	✓	✓	✓

NOTE: You must be 15 years of age and have acquired 14 credits to participate in OYAP. You must be at least 16 to work in the construction trades.



Focused Apprenticeship Skills Training

OYAP FAST - Focused Apprenticeship Skills Training

The **Focused Apprenticeship Skills Training (FAST)** stream of OYAP is specifically designed for Grade 11 and 12 students looking for an intensive apprenticeship pathway before they graduate high school. By choosing this stream, students can earn a distinctive **OYAP-FAST seal** on their **Ontario Secondary School Diploma (OSSD)** to highlight their enhanced skilled trades expertise to future employers and post-secondary institutions.

OYAP-FAST OSSD REQUIREMENTS:

- ▶ Complete between 8 and 11 credits of Cooperative Education in a skilled trade placement.
- ▶ Secure a Registered Training Agreement (RTA) with an employer.

EXAMPLE 2

This pathway combines 8 FAST credits and 6 Grade 12 U/M credits, leaving diploma, degree, and apprenticeship options open.

Year	Semester 1 (4 Credits)	Semester 2 (4 Credits)
Grade 9	English, Math, Science, Elective	Geography, French, Phys. Ed, Tech
Grade 10	English, Math, Science, Elective	History, Civics/ Careers, Art, Elective
Grade 11	English, Math, Gr 12 Elective, Elective	4-Credit Co-op
Summer	Gr 12 Elective	
Grade 12	English, Math, Elective, Elective	4-Credit Co-op

EXAMPLE 1

This pathway is for students moving directly into an apprenticeship or diploma program.

Year	Semester 1 (4 Credits)	Semester 2 (4 Credits)
Grade 9	English, Math, Science, Elective	Geography, French, Phys. Ed, Tech
Grade 10	English, Math, Science, Elective	History, Civics/ Careers, Art, Elective
Grade 11	English, Math, Elective, Elective	4-Credit Co-op
Grade 12	English, Math, Elective, Elective	4-Credit Co-op

EXAMPLE 3

This pathway utilizes two summers to earn 4 of the 8 FAST credits, leaving diploma, degree, and apprenticeship options open.

Year	Semester 1 (4 Credits)	Semester 2 (4 Credits)
Grade 9	English, Math, Science, Elective	Geography, French, Phys. Ed, Tech
Grade 10	English, Math, Science, Elective	History, Civics/ Careers, Art, Elective
Summer	2-Credit Summer Co-op	
Grade 11	English, Math, Elective, Elective	2 Electives 2 Gr 12 Electives
Summer	2-Credit Summer Co-op	
Grade 12	English, Math, Elective, Elective	4-Credit Co-op

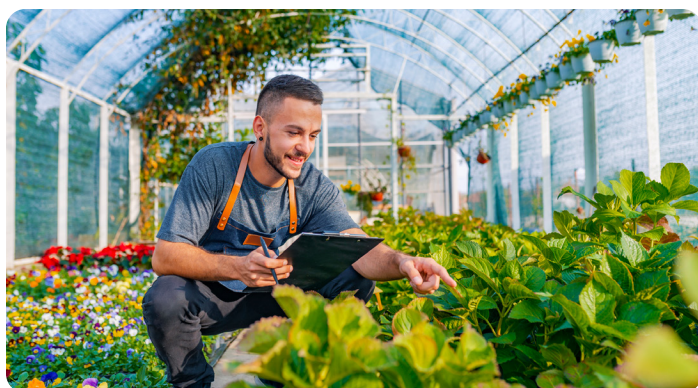
PLANNING NOTE: Co-op & University: While Co-op credits count toward your 30 credits for the OSSD, they cannot be used as part of the 6 U/M credits required for university admission.

Specialist High Skills Major (SHSM)



A Specialist High Skills Major (SHSM) is a Ministry of Education approved program for students in Grades 11 and 12 that allows them to focus on a career path that matches their skills and interests.

Students can customize their high school experience by taking sector-related courses and participating in experiential opportunities that offer career exploration and skill development.



Students:

- ▶ Complete a specific bundle of 8-10 courses in the students' selected SHSM sector including a minimum of 2 cooperative education credits.
- ▶ Earn valuable industry certifications including first aid and CPR qualifications
- ▶ Participate in various experiential learning activities and learn about post-secondary opportunities
- ▶ Participate in a Sector Partnered Experience

There are 19 different SHSM sectors, many of which are connected to Technological Education. To find out which SHSM programs are offered at your school and in your school board click the link below.

- ▶ www.ontario.ca/page/specialist-high-skills-major#section-2.

Dual Credits

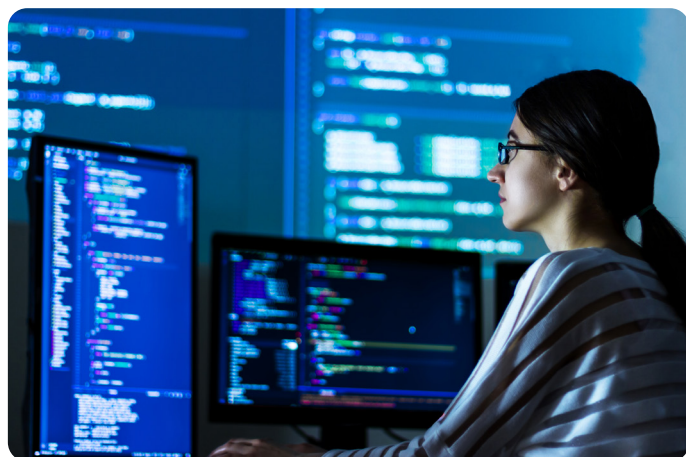
Students in Grades 11 and 12 can earn both high school and post-secondary credits simultaneously. Connect with your guidance department to find out which dual credits are offered at your school.

OCTE Resource



Want to learn more?

- [Programs and Pathways to Apprenticeship](#)



Starting After High School

By making the most of high school opportunities, you can step into an apprenticeship with confidence. If you haven't explored these options yet, starting an apprenticeship will likely require some skills development before an employer is willing to sign you to a training agreement. Here are some of the avenues you may need to consider.

PRE-APPRENTICESHIP PROGRAMS

Offered by some Ontario colleges and community agencies to help you gain skills. The training includes:

- ▶ Safety training for skilled trades
- ▶ Training to improve your academic skills
- ▶ Basic level apprenticeship in school training

Pre-apprenticeship training includes a work placement for 8 to 12 weeks. There is no cost for pre-apprenticeship training but it is very limited and geared towards targeted groups.

UNION OR INDUSTRY APPROVED TRAINING

Direct entry points through specific organizations. Search local trade unions or see our supporting resources document for some examples.

COLLEGE PROGRAMMING

College programs allow you to learn the fundamentals of your trade from professionals who have worked in the field. Some programs can lead directly into apprenticeships; provide graduates who become apprentices with the opportunity to receive automatic exemption from in school training requirements; and gain access to employment opportunities.

GET JOB-READY!

Level-up Your Skills:

- ✓ Technological Skills
- ✓ Digital Literacy
- ✓ Problem-solving
- ✓ Communication
- ✓ Teamwork & Collaboration



ADDITIONAL SKILLS DEVELOPMENT OPPORTUNITIES

Many private colleges and community agencies exist which offer trades based training. These opportunities can sometimes provide industry recognized training but do not count as in school leveled training.

WORKFORCE ENTRY

Directly finding an employer willing to hire and sponsor your apprenticeship.

OCTE Resource



Want to learn more?

- [Apprenticeship or College: What's Right for You?](#)
- [The OYAP Advantage](#)
- [Resume Writing Tips](#)
- [Finding an Employer](#)

Unlocking Financial Support: Guide for Ontario Apprentices

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EI BENEFITS

Employment Insurance offers temporary income support if you are not earning wages while attending approved apprenticeship training.

TOOLS GRANT

Apprentices can apply for the tool grant once they have completed Level 1 In class training and 12 months have passed since registering a training agreement. They must have a valid training agreement at the time of their application with the Ministry of Labour, Immigration, Training, and Skills Development (MLITSD).

- ▶ **\$1000 Motive Power Trades**
- ▶ **\$600 Construction Trades**
- ▶ **\$600 Industrial Trades**
- ▶ **\$400 Service Trades**

APPRENTICE DEVELOPMENT BENEFIT

Provides financial assistance for qualifying applicants to help with basic living expenses, dependent care, commuting, living away from home, and costs associated with a disability. Individuals attending apprenticeship training must apply through the MLITSD to determine eligibility.

ONTARIO APPRENTICESHIP COMPLETION BONUS

\$2000 grant for receiving your certificate of apprenticeship in a non-Red Seal trade. You must apply within 180 days of being issued your Certificate of Apprenticeship. The application will be sent to you by Skilled Trades Ontario.

[Click here](#) to learn more about the Provincial Tools Grant, Apprenticeship Development Benefit, and Ontario Completion Bonus.



CANADA APPRENTICESHIP LOAN

Provides apprentices registered in Red Seal trades with interest-free loans to assist with the cost of technical training. Administered by the Canada Apprentice Loan Service Centre (CALSC).



Apprentices registered in a Red Seal trade apprenticeship program who meet the eligibility requirements may receive:

- ▶ **Up to \$4,000 in loans per period of technical training;**
- ▶ **Up to five funded periods of technical training; and,**
- ▶ **Up to six years of interest-free status.**

[Apply Here](#)

Team Canada Strong Incentives

- ▶ **\$5000 Red Seal Trade Completion Bonus**
- ▶ **\$400 weekly EI top-up during in class training**

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Find your great career in one of more than
140 skilled trades, in sectors such as Industrial,
Construction, Motive Power and Service.

www.skilledtradesontario.ca

