

Prepare your apprentice for success
with the Skilled Trades Ontario

Sponsor Toolkit



INSIDE THE TOOLKIT FOR SPONSORING AN APPRENTICE

In Ontario, a sponsor is most often the apprentice's employer and holds the important responsibility of ensuring that the apprentice receives comprehensive training as part of an apprenticeship program. Sponsors are vital in shaping the future workforce by nurturing the next generation of skilled trades professionals.

This toolkit will guide you through the process of becoming a sponsor in Ontario. You'll discover how to effectively support your apprentice by providing the guidance and resources they need to succeed. Additionally, you'll learn how to apply for financial support, ensuring that both you and your apprentice have access to the necessary funding for successful training.

For more information about sponsorship, please contact Skilled Trades Ontario by email at info@skilledtradesontario.ca



HOW TO SPONSOR AN APPRENTICE

On-the-job training is a key part of all apprenticeship programs. Before sponsoring an apprentice, make sure you or the trainers have reviewed our application process:

Step 1: Assess training capacity

- Confirm your qualifications, facilities, staff and equipment is sufficient for the training as set out in the **Apprenticeship Training Standard Logbook** or **Schedule of Training**.

Step 2: Sign a Sponsor Agreement

- If you have never sponsored an apprentice in Ontario, you must be approved by Skilled Trades Ontario before you can enter into a Training Agreement with an apprentice.

Step 3: Find an apprentice

- Check out online job banks or get in-person recruitment help at **Employment Ontario** or **OYAP**.

Step 4: Apply for an apprenticeship

- Submit an **Application for Apprenticeship Training** online through the **Skilled Trades Ontario Portal**.

HOW TO SPONSOR AN APPRENTICE

Step 5: Sign a Training Agreement

- Once approved, complete a **Training Agreement** to be registered by Skilled Trades Ontario.

Step 6: Ensure the apprentice receives training

- Conduct regular reviews of the Training Standard, signing off as skills are learned. Follow Red Seal standards if applicable.
- Helping your apprentice succeed means ensuring that they are allowed the time to attend in-school training. The Ministry of Labour, Immigration, Training and Skills Development is currently responsible for administering in-school training for apprentices. If your apprentice is eligible to attend in-school training, they will receive notification from the Ministry. Encourage your apprentices to enter two schooling preferences into the portal to ensure they receive a schooling offer. Apprentices qualify for Employment Insurance during this period.

Step 7: Confirm apprenticeship program completion

- Download and complete the Skilled Trades Ontario Apprenticeship Completion Form.

Please note:

To end your agreement prior to program completion, submit an Application to Terminate a Registered Training Agreement to Skilled Trades Ontario

PREPARE YOUR APPRENTICE FOR SUCCESS

Use their Logbook

- Sign off on each skill as your apprentice demonstrates proficiency.
- Logbooks are a great study guide when it's time to prepare for their exam.
- The CofQ exam is directly based on content in the logbook, including:
 - Specific skills and training standards
 - Safety guidelines
 - Qualification benchmarks
- For Red Seal trades, apprentices should also review the National Occupational Analysis and the Red Seal Occupational Standard.
- Submit an attestation to accompany the Apprenticeship Completion Form.

FINANCIAL SUPPORT FOR SPONSORS

Funding is available for employer sponsors at each step of the apprenticeship journey. For questions related to financial support, please visit a Ministry-run Employment Ontario office near you.

[CLICK HERE FOR MORE INFORMATION ON FINANCIAL SUPPORTS](#)

1

\$1,000 initial payment for each apprentice newly registered to Skilled Trades Ontario who is under the age of 25 and/or part of an underrepresented group.

Claim 10% of a Red Seal apprentice's salary (up to \$2,000) for the first two years.

2

\$1,000 for each level of in-class training completed, up to 4 levels of schooling (where applicable). Plus, an additional \$1,000 for each apprentice under the age of

25 and/or who self-identifies within an underrepresented group.

3

\$1,000 when your apprentice achieves the highest certification in their trade, either a Certificate of Apprenticeship or a Certificate of Qualification.

Other Employment and Social Development Canada subsidies are available.

THE APPRENTICE SPONSOR JOURNEY

Eligible employers can receive up to \$17,000 in provincial grants

TAKE ON AN APPRENTICE

- Register your apprentice with Skilled Trades Ontario by signing a Registered Training Agreement once they've been accepted into an apprenticeship program. The Registered Training Agreement is an agreement between Skilled Trades Ontario, the apprentice and the sponsor.

[CLICK HERE FOR MORE INFORMATION ON FINANCIAL SUPPORTS](#)

+\$1,000

for each **newly registered apprentice**

SEND THEM TO SCHOOL

- Coordinate with your apprentice to schedule in-class training when they receive a schooling notice from the Ministry. Encourage your apprentice to keep their contact information in the Portal current to ensure they receive notifications.



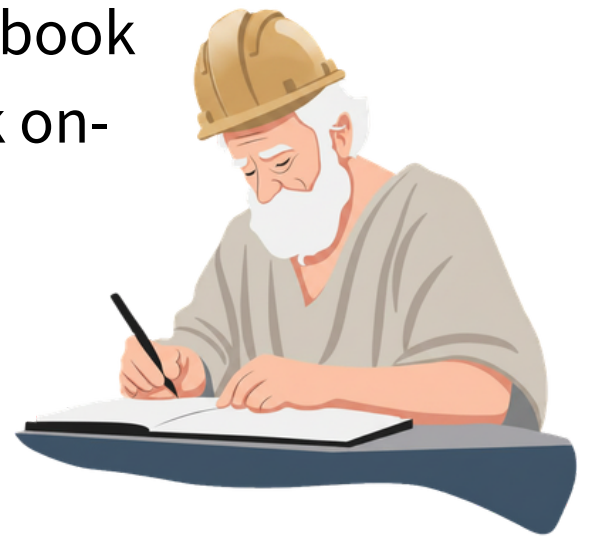
+\$1,000

for each level of **in-class training completed** by the apprentice

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TEACH ON THE JOB

- Print out their logbook and use it to track on-the-job training
- The logbook includes specific skills and tasks needed to master, safety guidelines and qualification benchmarks.
- Sign off on each skill once the individual demonstrates proficiency.
- Reviewing their logbook, National Occupational Analysis and the Red Seal Occupational Standard will help your apprentice on their certifying exam.



COMPLETE APPRENTICESHIP

- Finish all required in-class and on-the-job training with your apprentice and help them confirm program completion and get their Certificate of Apprenticeship with Skilled Trades Ontario by emailing their forms and documents to completions@skilledtradesontario.ca.
- Some trades have a certifying exam. Support your apprentice in preparing using the resources on our website.



[CLICK HERE FOR MORE INFORMATION ON FINANCIAL SUPPORTS](#)

+\$1,000

for your apprentice achieving the **highest certification** in their trade

ENCOURAGE OTHERS TO SPONSOR AN APPRENTICE!

- Taking on an apprentice trains the next generation of workers. While you train an apprentice to provincial and national (Red Seal) industry standards, you also train them to understand your unique workplace.
- Apprentices are more likely to remain loyal to companies that invest in their training and long-term success (Canadian Apprenticeship Forum report, 2010).
- As a sponsor, you may qualify for grants and/or federal tax credits when you train or hire an apprentice.
- Recruiting potential apprentices through the Ontario Youth Apprenticeship Program (OYAP) can also be a cost-effective way to train and hire young workers. Local colleges, high schools, and Pre-Apprenticeship Programs can help you find the best talent and match you with the most qualified apprenticeship candidate.

