

# Trade Definitions

## Apprenticeship

Apprenticeship is a hands-on training program for people who want to work in a skilled trade. Between 80-90 percent of an apprentice's time is spent in on-the-job training, while ten to 20 percent involves theoretical training acquired at a community college or at an approved training delivery agency. Apprentices work under the direction of a qualified employer. Over time, apprentices acquire the skills to become qualified trades people or journey persons. Apprenticeship training is based on standards developed by industry and endorsed by the MAESD and OCT.

Apprentices are provided with a training standard or schedule of training, which outlines the specific skills an apprentice must acquire. An apprentice becomes a skilled worker with certification status once the training requirements of the training standard and curriculum standard have been completed. Apprentices pay a small classroom fee (\$400 – \$600 per component) for in-school training (trade school). Participating OYAP students are exempt from the fee while in high school.

## Apprenticeship Contract/Training Agreement

An agreement issued by the Ministry of Advanced Education and Skills Development between an employer/sponsor and an apprentice stipulating the terms and conditions of an apprentice's apprenticeship.

## Apprenticeship Office

The Ministry of Advanced Education and Skills Development through the Apprenticeship Branch is responsible for registering apprentices.

## Block Release Program

The block release program provides in-school (trade school) classroom instruction offered at a college or approved training delivery agent to apprentices on leave from their jobs. The duration of in-school training is between 8 to 12 weeks.

## Certificate of Apprenticeship

A certificate acknowledging an apprentice's completion of an approved apprenticeship program.

## Certificate of Qualification

A certificate issued to a person who has successfully challenged the qualification exam for certification in a skilled trade. Seventy percent is required to earn what is commonly referred to as a ticket or license.

## Compulsory Trade

To work in a compulsory trade, one must be a registered apprentice or journey person.

### **Day Release Program**

A day release program provides apprentices with part-time (one or two days per week) in-school training, at a community college or other approved training delivery agency. Apprentices who attend are on leave from their jobs.

### **In-School Training (Trade School)**

Classroom training, which focuses on the theoretical components of an apprenticeship consisting of between 10 to 20 % of an apprentice's training program. The curriculum standard outlines the learning outcomes.

In-school training is delivered away from the job site usually at a community college. In-school training can also take place at an approved training center. In-school training is offered as a day release or block release.

### **Monitoring**

The assessment of an apprentice's progress in the workplace in accordance with prescribed standards or training plans.

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

On-the-job training refers to practical training that takes place at the work site comprising 80 to 90% of an apprentice's apprenticeship program.

### **Ontario College of Trades**

A regulatory body in place to modernize the province's apprenticeship and skilled trades system; arms length from the government; responsible for setting out policies and procedures for the trades.

### **Red Seal**

The Red Seal (Inter Provincial Standards Program) allows skilled workers to work in other provinces and ensures their skills are recognized throughout Canada.

### **Skilled Trades**

There are over 150 skilled trades. These trades fall under Motive Power, Service, Industrial and Construction sectors. Trades are either compulsory or voluntary.

### **Sponsor**

A sponsor enters into a registered training agreement, which ensures that the apprentice is provided with workplace-based training in a trade as part of an apprenticeship program. The sponsor of an apprentice is required to ensure:

- Industry guidelines are followed
- Trade specific training standards are followed
- The trainer is qualified to train the apprentice
- The training site can accommodate the training
- Competencies (skill sets) achieved by the apprentice are signed off
- Ministry access for the purposes of monitoring the progress of the apprentice
- Ministry of Advanced Education and Skills Development of any changes that may affect the status of the sponsorship is advised

### **Trade Certification**

To be certified in Ontario requires a Certificate of Qualification.

The Certificate of Qualification indicates that the holder has the skills and the knowledge to perform the work associated with the trade.

### **Trainer**

A trainer is a qualified person (journey person) who directly participates in the training, supervision and evaluation of the apprentice.

### **Training Standard/Schedule of Training**

A training standard/schedule of training is a document that lists the skills involved in a skilled occupation. Apprentices and supervisors refer to this document as a guideline to cover the training requirements of a skilled trade.

The training standard and the schedule of training shows a record of the progress of an apprentice's on the job training and lists trade related skills. Supervisors sign off the skills that an apprentice demonstrates proficiency in. These skills are in accordance with industry standards.

### **Voluntary Trade**

A voluntary trade is a skilled trade that does not require workers to hold a Certificate of Qualification.