

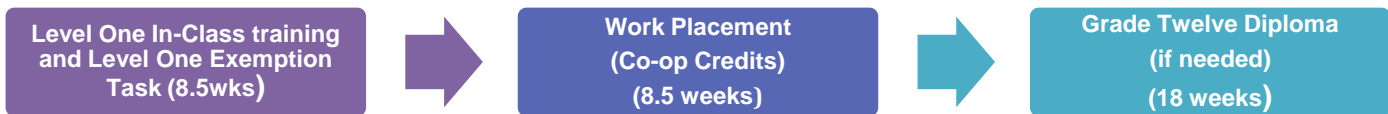
## Pre-Apprenticeship FAQ

Ministry of Advanced Education and Skills Development (MAESD)

### 1. How does pre-apprenticeship work?

Maximum: 36 weeks unpaid training:

1. Level 1 training
2. Work placement (unpaid)
3. Students without OSSD can earn OSSD



<b>Workplace Culture</b>	<b>Communications</b>	<b>Technologies</b>	<b>Professionalism</b>	<b>Customer Service</b>
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### 2. What is advantage of unpaid work placement?

- ♦ Experience work environment
- ♦ Network with other workers and future employers

### 3. What is the Apprenticeship Signing Bonus?

A \$2,000 signing bonus can be paid to the apprentice at the completion of their apprenticeship. The employer will also receive a completion bonus. To complete your apprenticeship, you must:

1. Complete Level One training
2. Pass Level One Exemption Test
3. Complete unpaid work experience
4. Complete Level Two training
5. Be registered as an apprentice
6. Complete on-the-job training standard and ministry approval

### 4. What if the person is hired but is working on his/her Grade Twelve (or equivalent)?

The Apprenticeship Scholarship provides \$1,000 to support individuals who require upgrading to meet the academic eligibility requirements for apprenticeship training in their chosen trade. The scholarship is available to both Employment Service clients accessing assisted services and individuals who access the Resource and Information component.

### 5. Do hours of work in the placement count?

Work hours in placements may count towards the total number of hours of on-the-job training for apprenticeship completion if you are registered **during** your placement. You must meet education requirements *and* the employer must agree to sign you up. These hours count if the employer decides to keep you beyond your placement *and* you meet the education requirements. The ministry *cannot* go backwards to count previous hours if you change employers.

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### 6. Apprenticeship scholarships – How are they awarded to individuals?

- ♦An initial \$500 payment when the individual is registered in an upgrading program
- ♦A final \$500 payment when the individual has successfully completed upgrading, is employed, and has a registered apprenticeship training agreement or contract with the ministry

Apprenticeship scholarships are administered through Employment Services Service Providers. Scholarships are based on budget availability.

### 7. How do I apply for an apprenticeship scholarship?

To qualify for an apprenticeship scholarship, the individual must

- ♦Demonstrate an interest in the skilled/trades/apprenticeship
- ♦Be **unable** to meet the academic eligibility requirement for the trade in which they wish to register as an apprentice
- ♦Be committed to meeting the necessary academic requirements for their chosen apprenticeship program within one year

### 8. How do job incentives work?

Employers may be eligible to receive employment incentives through one of the approved employment agencies. Pre-apprenticeship sponsors partner with agencies that are responsible for administering this budget. You must be registered as a client with one of these employment agencies. The employment specialist will then approach the employer to provide them with an incentive to hire you. You cannot *already* be working with the employer.

The incentive can be up to \$8,000.00. This is made up of \$6,000.00 for orientation and on-the-job training and the Employer Apprenticeship Signing bonus of \$2,000. The disbursement of these funds is at the discretion of the employment agency and is dependent on budget availability.

Decisions are made on a case-by-case basis.

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