

YOUR APPRENTICESHIP INFORMATION KIT



Learn a Trade.

Paid Experience.

Build Your Future.

A Practical Guide to Apprenticeships in
Ontario.

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Thinking about a skilled trade?

Apprenticeships combine on-the-job training with in-class learning so you can build the skills, experience, and certification you need for a successful career.

Why choose a trade?



High demand for skilled workers



Earn while you learn



Opportunities accross Ontario



Career growth and stability



Work in industries you enjoy



Build skills for a strong future

Your 7 Steps to Apprenticeship Success

①	Research Explore trades that interest you and learn about the requirements.
②	Pre-Apprenticeship Training (optional) Build your skills and confidence before starting an apprenticeship.
③	Find an Employer Search for job opportunities and find an employer willing to sponsor your apprenticeship.
④	Sign Up Register your apprenticeship with the Ontario government.
⑤	Earn Incentives & Support Explore grants, scholarships and financial supports that may be available.
⑥	Work & Train Complete on-the-job training and in-school technical training.
⑦	Complete your Requirements Finish all levels of training and work experience to receive your Certificate of Qualification.

Getting Started

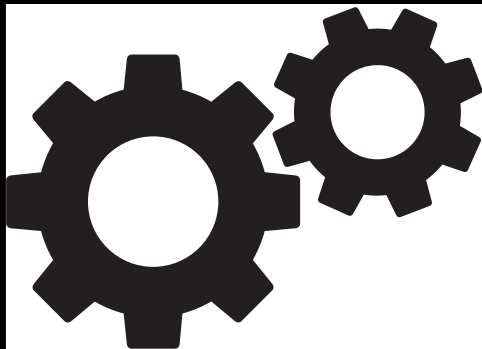
Before you begin your apprenticeship.

There are many ways to prepare for a successful career in the trades.



CAREER EXPLORATION

Learn about different trades, job duties and work environments



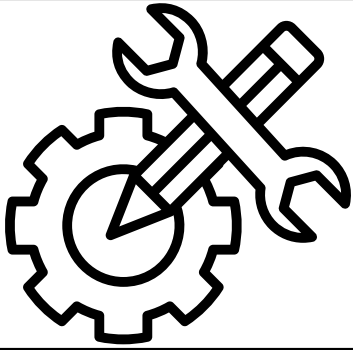
PRE-APPRENTICESHIP PROGRAMS

Gain hands-on experience and foundational skills.



SKILLS UPGRADING

Improve your math, communication and digital skills.



TECHNICAL TRAINING

Find in-class training at colleges, union training centres or private institutions.



ESSENTIAL SKILLS

Develop teamwork, problem solving and safety awareness.



**Not sure which path is right
for you?**

FOCUS can help you explore your options and
create a plan that works for you.

Finding an Employer

Your employer is an important part of your apprenticeship journey.

Where can I look?

- The FOCUS Job Board, Job Banks and other online job boards
- Employer websites
- Industry associations
- Networking with friends, family and contacts
- Apprenticeship and job fairs
- Local businesses
- FOCUS Employment Consultants



FOCUS CAN HELP YOU:

- ✓ Build a strong resume and cover letter
- ✓ Access job fairs and hiring events
- ✓ Prepare for interviews
- ✓ Search for job opportunities
- ✓ Connect with employers
- ✓ Skill development

Tips For Success

Be persistent, stay positive and keep building your skills.
The right opportunity **is** out there!

Training, Funding & Support

There are resources to help you pay for training and succeed.

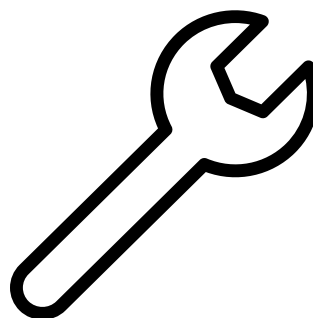
TECHNICAL TRAINING

In-class training is delivered by colleges, union training centres or private institutions.



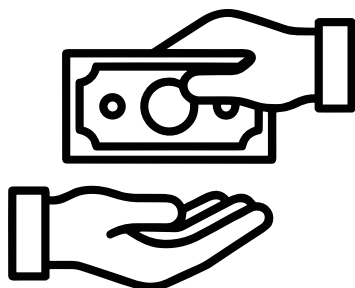
PRE-APPRENTICESHIP

Programs can help you build foundational skills and gain work experience.



FUNDING & GRANTS

You may be eligible for grants, loans or tax credits to help cover training costs.



SCHOLARSHIPS & INCENTIVES

Various scholarships and incentives are available for apprentices.

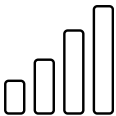


Programs and funding change regularly.

Contact FOCUS to learn about current opportunities you may be eligible for.

Apprenticeship Jargon

Know the Lingo.

	APPRENTICE	Someone who is training to become a skilled tradesperson.
	SPONSOR	An employer who hires you and supports your apprenticeship.
	CERTIFICATE OF QUALIFICATION	A certificate issued by the province when you complete all requirements in your trade.
	JOURNEYPERSON	A person who has completed their apprenticeship and is certified to work in their trade.
	RED SEAL	A national standard of excellence for skilled trades recognized across Canada.
	TRAINING STANDARD	The official outline of the training and skills required for a trade.
	LEVEL	The different stages of your apprenticeship (usually Level 1, 2, 3 and 4).

Useful Resources

Reliable Websites and Resources.

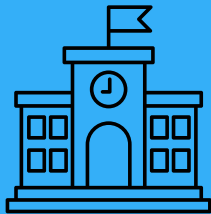


ONTARIO APPRENTICESHIP

Your source for apprenticeship information in Ontario.
ontario.ca/page/apprenticeship-ontario

SKILLED TRADES ONTARIO

Explore trades and find information about careers in the skilled trades.
skilledtradesontario.ca



ONTARIO COLLEGES

Find college programs across Ontario
ontariocolleges.ca

EMPLOYMENT ONTARIO

Find a job, explore training and access employment supports.
ontario.ca/page/employment-ontario

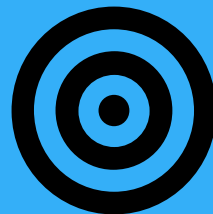


CANADA APPRENTICESHIP

Explore apprenticeship resources across Canada.
canada.ca/en/services/jobs/apprenticeships.html

FOCUS EMPLOYMENT SERVICES

Local support for jobseekers in our communities.
focuscdc.on.ca



We're Here To Help!

Your Success is our Focus.

VISIT OUR OFFICES TO ACCESS:

- ☐ Computers & Wi-Fi
- ☐ Resources & Information
- ☐ Resume editing services
- ☐ Job board with daily updates

WE CAN HELP YOU WITH:

- ☐ Employment programs
- ☐ One-on-one employment consulting
- ☐ Training & education referrals
- ☐ Interview preparation
- ☐ Tailored job leads

CONNECT WITH FOCUS EMPLOYMENT SERVICES

Scan to visit our website, learn more about our services, and book an appointment.



CHECK OUT OUR SOCIAL MEDIA

To learn more about tips and tricks for successful interviews, up-to-date news on FOCUS Employment Services and upcoming jobs fairs or employment events.



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