



Task Title: How to Start an Apprenticeship

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☒

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description:

Read a document to find information about how to start an apprenticeship.

Main Competency/Task Group/Level Indicator:

- Find and use information/Read continuous text/A1.2
- Find and use information/Interpret documents/A2.2

Materials Required:

- Pen and paper and/or digital device

Learner Information

An apprenticeship is a form of training for people who want to work in the skilled trades. There are many ways to start an apprenticeship in Ontario. Scan the “How to Start an Apprenticeship” document.

HOW TO: START AN APPRENTICESHIP

STEP ONE

FIND OUT IF YOU QUALIFY

To qualify for an apprenticeship, **you must:**

- be at least 16 years of age
- have legal permission to work in Canada (for example, have a valid social insurance number)
- meet the educational requirements for your chosen trade
- have a sponsor in Ontario

STEP TWO

FIND AN EMPLOYER OR SPONSOR

A sponsor is someone who provides you with apprenticeship training. A sponsor can be a single employer, individual (for example, a contractor) or a group of employers (for example, unions or non-union consortiums).

How to Find a Sponsor

- **ApprenticeSearch.com:** Register with [ApprenticeSearch.com](https://www.apprenticesearch.com) and create a profile to access apprenticeship opportunities in your area. This includes expert one on one job coaching and essential program opportunities.
- **High School:** If you're in high school, ask your guidance counsellor for advice and referrals for the [Ontario Youth Apprenticeship Program](#) and other programs ([Specialist High Skills Major, dual credit program.](#))
- **College Student:** Most Ontario colleges have a placement office, or can direct students to a career centre to help find apprenticeship opportunities.
- **Online:** Visit the [job bank](#) to post your resume and availability for an apprenticeship in your chosen trade.
- **Employment Ontario (EO):** [EO](#) offers employment services and training opportunities.
- **Unions or trade associations:** Many trades have [unions or associations](#) with resources to find an apprenticeship opportunity.
- **Local:** Research local companies in the skilled trades. Try your local online resources such as, Facebook, Indeed, newspapers, or other directories.
- **Your Network:** Ask around to see if anyone you know is in the skilled trades and if they are hiring or know someone who is hiring.

STEP THREE

APPLY FOR AN APPRENTICESHIP

If you're 18 years old or older:

You can apply online through the [Skilled Trades Ontario Portal \(STOP\)](#).

Before you begin the application process, make sure you have this information handy:

- **your personal information:**
 - Social Insurance Number (SIN)
 - full mailing address
 - email address (the ministry will send notices about your apprenticeship training to this email address.)
- **sponsor's information:**
 - full legal name (often different than the business name)
 - full mailing address
 - business phone number
- **sponsor contact person's information:**
 - first and last name
 - phone number
 - email address
- **work arrangement details:**
 - start date with the sponsor
 - number of work and training hours per week

If you're 16-17 years old

You must [download a paper application](#).

- save the application to your computer
- fill out the application
- print the application and sign it
- get your parent or guardian **and** your sponsor to sign it
- mail (or submit it in-person) the completed, signed application to your local [Employment Ontario apprenticeship training office](#)

We will review your application and let your sponsor know whether or not your application was approved.

Note: You can [change your sponsor](#) later.

STEP FOUR

SIGN A TRAINING AGREEMENT

If your application is approved, the ministry will:

- create a training agreement for you and your sponsor to sign
- approve the signed agreement
- register your apprenticeship training

Work Sheet

Task 1: What is a sponsor?

Answer:

Task 2: What are the 4 steps to starting an apprenticeship?

Answer:

Task 3: How can a high school student find an employer or sponsor?

Answer:

Task 4: If someone is 18 years or older, what personal information do they need before applying for an apprenticeship?

Answer:

Task 5: What is the minimum age to qualify for an apprenticeship?

Answer:

Answers

Task 1: What is a sponsor?

Answer: A sponsor is someone who provides you with apprenticeship training.

Task 2: What are the 4 steps to starting an apprenticeship?

Answer:

1. Find out if you qualify
2. Find an employer or sponsor
3. Apply for an apprenticeship
4. Sign a training agreement

Task 3: How can a high school student find an employer or sponsor?

Answer: A high school student can ask their guidance counsellor for advice and referrals for the Ontario Youth Apprenticeship Program and other programs.

Task 4: If someone is 18 years or older, what personal information do they need before applying for an apprenticeship?

Answer:

- Social insurance number (SIN)
- Full mailing address
- Email address

Task 5: What is the minimum age to qualify for an apprenticeship?

Answer: 16 years old

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Scans text to locate information			
A1.2	Locates multiple pieces of information in simple texts			
A1.2	Makes low-level inferences			
A1.2	Reads more complex text to locate a single piece of information			
A1.2	Begins to identify sources and evaluate information			
A2.2	Uses layout to locate information			
A2.2	Extracts information from tables and forms			

Task Title: How to Start an Apprenticeship_A_A1.2_A2.2

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
