

APPRENTICESHIP PAYS

JUST ASK US. Earn while you learn.

Pay less tuition.

Graduate with a higher starting salary.

Love what you do.

Write your own ticket.



Canadian Apprenticeship Forum
Forum canadien sur l'apprentissage

Butcher, baker, cabinet maker,
welder, horse groom, crane operator,
plumber, boat builder, set decorator ...

If you're like many young men and women these days, you don't see yourself in an office – you'd rather be out there doing things and seeing results. There are hundreds of careers that offer this unique lifestyle, but if you think it's all duct tape and overalls, think again.

Check out our list of 500 one-of-a-kind careers. You'll find aircraft mechanic, forest worker, firefighter, chef ... the list is endless. All are highly skilled trades that take more than classroom learning – they take years of on-the-job training under an experienced journeyman.

That's called apprenticeship. It's post-secondary education, like university or college, but with classroom learning AND hands-on training with an employer. And not only do you PAY LESS for the classroom bit, you GET PAID for the on-the-job bit.

But here's the best part – apprenticeship trades are in demand! With baby boomers retiring, Canada has a serious shortage of skilled workers. Your years of specialized training will be recognized and valued wherever you go.

Interested? Then here's what's involved. Depending on the trade, your apprenticeship will last two to five years. Each year you will spend 80% of your time training on the job, and the rest attending class at a college or training institute.

At the end of your program you will be stuffed with knowledge and experience – ready to ace your exam and become a certified expert in your trade!

Apprenticeship pays.

- **Earn while you learn.** You will train on the job for most of the year and receive an hourly wage from day one. This usually starts at about half a journeyman's salary, and regular raises bring you to full salary by the time you graduate.
- **Pay less tuition.** For the classroom part of the year, costs are lower than for a university degree or college diploma. In 2006-2007, apprentices paid about \$1,400 a year for tuition, textbooks, registration fees and tools. College cost about \$2,100 for tuition alone, and university \$4,500.
- **Graduate with a higher starting salary.** As an apprenticed journeyman, you can start your career earning more than a college graduate! Certified journeymen expect an average starting salary of \$52,000. Recent university grads earned \$45,500, and college grads \$42,250. And with low tuition and a regular paycheck, you could graduate debt free.
- **Love what you do.** In Canada you can choose from hundreds of apprenticed careers offering challenging work in stimulating environments. Many involve equipment operated by sophisticated software, so if you're into technology you won't be disappointed.
- **Write your own ticket.** Apprenticed trades people are in high demand, with credentials recognized across the country. You can keep honing your skills to earn a higher salary, be a supervisor or manager – or own your own business.

TURN OVER A NEW LIFE.

Here's how to collect.

1. **Work hard in school** – Most apprenticeships require Grade 12 with good basic skills in reading, writing and math. Most are also in highly technical fields, so take as many math and science courses as you can.
2. **Pick a trade** – What are you interested in? What are you good at? Ask your career counselor for an aptitude test to help you decide. Then check out the box below to find your match.
3. **Find an employer** – Once you pick a trade, find an employer who is ready to train you in it. Your career counselor can help, or contact your Apprenticeship Authority for advice.
4. **Sign an apprenticeship contract** – Your employer will help you register as an apprentice. You will both sign a contract that outlines the training and classroom instruction required and how you will be paid.
5. **Arrange for classroom instruction** – Find a technical school that offers instruction in your trade, then plan a schedule that works for you and your employer.
6. **Start training and learning** – Work hard to master the skills you need, and keep a record of your progress. You're on your way and nothing can stop you now.

Find your career here.

For the full list of apprentice trades in Canada, go to www.ellischart.ca and click "Search". For details on trades in your province or territory, visit www.caf-fca.org/en/apprenticeship_branches and link to the website of your Apprenticeship office.

APPRENTICESHIP PAYS

JUST ASK US. Find interested students.

Focus their education.

Help them pick a trade.

Help them find an employer.

Wish your student well and keep in touch.



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Apprenticeship Pays...

As an educator, your concern for students doesn't end at graduation. You want to see them go on to succeed in careers they love. In today's economy, that can be a challenge, but some careers are in demand right across the country. For the right students, they could be just the ticket.

They are called skilled trades, and with good reason. Mastering them takes more than years of classroom instruction – it also takes years of training on-the-job under an experienced journeyperson.

That's apprenticeship, and it's more important today than ever before. Canada has a serious shortage of skilled trade workers, and it's getting worse as baby boomers retire and fewer young people are taking their place. Employers are starting to realize that hiring apprentices is the best way to create the certified professionals they need to sustain and grow their business.

Why should a student choose to apprentice? Because in today's highly competitive world, we all need world-class skills. And compared to full-time university or college, an apprentice will pay less for classroom instruction, earn wages for on-the-job training, and gain valuable work experience for a real head start.

At the end of the program, they take an exam to earn full journeyperson status and professional credentials that are valued by employers nationwide.

In Canada there are hundreds of skilled trades for young men and women with almost every aptitude and interest. So when students ask your advice (and even if they don't), suggest apprenticeship as a solid post-secondary option.

With your help they can build a unique career doing what they love, and a foundation of specialized expertise that can take them anywhere.

Your students...

- **Will earn while they learn** – with a good starting wage and regular increases to a journeyperson's salary.
- **Pay less tuition** – than for full-time college or university.
- **Graduate with a higher starting salary** – often more than for a college or university graduate.
- **Love what they do** – with nearly 500 challenging careers to match any interest and aptitude.
- **Write their own ticket** – with recognized credentials and lots of scope for advancement.

Their employers...

- **Will be more productive** – as apprentices make all staff more conscious of doing things right.
- **Sharpen their competitive edge** – with techno-savvy young people who stay on top of industry trends.
- **Improve health and safety** – to reduce accidents, compensation costs and insurance rates.
- **Reduce turnover** – by inspiring an exciting learning culture.
- **Better their bottom line** – as these improvements bring increased revenues for outstanding returns.
- **Rest easy** – with fully trained employees who understand the unique needs of their workplace.

COULD BE A PERFECT MATCH.

Over to you.

1. **Review these materials.** Learn what apprenticeship offers for students and employers. Then explore Canada's list of apprentice trades (see the box below).
2. **Find interested students.** Display the materials in your careers office and explain how apprenticeship pays.
3. **Focus their education.** Because most apprentice trades are in highly technical fields, encourage students to take as many math and science classes as they can.
4. **Help them pick a trade.** What is this student interested in? What are they good at? Make sure your career centre has interest and aptitude tests to help them decide.
5. **Help them find an employer.** Contact your Apprenticeship Authority for advice (see box below). Find employers in your area who offer apprentice training, and see if they will consider your student. If yes, help the student write a resume and prepare for an interview.
6. **Research classroom options.** Help your student find training institutes that offer instruction in their chosen apprentice trade.
7. **Wish your student well and keep in touch.** Thanks to you, they are on their way to an enviable career.

Explore Canada's apprentice trades.

For the full list go to www.ellischart.ca and click "Search". For details on trades in your province or territory, visit www.caf-fca.org/en/apprenticeship_branches and link to the website of your Apprenticeship office.

APPRENTICESHIP PAYS

JUST ASK US. Apprentices make you more productive.
Reduce employee turnover.
Make your whole shop smarter.
Improve health and safety.
Sharpen your competitive edge.



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Apprenticeship Pays.

That's not us talking – it's employers across Canada, who told us that hiring apprentices has been a key to their success.

Here's the thing. If you own or manage a small or medium-sized trade or technology company, chances are you've been finding it harder to hire skilled workers. That's because there is a serious shortage of skilled trade workers in Canada. And it's getting worse as baby boomers retire and fewer young people are taking their place.

So where will you find the talent you need to complete your jobs in house or ramp up for future projects?

Employers across the country are saying "Hire an apprentice and train them to your own requirements." It's the best way to create the certified professionals you need to sustain and grow your business.

And the results are outstanding. Employers we talked to experienced an average revenue-cost benefit of \$1.47 for every dollar they invested in apprentice training. That's almost a 50% return, and it's getting better every year.

It seems that bringing motivated, techno-savvy young people on staff can energize your whole workforce to improve their productivity and your bottom line.

And here's the best part. When you train skilled workers to grow your business, you also keep your trade growing and adapting to industry needs. That's good for all of us – and it's great for Canada's future. You may be a small business, but you can make a huge difference.

What successful employers tell us.

- **Apprentices make you more productive.** Apprentices are motivated and their energy is contagious. They make everyone more conscious of doing things right. Maintaining equipment...working efficiently...using materials appropriately. It all leads to quality products with less waste, fewer mistakes and longer equipment life.
- **Make your whole shop smarter.** Training an apprentice can revitalize everyone's skills and knowledge including the latest technology and best practices your apprentice learns in class.
- **Improve health and safety.** Monitoring an apprentice will make your whole shop more safety conscious for fewer accidents and lower insurance costs.
- **Reduce employee turnover.** Apprentices can inspire a learning culture in your shop that improves everyone's job satisfaction.
- **Sharpen your competitive edge.** A techno-savvy young person who is on top of what's happening in the industry can give you a leg up when competing for customers and contracts.
- **Better your bottom line.** With all improvements like this you can expect increased revenues for outstanding returns, whatever the size of your business and wherever you are in Canada.
- **Help you rest easy.** With employees fully trained to industry standards AND the unique needs of your workplace, you will have the skilled trades people you need now and your supervisors and managers of the future.

IT'S JUST GOOD BUSINESS.

Here's how to join them.

1. **Decide what you need.** What role could an apprentice play in your business? Do you have safe facilities and tools for training this trade? Do you have a journeyperson who is capable and committed to training an apprentice?
2. **Find an apprentice.** Look for talented young men and women on monster.ca, workopolis.com and working.com. Then talk to high school career counsellors, your union or trade association and your Apprenticeship Authority (see the box below).
3. **Register your apprentice.** Contact your Apprenticeship Authority office to sign a contract with your apprentice that specifies their training, classroom instruction and wages.
4. **Provide on-the-job training.** Your Apprenticeship Authority will provide training materials and help you develop a schedule. Give these to your Journeyperson so training can begin.
5. **Arrange classroom instruction.** Release your apprentice from work to attend classes for technical instruction in the trade.
6. **Watch your apprentice grow.** Keep records of your apprentice's on-the-job and in-class hours. Track their progress to make sure they are developing the skills to meet the trade standards. Your Apprenticeship Authority will monitor your program and be there when you need help and advice.

Ask your Apprenticeship Authority.

Visit www.caf-fca.org/en/apprenticeship_branches and link to the website of your provincial or territorial Apprenticeship office.



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Funded by the Government of Canada's Sector Council Program

Canada

Financé par le Programme des conseils sectoriels du gouvernement du Canada

HOW TO LAND THAT APPRENTICESHIP POSITION

Find an employer.

- First, polish your resume. In two pages or less, give up-to-date information about yourself, your education and any previous jobs. Review it with someone who will give you objective feedback. Then carry it with you everywhere.
- Talk to those in the know. Ask your career counsellor for advice. Check the website of your provincial or territorial Apprenticeship Authority. Ask trade associations if they know any employers who are looking for an apprentice. Check their websites or ask if you can visit to find out more information.
- Scan the want ads. Look in newspapers or online job boards such as www.monster.ca, www.workopolis.com and www.working.com
- Develop your own network. Tell everyone you know that you are looking for work and what you are interested in.
- Approach companies that interest you. Don't wait for the perfect job to appear. Up to 80% of openings are never advertised, so make the first move. Leave your resume with every employer you speak to, even if they are not hiring. Ask for their business card, and follow up after a couple weeks so they know you really want the job.
- Hear of an Apprenticeship opening? You can approach the employer directly, but you are not guaranteed a place. The selection process is like any other job application. You will need to convince them to take you on by showing you're serious and the right person for the job. Remember they will be looking at you as a potential employee, so present yourself as a professional. First impressions last.

Apply for the job.

- If needed, update your resume. Focus on the requirements for this specific job. Your resume is you to the employer, and your best opportunity for gaining an interview.
- Submit your resume with a cover letter. The letter should make the reader want to learn more about you in your resume and write you for an interview. Address it to the person responsible for employment, including full name and job title. State why you think they should consider you for the position, and summarize the things that make you the best candidate.

Prepare for the interview.

- Research the company. Check the company's website. Who are its customers? What is its mission statement? How is it performing? This will build your confidence and help you ask informed questions that show you're really interested.
- Study the job description. Be clear on what is expected and whether you have the background and skills to do it. List your strengths and practice discussing how they complement the job requirements. Write down examples, and be able to speak fluidly and intelligently about them.
- Prepare questions. Write down a list of intelligent questions to ask the employer. Find out why it's open, the career path, and how the company keeps employees happy.
- Pack your papers. Take your full resume and your application letter. Take an extra copy for the interviewer to keep, just in case.
- One more thing. Plan to arrive 15 minutes early, and dress one notch above what is expected for the position.

Make a winning first impression.

- Introduce yourself. Make eye contact, smile and give a firm handshake. Be friendly and approachable, polite and respectful, genuine and truthful. Show you are hard working and ambitious with a positive outlook and a sense of humor.
- Make a connection. Look for common ground or mutual interests to establish rapport and stand out from the crowd.
- Be responsive. When the employer asks a question, think about it carefully, then speak clearly and look them in the eye.
- Sell yourself. Explain why you would make a good apprentice and a perfect match for this particular job. Emphasize the knowledge, skills and experience you have already gained. Talk about your strengths as a person as well as an employee.
- Show you are a problem-solver. Identify an issue the company is facing or a problem you might encounter in the job and discuss how you'd solve it.
- Ask your probing questions. This shows genuine enthusiasm for the company and the position.

Leave a memorable last impression.

- When the interview is over. Thank the employer for their time and give a firm hand shake.
- When you get home. Write a brief note of thanks. Reiterate your qualifications and mention specific topics covered in the interview to trigger their memory about you.

Good Luck – we're right behind you.