

# EMPLOYER RESOURCE MANUAL

*"A guide for building your future workforce"*



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*"A guide for building your future workforce"*

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## INTRODUCTION

Northwestern Ontario's high school students are the region's future talent pool. Employers are playing a bigger role than ever before in preparing these students for the future by providing work experience opportunities.

Research shows that the youth population is best served through structured learning in both a school setting and a work environment. This reduces the dropout rate as young people benefit from a different approach to learning useful skills. It also provides real skills that meet labour market demands. High school work experience programs are based on the principle that learning is greatly enhanced when the concepts presented in the classroom are periodically applied, tested, and observed by students in meaningful work situations.

Work experience programs offer students a great way to get hands-on experience in a work environment. They combine academic learning with exposure to a career in a related sector. Classroom theory is integrated with learning experiences in the community, whether they are classroom talks, workplace tours, cooperative education placements or other forms of work experience. Through these opportunities, high school students are given the chance to practice and refine the skills necessary in the world of work. They are a great way of getting valuable work experience while still earning a high school diploma!

To meet the increased demand for work placements for students, more employers are needed to provide experiential learning experiences. By working together, employers and schools can ensure that students develop the skills, attitudes and knowledge necessary for future success.

## INTERESTED EMPLOYERS WANTED SHARE YOUR EXPERIENCE



### What is Passport to Prosperity (P to P)?

P to P is a province-wide Ministry of Education campaign designed to increase employer awareness of and participation in work experience opportunities for high school students. The campaign is an employer-led recruitment effort to help students explore career options and develop workplace skills and experience.

The regional P to P committee is comprised of representatives from

- *Lakehead District School Board*
- *Thunder Bay Catholic District School Board*
- *Conseil scolaire de district catholique des Aurores boréales*
- *Superior-Greenstone District School Board*
- *Ontario Ministry of Education*
- *YES Employment Services*
- *Thunder Bay Chamber of Commerce*
- *North Superior Training Board*

## **HELPING STUDENTS BENEFITS EMPLOYERS**

Students look to schools to teach them academic and workplace skills. Students look to employers to give them an opportunity to prove themselves in real-life work settings. There are numerous benefits for employers who offer students work experiences:

### **Building the talent pool**

- Work experiences create better-prepared workers, and reduce time-consuming and costly recruiting, hiring and training efforts.
- Work experiences help enhance the work ethic in students and provide valuable lessons, such as pride in a job well done, punctuality, dependability and honesty.

### **It makes economic sense**

- Work experience provides an opportunity for employers to scout for potential new employees.
- Giving students work experience helps promote a variety of career choices. It also enlarges the pool of qualified workers in sectors with shortages of skilled employees.

### **Stronger communities, better schools**

- When employers team up with schools, the exchange of information and expertise helps integrate classroom and workplace learning.
- Students benefit when employers and schools work together. Partnerships instill a strong sense of community.

### **Boosting the employee satisfaction quotient**

- Employees who work with students gain new leadership and interpersonal skills.
- Work experiences reinforce an organization's commitment to its community and its youth.

The bottom line is that when students make a successful transition from school to work, it's good for all of us – our society, our economy, our workplaces and most of all, our students!

## OPPORTUNITIES FOR EMPLOYERS

As an employer, you can offer students a variety of work experiences. Programs range from short-term, one-day events to having a student with you for a semester.

Level of Involvement	Employer Activity
<p><b>SHORT-TERM</b> Several hours to one day</p>	<ul style="list-style-type: none"> <li>• <b>Career Talks</b></li> <li>• <b>Career Fairs/Career Days</b></li> <li>• <b>Workplace and Industry Tours</b></li> </ul>
<p><b>MEDIUM-TERM</b> One day to four weeks</p>	<ul style="list-style-type: none"> <li>• <b>Job Shadowing</b> – a student observes a worker at his or her workplace <i>Duration: 1/2-day to three days</i></li> <li>• <b>Job Twinning</b> – a student observes a cooperative education student at his or her placement <i>Duration: 1/2-day to 1 day</i></li> <li>• <b>Work Experience</b> – students can participate when enrolled in a course that includes a work experience component <i>Duration: one to four weeks</i></li> </ul>
<p><b>LONGER-TERM</b> One full term or semester, up to over two years</p>	<ul style="list-style-type: none"> <li>• <b>Cooperative Education</b> – integrates classroom theory and learning experiences at a workplace in which a student is interested, to enable him or her to apply and refine the knowledge and skills acquired in a related course <i>Duration: full term or semester</i></li> <li>• <b>Ontario Youth Apprenticeship Program (OYAP)</b> – high school students can be registered as an apprentice and gain hours toward their apprenticeship while still in high school <i>Duration: varies, but typically not less than 2 years (3–4 semesters over Grades 11 and 12)</i></li> <li>• <b>School-Work Transitions</b> – a combination of school and work-based education and training involving a variety of learning opportunities, geared toward students entering the workplace directly after high school <i>Duration: varies, but typically not less than 2 years (3–4 semesters over Grades 11 and 12)</i></li> <li>• <b>Specialist High Skills Major</b> - students work toward a package of credits and certifications while gaining experience relative to a certain sector. This prepares them for the post-secondary destination of their choice (apprenticeship training, a college or university program, or the workplace) <i>Duration: not less than 2 years (3–4 semesters over Grades 11 and 12)</i></li> </ul>

Visit [www.employerregistry.ca](http://www.employerregistry.ca) and register your company for any of the above opportunities!

A collaborative approach to experiential learning across the province

## Vision

The premier provincial on-line connection for employers to register their interest in experiential learning.

## Mission

- To connect employers in communities across Ontario with the people and organizations who can help them find or strengthen involvement in new and existing experiential learning programs.
- To provide Passport to Prosperity deliverers, educators and other administrators with fast, accessible and usable tools for managing, developing and tracking relationships with local employers.
- To provide a platform for a bilingual online community focused around programs like the Specialist High Skills Major that will allow for the sharing of resources amongst educators and the promotion of local programs across the province.

The screenshot shows the homepage of the employer registry.ca website. At the top left is the logo 'employer registry'. The main heading is 'Connecting Employers & Tomorrow's Workforce'. A red 'start now!' button is in the top right. Below the heading is a navigation bar with links: HOME, ABOUT, NEWS, CONTACT, FAQ, FRANÇAIS, LOGIN. A registration form is on the right with fields for BUSINESS NAME, FIRST NAME, LAST NAME, PHONE, EXT, and EMAIL, and a 'Next' button. A note says 'Registration only takes a minute'. Below the form is a welcome message: 'WELCOME to Ontario's free online community connecting employers and tomorrow's workforce. Across the province, businesses can use this system to connect with students via a range of learning opportunities coordinated by Educators and Passport to Prosperity Coordinators. YOU CAN help extend learning beyond the classroom -- Ontario's youth are counting on it!'. Below this is a section for 'Teacher or School Board employee? Register using our Educator registration form.' At the bottom are five icons representing: EMPLOYERS (Help students explore the world of work), EDUCATORS (Find opportunities for your students), PASSPORT TO PROSPERITY (Create new industry and education partnerships), REGISTER ASSOCIATION (Learn how you can get involved), and STUDENTS & PARENTS (Extend learning beyond the classroom). The footer says '© 2008 - 2010 Industry Migration Council'.



## **Project Components**

- A **provincial database** of employers involved or interested in experiential learning, managed by Passport to Prosperity coordinators and educators in local communities.
- **Local information sites** that work to showcase local successes and events and allow for the sharing of educational and informational resources.

## **Benefits of using EmployerRegistry.ca**

### **For Employers:**

- One starting point for involvement in experiential learning
- Ability to easily offer new forms of learning opportunities for students and manage existing opportunities
- Gives immediate clarity to a single point of contact locally
- Can access up-to-date information on learning programs in Ontario
- Forum to spotlight their involvement in helping to define tomorrow's workforce

### **For Industry Associations / Sector Councils:**

- An intuitive online community allowing easy sharing of resources and partnership opportunities related to experiential learning opportunities, advancements in education and HR information
- One-step connections with employers across the province
- Content delivery messaging system bringing targeted news and information from the Ministry of Education & education partners across Ontario

### **For Teachers:**

- An unprecedented level of access to a greater variety of useful employer information, allowing for new opportunities for their students
- One consistent database across all communities, working as a central place for their student connections
- Ability to upload and share student and employer success stories, and share resources with other teachers
- A system developed with a strong emphasis on usability and meeting the day-to-day needs of educators involved with experiential learning

### **For Students & Parents:**

- A rich resource area devoted to answering questions about learning opportunities
- Local sites spotlighting success stories from both the perspective of student and employer
- Intelligent and contextual connections between other key provincial resources, such as the Ontario Skills Passport
- An easy-to-use resource to keep up with the latest news and information on experiential learning and education at the local and provincial level

# COOPERATIVE EDUCATION PROGRAM

## What is Cooperative Education?

"Cooperative education is a planned learning experience for which credits are earned, that integrates classroom theory and learning experiences at a workplace to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or locally developed course".

- *Ministry of Education, Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000, p. 7.*

Prior to every cooperative education placement, students participate in a pre-placement orientation where they discuss and develop job readiness skills.

They learn the health and safety requirements before they are able to go to a work site. Once the placement has begun, students will meet on a regular basis with the cooperative education teacher in a group session to reflect on what they are learning at the work site.

Cooperative education is a partnership between education and business that involves students, employers, teachers and parents.

## Roles and responsibilities

A successful cooperative education placement relies on the full support and participation of the following partners: the student, the parent, the employer and the cooperative education teacher. Below is an outline of their responsibilities.

### **Student Responsibilities:**

- abide by the rules and regulations of the employer
- notify both the employer and the school, as far in advance as possible, of any absence from the workplace due to illness or emergency circumstances
- report to the employer as scheduled in the Work Education Agreement and attend all in-school sessions in accordance with the timeline for cooperative education activities
- be honest, punctual, courteous and cooperative
- complete all the learning activities identified in the Personal Placement Learning Plan (PPLP)
- notify the teacher and/or trainer of any problems related to his/her participation in cooperative education
- provide his or her own transportation
- complete a Work Education Agreement Amendment when working outside regular assigned hours

### **Employer/Workplace Supervisor Responsibilities:**

- interview the student to make sure the placement is appropriate and meets the needs of the student
- complete the Work Education Agreement/Work Education Contract, Confidentiality Statement and Confirmation of Insurance Coverage with the student and/or teacher

- sign the Work Education Agreement Form before the placement begins. (This is the form which provides Workplace Safety Insurance Board coverage while the student is at the work site)
- provide orientation and workplace health and safety training, and guidelines for acceptable behaviour and appropriate work attire
- ensure that the student is given clear instructions and clarification of assigned tasks
- cooperate with the teacher in developing a Personal Placement Learning Plan (PPLP)
- supervise, instruct and assess the student as outlined in the PPLP
- ensure that the student is given opportunities to meet the objectives and to complete the learning activities identified in the PPLP
- assist the student in developing employability skills and making informed career and educational decisions
- meet with the teacher to discuss the student's performance and complete all assessment forms
- notify the teacher regarding any accidents, absences or problems that relate to the student's involvement in the workplace

#### **Cooperative Education Teacher Responsibilities:**

- assist with the recruitment and selection of appropriate training stations and create a pre-placement assessment
- inform employers and/or placement supervisors of their roles and responsibilities prior to the placement of the student at the work site
- develop a Personalized Placement Learning Plan for each student in consultation with the student, the work site supervisor, and the teacher of the related course to outline the tasks to be performed at the work site and the curriculum expectations
- provide general health and safety instruction and information on insurance coverage to both students and employers
- organize and conduct the pre-placement orientation sessions to prepare students for the workplace
- monitor students, complete reports and evaluate student performance
- make regular visits to the work site to assess the learning of the student
- work with students and work site supervisors to ensure that any problems are dealt with immediately

#### **Parent/Guardian Responsibilities:**

- agree to the participation of their son or daughter in the cooperative education program
- support regular attendance at both the training organization and the school
- encourage discussion of learning experiences
- ensure adequate insurance coverage for their son or daughter, including student accident insurance if necessary, and provide personal protective safety equipment as required

## **What about Insurance?**

### **Workplace Safety & Insurance Coverage for Students in Work Experience Programs**

(The following information is from Policy/Program Memorandum No. 76A, Ontario Ministry of Education)

Students involved in unpaid cooperative education placements are covered under the Workplace Safety and Insurance Act. To ensure Workplace Safety and Insurance coverage, the *Work Education Agreement form* must be completed by the parties concerned before the student starts his or her training. The student's signature must appear on the Work Education Agreement form, indicating consent to the conditions of coverage in the agreement. The consent of a parent or guardian is also required if a student is under eighteen years of age.

### **Conditions of Coverage**

Students are covered under the Workplace Safety and Insurance Act during the time that they are performing the duties of a trainee at the training station under the supervision of a training supervisor. Students are covered when assigned to placements that do not have compulsory Workplace Safety and Insurance coverage (e.g., banks), since they are considered to be employees of the Ministry of Education for this purpose. Students are covered while they are traveling in the course of their work for the training organization, but they are not covered while traveling to and from the training station.

In accordance with the rules of the Workplace Safety and Insurance Act, workplace accidents must be reported immediately to the Workplace Safety and Insurance Board.

### **Liability Insurance – Who is covered?**

(The following information is from the Ontario School Board Insurance Exchange - Risk Management Advisory C-3)

The board's liability insurance protects students, employers, and board employees while students are engaged in specified cooperative education, work experience, job shadowing or "Take Our Kids to Work" programs.

If an employer involves a student in work or activities outside of the program, coverage is not extended. For example, an employer may hire a cooperative education student to work after hours. As this activity is not part of the cooperative education program, there is no coverage through the school board's liability insurance.

### **Non-Owned Automobile Coverage for Cooperative Education**

#### **A) WORKING ON A NON-OWNED AUTOMOBILE**

Students will be protected for accidental and negligent damage they cause to a non-owned vehicle (i.e. not owned by the school board, the employer, the student or a member of the student's household) while working on it, subject to a \$250 deductible.

#### **B) DRIVING A NON-OWNED AUTOMOBILE**

Coverage for liability (injury to others or damage to property of others) AND

coverage for physical damage to the vehicle being driven by a student is NOT extended to students on work experience programs. Driving an employer's or customer's vehicle is deemed to be driving on the business of the employer. The cooperative education teacher and employer should clearly understand this fact and ensure that the student is insured under the employer's automobile liability policy.

### **Damage to Property of Employer**

The board's liability policy extends coverage to students who damage property in their care, custody and control while involved in a work experience project subject to a \$100 deductible. It should be noted that there is NO coverage for intentional damage, dishonesty of students or errors & omissions.

### **Risk Management Tips for Employers**

- Students in cooperative education placements or other job assignments should not be allowed to drive any type of motorized vehicles.
- Employers should be informed that if they allow students to drive their vehicles, any resulting damage to vehicles must be covered by the vehicle owner's or employer's automobile insurance.
- Employers are responsible for supervising and training students, both for the protection of the students and for the protection of the employer.
- Students must be instructed by the teacher and the employer on health & safety issues and must receive general safety and job-specific training. The use of protective equipment and safety regulations must be stressed. Occupational Health & Safety Regulations must be addressed and followed.

# ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)

## What is Apprenticeship?

Apprenticeship is hands-on training for people who enjoy learning by doing. The training provides access to well-paying jobs that demand a high level of skills, judgment and creativity. Apprentices are paid while gaining work experience, and their wages increase with their level of skills.

About 90 per cent of apprenticeship training is provided in the workplace by employers or sponsors who provide training to skill and safety standards set by industry. The remainder involves classroom instruction on theory, which is usually given at a local community college or provided by another approved training organization.

To become an apprentice, one must find an employer who is willing to train. Such jobs are rarely advertised, and, instead, employers often rely on word of mouth to attract applicants. People who want to become apprentices usually apply directly to an employer, union, or local apprenticeship committee.

After being hired many apprentices will, because of their skills, be asked to train new apprentices, or will find opportunities to manage operations, start their own businesses, or use their experience as a base for technological or engineering studies at a college or university.

## What is OYAP?

The Ontario Youth Apprenticeship Program (OYAP) opens the door to apprenticeship in a wide range of exciting careers. If students are entering Grade 11 and are at least 16 years old, they can work towards a career in a skilled trade as a registered apprentice while completing their Ontario Secondary School Diploma (OSSD), and eventually become a certified skilled worker or journeyperson.

OYAP helps young people obtain apprenticeship training placements in over 140 skilled trades. Students register as apprentices and begin their formal training while still in high school. With both a diploma and the skills to get the job done when they graduate, these students have a big head start.

### Admission requirements

It takes interest, specific aptitude, skills and pride in your work to pursue a skilled trade. The rewards include a good career with a great future. In order to qualify for OYAP students must:

- be 16 years of age by the time the cooperative education placement begins
- have successfully completed 16 high school credits
- demonstrate good attendance in school
- demonstrate a sincere interest and aptitude for the skilled trade
- demonstrate a courteous, positive and responsible attitude and strong work ethic

## **Benefits of OYAP to an employer**

- Excellent source of prospective employees with technical skills
- Addresses the shortage of employees in the skilled trades
- Contributes to the development of positive attitudes and skills of OYAP students
- Training apprentices demonstrates leadership within the business community
- Strengthens communication between business and education
- Provides systematic training to develop more informed and productive employees
- Creates fewer turnovers – apprentices are more committed and loyal to the employer and the trade
- Length of training demands a long-term commitment on behalf of the employee
- Reduces training costs
- Employees develop supervisory skills as they act as supervisors to students
- Attracts better applicants and improves employer-employee relationships

## **Getting Started... As an Employer**

1. You have decided to try out OYAP! That's great! Call your local cooperative education department or OYAP Coordinator and they will guide you through the process.
2. Your OYAP coordinator will provide you with eager, committed students to interview.
3. Give a student a chance by providing them with an unpaid cooperative education experience.
4. It's working out! Now you can register your student as an Apprentice.

## **Roles and Responsibilities**

### **Student Responsibilities:**

Students must treat the work experience as a real job (i.e. be punctual, dress appropriately, observe break/lunch times etc). They must treat employers and fellow co-workers with respect and follow directions as provided. Students sign a confidentiality agreement before starting and are made aware of the serious nature of this issue. If the arrangement is not working out, the employer may terminate it at any time.

The cooperative education teacher will make arrangements to visit the work location regularly throughout the semester and ask the employer to evaluate the student's work.

### **Employer/Workplace Supervisor Responsibilities:**

- Providing a safe working environment and sharing expertise with students
- Providing general safety and job-specific training to students

- Directing and guiding students' learning through on-site supervision by a qualified journeyperson
- Providing students registered as an OYAP apprentice with a working environment that focuses on learning and training, by ensuring that the trade Training Standards are introduced during the placement
- Assisting the teacher and student with tracking the student's apprenticeable hours
- Signing off competencies in the student's Training Standard as they are met
- Working with the student's cooperative education teacher to ensure all procedures are correctly followed and contacting the school to resolve any issues that may arise
- Endeavouring to employ the student to the completion of his/her apprenticeship (providing the student has proven themselves, is apprenticed, and continues to meet the employer's standards)

## **Frequently Asked Questions**

**Q: Are OYAP students provided with Workers Safety Insurance coverage?**

A: Yes, the Ministry of Education covers the student under WSIB during the work placement. When the student is registered as an apprentice and PAID, the employer provides the WSIB protection. This coverage is documented in the form of a Work Education Agreement (WEA), which is signed by the employer, student, parent and teacher prior to the student commencing work.

**Q: Are students paid for their apprenticeship training?**

A: According to the Employment Standards Act, Ontario Youth Apprenticeship Program students who are participating in on-the-job training do not need to be paid a wage for hours worked that are attached to high school credits. Hours worked outside of the Work Education Agreement (not for credit) would be paid hours.

**Q: As an employer, how do I choose the employee to train the student?**

A: Selection is dependent upon your knowledge of your employees, and who would best suit the trainer role. The OYAP Coordinator or cooperative education teacher could assist you with this decision.

**Q: Am I obligated to accept the student(s) after the interview process?**

A: The final choice is ultimately the employer's. The student must fit the employer's criterion as a potential employee. The employer is under no obligation to accept the student after the interview.

**Q: How are conflicts handled?**

A: If a poor attitude or negative behaviour is evident, please inform the OYAP coordinator or cooperative education teacher as early as possible. All attempts to correct the situation will be made. If the situation does not improve, the placement may have to be terminated. If there is an inability to learn or perform the tasks required, please contact the OYAP coordinator or cooperative education teacher. The career choice of the student will be re-evaluated. If there is a personality conflict that cannot be mended, then the placement will be terminated.

**Q: How do I get more information about becoming involved as an employer?**

A: For more Information on how to become involved as an employer for the Ontario Youth Apprenticeship Program (OYAP), please see the listing of Thunder Bay and Region OYAP Coordinators under **Contacts for Employers** on page 17.

The OYAP teacher works closely with the Training Consultants at the Ministry of Training, Colleges and Universities (MTCU). Together, they will facilitate the MTCU apprentice registration process for the employer.

## EMPLOYER INCENTIVES FOR TRAINING APPRENTICES

Both the Provincial and Federal Governments offer incentives to encourage employers to provide apprenticeship training. Listed below is a variety of programs that make it more affordable and desirable for your business to get involved in training apprentices. While these do not apply to the Ontario Youth Apprenticeship Program (OYAP), they should be kept in mind when expanding your company's apprenticeship training program.

### Employer Signing Bonus

The Apprenticeship Scholarship and Signing Bonus is a Job Connect initiative launched by the Government of Ontario in May 2004. This initiative assists the expansion of the apprenticeship system and encourages young people to consider a career in the skilled trades. This program supports apprenticeship training and employment for youth who have left school and who require upgrading to meet the academic entry requirements for registering as apprentices.

#### What's the incentive?

**For Youth** – A \$1000.00 scholarship for a young person (under 24 years of age) who returns to school, completes the required academic upgrading within 1 year and becomes registered as an apprentice. The scholarship funds are paid out after the candidate is officially signed as an apprentice.

**For Employers** - A \$2000.00 signing bonus for the employer who supports a scholarship candidate's apprenticeship registration and provides employment and apprenticeship training. The initial \$1000.00 is paid when the candidate is registered as an apprentice. The remaining \$1000.00 is paid if the apprentice is still working with the same employer after 6 months.

### Apprenticeship Tax Credits

#### What is the Ontario Apprenticeship Training Tax Credit (ATTC)?

Employers who take on an apprentice are eligible to receive a \$15,000 tax credit over three years. The tax credit is available to businesses that have permanent establishments in Ontario; are subject to Ontario Income Tax; and incur eligible expenditures in training apprentices in designated skilled trades. The Apprenticeship Training Tax Credit (ATTC) helps you invest in the future today:

- Claim up to \$5,000 each year to a maximum of \$15,000 per eligible apprentice over the first three years.
- Receive a 25% tax credit on salaries, wages and benefits paid to apprentices after May 2004 and before January 1, 2015.
- For corporations and unincorporated businesses that have total salaries and wages for the previous taxation year of \$400,000 or less, the rate of the tax credit is increased to 30%.

- Qualifying skilled trades include industrial, construction, motive power, and some service trades.
- Eligible apprentices must commence employment before January 1, 2012. The ATTC is a refundable tax credit for corporations and unincorporated businesses employing apprentices in certain skilled trades during the first 36 months of an apprenticeship program.

For inquiries relating to the tax administration of the Apprenticeship Training Tax Credit, contact:

Ministry of Revenue  
Corporations Tax Branch  
1-800-262-0784 ext. 5450

For questions about apprenticeship contact your local Ministry apprenticeship office or 1-888-JobGrow.

### **What is the Apprenticeship Job Creation Tax Credit (AJCTC)?**

The Apprenticeship Job Creation Tax Credit (AJCTC) is a non-refundable tax credit equal to 10% of the eligible salaries and wages payable to eligible apprentices in respect of employment after May 1, 2006. The maximum credit is \$2,000 per year for each eligible apprentice.

Any business that hires an "eligible apprentice" qualifies for the AJCTC. An "eligible apprentice" is defined as someone who is working in a prescribed trade in the first two years of their apprenticeship contract. This contract must be registered with a federal, provincial or territorial government under an apprenticeship program designed to certify or license individuals in the trade.

For more information on the Apprenticeship Job Creation Tax Credit contact the Canada Revenue Agency's Business Enquiries line: 1-800-959-5525.

## **CONTACTS FOR EMPLOYERS**

### **Cooperative Education Departments**

#### **Lakehead District School Board**

Hammarskjold High School: (807) 346-5377

Hillcrest High School: (807) 346-5363

Sir Winston Churchill Collegiate & Vocational Institute: (807) 624-4524

Westgate Collegiate & Vocational Institute: (807) 577-4251

#### **Thunder Bay Catholic District School Board**

St. Ignatius High School: (807) 344-8433

St. Patrick High School: (807) 623-5218

#### **Conseil scolaire de district catholique des Aurores boréales**

École secondaire catholique de La Vérendrye : (807) 343-4081

#### **Superior-Greenstone District School Board**

Geraldton Composite High School: (807) 854-0130

Lake Superior High School: (807) 825-3271

Manitouwadge High School: (807) 826-3241

Marathon High School: (807) 229-1800

Nipigon-Red Rock District High School: (807) 886-2201

Conseil scolaire de district du Grand Nord de l'Ontario

École secondaire Château-Jeunesse: (807) 876-1621

École secondaire Cité-Supérieure: (807) 229-0557

École secondaire Manitouwadge: (807) 826-2907

#### **Northern Nishnawbe Education Council**

Dennis Franklin Cromarty First Nations High School: (807) 623-8914

### **Ontario Youth Apprenticeship Program**

#### **Lakehead District School Board**

Louis Kok, OYAP Coordinator (807) 625-5167

#### **Thunder Bay Catholic District School Board**

Ivan Strachan, Consultant, Technological Education (807) 625-1580

#### **Conseil scolaire de district catholique des Aurores boréales**

Thérèse Dechène, Directrice, Programme d'aide à l'apprentissage  
(807) 343-4073

#### **Superior-Greenstone District School Board**

Val Newton, Student Success Coordinator (807) 229-0436, ext. 236

## **Job Connect Offices**

### **Job Connect - Thunder Bay**

Confederation College  
1450 Nakina Drive  
Shuniah Building, Room C113  
Phone: (807) 475-6298

### **YES Employment Services - Thunder Bay**

1116 Waterford Street  
Thunder Bay, ON  
Phone: (807) 623-0768

### **Superior Training and Employment Program - Nipigon**

Phone Toll Free: 1-877-623-0768

### **Job Connect - Marathon**

52 Peninsula Road, Suite 105  
Marathon, ON  
Phone: (807) 229-2037

### **Job Connect - Geraldton**

300 Beamish Avenue (in Geraldton Composite High School)  
Geraldton, ON  
Phone: (807) 854-0652

## **Ministry of Training, Colleges and Universities**

1-888-JobGrow [www.ontario.ca/jobgrow](http://www.ontario.ca/jobgrow)

### **Training Division - Thunder Bay**

Apprenticeship Client Services Unit  
28 Cumberland Street North, 3rd Floor, Suite 301  
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