

**Ministry of Training,  
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**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES (MTCU)**

**APPRENTICESHIP**

**TRAINING DELIVERY AGENT (TDA) APPROVAL PROCESS**

**GUIDELINES**

## 1. Objectives

The Ministry of Training, Colleges and Universities (MTCU) and its training partners are committed to working together in a spirit of partnership to maintain and expand an apprenticeship system dedicated to developing the highest quality workforce.

Apprenticeship training, together with diploma and degree education, are fundamental components of Ontario's education and skills strategy to ensure that Ontario has a highly skilled and educated workforce. Ensuring that apprentices, diploma students and degree students have clear pathways to other training/educational opportunities is a responsibility of all.

The Training Delivery Agent (TDA) approval process is designed to improve and expand the apprenticeship delivery infrastructure to meet industry's requirements for a training system committed to high standards, reliability and accessibility.

The cornerstones of such a system are the following:

- The expansion of apprenticeship training to meet emerging industry needs;
- Quality and portable skills training delivered to industry standards as defined in ministry-approved curriculum;
- Flexibility of training delivery format to meet varying needs of employers and apprentices;
- Accessibility of training, including geographic accessibility and accessibility for Ontario's francophones, Aboriginal population and persons with disabilities; and,
- The promotion of apprenticeship training among underrepresented groups.

## 2. Guiding Principles

In the spirit of maintaining and expanding a training delivery system that is effective and sustainable, the Ministry will consider applications on the basis of the following principles:

- The approval of new programs or TDAs will be made in accordance with the Eligibility Conditions and Mandatory Criteria set out in this document including:
  - An applicant for a new program or TDA must notify and consult with all TDAs offering the requested program
  - Existing TDAs will be given a reasonable opportunity to comment on a new application
  - Approval of a new program or TDA will strengthen the apprenticeship delivery system in at least one of the cornerstones enumerated in the "Objectives" section above
- The approval of new programs or TDAs will not critically undermine the sustainability of existing programs at approved TDAs;
- Approval as a TDA is **not** a commitment by the Ministry to purchase training, nor is it a commitment to an ongoing annual funding relationship or to the level of purchases made by the Ministry; and,

- The Ministry will make available a complete list of currently approved TDAs and programs upon request.

### 3. Eligibility Conditions

#### *Who may apply?*

The applicant must be a recognized training institution that falls within one of the following categories:

- A public educational institution recognized as such by the Ministry of Training, Colleges and Universities (MTCU);
- A registered non-profit agency or union having demonstrated training experience;
- A private career college registered under *The Private Career Colleges Act, 2005* with the Private Career Colleges Compliance Unit of MTCU; or
- Other private trainers may be eligible to apply under the following conditions:
  - There is no available capacity for delivery of the program at public training institutions;
  - The applicant can demonstrate commitment and experience in successfully delivering training for the requested program;
  - The applicant can ensure accessibility and accommodation to any registered apprentices including persons with special needs;
  - The applicant can provide trainees with a credential recognized widely within the industry.

The Ministry may approve or deny an application for TDA status to an institution, agency or organization in its sole discretion.

#### *When to apply*

An institution, agency or organization must apply under the guidelines and process outlined in this document in any of the following circumstances:

- The first time that the program is offered by the applicant in Ontario;
- A previously approved program that has not been offered in the last three years by the applicant.

#### *When to re-apply*

Programs will be approved by delivery location/campus, delivery format and levels of training.

In the event that a TDA intends to broaden delivery beyond the parameters under which original approval had been granted, the TDA must notify all other TDAs delivering the requested program.

- If other TDAs do not object, the Ministry may amend the conditions of the original approval.

- If other TDAs object, the requesting TDA must follow the process outlined in this document.

#### 4. Mandatory Criteria

The requesting institution must explain how their application meets **all of** the following criteria.

- Support increased apprenticeship registrations, participation and completions;
- Improve the apprenticeship delivery system in at least one of the key cornerstones outlined in the “Objectives” section above;
- Indicate labour market demand for the specific program requested and provide proof of local industry support for delivery at the requesting institution;
- Demonstrate that it has and will make available for the course all curriculum standards and equipment necessary to deliver the ministry-approved curriculum meeting all learning outcomes;
- Outline the criteria it will use to select course instructors including, where appropriate, language and culturally sensitive skills;
- Demonstrate the availability of academic assistance programs and accommodations for persons with disabilities or special needs;
- Provide an explanation of how approval will impact existing TDAs;
- Agrees to allow Ministry staff or a third party the required access to evaluate curriculum delivery, including access to the premises, their staff and apprentices;
- Provide proof to the Ministry that it possesses liability insurance to Ministry standards;
- Prepared to enter into a contractual agreement in a format that is prescribed by the Ministry; and,
- State that it will comply with all applicable legislation including *The Apprenticeship and Certification Act (ACA)*, *The Trades Qualification and Apprenticeship Act (TQAA)*, *The Occupational Health and Safety Act (OHSA)*, and any other laws and regulations that may apply.

## 5. Application and Approval Process

1. The applicant will hold preliminary feasibility discussions with the local Employment Ontario office to assess the need for a new TDA for the requested program.
2. The applicant will forward notice of intent to apply including delivery location, delivery format and levels of training and any other relevant information to all other approved TDAs for the requested program.
3. Written comments from other TDAs must be submitted to the applicant within twenty (20) business days of the date of its notice. Comments submitted after 20 business days will not be considered by the Ministry.
4. Comments and objections must be based on whether the application meets the mandatory criteria for TDA approval as outlined in Section 4.
5. Objections must be accompanied by a detailed business case of how approval of the new program will jeopardize or substantially undermine an existing program at the objecting TDA.
6. Any objections to a new program must be in a written statement signed by the TDA's Signing Authority. The applicant must include all objections with the application.
7. Comments and objections will inform but not determine the Ministry's decision.
8. The applicant will forward three signed copies and an electronic version of the application to the local Employment Ontario office. Any comments and objections are to be attached to the signed copy.
9. MTCU will conduct an assessment of the application.
10. Following assessments and consultation within the Ministry, the Regional Director shall respond in writing to the applicant.
11. If the application is not approved, the applicant may request a review of the decision and may provide new information to support its application.