

**Ministry of Training, Colleges and Universities**  
**Pre-Apprenticeship Training Program**  
**Guidelines and Proposal Application 2008-2009**

Issue Date: May 16, 2008

Closing Date: July 4, 2008

Submit Proposals to:

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Service Delivery Branch  
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## ***Section 1: Program Guidelines***

### **1.1 Program Overview**

The Pre-Apprenticeship Training Program supports the Government of Ontario's focus on increasing the number of new entrants to apprenticeship programs while addressing skilled trade shortages.

Proponents are invited to submit proposals for the development and delivery of pre-apprenticeship training projects across Ontario.

Projects funded under the Pre-Apprenticeship Training Program will support potential entrants to the apprenticeship system who require job readiness skills and trade readiness experience to gain employment as apprentices.

Projects which focus on youth, the unemployed, women, Aboriginal peoples, newcomers or other groups traditionally under-represented in apprenticeship programs are encouraged, including projects which leverage public infrastructure investments for training and employment opportunities.

### **1.2 Program Elements**

#### *1.2 (a) Mandatory Program Elements*

- i. Projects must focus on a specific apprenticeship trade.
- ii. Training (in-class and work placement) must not exceed 40 weeks (200 days) in duration.
- iii. Projects must include the current Ministry-approved Level 1 Apprenticeship In-School Curriculum Standards for the trade taught by a training delivery agent with current approval to deliver that trade. Refer to Section 1.4, Level 1 Apprenticeship In-School Curriculum Standards for further details.
- iv. Projects must include relevant safety training for the trade (e.g. WHMIS, Workplace Health and Safety, First Aid). All safety training must take place prior to the work placement.
- v. Projects must include a minimum 8-week work placement (minimum 280 hours) based on the current Apprenticeship Training Standard or Schedule of Training. Refer to Section 1.5, Work Placements, for further details.

### 1.2(b) Additional Program Elements

- i. Projects must address a skilled trade shortage in the proponent's geographical locale.
- ii. Projects should include curriculum development, outreach, marketing and recruitment, assessment and selection of participants.

*Note: If proposals are being submitted for a second offering, proponents should indicate whether curriculum modification will be required and why.*

- iii. Projects may include academic upgrading required by participants to attain the minimum academic requirement for the trade of study or academic skills required for successful completion of Level 1. All participants must possess the minimum academic entry requirement or its equivalent for the trade of study upon completion of the program.

Note: Apprenticeship trades in Ontario are regulated by two Acts. Most trades regulated by the Apprenticeship and Certification Act (ACA) require Gr. 12 or its equivalent as the minimum academic entry requirement. Most trades regulated by the Trades Qualification and Apprenticeship Act (TQAA) require Grade 10. Refer to Section 3.4 and 3.5 for a list of trades and their academic entry requirements and Section 3.3 for a list of equivalencies to Grade 12 for trades governed by the Apprenticeship and Certification Act for the purposes of entering an apprenticeship program.

- iv. Projects may include trade readiness components according to the needs of the participant group (e.g. tool types and uses, blueprint reading).
- v. Projects may include generic employment preparation components according to the needs of the participant group (e.g. job-search and interview skills, employment standards and tours of the workplace).
- vi. Projects must include monitoring and supporting participants during the work placement.
- vii. Proponents are expected to work closely with their local Ministry of Training, Colleges and Universities (MTCU) Field Office.
- viii. Proponents will be required to track and report on participant progress and status during the project and at 6 month and 1 year intervals following project completion.

- ix. All participants must be a minimum of 16 years of age and be eligible to work in Ontario. All work placements must be situated in Ontario.

### **1.3 Program Outcomes and Performance Measures**

- i. It is expected that a minimum of 75% of program participants will have successfully completed the program (Program completion rate). Successful completion of the program includes:
- Possession of the minimum academic entry requirement or its equivalent for the trade of study. (Program completion rate)
  - Completion of all mandatory program elements listed in Sections 1.2 (a) iii-v.
- ii. It is further expected that a minimum of 60% of program participants will become registered apprentices, enter related postsecondary training or obtain employment in the skilled trade (Post-program completion rate).
- iii. The Ministry recognizes that for certain programs, completion rates and post-completion rates may be less than the expected rates noted above. For this reason, proponents may project a program completion rate of less than 75% and a post-program completion rate of less than 60% with a rationale. Where the Ministry accepts the projected program completion and post-program completion rates, training providers will be measured against this new rate.
- iv. Performance measures are an essential management tool for the provincial government. Performance information helps to determine which programs and services are providing value and making a measurable difference with stakeholders.

All training providers are required to participate in any and all performance measurement exercises undertaken by the ministry.

### **1.4 Level 1 Apprenticeship In-School Curriculum Standards (Level 1)**

The Level 1 Apprenticeship In-School Curriculum Standards (Level 1) is a mandatory component of the Pre-Apprenticeship Training Program and must be delivered by an approved deliverer for the trade.

Where Level 1 is not being taught at the training site approved for delivery, approved apprenticeship deliverers must attest that the training site is acceptable and appropriate for Level 1 training.

While the Level 1 must be taught in full, the length of Level 1 training may be extended beyond the traditional period to accommodate pre-apprenticeship participants who may not have had the same opportunity to train in the workplace as registered apprentices.

Participants must meet the same requirements as those required by registered apprentices to pass Level 1. Participants who successfully complete all requirements of Level 1 will be given credit for this level of training. Training providers are required to issue participants who successfully complete Level 1 the same documentation given to registered apprentices (e.g. transcript).

Please note that in compulsory or restricted trades, Level 1 must be taught by a journey person with a current Certificate of Qualification in that trade.

## **1.5 Work Placements**

### Work Placement Training Plan

It is expected that employers offering training to pre-apprenticeship participants will participate in the design and implementation of the work placement component including developing a training plan based on the Apprenticeship Training Standard or Schedule of Training. Participant progress is to be supported and monitored by the proponent based on the participant's training plan.

All work placements must comply with the appropriate legislation or regulations. Work placements must be trade-appropriate and based on the current Apprenticeship Training Standard or Schedule of Training.

### Workplace Insurance Coverage:

Employers must provide workplace safety insurance coverage for the participant while on the work placement. This includes all placements, paid or unpaid, subsidized or unsubsidized. Employers who are **not required** to register with WSIB and have not voluntarily registered for WSIB coverage must have workplace safety insurance coverage through private insurance carriers or through the training provider.

Mandatory WSIB coverage extends to the majority of employers. It includes construction and manufacturing industries. It also includes many service sector businesses.

Training providers can contact WSIB to confirm which employers/ businesses require mandatory registration at 1-800-387-8638 or in Toronto at 416-344-1013.

Training providers can contact WSIB to confirm which employers/ business

DO NOT require mandatory coverage at 1-800-387-3638 or in Toronto at: 416-344-1013.

### Third Party Liability:

The employers must have third party liability insurance to cover the costs of damages caused by participants while on the job.

Training providers must place participants only with employers who have adequate Third Party Liability and Workplace Safety and Insurance Board (WSIB) or other workplace safety coverage.

### Restricted/Compulsory Trades

Participants enrolled in a pre-apprenticeship training project in a restricted trade regulated by the *Apprenticeship and Certification Act (ACA)* will be permitted to work in the trade by virtue of ACA Regulation 566/99 s. 6.2(c). Participants will be issued a Ministry form, which must be in their possession at all times while working in the trade. Participants are only permitted to work in the restricted trade during the supervised work placement component of the pre-apprenticeship training project.

Participants enrolled in a pre-apprenticeship training project in a compulsory trade regulated by the *Trades Qualification and Apprenticeship Act (TQAA)*, will be permitted to work in the trade by virtue of TQAA Regulation 1055 s. 5 (1) (c) (iii). In addition, wage rates and ratios for any TQAA regulated trade do not apply for pre-apprenticeship training program participants by virtue of TQAA Regulation 1055 s.10 (1) (c) (3). Participants will be issued a Ministry form, which must be in their possession at all times while working in the trade. Participants are only permitted to work in the compulsory trade during the supervised work placement component of the pre-apprenticeship training project.

It is the proponent's responsibility to ensure participants and employers understand and comply with these terms.

### Wage Subsidies

Placement may be either paid or unpaid. Proponents may submit a request for a wage subsidy as part of the budget template provided (Refer to Sections 1.7 and 2.5). Wage subsidies will only be provided where the employer is paying the participant during his/her work placement. Wage subsidies may not exceed \$1,300 per participant and may only be used to subsidize the participant's wages during the paid work placement.

## Employers

Employers offering work placements for pre-apprenticeship participants must:

- Be licensed to operate in Ontario;
- Demonstrate the ability to provide the trainee with adequate supervision and the training described in the training standard and subsequent training plan;
- Provide employment in Ontario;
- Comply with the Occupational Health and Safety Act and the Employment Standards Act;
- Maintain appropriate WSIB or alternate workplace safety insurance coverage;
- Have adequate third party general liability insurance;
- Comply with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards; and
- Comply with freedom of information and protection of privacy legislation.

### **1.6 Partners**

The Ministry strongly encourages partnerships between Training Delivery Agents with current approval to deliver Level 1 and community agencies currently delivering components such as employment preparation, job placement, monitoring and/or academic upgrading services. Proponents are requested to demonstrate how they will be maximizing existing local services and enhancing service coordination at a local level.

Proponents are encouraged to contact their local Job Connect delivery agency to discuss varying levels of partnership such as assistance in identifying potential participants, delivery of employment preparation, identifying linkages with employers, providing wage subsidies and on-site monitoring. The Employment Ontario hotline at 1-800-387-5656 can provide a list of local agencies. In Toronto, please call (416) 326-5656.

Agencies that currently receive funding under another government program to deliver components of the pre-apprenticeship training program will not be eligible for additional funding for those components unless services to be provided are above and beyond current funding dollars. Proponents must state in their proposal that these services are not being funded by any other government program.

## 1.7 Project Budget

All proposals must include a detailed budget, using the budget template provided (Refer to Section 2.5). Budgets should include, but are not limited by the line items in the template and described below.

Funding is based on actual costs with the exception of Level 1 training. Funding for Level 1 training may not exceed the 2008-09 per diem rate of \$67.35 per student per day. This rate is based on a six (6) hour training day. Individual line items listed below must not include any costs already covered under the per diem for Level 1 training. A list of eligible items included in the Level I training per diem is outlined in Section 3.2.

Employer wage subsidies may be requested, provided the employer pays the participants during his/her work placement. Employer wage subsidies must not exceed \$1,300 per participant per paid work placement. Employer wage subsidies may only be applied to subsidize the participant's wage during the paid work placement.

Employers who receive a wage subsidy through Job Connect for the work place component of this program will not be eligible for wage subsidies through this program and vice versa.

Budgets must be signed and dated by a senior signing authority.

### **Individual Line Items:**

Details sufficient to assess each line item must be included.

- i. Project Staff Costs. Specify staff project title and role and responsibilities, # of days or hrs to be worked, per diem or hourly rate. Any consulting or sub-contracting services should be included in this line item.

### **All Staff listed in the budget template must align with project staff listed in section 2.3 Project Structure, subsection b.**

- ii. Marketing, promotion, distribution. List all marketing and promotional materials to be used and costs for each item.
- iii. Office supplies. Specify.
- iv. Instructional supplies. Specify.
- v. Textbooks. Specify items and cost per student. Indicate whether textbooks are a one-time project cost or not (i.e. whether texts will be used for potential future offerings and if so, which ones).

- vi. Tool Kits. (Specify, cost per student). Indicate whether tool kits are a one-time project cost or not (i.e. whether kits will be used for potential future offerings).
- vii. Safety equipment. Specify equipment, cost per student. Indicate whether safety equipment is a one-time project cost or not (i.e. whether equipment will be used for potential future offerings).
- viii. Travel. Specify # of monitoring site visits, estimated kilometres and rate. Specify any other travel involved, estimated kilometres and rate.
- ix. Level 1 Apprenticeship In-School Curriculum Standards. Specify number of training days x number of participants x per diem.
- x. Wage Subsidy, if applicable. Wage Subsidies may not exceed \$1,300 per participant. Specify amount, number of participants.
- xi. Overhead costs. Items may include office space, general maintenance, utilities, telephone/fax. Specify number of weeks and cost per week per item.
- xii. Audit Costs. Projects over \$100,000 will be required to submit a final detailed accounting statement that has been independently audited.
- xiii. Other Costs. Full disclosure of other costs charged to the project is required.

Overhead costs, office and instructional supplies during the Level 1 Apprenticeship In-School Curriculum Standards are covered under the Level 1 per diem and are not to be included.

All costs must be directly associated with the Pre-Apprenticeship Training Program project and must not be funded by any other government source.

The following expenses are not eligible:

- Employer wage costs for participants' training.
- Training allowances for students.
- Capital costs including the purchase of land and equipment.
- GST

## 1.8 Schedule of Events

Event	Date
Guidelines and Proposal Application Issued	May 16, 2008
Deadline to fax/e-mail questions for formal Ministry response	May 30, 2008
Formal Ministry responses to questions issued	June 6, 2008
Applications Closing Date	July 4, 2008

Please note: Amendments to the Schedule of Events may be made at the discretion of the Ministry of Training, Colleges and Universities.

All proponents will be contacted at the conclusion of the evaluation process.

It is anticipated that projects may begin as early as **October, 2008**.

All program activities must be completed by **March 31, 2010**.

### Proponent Questions

In order to ensure consistent and accurate information is provided, formal responses to questions will be issued. To receive a formal response, questions should be submitted via Facsimile Transmission (FAX) or e-mail by **Friday, May 30, 2008** and directed to:

Kathleen Lowes  
Coordinator, Special Apprenticeship Programs  
Service Delivery Branch  
Ministry of Training, Colleges and Universities  
Facsimile No: (416) 326-5606  
E-mail: [kathleen.lowes@ontario.ca](mailto:kathleen.lowes@ontario.ca)

Responses to questions e-mailed or faxed will be issued electronically by **Friday, June 6, 2008**.

Proponents may seek clarification at any point during the proposal writing stage if a formal response is not required. Questions may be directed to local MTCU Field Offices, Apprenticeship Program Coordinators or the Coordinator for the Pre-Apprenticeship Training Program.

Proponents are encouraged to speak to their local MTCU Field Office regarding proposal concepts, however, input from the field office does not guarantee award. Ministry staff will not issue formal support for any project (e.g. letters).

For general inquiries such as accessing current training standards, proponents are encouraged to refer to the Ministry website at <http://www.edu.gov.on.ca/eng/tcu/threeways.html> for the list of MTCU field office locations and general inquiry phone numbers.

Any questions regarding becoming an approved deliverer of apprenticeship in-school training should be directed to the local MTCU Field Office.

## **1.9 Evaluation Criteria**

The evaluation process will include the following stages:

### Stage 1

A review to identify which proposals comply with the Mandatory Program Elements listed in section 1.2 (a). Proposals that do not comply will be disqualified.

### Stage 2

Will include, but is not limited to, a review of the following:

Proposal Outline (includes all elements listed in Section 2.1 (items a – m)  
Budget Costs (refer to Section 1.7 and 2.5 for line item rationales and template)  
Experience (Includes all elements listed in Section 2.2 and 2.3)  
Quality of Partnerships  
Geographical Location  
Project Need/Participant Need  
Success rates of previous Pre-Apprenticeship Training Program offerings/Demonstrated ability to succeed  
Projected completion and post-completion rates

Preference will be given to proposals that:

Fill local program need  
Demonstrate commitment from employers to provide work placements and hire apprentices  
Have a high degree of employer support and commitment to training/apprenticeship  
Include high quality partnerships  
Serve specific client groups (including clients lacking minimum academic entry requirements)  
Have reasonable costs  
Maximize use of existing local services and enhanced service coordination at a local level  
Serve an identified high skilled trade demand  
Include paid work placements

Compliance with project requirements for previous Pre-Apprenticeship projects.

Note: Formal support (i.e. letters) from elected officials will not be considered during the evaluation process.

### **1.10 Submission Requirements**

**Each proponent can submit a maximum of three (3) proposals.**

The proponent must submit one signed original plus four (4) hard copies of each proposal.

Proposals must include a Table of Contents and all pages must be numbered.

Each proposal must focus on a specific apprenticeship trade or trades. If the same project is to be offered in more than one location, a separate budget must be submitted for each location.

If more than one trade is to be addressed within the same project, only one proposal is required.

Project proposals must be submitted in a separate sealed envelope and be received at the address below, no later than **4:00 p.m. on Friday, July 4, 2008.**

All letters of support must accompany proposals. Letters of support will not be accepted after the due date indicated above.

NOTE: The Ministry of Training, Colleges and Universities is subject to the Freedom of Information and Protection of Privacy Act. Any information submitted in confidence should be clearly marked.

Submissions must be delivered to:

Ministry of Training, Colleges and Universities  
Service Delivery Branch  
33 Bloor Street East, 2<sup>nd</sup> Floor  
Toronto, ON M4W 3H1

Attention: Kathleen Lowes, Coordinator, Special Apprenticeship Programs

## **1.11 Additional Information**

- i. Prior to the release of any funds or the commencement of any project activities, a legal agreement in form and content satisfactory to the Province of Ontario must be negotiated and signed by the Ministry of Training, Colleges and Universities and the recipient of the funds.
- ii. The recipient of the funds must be: the same group, consortium, or entity approved for funding; a legal entity in the Province of Ontario and able to enter into contractual agreements; responsible for the project and accountable for the funding.
- iii. All projects totalling \$100,000 and over (the combined value of all projects with one proponent under this contract) will be required to submit a final detailed accounting statement that has been independently audited within 90 days of project completion.
- iv. In addition to regular progress reports, all projects selected for funding will be required to track participants at the 6 month and 1 year post-program completion intervals.
- v. Projects selected for funding will be required to collect participant profile information. Training deliverers must have policies and procedures in place in keeping with the collection and release of personal information under the Personal Information Protection and Electronic Document Act and the Freedom of Information and Protection of Privacy Act. These policies should be developed with the advice of legal counsel.
- vi. The guidelines and application process may be amended or cancelled at any time at the sole discretion of the Ministry.
- vii. The Ministry reserves the right to request and verify proponent references. The Ministry reserves the right to check references other than those provided by the proponent.
- viii. The successful proponent(s) must secure comprehensive general liability insurance to an inclusive limit not less than two million dollars (\$2,000,000) per occurrence on property damage, bodily injury and personal injury. Proponents are required to ensure that all partners who participate in the delivery of the project also meet this criterion.
- ix. The successful proponent(s) will be announced in the annual news release for the Pre-Apprenticeship Training Program.

- x. The proponent(s) shall not make any news releases or other public announcements concerning this call or awarding of the same, or resulting Contract(s) without the express consent of the Ministry.
- xi. Full acknowledgement of Ontario government support must be provided in all marketing and promotional material.
- xii. All submitted proposals become the property of the Ministry of Training, Colleges and Universities and shall not be returned.
- xiii. The Ministry reserves the right to accept or reject any proposal, in whole or in part, in its absolute discretion.
- xiv. Successful proponents must comply with all applicable laws of Ontario and Canada including, but not limited to, the Employment Standards Act, the Occupational Health and Safety Act (Ontario), the Ontario Human Rights Code and the Pay Equity Act (Ontario).
- xv. Proponents must disclose any information pertaining to any situation which may be a conflict of interest in submitting the proposal or, if selected, with the contractual obligations.

## ***Section 2: Proposal Application***

All proposals must include all elements included in this section. Proponents are requested to use the same order and headings in proposal submissions as listed below.

### **2.1 Project Proposal Outline**

- a. Name of Organization**
- b. Partnering Organization(s)**
- c. Trade and Trade Code**
- d. Number of Projected Participants**
- e. City/Town of Project Location (site where training will be delivered)**
- f. Project Need**

Demonstration of project need in targeted geographical location. (This should be a demonstration of both participant and employer demand). Sources for employer demand may include a letter from the industry association confirming industry's ability to fill work placement, support letters from unions and/or letters from individual local employers indicating support for the project.

See section 2.1 (j) for further details regarding employer support letters.

- g. Participant Need**

Description of client groups to be served and how this project will meet these specific needs (e.g. projects targeted to women may reference how training will be gender-sensitive.)

- h. Project Components**

- i.** Description of participant recruitment strategy, including marketing and promotion activities.
  - ii.** Description of participant assessment and selection plan. Please note any eligibility requirements that must be met by participants (e.g. Grade 12 diploma).

- iii. Sequential description of each project component. Include all non-training (e.g. curriculum development) and training components. Proponents are requested to indicate any components to be delivered concurrently. All components must include durations. Training components must include a description of course curriculum. The Level 1 In-School Apprenticeship Curriculum Standards (Level 1), trade safety training and a minimum 8-week work placement must be included.

Curriculum for the Level 1 need not be included provided no modifications are to be made. If Level 1 is to be expanded or modified to accommodate participant need, Level 1 curriculum must be provided with details of where modification or expansion is anticipated to occur. Where Level 1 is to be expanded, the Ministry's expectation is that more hours be devoted to the practical components.

If academic upgrading is to be included, proposals must cite the academic entry requirement or equivalency to be attained by participants (e.g. General Education Diploma, Ontario Basic Skills IV etc.) and a description of how this will be achieved.

Note: Proponents will be required to submit a full work plan (i.e. with training dates) upon Ministry request.

**i. Work Placement**

- i. Proponents must indicate their intent on obtaining paid or unpaid work placements and whether wage subsidies will be requested through other government sources (e.g. Job Connect).
- ii. Description of steps that have been taken to secure employer support and fill work placements. (Refer to j). Strategy to be employed to secure further employer support and ensure filling work placements.
- iii. Description of how the proponent will involve employers in the design and implementation of the work placement component.
- iv. Description of how participants will be monitored and supported during their work placement.

**j. Letters of Support**

One of the primary goals of the Pre-Apprenticeship Training Program is to increase the number of participants to the apprenticeship program while addressing skilled trade shortages. The Ministry believes that in order for this to occur, employers have an active role to play. Letters of

support should therefore, clearly indicate the extent to which employers will be involved in the project. Examples of the extent of this support include:

Employer participation during the selection and assessment phase.  
Employer involvement during the program (e.g. as guest speaker, offering site tours, participation on a program committee etc.).  
Employer recognition that the trade is in demand and is facing or will be facing critical shortages.  
Employer interest/commitment to hiring participants for the work placement.  
Employer interest/commitment to hiring participants beyond the work placement.  
Employer interest/commitment to registering participants as apprentices.

The Ministry encourages all levels of employer participation. However, given the program objectives of addressing skilled trade shortages, ideally, all letters should include employer recognition that the trade is in demand or is anticipating facing skilled trade shortages.

Moreover, the intent of the program is to increase the number of entrants to apprenticeship programs. As such, employer letters should ultimately demonstrate a strong commitment to providing participants with work placements and hiring apprentices.

Beyond this, the Ministry encourages letters that include all these elements plus an active role for employer participation such as employer involvement during the selection and assessment phase.

Proponents may refer to section 3.1 for an employer support letter template.

**k. Local Ministry of Training, Colleges and Universities (MTCU) Field Office Involvement**

Outline how the local MTCU Field Office will be involved during the course of the project. Plans should be discussed with the field office prior to proposal submission.

**l. Retention Rates and Strategies**

All proposals must include a completed Pre-Apprenticeship Training Program Tracking Form (Refer to section 2.4).

- i. Indicate the projected program completion rate provided in the program tracking form (section 2.4). Successful completion (graduation) includes successful completion of all mandatory program elements listed in section 1.2 (a) iii – v. If the projected program completion rate is less than 75% of program participants, proponents are required to provide a rationale for the projected program completion rate.
- ii. The Ministry's expectation is that 60% of program participants will become registered apprentices, gain employment in the sector or enter related post-secondary training. Indicate the projected post-program completion rate provided in the program tracking form (section 2.4). If the projected post-program completion rate is less than the 60% noted above, proponents are required to provide a rationale for the projected post-program completion rate.
- iii. Outline the strategies that will be employed to ensure the minimum 75% program completion rate or the projected program completion rate of project participants will be attained.
- iv. Outline the strategies that will be employed to ensure the minimum 60% post-program completion rate or the projected post-program completion rate of participants who become registered apprentices, gain employment in the sector or enter related post-secondary training will be attained.
- v. Indicate the retention rate for any previous MTCU Pre-Apprenticeship Training Program offerings. If the retention rate was less than the required 75% completion rate and 60% post-completion rate, outline the strategies to be employed to reach the required retention rate in this project if it were to be approved for funding.

**m. Level 1 Apprenticeship In-School Curriculum Standards**

- i. If the proponent is not an approved Training Delivery Agent (TDA) with current approval to deliver in the trade, a letter of commitment to deliver the Level 1 training must be provided from an approved TDA.
- ii. If Level 1 is to be taught at a site other than the approved apprenticeship site, the approved TDA must attest that the facilities to be used are acceptable and appropriate for teaching Level 1.
- iii. Approved Training Delivery Agents are required to include a listing of current (approved and tentative) apprenticeship offerings in the trade for the fiscal year 2008-09.

## **2.2 Proponent/Partner Description**

- a.** A brief description of the proponent and its partners. Include the history of the organization/s.
- b.** Description of how the proponent is maximizing the use of existing local services.
- c.** Evidence of expertise to deliver a pre-apprenticeship training project through a description of the relevant services the proponent and its partners have previously and/or are currently delivering, with an emphasis on program delivery, student and employer recruitment and job monitoring.
- d.** Letter indicating commitment of participation from each partner. Partner letters must correspond to and confirm commitment to all activities outlined in the proposal.

Note: As approved training deliverers, evidence of experience delivering Level 1 Apprenticeship In-School Curriculum Standard is not required.

## **2.3 Project Structure**

- a.** Description of the roles and responsibilities of the proponent and its partners involved in delivering the project.
- b.** Description of project team structure. Names, project titles, roles and responsibilities and qualifications of project team members are to be included.

**Section 2.4: Pre-Apprenticeship Training Program Tracking Form 2008-09**  
**Ministry of Training, Colleges and Universities, Service Delivery Branch**

Name of Training Organization:	
Trade:	
Trade Code:	

**Instructions for Training Organizations:**

1. Indicate the number of participants projected to complete each milestone in the "Projected" column (to be submitted with proposal).
2. Projections are not required where N/A is indicated.
3. Completion of all other columns is only required for approved projects at given intervals.

**Instructions for Training Organizations for Approved Projects**

1. Indicate the number of participants at each milestone.
2. Indicate N/A where appropriate (i.e. where activity has not yet occurred or has been reported in a previous program quarter)
3. Each program quarter represents approximately 1/4 of the program training length (e.g. if program training is 40 weeks, each program quarter is 10 weeks).
4. All milestone numbers should be entered during the quarter in which they occur (e.g. if a participant secures a registered apprenticeship during Q2, it must be noted during Q2).
5. At the end of Q4 (program completion), enter the sum of all quarters in the TOTAL column

Milestones	Projected (to be provided with proposal)	Program Start-Up	Program Quarter 1	Program Quarter 2 (Interim)	Program Quarter 3	Program Quarter 4 (Final)	TOTAL	6 months post program completion	1 year post program completion
<b>Program Commencement</b>									
# of participants who apply to the pre-apprenticeship training program									
# of participants who start pre-apprenticeship training program									
# of participants enrolled in program as of 10th day of schooling	N/A								
# of participants commencing program with minimum academic entry requirement for the trade									
# of participants exceeding minimum academic entry requirements for the trade	N/A								
# of participants entering without minimum academic entry requirement for the trade									
<b>Program Outcomes</b>									
# of participants who begin Level 1 Apprenticeship In-School Curriculum Standards									
# of participants who pass Level 1 Apprenticeship In-School Curriculum Standards									
# of participants who do not pass/complete Level 1 Apprenticeship In-School Curriculum Standards									
# of participants who begin work placement									
# of participants who successfully complete work placement									
# of employers offering work placements	N/A								
# of paid work placements	N/A								
# of unpaid work placements	N/A								
# of participants who meet minimum academic entry requirement for the trade upon completion of the program									

Milestones	Projected (to be provided with proposal)	Program Start-Up	Program Quarter 1	Program Quarter 2 (Interim)	Program Quarter 3	Program Quarter 4 (Final)	TOTAL	6 months post program completion	1 year post program completion
# of participants who do not meet minimum academic entry requirement for the trade upon completion of the program									
<b>Program Completion and Post-Program Outcomes</b>									
# of participants who graduate (Participants successfully complete all mandatory program elements including Level 1, minimum academic entry requirement for the trade, safety training, work placement) * (If less than 75% of participants, refer to section 2.1 (l))									
# of participants who complete a minimum of one milestone of the program (i.e. academic upgrading, safety training, etc.)	N/A								
# of participants who complete the program (may not have completed all mandatory requirements)	N/A								
<b>Post-Program Outcomes of Participants who complete the program</b>									
# of participants who secure registered apprenticeships in sector									
# of participants who secure skilled employment within sector (non-registered)									
# of participants who enter related post-secondary training									
# of participants who secure registered apprenticeships in other sector	N/A								
# of participants who secure employment outside sector (non-registered)	N/A								
# of participants who pursue post-secondary training in other sector	N/A								
# of participants seeking apprenticeship/employment within sector (currently not employed or employed in another sector)	N/A								
Other - Please explain	N/A								
Total									
<b>Post-Program Outcomes of Participants who did not complete the program</b>									
# of participants who secure registered apprenticeships in sector									
# of participants who secure skilled employment within sector (non-registered)									
# of participants who enter related post-secondary training									
# of participants who secure registered apprenticeships in other sector	N/A								
# of participants who secure employment outside sector (non-registered)	N/A								
# of participants who pursue post-secondary training in other fields	N/A								
# of participants seeking apprenticeship/employment within sector (currently not employed or employed in another sector)	N/A								
# of participants who exit the program prior to completion to pursue other non-apprenticeship related activities	N/A								
Other - Please explain	N/A								
Total									
Combined total* (If combined total is less than 60% of # of participants who started, refer to section 2.1(l))									

**Section 2.5: Budget Template**

**Pre-Apprenticeship Training Program 2008-09**

**Refer to Section 1.7: Project Budget for acceptable line item rationale**

**Part A: Staff Costs**

#	Item	Project Staff Title	Roles & Responsibilities	# of days	# of hours	Per Diem/Hourly Rate	Total
i.	Project Staff (e.g. Project Coordinator, Academic Upgrading Instructor, Clerical Support etc.)						
<b>SUB-TOTAL</b>							

**Part B: Project Costs**

#	Item	Description	# of Participants	Unit Cost	Total
ii.	Marketing, Promotion				
iii.	Office Supplies				
iv.	Instructional Supplies (Non-Level 1)				
v.	Text Books				
vi.	Tool Kits				
vii.	Safety Equipment (for work placement)				
viii.	Travel (Specify # of site visits, other travel involved)				
ix.	Level 1 Apprenticeship In-School Curriculum Standards (Note: Not to exceed 2008-09 per diem per student)	# of days			
x.	Wage Subsidy (Note: Not to exceed \$1300 per paid placement)				
xi.	Overhead (office/classroom space, general maintenance, utilities, telephone/fax. - Non-Level 1)				
xii.	Audit Costs (Projects over \$100,000 will be required to submit a final detailed accounting statement that has been independently audited)				
xiii.	Other				
<b>SUB-TOTAL</b>					
<b>TOTAL (Part A plus Part B)</b>					

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 2.6 Project Contact List

Lead Organization	
Mailing Address	
City	
Province	
Postal Code	

Contact Name for clarification/negotiation of proposals		
	Contact Information	Back-up Contact Information
Contact Name		
Position Title		
Address		
City		
Province		
Telephone #		
Fax #		
E-mail address		

Contact Name for contractual purposes in event of award (if different than above). This person will be the day-to-day contact for the project.		
	Contact Information	Back-up Contact Information
Contact Name		
Title		
Address		
City		
Province		
Telephone #		
Fax #		
E-mail address		

Legal Signing Authority Name	
Title	

Registrar (This name will be given to Employment Ontario and MTCU Field Offices for client inquiries)	
Name	
Position Title	
Phone	
Fax #	
E-mail address	

Employer Registrar (This name will be given to Employment Ontario and MTCU Field Offices for employer inquiries who may want to take on a participant)	
Name	
Position Title	
Phone	
Fax #	
E-mail address	

Media Contact (In the event of award, this name may be given upon media inquiries)	
Name	
Position Title	
Phone	
Fax #	
E-mail address	

## 2.7 Level 1 Facility Attestation

In the event that the Level 1 Apprenticeship In-School Curriculum Standard (Level 1) is being taught at a site other than the an approved apprenticeship site, approved apprenticeship deliverers for the trade must attest that the facilities to be used are acceptable and appropriate for Level 1 training.

\_\_\_\_\_  
(Name of organization)

as an approved deliverer for the trade of \_\_\_\_\_,

Trade Code: \_\_\_\_\_

attests that the facilities at \_\_\_\_\_

are acceptable and appropriate for Level 1 training.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title (Print)

*Note: Ministry staff may perform a site inspection to verify that facilities are appropriate for the training.*

## 2.8 Proposal Submission Checklist

Please ensure that all elements of each item are included.

- Project Proposal Outline (Section 2.1)
- Proponent/Partner Description (Section 2.2)
- Project Structure (Section 2.3)
- Program Tracking Form (Section 2.4)
- Budget Template (Section 2.5)
- Project Contact List (Completed – Section 2.6)
- Level 1 Facilities Attestation, if applicable (Section 2.7)
- 1 signed original, 4 hard copies of the proposal
- Signed letter of commitment of participation from partners, if applicable
- Signed letter of commitment to deliver Level 1 Apprenticeship In-School Curriculum Standards (if proponent not a TDA with current approval to deliver the trade)
- List of current (approved and tentative) apprenticeship offerings in the trade for the fiscal year 2008-09, if applicable
- Submission Checklist completed and signed by a senior signing authority

In signing below, the Proponent certifies that the information given in support of this Application is true, correct and complete in every respect.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Representing \_\_\_\_\_  
(Proponent Name)

**Section 3: Resources**

**Section 3.1: Employer Support Letter Template**

The Government of Ontario has committed to increasing the number of entrants to the apprenticeship program to address skilled trade shortages and provide employers with the skills they are seeking in apprentices. The Pre-Apprenticeship Training Program is one of the initiatives developed in support of this goal. All programs include the Level 1 Apprenticeship In-School Curriculum Standards, safety training and a work placement.

\_\_\_\_\_ is submitting a proposal to the Ministry of Training, Colleges and Universities in the trade of \_\_\_\_\_ for consideration.

The program is expected to begin in \_\_\_\_\_ with students available for employment in \_\_\_\_\_.

We require your support of our pre-apprenticeship program and are therefore asking you to consider supporting the program by participating in the program, particularly by providing a work placement and hiring one or more apprentices. If you are interested in supporting and participating in this project, please complete the following information.

Our company acknowledges that the \_\_\_\_\_ industry is facing critical skilled shortages and is interested in participating in this program by: (check all that apply)

- Assisting in the selection of participants.
- Hosting a tour or field trip for the students.
- Addressing the class as a Guest Speaker.
- Providing a paid work placement for \_\_\_\_\_ participants
- Providing an unpaid work placement for \_\_\_\_\_ participants
- Providing employment beyond the work placement term for \_\_\_\_\_ participants
- Hiring \_\_\_\_\_ apprentices
- Other \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company:
Address:
City/Province/Postal Code:
Phone:
Fax:
Representing Trade/s:

### **3.2 Eligible Costs Covered By the Level 1 Apprenticeship In-School Curriculum Standards Per Diem**

**Please note the per diem applies only to Level 1 Apprenticeship In-School Curriculum Standards of the Pre-Apprenticeship Training Program.**

#### DIRECT LEVEL 1 TRAINING COURSE COSTS

1. An amount in respect of the salaries paid to instructors, teachers and their assistants in terms of equivalent hourly compensation for time actually engaged in the provision of Level 1 training course.
2. An amount in respect of the employer's share of payments for supplementary benefits paid under the terms of employment for those persons described in paragraph 1 above; such amount to be proportionate to the time actually engaged in the provision of the Level 1 training course.
3. The cost of schoolroom supplies, material and tools, textbooks, films, other teaching and training aids furnished for the use by, or instruction of, course participants, and purchased teaching services.
4. The proportional cost of rentals paid for premises and for machinery and equipment used specifically for the Level 1 training course.
5. The proportion of travelling expenses incurred by instructors and teachers while engaged in their duties related to the Level 1 training course.
6. A proportional amount in respect of the maintenance and repair costs for machinery and equipment used for Level 1 training, based on the actual use made of such machinery and equipment for the Level 1 training course in relation to its overall use.
7. A proportional amount for the cost of maintaining comprehensive general liability insurance of at least \$2,000,000.
8. Such other expenses, not described in 1 to 7 above, as are wholly attributable to the operation of the Level 1 training course, and are approved in writing by the Ministry of Training, Colleges and Universities.

## INSTITUTIONAL OVERHEAD COSTS

9. An amount in respect of other expenses not falling in the category of Direct Level 1 Training Course Costs but incurred at, or in support of, a training centre conducting Level 1 training courses. Without restricting the generality of the foregoing, these expenses may include:
  - a.) The salaries paid executive, office and maintenance staff.
  - b.) The employer's share in respect of supplementary benefits paid under the terms of employment for those persons described in paragraph (a), including dues, subscriptions and staff employment expenses.
  - c.) Travelling and vehicle expenses incurred by executive and other staff officers while engaged in their duties related to the training centre.
  - d.) The costs of light, heat, power, water, cleaning supplies, building maintenance, office supplies and telephone service incurred in the operation of the training centre; also postal and courier services, security services, grounds maintenance, building insurance and data processing services.

**3.3 Equivalency to Grade 12 under the *Apprenticeship and Certification Act* for Registration of an Apprentice:**

Confirming Academic Requirement	No. 102
	Date: 05/19/2004
	Rev. 7.0

**1.0 Revision History**

01/01/2000	1.0	New document
29/03/2000	2.0	Revised document
01/07/2000	3.0	Revised document
14/08/2000	4.0	Revised document
02/01/2001	5.0	Revised document
04/02/2002	6.0	Revised document
19/05/2004	7.0	Revised document

**2.0 Parties Affected**

Applicants for an apprenticeship program

**3.0 Legislative/Regulatory References**

Subsection 6(3)(a)(b) of the *Apprenticeship and Certification Act, 1998 (ACA)*.  
Subsection 19(2) (d) of the ACA, 1998.  
Subsection 19(3) of the ACA, 1998.  
Section 2(a)(b) of reg. 566/99 (LGIC).  
Section 6(1), (2) and (3) of reg. 573/99 (Minister's Regulation)

See Policies and Procedures No. 100 for information.

**4.0 Policy**

An applicant for an Apprenticeship Program shall be assessed to determine if he/she meets the academic entry requirements set out in the

Act and its regulations. Proof of successful completion of Grade 12 is the Ontario Secondary School Diploma (OSSD).

**4.1 Equivalency to Grade 12 under the *Apprenticeship and Certification Act* for registration of an Apprentice:**

For the purpose of entrance into an apprenticeship program where the academic entry requirement is Grade 12 (OSSD) or its equivalent, the following are considered equivalent to an Ontario Secondary School Diploma:

- (a) A secondary school graduation diploma from any other Canadian province or territory.
- (b) A Canadian General Education Development (GED) certificate issued by a Canadian province or territory.
- (c) A non-Canadian GED certificate determined by the Independent Learning Centre (ILC) to be equivalent to the Ontario GED.
- (d) A transcript, diploma or certificate from another country, assessed at an Ontario OSSD level by a recognized assessment service
- (e) A Canadian postsecondary diploma or degree.
- (f) A non-Canadian postsecondary diploma or degree that has been assessed as equivalent to a Canadian postsecondary diploma or degree by a recognized assessment service.
- (g) A certificate of completion for an Ontario academic upgrading program that is accepted by an Ontario Colleges of Applied Arts & Technology for entry into an Ontario postsecondary program.
- (h) A certificate of completion for a Ministry of Training, Colleges and Universities-approved trade-specific training program from an Ontario College of Applied Arts and Technology.
- (i) A certificate of apprenticeship or certificate of qualification in any trade from Ontario or other Canadian jurisdiction.
- (j) A certificate of completion of an academic upgrading program from another Canadian jurisdiction that is accepted by an Ontario College of Applied Arts & Technology for entry into an Ontario postsecondary program.
- (k) A postsecondary certificate of completion for a trade-specific training program from another Canadian jurisdiction that is equivalent to a certificate program delivered by Ontario Colleges of

Applied Arts & Technology as assessed by an Ontario College of Applied Arts & Technology.

- (l) A postsecondary certificate of completion for a trade-specific training program from a non-Canadian jurisdiction that has been assessed by a recognized assessment service as equivalent to a trade-specific certificate program delivered by Ontario Colleges of Applied Arts & Technology.

#### **4.2 Equivalency to Another Grade Level**

- (a) Successful completion of a grade level from another Canadian province or territory is equivalent to the same Ontario grade level.
- (b) An assessment of a non-Canadian educational level to an Ontario grade level by a recognized assessment service is acceptable.

#### **4.3 Apprentices previously registered under the *Trades Qualification and Apprenticeship Act* (TQAA)**

An apprentice whose TQAA contract of apprenticeship is deemed to be a Training Agreement under the *Apprenticeship and Certification Act* (ACA), and who subsequently enters into other registered Training Agreements under the ACA for the same trade will be subject to the academic standards in place at the time of original registration under the TQAA.

#### **4.4 Transfer of program for apprentices registered under the *Apprenticeship and Certification Act* between January 1 and June 30, 2000.**

An apprentice who registered into a training agreement for a trade under the ACA prior to June 30, 2000 and subsequently enters into a registered training agreement for another trade, will be subject to the academic standards at the time of the original registration.

### 3.4 Apprenticeship and Certification Act (ACA) Trades Chart

Trade	Trade Code	Restricted (R)/ Unrestricted (U)	Grade Entry
Aboriginal Early Childhood Educator	620B	U	12
Agriculture - Dairy Herdsperson	640D	U	12
Agriculture Equipment Technician	425A	U	12
Agriculture - Fruit Grower	640F	U	12
Agriculture – Swine Herdsperson	640S	U	12
Aircraft Maintenance Engineer	610C	U	12
Alignment & Brakes	310E	R	12
Appliance Service Technician	445A	U	12
Arborist	444A	U	12
Auto Body Repairer and Collision Damage Repairer Br. 1	310B	R	12
Auto Body Repairer Br.2	310Q	R	10
Automotive Glass Technician	274L	U	12
Automotive Electronic Accessory Technician	310K	R	12
Automotive Painter	410N	U	12
Automotive Service Technician	310S	R	12
Baker Br.2	423A	U	12
Baker/Patissier	423C	U	12
Bearings Mechanic	615A	U	12
Blacksmith	600P	U	12
Cabinetmaker	438A	U	12
Chef	415C	U	12
Child & Youth Worker	620A	U	12
Composite Structures Technician	267G	U	12
Construction Craft Worker	450A	U	10
Cook - Assistant Br. 1	415B	U	10
Cook Br. 2	415A	U	12
Draftsperson – Mechanical	614A	U	12

<b>Trade</b>	<b>Trade Code</b>	<b>Restricted (R)/ Unrestricted (U)</b>	<b>Grade Entry</b>
Draftsperson - Plastic Mould Design	614B	U	12
Draftsperson - Tool & Die Design	614C	U	12
Early Childhood Educator	620C	U	12
Educational Assistant	620E	U	12
Electric Motor Rewind Mechanic	446A	U	12
Electrical Control (Machine) Builder	617A	U	12
Elevating Devices Mechanic	636E	U	12
Electronic Service Technician	416E	U	12
Entertainment Industry Power Technician	269E	U	12
Exterior Insulated Finish Systems Mechanic	455A	U	12
Facilities Mechanic	255W	U	12
Facilities Technician	255B	U	12
Fitter – Assembler (Motor Assembly)	661H	U	12
Fitter Welder	616F	U	12
Fuel and Electrical Systems Technician	310C	R	12
Gemsetter/Goldsmith	606G	U	12
General Machinist	429A	U	12
Hairstylist	332A	R	12
Heavy Duty Equipment Technician	421A	U	12
Heavy Equipment Operator - Dozer	636C	U	12
Heavy Equipment Operator – Excavator	636B	U	12
Heavy Equipment Operator – Tractor Loader Backhoe	636A	U	12
Horse Groom	600H	U	12
Horse Harness Maker	219D	U	12
Horticultural Technician	441C	U	12

<b>Trade</b>	<b>Trade Code</b>	<b>Restricted (R)/ Unrestricted (U)</b>	<b>Grade Entry</b>
Hydraulic/Pneumatic Mechanic	277Z	U	12
Industrial Electrician	442A	U	12
Industrial Instrument Mechanic	447A	U	12
Industrial Mechanic Millwright	433A	U	12
Info. Tech. Support Analyst: Hardware	634B	U	12
Info. Tech. Support Analyst: Help Desk	634A	U	12
Info. Tech. Support Analyst: Network	634C	U	12
Locksmith	259L	U	12
Machine Tool Builder & Integrator	430M	U	12
Marine Engine Technician	435B	U	12
Metal Fabricator (Fitter)	437A	U	12
Micro Electronics Manufacturer	630A	U	12
Motive Power Machinist	410K	U	12
Motorcycle Mechanic	310G	R	12
Mould Maker	431A	U	12
Native Clothing & Crafts Artisan	296B	U	12
Native Residential Construction Worker	296A	U	12
Network Cabling Specialist	631A	U	12
Optics Technician (Lens and Prism Maker)	225A	U	12
Packaging Machine Mechanic	609C	U	12
Parts Technician	240P	U	12
Pattern Maker	443A	U	12
Pool & Hot Tub/Spa Service Technician	237S	U	12
Pool & Hot Tub & Spa Installer	237T	U	12
Powered Lift Truck Technician	282E	U	12
Precision Metal Fabricator	200G	U	12
Process Operator: Refinery, Chemical & Liquid Processes	246F	U	12

<b>Trade</b>	<b>Trade Code</b>	<b>Restricted (R)/ Unrestricted (U)</b>	<b>Grade Entry</b>
Process Operator: Power	246R	U	12
Pump Systems Installer	263F	U	12
Recreation Vehicle Technician	690H	U	12
Railway Car Technician	268R	U	12
Retail Meat Cutter	245R	U	12
Roll Grinder/Turner	602H	U	12
Saddlery	219C	U	12
Saw Filer/Fitter	611B	U	12
Ski Lift Mechanic	297A	U	12
Small Engine Technician	435A	U	12
Special Events Coordinator	297B	U	12
Surface Blaster	278B	U	12
Surface Mount Assembler	630B	U	12
Tire Wheel and Rim Mechanic	295A	U	12
Tool & Cutter Grinder	602C	U	12
Tool & Die Maker	430A	U	12
Tool & Gauge Inspector	239B	U	12
Tool/Tooling Maker	630T	U	12
Transmission Technician	310D	R	12
Truck & Coach Technician	310T	R	12
Truck Trailer Service Technician	310J	R	12
Turf Equipment Technician	421C	U	12
Water Well Driller	605B	U	12
Welder	456A	U	12
Wooden Boat Rebuilder/Repairer	211W	U	12

### 3.5 Trades Qualification and Apprenticeship Act (TQAA) Trades Chart

Trade	Code	Compulsory (C) Voluntary (V)	Entry Grade
Brick & Stone Mason	401A	V	8
Cement (Concrete) Finisher	244G	V	10
Cement Mason	419A	V	8
Construction Boilermaker	428A	V	10
Construction Millwright	426A	V	10
Drywall, Acoustic & Lathing Applicator	451A	V	10
Drywall Finisher and Plasterer	453A	V	8
Electrician: Construction & Maintenance	309A	C	10
Electrician: Domestic & Rural	309C	C	10
Floor Covering Installer	448A	V	10
General Carpenter	403A	V	10
Glazier & Metal Mechanic	424A	V	10
Heat & Frost Insulator	253A	V	10
Hoisting Engineer: Mobile Crane Operator, Br. 1	339A	C	10
Hoisting Engineer: Mobile Crane Operator, Br. 2	339C	C	10
Hoisting Engineer: Tower Crane Operator	339B	C	10
Ironworker	420A	V	10
Lineworker: Construction	434B	V	10
Lineworker: Power	434A	V	10
Painter and Decorator Branch 1 - Commercial & Residential	404C	V	10
Painter and Decorator Branch 2 – Industrial Painter and Decorator	404D	V	10
Plumber	306A	C	10
Precast Concrete Erector	244K	V	10
Precast Concrete Finisher	244L	V	10
Refrigeration & Air Conditioning Mechanic	313A	C	10

<b>Trade</b>	<b>Code</b>	<b>Compulsory (C) Voluntary (V)</b>	<b>Entry Grade</b>
Residential Air Conditioning Systems Mechanic	313D	C	10
Reinforcing Rodworker	452A	V	10
Restoration Mason	244H	V	10
Rofer	449A	V	10
Sheet Metal Worker	308A	C	10
Sprinkler & Fire Protection Installer	427A	V	10
Steamfitter	307A	C	10
Terrazzo, Tile & Marble Setter	241A	V	10