

**MINISTRY OF LABOUR, TRAINING AND SKILLS  
DEVELOPMENT**

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

July 2019

**Table of Contents**

- 1. Objectives ..... 3
- 2. Guiding Principles ..... 3
- 3. Eligibility Conditions ..... 4
  - Who may apply ..... 4
  - When to apply..... 5
- 4. Mandatory Criteria ..... 5
- 5. Application and Approval Process..... 6

# 1. Objectives

The Ministry of Labour, Training and Skills Development (MLTSD) 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, is a fundamental component 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 Training Delivery Agents and MLTSD.

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 the system are as follows:

- The expansion of apprenticeship training to meet emerging industry needs;
- Quality and portable skills training delivered to industry standards as defined in the Province's 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, Indigenous 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 as described in the guidelines.
  - An applicant for a new program or TDA must notify and consult with all TDAs offering the requested program. The list of approved TDAs will be provided by the ministry.
  - Existing TDAs will be given 20 business days from date of notification 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;
- An applicant must be committed to meeting the performance requirements that reinforce quality delivery.

- An applicant must be committed to providing timely, appropriate and fair access to any apprentices without prejudice to membership in any union or employer associations.
- Approval as a TDA is **not** a commitment by the ministry to purchase training, nor is it a commitment to an ongoing funding relationship or to the level of purchases made by the ministry.

### 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 MLTSD;
- 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 MLTSD; or
- Other private training institutions, which 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 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 at its sole discretion.

Applications will be approved by program (trade) and location/campus. Once approved, TDAs are permitted to deliver training in the program (trade) at the location/campus in any level and delivery mode (exception: if a TDA wants to deliver classes for which participants can achieve all learning outcomes online without having to go to a classroom, in which case the TDA will need approval for e-learning.) Approval is not a guarantee that the ministry will purchase seats.

TDAs are responsible for notifying and consulting with their local MLTSD office in advance of any planned changes to program (trade), location/campus, levels and delivery mode.

In order to maintain TDA status, a minimum of one level of training must be delivered per location/campus at least once every five years. TDA status will lapse five years after the first day of the last class delivered. Once TDA status is lapsed, the training provider will need to re-apply if it wishes to continue delivering training in a specific program (trade) at a specific location/campus.

## When to apply

An institution, agency or organization must apply under the guidelines and process outlined in this document and the accompanying Application for Training Delivery Agent (TDA) form if it is interested in obtaining approval to provide in-school apprenticeship training in Ontario for a program and/or campus for which it does not already have approval to deliver. Circumstances in which to apply:

- The first time that the program is offered by the applicant in Ontario
- A previously approved program that has not been delivered in the last five years by the applicant through an in-school training agreement with the ministry
- The applicant intends to deliver classes for which participants can achieve **all** learning outcomes online without having to go to a classroom.

## 4. Mandatory Criteria

The requesting institution must demonstrate how their application meets **all of** the following criteria:

- Supports increased apprenticeship registrations, participation and completions;
- Improves the apprenticeship delivery system in at least one of the key cornerstones outlined in the “Objectives” section above;
- Provides proof of local industry support for delivery at the requesting institution, including short- and medium-term labour market demand projections;
- Demonstrates that it has and will make available both curriculum and training equipment necessary to deliver all learning outcomes from Ontario’s current approved curriculum standards;
- Outlines the criteria it will use to select course instructors with appropriate qualifications, including trade and teaching experience and, where appropriate, language and culturally sensitive skills;
- Demonstrates the availability of academic assistance programs and accommodations for persons with disabilities or special needs;
- Provides an explanation of how approval will affect existing TDAs;
- Agrees to allow ministry staff or a third party authorized by the ministry to access the training facility to observe curriculum delivery, staff and apprentices as part of the assessment and ongoing evaluation processes for approved TDAs;
- Provides proof to the ministry that it possesses liability insurance to MLTSD standards;
- Is prepared to enter into a contractual agreement that includes performance standards and expected outcomes in a format as prescribed by the ministry;

- Will comply with all applicable legislation including Ontario's apprenticeship legislation, *The Occupational Health and Safety Act (OHSA)*, and any other laws and regulations that may apply;
- Demonstrates engagement and partnership with service providers of Employment Services and Literacy and Basic Skills programs in the community to help apprenticeship clients overcome their employment and academic barriers during and after their classroom training; and
- Has standards of practice in place that are aligned to TDA objectives, principles, mandatory criteria and contractual obligations as outlined in this document.

## 5. Application and Approval Process

1. The applicant will hold preliminary feasibility discussions with the MLTSD local office to assess the need for a new TDA for the requested program.

**Notes:** The applicant must specify if it is applying for delivery at a campus or a site.

- (1) Site delivery refers to off-campus training delivery; most often, site training takes place at an employer's worksite to address specific needs that campus delivery cannot meet. Therefore, site delivery has less impact on other TDAs.

**NOTE:** It is not necessary for a current TDA to go through the approval process for a site delivery within its approved delivery parameters for a trade. However, the TDA still needs to inform all current TDAs of the site delivery event and provide confirmation to their MLTSD local office that this notification has been provided to the TDAs. Furthermore, all site delivery TDAs must allow ministry staff or a third party authorized by the ministry to evaluate the training facility at the training site and comply with all mandatory requirements and contractual obligations in Section 4.

- (2) An application for campus delivery expresses an intention to deliver classroom training to any apprenticeship clients on a designated campus.

2. The applicant must submit notice of intent to apply for TDA approval to all approved TDAs delivering the requested program and include requested delivery parameters (i.e. trade and campus). Written comments from the currently approved TDAs must be provided to the applicant within twenty (20) business days of the date of the notice.

**Note:** Applicants for e-learning delivery format must forward a notice of intent to all TDAs in the province due to the possible impact on their delivery. E-learning is defined as classes for which students can achieve all learning outcomes by learning through the internet and pass the course without attending classroom instruction.

3. The applicant will submit the following documents to the MLTSD local office:
  - One signed copy of the Application for Apprenticeship Training Delivery Agent;

- One electronic version of the Application for Apprenticeship Training Delivery Agent;
- Documented proof of industry support;
- Proof of TDA notification and consultation;
- Any comments and objections from currently approved TDAs.

**Notes:**

- (1) All parameters must be specified clearly in the application form.
- (2) Comments submitted after 20 business days will not be considered by the ministry.
- (3) TDA comments and objections must be based on whether the application meets the mandatory criteria for TDA approval as outlined in Section 4.
- (4) Objections must be accompanied by a detailed business case of how approval of the new program will negatively affect an existing program at the objecting TDA.
- (5) Any objections to a new program and/or campus/location must be in a written statement signed by the TDA's signing authority. The applicant must include all objections with the application.
- (6) Comments and objections will inform but not determine the ministry's decision.

4. MLTSD will conduct an assessment of the application.

5. Following assessments and consultation within the ministry, the regional director shall respond in writing to the applicant. The Ministry's response will be guided by a published service standard.

6. If the application is not approved, the applicant may request a review of the decision and an opportunity to provide new information to support its application.

Upon approval of an institution/organization as a TDA, and prior to any apprenticeship classroom training being offered, the TDA must sign and confirm the conditions of an in-school training agreement with MLTSD. The in-school training agreement defines the terms and conditions of funds, reports and obligations to which the TDA must adhere in fulfilling the delivery of the current apprenticeship classroom training curriculum.

Where training needs exist, a renewed in-school training agreement will be signed between the TDA and the ministry by the end of the fiscal year for delivery starting in the following fiscal year. In-school training agreements must respond to demonstrated need among apprentices, employers and the labour market.

The ministry reserves the right to revoke an approved TDA's status provided the TDA is not in compliance with the TDA approval guidelines.