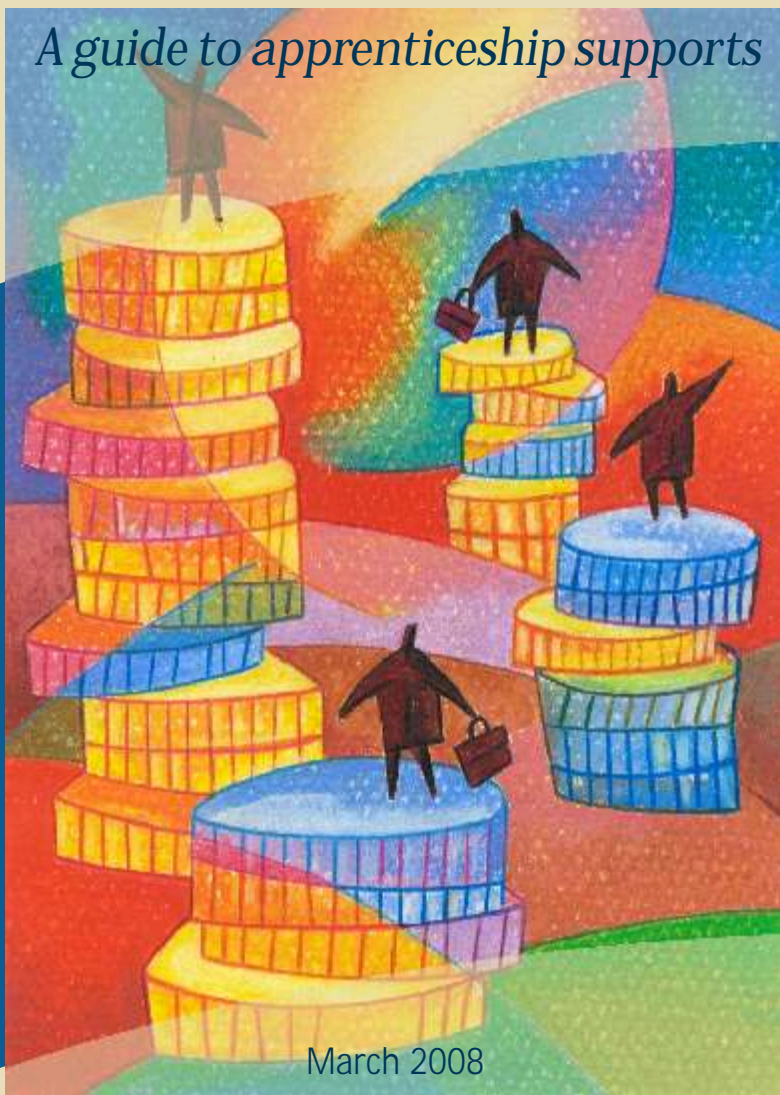


Dollars & Sense

A guide to apprenticeship supports



March 2008



Hamilton Training Advisory Board
Commission consultative sur la formation à Hamilton

Dollars & Sense

A guide to apprenticeship supports



Booklet researched and prepared by
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The Hamilton Training Advisory Board is funded by Employment Ontario

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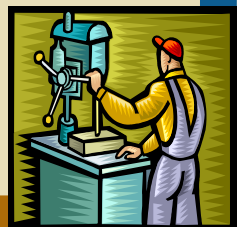
Dollars & Sense

A guide to apprenticeship supports

Imagine a world without apprenticeship programs. Imagine that experienced workers and employers weren't interested in passing down their years of expertise to a younger generation or to others who are making career changes. Not a very happy scenario. Luckily in Hamilton we have a solid contingent of owners of small, medium and large sized businesses who realize the importance of apprenticeship as an essential training component in crafting the next generation of skilled workers. Eager apprentices combine both theory (in school-portion) with practice (working for you) to evolve into skilled licensed employees. Your investment in an apprentice pays off long term for the individual you choose to employ, your company and for Hamilton's economic future.

Sounds great, but the bottom line for business owners is how to make your workplace productive, efficient and cost effective. To aid in this quest there are many resources, wage incentives, tax credits and programs available to help employers. Taking advantage of these programs will allow you to defray costs associated with training apprentices, hiring co-op students and summer students and much, much more. For additional program details please contact the resources listed under Need more info? at the end of each listing.

Note: We have endeavored to compile as much information as possible however there may be other programs of which we are unaware.



Bottom line benefits of apprenticeship training

Have you thought about bringing on a new apprentice but were concerned about the 'cost' of apprenticeship training in terms of time, wages and productivity for your business? In 2006 the Canadian Apprenticeship Forum released findings from a study of the cost-benefit analysis of apprenticeship training in 15 trade areas. Here is a summary of their key findings:

- ✧ The net benefit of apprenticeship training increases in each year over the course of the apprenticeship period.
- ✧ The revenue generated by an apprentice increases throughout the apprenticeship.
- ✧ Wages and benefits paid to apprentices increase commensurately with training and experience.
- ✧ The costs related to journeyman time spent training apprentices declines through each year of the apprenticeship.

The bottom line is that a cost-benefit analysis shows that the benefits of apprenticeship training exceed the costs in each of the 15 trade areas examined.

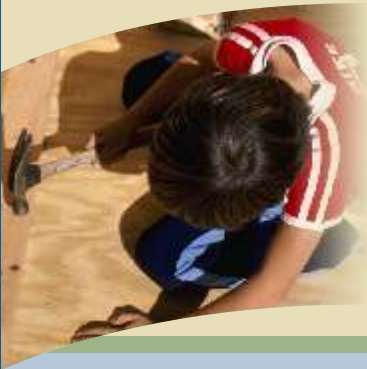
On average, for each \$1 invested in an apprentice, a benefit of \$1.38 accrues to employers or a net return of \$0.38.

Now, there's bottom line results!



To read the full report, Return on Apprenticeship Training Investment for Employers – A study of 15 trades, go to www.caf.-fca.org

Dollars & Sense in your workplace



To help your business become more productive and to grow there are many wage incentives, subsidies and tax credits available. Taking advantage of these programs will allow you to defray the costs associated with hiring apprentices, co-op students and summer students.

Tax Credits *Apprenticeship Training Tax Credit (provincial)*

What is it?

- ✧ a tax credit for corporations/unincorporated businesses that employ apprentices in certain skilled trades during the first 36 months of an apprenticeship program

Who is eligible?

- ✧ businesses with permanent locations in Ontario
- ✧ those subject to Ontario Income Tax
- ✧ those having eligible expenditures in training apprentices in designated skilled trades

What's in it for me?

- ✧ refunds 25% of eligible tax expenditures to a maximum of \$5,000 per qualifying apprentice, per tax year to a maximum of \$15,000 over the first 36 months

Need more info?

- ✧ Ministry of Revenue, Tax Advisory Services
Branch: 905.837.3814
- ✧ Apprenticeship Branch – Hamilton
905.521.7764 or 1.800.668.4479
- ✧ Employment Ontario: www.ontario.ca/jobgrow



Apprenticeship Job Creation Tax Credit (federal)

What is it?

- ✧ a non-refundable tax credit equal to 10% of the eligible salaries and wages payable to eligible Red Seal Trade apprentices employed after May 1, 2006

Who is eligible?

- ✧ any business that hires an eligible apprentice
- ✧ an eligible apprentice is someone working in a prescribed trade in the first two years of their apprenticeship contract
- ✧ contract must be registered with a federal, provincial or territorial government under an apprenticeship program designed to certify or license individuals in the trade

What's in it for me?

- ✧ maximum credit is \$2,000 per year for each eligible apprentice

Need more info?

- ✧ Canada Revenue Agency
www.cra-arc.gc.ca
1.800.959.5525



Wage incentives

Employer (Apprenticeship) Signing Bonus

What is it?

- ✦ a bonus for employers who register an apprentice (under 25 years of age) that has recently completed academic upgrading to qualify as an apprentice

Who is eligible?

- ✦ must be licensed to operate and be able to provide employment in Ontario
- ✦ commits to hiring, training and registering a scholarship candidate as an apprentice
- ✦ have third Party Liability and WSIB (or equivalent insurance)

What's in it for me?

- ✦ employers may be eligible for a \$2,000 signing bonus over six months
- ✦ the apprentice may be eligible for a \$1,000 scholarship

Need more info?

- ✦ Apprenticeship Branch – Hamilton
905.521.7764 or 1.800.668.4479
- ✦ Employment Ontario
www.edu.gov.on.ca/eng/tcu/etlanding.html
1.800.387.5656



Looking for an apprentice?



The following services are poised to assist you in identifying an apprentice for your organization.

apprenticesearch.com

What is it?

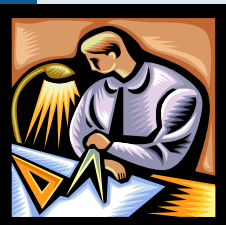
- ✧ a free online matching service offering skilled trades employers access to a list of Hamilton area job seekers
- ✧ employers register and post apprenticeship/job opportunities online
- ✧ an excellent resource that provides trade profiles, current info and links to other trade resources

Who is eligible?

- ✧ skilled trades employers looking to hire apprentices
- ✧ apprentices looking for employment
- ✧ anyone seeking more info on the skilled trades

Need more info?

- ✧ Apprenticesearch.com
www.apprenticesearch.com
905.529.4483 x 224
hamiltonadmin@apprenticesearch.com



Skilled Trades Alliance

What is it?

- ✧ a partnership of stakeholders committed to advancing Hamilton's skilled trades system
- ✧ an initiative of the Industry-Education Council of Hamilton, guided by a multi-sector steering committee
- ✧ provides a forum for people to convene, identify opportunities for collaboration, and support advocacy, research, marketing, public relations, awareness, professional and policy development

Who is eligible?

- ✧ Hamilton employers, educators, sister organizations, unions, associations and government officials

Need more info?

- ✧ Industry Education Council
www.iechamilton.ca
905.529.4160
info@iechamilton.ca



Ontario Youth Apprenticeship Program (OYAP)

What is it?

- ✧ a school-to-work transition program for high school students 16+ years of age, who have completed grade 10 offered by the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board
- ✧ students in Grades 11 and 12 earn cooperative education credits through work placements in skilled trades
- ✧ students register as apprentices and begin formal training while in school

Who is eligible?

- ✧ employers offering an apprenticeship opportunities in one of the 140+ skilled trades

What's in it for me?


- ✧ great way for employers to test the abilities and suitability of students on a trial basis before registering them as apprentices
- ✧ way to support future workforce needs and those of your industry

Need more info?

- ✧ Hamilton Wentworth District School Board,
OYAP Coordinator:
Reece Morgan – 905.527.5092 x 263
- ✧ Hamilton Wentworth Catholic District School Board,
OYAP Coordinator:
Leo Paone 905.525.2930 x 2886
- ✧ Employment Ontario
www.edu.gov.on.ca/eng/tcu/etlanding.html
1.800.387.5656



Other Employer Financial Incentives



Wage Incentives Job Connect/ Connexion Emploi

What is it?

✧ provides out of work youth, adults and internationally trained individuals with the chance to gain the skills and knowledge needed to find and keep a job

Who is eligible?

- ✧ employers legally permitted to operate in Ontario
- ✧ must be in compliance with all relevant employment legislation and collective agreements
- ✧ have Third Party Liability Insurance and WSIB coverage (or Workplace Safety Insurance)
- ✧ not in a layoff situation

What's in it for me?

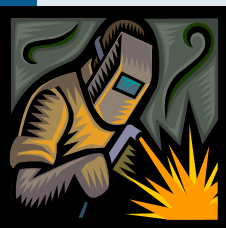
- ✧ employers can advertise job openings through the information and resource service
- ✧ Job Connect staff provide employers with screening and recruiting services
- ✧ employers may be eligible for training incentives to offset some of the costs of providing on-the-job training/work experience to a participant

Need more info?

- ✧ Job Connect, Mohawk College
www.jobconnect.mohawkcollege.ca
905.575.2177
jobs@mohawkcollege.ca



- ✧ Job Connect, Citizen's Action Group/Youth Employment Centre
www.yootworks.info
905.528.9803
getajob@yootworks.info
- ✧ Connexion Emploi
www.centre-emploi2000.com/connexionEmploi.htm
905.540.1300 x 22
sharon@club2000niagara.com
- ✧ Employment Ontario
www.edu.gov.on.ca/eng/tcu/etlanding.html
1.800.387.5656



Targeted Placement Service (TPS)

What is it?

- ✘ a subsidy to encourage employers to hire people they may not be able to hire otherwise
- ✘ subsidy period is up to 30 weeks, with the duration determined by the need for training/work experience

Who is eligible?

- ✘ cannot be self-employment, sub-contracting, commission or contract basis
- ✘ positions paying at least \$10.00 per hour (except for client who has a severe barrier to employment, such as physical or mental disability)
- ✘ employer in business for at least one year
- ✘ employer would not be able to hire the worker without this program

What's in it for me?

- ✘ provides a subsidy for employers providing permanent and full time (minimum 30 hrs per week) work
- ✘ amount of subsidy is normally 60% - employer pays the full regular wage to the employee – Human Resources & Social Development Canada reimburses the employer 60%

Need more info?

- ✘ Community Training Solutions, Mohawk College
www.trainingsolutions.mohawkcollege.ca
905.575.2288 or 1.866.891.2011



Career Focus

What is it?

- ✧ provides funding for employers to help post-secondary graduates (ages 15-30) obtain career-related work opportunities and to help them make career-related links to the job market

Who is eligible?

- ✧ businesses
- ✧ organizations (not-for-profit, professional, employer and labour associations)
- ✧ public health and educational institutions
- ✧ band/tribal councils; Aboriginal organizations
- ✧ municipal governments

What's in it for me?

- ✧ financial assistance may be provided to employers to cover all or a portion of the following costs:
- ✧ wages, to a maximum of \$15,000 per participant including mandatory employment related costs
- ✧ additional support to cover all or part of the costs for individuals to participate, such as dependent care, travel or transportation
- ✧ additional costs for persons with disabilities
- ✧ other support to cover the cost of items associated with the youth's participation
- ✧ overhead costs

Need more info?

- ✧ Service Canada
www1.servicecanada.gc.ca
1.800.935.5555
- ✧ Service Canada Centre, Hamilton
905.572.2211
- ✧ Youth Employment Strategy Guide for Applicant
www1.servicecanada.gc.ca/en/epb/yi/yep/comm on/guide.shtml



Tax Credits

Co-operative Education Tax Credit (Provincial)

What is it?

- ✧ a refundable tax credit for businesses hiring students enrolled in a recognized post-secondary co-operative education program
- ✧ Ontario Ministry of Revenue administers the program for employers operating incorporated businesses
- ✧ unincorporated businesses are administered by the Canada Revenue Agency through the federal income tax system

Who is eligible?

- ✧ incorporated and unincorporated businesses having a permanent establishment in Ontario
- ✧ businesses subject to Ontario income tax
- ✧ businesses who incur eligible expenditures associated with hiring co-op students enrolled in an Ontario university or college

What's in it for me?

- ✧ reimburses businesses 10-15 % of eligible expenditures up to a maximum tax credit of \$1,000 for each qualifying co-operative education placement of an Ontario student

Need more info?

- ✧ Incorporated businesses contact Ministry of Revenue, Tax Compliance and Regional Operations Branch, Specialty Assessments Unit
905.837.3814
- ✧ Unincorporated businesses contact Ministry Information Centre
1.800.263.7965 (Canada/U.S.)



Workplace Accessibility Tax Incentive (Federal)

What is it?

- ✧ aids employers with expenses such as the support services of a sign language interpreter, an intervener, a note-taker, a reader or an attendant required by an applicant during a job interview

Who is eligible?

- ✧ businesses that incur qualifying expenditures after July 1, 1998 to accommodate newly hired employees with disabilities
- ✧ businesses must operate out of a permanent establishment in Ontario and be subject to tax on its income
- ✧ non-profit businesses and other tax-exempt businesses do not qualify

What's in it for me?

- ✧ an incentive (a deduction in computing income, and for unincorporated businesses a refundable tax credit)

Need more info?

- ✧ Ministry of Revenue, Corporations Tax Branch, Tax Advisory, 905.433.6513
www.rev.gov.on.ca/english/bulletins/ct/wati_frost_9901.html



Hiring for the Summer?

Summer Jobs Service

What is it?

- ✦ program helps students (15-24, up to 29 years for a person with a disability) who are planning to return to school in the fall, find a summer job
- ✦ jobs last up to 16 weeks beginning in April and ending by September 30

Who is eligible?

- ✦ private, not-for-profit or broader public sector employers operating and offering a summer job in Ontario
- ✦ must have liability and workplace safety insurance coverage for the student placement
- ✦ cannot be related to the student

What's in it for me?

- ✦ provides a \$2/hour hiring incentive for employers

Need more info?

- ✦ this program is supported by Job Connect
- ✦ Job Connect, Mohawk College
www.jobconnect.mohawkcollege.ca
905.575.2177
jobs@mohawkcollege.ca
- ✦ Job Connect, Citizen's Action Group/Youth Employment Centre
www.yootworks.info
905.528.9803
getajob@yootworks.info
- ✦ Connexion Emploi
www.centre-emploi2000.com/connexionEmploi.htm
905.540.1300 x 22
sharon@club2000niagara.com
- ✦ Employment Ontario
www.edu.gov.on.ca/eng/tcu/etlanding.html
1.800.387.5656



Canada Summer Jobs

What is it?

- ✧ a wage subsidy initiative of the Summer Work Experience program
- ✧ provides wage subsidies to help Canadian employers of not-for-profit, public sector, and smaller private sector organizations (50 or fewer employees) create career-related summer jobs for students between 15-30 years of age at the start of employment
- ✧ designed to help students having trouble finding summer jobs because of where they live and/or other barriers (students with disabilities, visible minority and Aboriginal students)

Who is eligible?

- ✧ private, public and not-for-profit sector employers are eligible for funding
- ✧ employers must be a legal entity, registered with the Canada Revenue Agency
- ✧ private sector employers must have 50 or fewer full time (30 hours or more per week) employees across Canada

What's in it for me?

- ✧ public sector employers and smaller private sector employers are eligible for up to 50 % of the provincial/territorial minimum hourly wage
- ✧ not-for-profit employers are eligible for up to 100 % of the provincial/territorial minimum hourly wage and Mandatory Employment Related Costs

Need more info?

- ✧ applications for Canada Summer Jobs will generally be available between January and March
 - ✧ Service Canada
1.800.935.5555
www1.servicecanada.gc.ca
 - ✧ Service Canada Centre, Hamilton
905.572.2211



Hamilton Training Advisory Board

Business, Labour & Community: Partners in Workforce Development

Established in 1997, the Hamilton Training Advisory Board is one of twenty-one Local Boards in Ontario. HTAB is a not-for-profit organization that draws on the expertise of a broad cross-section of our community to enable us to better identify and address existing and anticipated labour force needs.

At HTAB, we envision a healthy community where everyone achieves his or her potential. To accomplish this goal we:

- Profile the trends, opportunities, and priorities of Hamilton's labour market
- Identify skills shortages and future training requirements
- Share our research with the community to facilitate labour force planning and training
- Undertake projects and partnerships that address labour force issues

Log on to HTAB's website at www.htab.ca and you will:

Discover our community [Projects and Partners](#) promoting labour force development.

Learn about local labour market trends, opportunities, and priorities in our [Publications](#).

Connect to [Links](#) on training, employment, and labour market information.



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The Hamilton Training Advisory Board is funded by Employment Ontario

