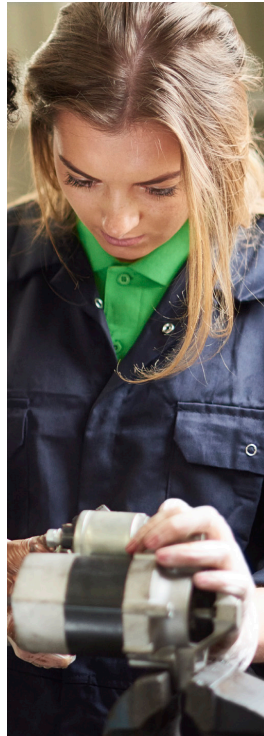




Workforce Planning Hamilton
Planification de main d'oeuvre de Hamilton

DOLLAR and SENSE

A guide to employment services, tax and training credits, incentives and supports for employers



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Information compiled by Cyndi Ingle, WPH

The information included in this guide is accurate as of the date of publication. While every attempt has been made to list all current relevant information, there may be other incentives available for employers which are not listed here.

Contact Workforce Planning Hamilton at 905-521-5777 to obtain this report in a larger print format.

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Planification de main d'œuvre de Hamilton

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INTRODUCTION

What if I told you...that as a business owner or Human Resources professional there are tax credits, incentives, and training supports that are available to help with the financial costs of hiring and training new employees?

Supports exist and information is available, but is difficult to find since it is housed on a variety of websites, and offered through different government sources.

Workforce Planning Hamilton's Dollars & Sense guide cuts through the confusion to provide the information that you need in a centralized manner. We have attempted to list as many resources as possible, and if we have missed any, we apologize in advance.

Taking advantage of the listed programs will allow you to defray costs associated with training apprentices, hiring youth, summer students, and other candidates.

In addition to the incentives and supports listed in this guide, Employment Ontario Employment Service Providers are available to assist employers through every step of the hiring process by:

- listing job opportunities
- suggesting qualified candidates
- by providing incentive/wage subsidy information

The EO Employment Service Providers are a valuable resource and a list of the local services, as well as other employment services are listed on page 4.

Reading this guide and accessing some of the programs/services will help your company reach its goals of being more productive and cost effective.

EMPLOYMENT ONTARIO SERVICES IN HAMILTON

EMPLOYMENT ONTARIO EMPLOYMENT SERVICES IN HAMILTON

There are seven Employment Ontario Service Providers within the Hamilton area, operating in nine different locations. The service providers provide employers with:

- qualified candidates to interview
- potential wage subsidy for employees during training
- assistance with job fairs and other hiring initiatives
- staff support to employers and their new employee

Contact one of the Employment Ontario Service Providers listed on page 4 for assistance with your hiring needs. Employers can access a variety of wage and training subsidies through the agencies listed below. Please call the agencies directly for more details.



EMPLOYMENT SERVICE PROVIDERS IN HAMILTON

You can find services in your area for looking for work; training and upgrading; apprenticeship; and employer/community support by visiting the Employment Ontario website at:

<https://www.ontario.ca/page/employment-ontario>

Employment Hamilton

67 Victoria Ave. South
Hamilton
905-522-4902
www.employmenthamilton.com

Hamilton Mountain Goodwill Career Centre

1050 Upper Gage Ave.
Hamilton
905-526-8488 x 1307
www.goodwilljobs.ca

Mohawk College

Fennell Campus, 135 Fennell Ave.
West & West 5th St., Hamilton
905-575-2177

Mohawk College

211 Centennial Pkwy N., Unit 5
Hamilton
T: 905-575-2177
<https://www.mohawkcollege.ca/community/community-employment-services>

Collège Boréal

2, rue King Ouest, Suite 150
Lloyd D. Jackson Square
Hamilton
T: 905-777-1562
www.collegeboreal.ca

VPI Working Solutions

1051 Upper James St., Suite 102
Hamilton
T: 905-387-2220
www.vpi-inc.com

Wesley Employment Services

151 Queen St. North, Hamilton
T: 289-396-5864
www.wesleyurbanministries.com

YMCA Employment Services

23 Main St. East, Hamilton
T: 905-540-9679
1-427 Dundas St. East,
Waterdown
T: 905-690-9927
www.ytowork.ca

The YMCA Employment Services, College Boreal, Goodwill Career Centre, and Wesley Employment Services deliver the Youth Job Connection Program, and Youth Job Connection Summer Program. If you are interested in these programs you can call the employment service providers directly.



OTHER EMPLOYMENT SERVICES IN HAMILTON

City of Hamilton Career Development Centre

181 Main St. West, 3rd Floor
Hamilton

T: 905-546-2424 ext. 2695

Community Living Hamilton

191 York Blvd.

Hamilton

T: 905-528-0281

Hamilton Downtown Goodwill Career Centre

*(Ministry of Community Social Services:
Ontario Disability Support Program,
Transitional Employment and
Mentoring Program)*

225 King William St.

Hamilton

T: 905-526-8482 ext. 2307

www.goodwilljobs.ca

Immigrants Working Centre

Downtown (Head Office)

8 Main St. E. Ste. 101

Hamilton

T: 905-529-5209

www.iwchamilton.ca

March of Dimes

*(Maximizing the independence,
personal empowerment and community
participation of people with disabilities)*

50 King St. E., 3rd Floor

Hamilton

T: 905-522-2253

www.marchofdimes.ca

PATH Employment Services

*(Specialized full range of employment
services for persons with disabilities)*

31 King St. East, Suite 100

Hamilton

T: 905-528-6611

www.pathemployment.com

ONLINE CAREER MATCHING

MAGNET

- Magnet is designed to help employers find the right candidate for any position.
- Magnet is an online based platform, which is completely **free** for employers and job seekers.
- Magnet is used by over 10,000 Canadian employers, including large corporations and start-ups.
- Magnet saves employers time, by pre-screening candidates based on the specific requirements of the position.
- With Magnet, employers don't waste time looking through resumes from unqualified candidates.
- Get started by signing-up here:
www.magnet.whoplusyou.com



FINANCIAL INCENTIVES/ PROGRAMS FOR EMPLOYERS

CANADA-ONTARIO JOB GRANT (COJG)

WHAT IS IT?

- The Canada-Ontario Job Grant provides direct financial support to individual employers who wish to purchase training for their employees
- Applications are accepted on an ongoing basis

The grant:

- Government support is provided per person for training costs up to a specific limit
- Requires employers to contribute one-third of the total costs
- There will be flexibility for small businesses to provide an in-kind contribution towards their share of the costs
- Require training to be delivered by an eligible, third-party trainer

WHO IS ELIGIBLE?

- Small, medium and large businesses with a plan to deliver training that is either short-term (ie. 2 days or two weeks), or training that is longer (ie. up to one year in duration) to existing and new employees
- Private and not-for-profit sector employers
- First Nations employers
- Employers must maintain appropriate WSIB or alternative Workplace Safety Insurance coverage and have adequate third party liability insurance

NEED MORE INFO?

Follow this link:

<http://www.tcu.gov.on.ca/eng/eopg/cojg/index.html>

Questions and Answers for Employers (posted on June 21/17):

<http://www.tcu.gov.on.ca/eng/eopg/publications/cojg-qs-as-employers-en.pdf>

Or contact the Employment Ontario Contact Centre,
toll-free (no charge): 1-800-387-5656

or through the TTY number: 1-866-533-6339.

Email: EmploymentHotlineInquiries@ontario.ca

(Information source: <http://www.tcu.gov.on.ca/eng/eopg/cojg/index.html#pilot>)

ONTARIO CO-OPERATIVE EDUCATION TAX CREDIT

WHAT IS IT?

- A refundable tax credit for businesses hiring students enrolled in a recognized post-secondary co-operative education program

WHO IS ELIGIBLE?

- Ontario businesses that hire students enrolled in a post-secondary co-operative education program are eligible

WHAT'S IN IT FOR ME?

- The maximum credit for each qualifying work placement is \$3,000
- Placements must be for a period of at least 10 consecutive weeks and can be up to a 4 month maximum

NEED MORE INFO?

- Visit this link on the Canada Revenue Agency website:
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/prv/on/cprtvdcn-eng.html>

(Information source: <http://www.fin.gov.on.ca/en/credit/cetc/>)

OPPORTUNITIES FUND FOR PERSONS WITH DISABILITIES

WHAT IS IT?

- Through funding for organizations, the Opportunities Fund for Persons with Disabilities program helps people with disabilities prepare for, obtain and maintain employment or self-employment

WHO IS ELIGIBLE?

- Businesses
- Organizations (including not-for-profit)
- Public health and educational institutions
- Band or tribal councils, Aboriginal organizations
- Municipal governments

WHAT'S IN IT FOR ME?

- Wage subsidies: Financial support to employers to encourage them to hire persons with disabilities whom they would not normally hire
- Work experience: Funding is available to eligible organizations that provide opportunities for people with disabilities to gain paid and unpaid (volunteer) work experience leading to potential employment

NEED MORE INFO?

- Visit the Government of Canada site:
<https://www.canada.ca/en/employment-social-development/services/funding/disability-opportunity.html>

(Information source: <https://www.canada.ca/en/employment-social-development/services/funding/disability-opportunity.html>)

EMPLOYMENT ONTARIO PLACEMENT INCENTIVE

WHAT IS IT?

- Eligible employers may receive financial incentives to provide on-the-job training to Employment Service clients, including apprenticeship training, work experience opportunities, or skill level/employability assessments for participants in trial placements

WHO IS ELIGIBLE?

Employers must:

- Be licensed to operate in Ontario and provide the placement in Ontario
- Maintain appropriate WSIB or alternate workplace safety insurance coverage and have adequate third party general liability insurance

WHAT'S IN IT FOR ME?

- Incentive amounts vary and are based on the complexity of the job skill level required and the length of training required

NEED MORE INFO?

- Contact an Employment Ontario Employment Service Provider listed on pages 4

SKILLS LINK PROGRAM

WHAT IS IT?

- The Skills Link program is a component of the Government of Canada's Youth Employment Strategy (YES)
- Through funding of organizations, the Skills Link program helps youth overcome barriers to employment, develop a broad range of skills and knowledge in order to participate in the current and future labour market and to promote education and skills as being key to labour market participation
- These barriers include, but are not limited to, challenges faced by recent immigrant youth, youth with disabilities, single parent youth, youth who have not completed high school, Indigenous youth, and youth living in rural or remote areas

- Service Canada accepts Skills Link applications throughout the year

WHO IS ELIGIBLE?

- Businesses, organizations (including not-for-profit)
- Public health and educational institutions
- Band or tribal councils, Aboriginal organizations
- Municipal governments

WHAT'S IN IT FOR ME?

- Financial assistance may be provided to cover all or a portion of the costs associated with operating and delivering approved activities
- Overhead costs required to carry-out the project, including wages and employment related costs for staff
- Costs associated with central administrative functions of the organization that are used to support agreement activities

NEED MORE INFO?

- Service Canada Centre, Hamilton, 905-572-2211
- Service Canada site:
<http://www.servicecanada.gc.ca/eng/epb/yi/yep/newprog/skillslink.shtml>

(Information source: <http://www.servicecanada.gc.ca/eng/epb/yi/yep/newprog/skillslink.shtml>)

EMPLOYMENT ONTARIO YOUTH JOB CONNECTION

WHAT IS IT?

- The program serves youth aged 15 to 29 who experience multiple and/or complex barriers to employment by providing more intensive supports beyond traditional job search and placement opportunities
- Supports include: Paid pre-employment training to promote job-readiness; Job matching and paid job placements, with placement supports for participants and hiring incentives for employers; Mentorship services; and Education and work transitions supports.

NEED MORE INFO?

- To learn more about the YJC contact one of the Employment Ontario Employment Service providers listed on page 4
- MAESD/Employment Ontario:
<http://www.tcu.gov.on.ca/eng/eopg/programs/yjc.html>

(Information source: <http://www.tcu.gov.on.ca/eng/eopg/programs/yjc.html>)



EMPLOYMENT ONTARIO YOUTH JOB LINK

WHAT IS IT?

- Helps youth 15 to 29 years of age to improve their knowledge of career options and today's labour market
- Youth must live in Ontario and be eligible to work in Canada
- The program offers a job-matching service to help connect youth with employers offering job opportunities that fit with their skills and interests

WHAT'S IN IT FOR ME?

- The program offers employer incentives
- Up to \$300.00 per participant is available through a job match when hiring eligible first-time job seekers identified by an EO service provider
- Employers can advertise employment opportunities, seek help in identifying potentially suitable clients for job vacancies and have access to workplace safety information including rights and responsibilities of individuals

(Information source: <http://www.tcu.gov.on.ca/eng/eopg/programs/yjl.html>)

NEED MORE INFO?

- To learn more about the Youth Job Link contact one of the Employment Ontario Employment Service providers listed on page 4



HIRING YOUTH FOR THE SUMMER?

CANADA SUMMER JOBS

WHAT IS IT?

- Provides a wage subsidy to help employers create summer job opportunities for students aged 15-30 years who are full-time students planning to return to their studies in the next school year
- Creates work experiences for students and supports organizations, including those that provide important community services

WHO IS ELIGIBLE?

- Not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees

WHAT'S IN IT FOR ME?

- Not-for-profit employers are eligible for up to 100% of the provincial/territorial adult minimum hourly wage
- Public and private-sector employers are eligible for up to 50% of the provincial/territorial adult minimum hourly wage

NEED MORE INFO?

- Service Canada, Youth Info Line, 1-800-935-5555
- Service Canada Centre, Hamilton, 905-572-2211
- **<https://www.canada.ca/en/employment-social-development/services/funding/youth-summer-job.html>**

(Information source: <https://www.canada.ca/en/employment-social-development/services/funding/youth-summer-job.html>)

YOUTH JOB CONNECTION (YJC) SUMMER

WHAT IS IT?

- YJC Summer provides summer job opportunities and part-time job placements during the school year to help multi-barriered high school students, aged 15 to 18, make positive educational and career choices.
- The focus is on students facing challenging life circumstances and at risk of experiencing poor transitions between education and work.

WHO IS ELIGIBLE?

- Hiring incentives to hire summer students to support your business

WHAT'S IN IT FOR ME?

- Hiring incentives to hire summer students to support your business

NEED MORE INFO?

- To learn more about the YJC contact one of the Employment Ontario Employment Service providers listed on page 4
- MAESD/Employment Ontario:

<http://www.tcu.gov.on.ca/eng/eopg/programs/yjc.html>

(Information source: <http://www.tcu.gov.on.ca/eng/eopg/publications/yjc-summer-program-guidelines-en.pdf>)

EMPLOYMENT ONTARIO YOUTH JOB LINK

WHAT IS IT?

- Helps youth 15 to 29 years of age to improve their knowledge of career options and today's labour market
- Services available to employers and youth, including students for summer and year-round employment
- See page 11 for more information

(Information source: <http://www.tcu.gov.on.ca/eng/eopg/programs/yjl.html>)

NEED MORE INFO?

- To learn more about the Youth Job Link contact one of the Employment Ontario Employment Service providers listed on page 4



LOOKING TO HIRE AN APPRENTICE?

What does the future of skilled trade employment look like in Hamilton? According to Statistics Canada Labour Force Survey 2016, 48% of the working age population in Hamilton are over the age of 45. Our community will face a skills shortage unless the practical on-the-job knowledge of experienced workers is passed along to a younger generation.

Mentorship and training, in the form of apprenticeship programs, is a concrete way for important skills to be handed down from worker to worker.

Apprenticeship programs combine in-school education with on-the-job training to provide an invaluable payoff for your company, the person you choose to employ, and for Hamilton's economic future.

According to the Canadian Apprenticeship Forum (CAF), the return on training investment for employers is \$1.47 for every \$1 that they spend on training. Hiring and training apprentices makes good business sense.



WHY SHOULD YOU HIRE AN APPRENTICE?

1. Employees who participate in apprenticeship programs are trained to provincial industry standards, and they also understand your unique workplace conditions.
2. Apprenticeship training allows employers to benefit from the government-supported in-class training part of the program, and also supports the company's future workforce needs and those of the industry.
3. Having a pool of experienced employees within your company who are different ages will enable you to better plan your future workforce needs as your company expands and/or as older employees retire.
4. Recruiting apprentices through the Ontario Youth Apprenticeship Program (OYAP) is a cost-effective solution to training and re-training young workers.
5. A recent survey of apprentices found that participants had a loyalty to the company that hired them, leading to a more stable workforce.

(Information source: <http://www.tcu.gov.on.ca/eng/employmentontario/employers/apprenticeship.html>)

ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)

WHAT IS IT?

- OYAP is a school-to-work transition program offered by the Hamilton-Wentworth Catholic District School Board and the Hamilton-Wentworth District School Board for high school students (16 years of age and up) who have completed Grade 10
- Students in Grades 11 and 12 earn co-op credits through work placements in skilled trades
- Students register as apprentices and begin formal training while still in school

WHO IS ELIGIBLE?

- Employers offering an apprenticeship opportunity in one of the 150+ skilled trades professions
- Employers must provide a working environment which focuses on learning and apprenticeship training
- Provide a safe working environment which complies with health and safety regulations
- Direct and guide student learning through on-site supervision by a qualified journeyperson
- Assess the progress of the student jointly with the Cooperative Education teacher

WHAT'S IN IT FOR ME?

- Employers are provided with the opportunity to assess students before committing to an apprenticeship
- WSIB coverage is provided by the Ministry of Education during the contract
- OYAP provides employers with information on where to access wage subsidies to assist with the initial hiring costs of OYAP graduates and summer students
- Way to support future workforce needs and those of one's industry

NEED MORE INFO?

- Hamilton-Wentworth Catholic District School Board, Student Success Consultant, Colleen McPhee, 905-525-2930 ext. 2952; email: mcpheec@hwcdsb.ca; **www.oyaphwcdsb.com**
- Hamilton-Wentworth District School Board, OYAP Coordinator: LeeAnn Armstrong – 905-527-5092 ext. 2682, email: lnarmstr@hwdsb.on.ca; **<http://www.hwdsb.on.ca/secondary/programs/experiential-learning/oyap>**
- Employment Ontario Hotline: 1-800-387-5656
- **www.oyap.com**

(Information source: www.oyap.com)

PROGRAMME D'APPRENTISSAGE POUR LES JEUNES DE L'ONTARIO (PAJO)

WHAT IS IT?

PAJO is a school-to-work transition program offered by the Conseil scolaire catholique MonAvenir and the Conseil scolaire Viamonde for French speaking high school students (16 years of age and up) who have completed Grade 10.

Students in Grades 11 and 12 earn co-op credits through work placements in skilled trades. Students register as apprentices and begin formal training while still in school.

WHO IS ELIGIBLE?

- Employers offering an apprenticeship opportunity in one of the 150+ skilled trades professions
- Employers must provide a working environment which focuses on learning and apprenticeship training
- Provide a safe working environment which complies with health and safety regulations
- Direct and guide student learning through on-site supervision by a qualified journeyperson
- Assess the progress of the student jointly with the Cooperative Education teacher

WHAT'S IN IT FOR ME?

- Employers are provided with the opportunity to assess students before committing to an apprenticeship
- WSIB coverage is provided by the Ministry of Education during the contract
- PAJO provides employers with information on where to access wage subsidies to assist with the initial hiring costs of PAJO graduates and summer students
- Way to support future workforce needs and those of one's industry

NEED MORE INFO?

Conseil scolaire catholique MonAvenir

L'Académie catholique Mère Teresa

PAJO Coordinator: Debbie Callan

Telephone: 905-524-2503 x 71227

Email: dcallan@csdccc.edu.on.ca

Conseil scolaire Viamonde

Georges-P.-Vanier

PAJO Coordinator: Renée Dupuis-Maheu

Telephone: 1-888-583-5385 ou 1705 790-7847

Email: dupuismaheur@csvgiamonde.ca

Employment Ontario Hotline: 1-800-387-5656

For more information: **<http://oyap.com/fr>**

(Information source: <http://oyap.com/fr/>)

TAX CREDITS FOR HIRING APPRENTICES

APPRENTICESHIP JOB CREATION TAX CREDIT

WHAT IS IT?

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

WHO IS ELIGIBLE?

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

WHAT'S IN IT FOR ME?

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

NEED MORE INFO?

- Canada Revenue Agency: <http://www.cra-arc.gc.ca> and search by name of the credit
- Call 1-800-959-8281
- Red Seal Trade website: www.red-seal.ca

(Information source: <http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns409-485/412/jctc-eng.html>)

ONTARIO APPRENTICESHIP TRAINING TAX CREDIT

WHAT IS IT?

- A refundable tax credit for corporations/unincorporated businesses employing apprentices in certain skilled trades during the first 36-48 months of an apprenticeship program, depending on when the individual started his or her apprenticeship

WHO IS ELIGIBLE?

- Businesses that have permanent establishments in Ontario
- Businesses that pay Ontario income tax
- Businesses that incur eligible expenses in training apprentices in certain skilled trades

WHAT'S IN IT FOR ME?

- The tax credit is based on salaries and wages paid to an apprentice
- Maximum credit for each apprenticeship is \$5,000 per year
- Maximum credit over the first 36-month period of the apprenticeship is \$15,000

NEED MORE INFORMATION?

- Employment Ontario Hotline: 1-800-387-5656
- You can download an application form at:
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/prv/on/pprntcshp-eng.html>

(Information source: <http://www.fin.gov.on.ca/en/credit/atcc/>)



EMPLOYER INCENTIVES FOR HIRING APPRENTICES

APPRENTICESHIP EMPLOYER SIGNING BONUS

WHAT IS IT?

- The \$2,000 Employer Signing Bonus is available to employers who hire, register and train an apprentice as part of their participation in Job Matching Placement and incentives with an EO Employment Service Provider

WHO IS ELIGIBLE?

- The Employer Signing Bonus will be delivered in two equal instalments over six months.
- To be eligible for the first instalment, employers must meet all the specific apprenticeship requirements to provide training in the trade
- Employers receive the second instalment when they continue to employ the apprentice and provide on-the-job training for at least six months from the date that the apprentice was registered

WHAT'S IN IT FOR ME?

- \$2,000 Employment Signing Bonus to be delivered in two equal instalments over six months

NEED MORE INFO?

- Employment Ontario Hotline: 1-800-387-5656
- MAESD/Employment Ontario:
http://www.tcu.gov.on.ca/eng/employers/emp_bonus.html
- See a listing of Employment Ontario Employment Services in Hamilton on page 4

(Information source: http://www.tcu.gov.on.ca/eng/employers/emp_bonus.html)

APPRENTICESHIP COMPLETION EMPLOYER BONUS

WHAT IS IT?

- Employers receive a \$1000 taxable cash grant for each apprentice that is employed and trained and who completes his or her apprenticeship, receives a Certificate of Apprenticeship and where applicable, a Certificate of Qualification.

WHO IS ELIGIBLE?

- Employers that employ and complete apprentices in any of Ontario's approved trades
- Are incorporated or unincorporated businesses and are subject to Ontario corporate income tax or Ontario personal income tax
- Are based in Ontario or out of province
- Eligible employers will receive a letter and application from the Ministry of Advanced Education and Skills Development
- Employers will be identified by the registration document or training agreement with individual apprentices

WHAT'S IN IT FOR ME?

- A \$1000 taxable cash grant per each apprentice

NEED MORE INFO?

- Employment Ontario Hotline: 1-800-387-5656

(Information source: http://www.tcu.gov.on.ca/eng/employmentontario/employers/appr_completion.html)



FINANCIAL HELP FOR APPRENTICES

A number of grants and loans are available to help apprentices begin and complete their training. Please share this information with your prospective apprentices since it may help in your recruitment process.

APPRENTICESHIP COMPLETION BONUS IN NON-RED SEAL TRADES

- A taxable cash grant of \$2,000 available to registered apprentices after they successfully complete their apprenticeship training and obtain their Certificate of Apprenticeship and, where available, their Certificate of Qualification in any Ontario non-Red Seal trade, on or after April 1, 2009
- For more information: MAESD will mail eligible apprentices a form to complete indicating their eligibility for the bonus
- Contact the toll-free Employment Ontario Hotline at 1-800-387-5656
- **http://www.tcu.gov.on.ca/eng/employmentontario/employers/apprenticeship_bonus.html**

(Information source: http://www.tcu.gov.on.ca/eng/employmentontario/employers/apprenticeship_bonus.html)

APPRENTICESHIP COMPLETION GRANT

- The Apprenticeship Completion Grant is a one-time taxable cash grant of \$2,000 maximum
- Available to apprentices who have successfully completed their apprenticeship program and have obtained their journey person certification in a designated Red Seal trade on or after January 1, 2009
- People are encouraged to apply online
- For more information: **<http://www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/application.shtml>**

(Information source: <http://www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/application.shtml>)

APPRENTICESHIP INCENTIVE GRANT

- The Apprenticeship Incentive Grant is a taxable cash grant of \$1,000 per year, up to a maximum of \$2,000 per person, available to registered apprentices once they have successfully finished their first or second year/level (or equivalent) of an apprenticeship program in one of the Red Seal trades
- People are encouraged to apply online:
<http://www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/application.shtml>

(Information source: <http://www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml>)

APPRENTICESHIP SCHOLARSHIP

- \$1,000 scholarship to support people who require upgrading to meet the academic eligibility requirements for apprenticeship training in their chosen trade
- Must be committed to achieving the necessary academic requirements within one year
- A person participating in the program will receive a \$1,000 scholarship (\$500 when registered and \$500 when program is completed) if they have: completed his/her academic upgrading, are employed and are registered as an apprentice
- For more information: Call the toll-free Employment Ontario Hotline at 1-800-387-5656, or contact an Employment Ontario Employment Service provider (listed on page 4)

(Information source: http://www.tcu.gov.on.ca/eng/apprentices/app_schol.html)

CANADA APPRENTICE LOAN

The Canada Apprentice Loan is an initiative of the Government of Canada to help people complete their apprenticeship in a designated Red Seal trade.

People can apply for up to \$4,000 in interest-free loans per period of technical training. The money is available to help pay for:

- tuition
- tools
- equipment and living expenses
- to cover forgone wages or to help support one's family

FOR MORE INFORMATION

Visit the Canada Apprentice Loan Online Service for more details and to apply online for quicker service.

<https://www.pca-cal.ca/en/Home>

Visit Support for apprentices for information on more programs available to help apprentices complete their training and for employers to hire and train apprentices.

<https://www.canada.ca/en/employment-social-development/services/apprentices.html>

(Information source: http://www.esdc.gc.ca/en/support_apprentices/loans.page)

INCOME SUPPORT WHILE COMPLETING APPRENTICESHIP CLASSROOM TRAINING

- the Ontario Ministry of Advanced Education and Skills Development provides temporary financial assistance to apprenticeship clients attending classroom training full time who are eligible for Employment Insurance (EI) benefits or were in receipt of benefits in the past
- Apprentices may be eligible to receive the following allowances:
- Dependent Care Allowance
- Commuting Allowance
- Living-Away-From-Home Allowance
- Travel Assistance
- For more information contact the Employment Ontario Hotline at 1-800-387-5656.

(Information source: MAESD)

LOANS FOR TOOLS

- New apprentices can get a loan to help pay for tools and equipment to get started
- The amount of the loan depends on the sector of their trade
- They can get a loan for the following amounts:
- \$300 for service trades
- \$400 for industrial trades
- \$400 for construction trades
- \$800 for motive power trades

- The loan is interest-free for the duration of their apprenticeship – and for one year after they finish it. Interest will be charged if they do not repay it within that year.

HOW TO APPLY:

- A loans agreement is part of the package sent to people once they have registered as an apprentice
- For any questions about Loans for Tools, or if they can't find their loans agreement, contact Employment Ontario

(Information source: <https://www.ontario.ca/page/start-apprenticeship>)

GRANT FOR FULL-TIME STUDY FOR NON- EI-ELIGIBLE APPRENTICES

- Most trades require apprentices to do two or three levels of classroom training during an apprenticeship. Each level lasts eight to 12 weeks, depending on the trade.
- People can take these classes on a part-time or full-time basis. Some people can get Employment Insurance (EI) for financial support while studying full time.
- If a person does not qualify for EI they can apply for a grant of up to \$1,500
- To qualify for the grant, they must: have gone to class on a full-time basis, have passed the level of classroom instruction at an approved facility (e.g. college, union training centre), and have registered as an apprentice with the Ministry
- The Ministry will mail apprentices a grant application when they complete a level of their classroom training. They have 180 days from the last day of class for that particular level to apply.

(Information source: <https://www.ontario.ca/page/start-apprenticeship>)

TRADESPERSON'S TOOLS DEDUCTION

- This is a tax deduction that employed apprentices may be able to deduct for the cost of eligible tools they bought in the previous year to earn employment income as a tradesperson, and as an eligible apprentice mechanic
- For more information: <http://www.cra-arc.gc.ca/trades>

(Information source: <http://www.cra-arc.gc.ca/trades>)

ADDITIONAL EMPLOYER RESOURCES

FINDING EMPLOYMENT ONTARIO EMPLOYMENT AND TRAINING SERVICES

- Find services in your area for looking for work; training and upgrading; apprenticeship; and employer/community support by visiting **<http://www.tcu.gov.on.ca/eng/search.asp>**

ONTARIO COLLEGE OF TRADES

- The Ontario College of Trades (OCOT) is an industry-driven, professional regulatory body that protects the public by regulating and promoting the skilled trades
- One of the main responsibilities of the OCOT is to ensure that individuals performing the skills of compulsory trades have the training and certification required to legally practice this trade in Ontario
- OCOT is responsible for: Issuing certificates of qualification and statements of membership;
- Establishing apprenticeship programs and other training programs
- Maintaining a public registry of its members
- The process for determining appropriate apprentice to journeyperson ratios
- The process for trade classification reviews
- Establishing the scope of practice for trades
- For more information **www.collegeoftrades.ca**

(Information source: www.collegeoftrades.ca)



WORKFORCE PLANNING HAMILTON:

WE EXECUTE, ENGAGE, AND EDUCATE THROUGH LABOUR
MARKET INFORMATION

As we celebrate our 20th Anniversary in 2017 we renew our commitment to Hamilton:

- We are Hamilton's one-stop workforce development organization
- Providing timely labour market information that helps job seekers, students, and the community to make informed decisions about employment and career development opportunities
- Bringing together diverse representatives from business, labour, and the community to work towards the goal of a prosperous Hamilton, which benefits all

WPH has three pillars which reflect our priorities as an organization and our involvement in the community.

1. **Labour Market Information:** WPH transforms raw data into information that the community uses to make decisions regarding training and hiring, which increase economic growth
2. **Employer Engagement:** WPH interacts with employers to share their experiences, expectations and plans for the future with the community
3. **Building Capacity:** WPH brings together diverse sectors of Hamilton's community, including business, labour, and academia to work on common goals

With funding from the Ministry of Advanced Education and Skills Development, and in partnership with our community partners we work towards workforce planning solutions that will contribute to a prosperous and diverse Hamilton.

To learn more about WPH and to be involved in positive change for our community:

Visit our website: www.workforceplanninghamilton.ca

Join us on Twitter: <https://twitter.com/WorkforcePHam>

Join us on Facebook: <https://www.facebook.com/Workforce-Planning-Hamilton-170285686361282/>

Connect with our Executive Director, Judy Travis:

judy.travis@workforceplanninghamilton.ca or 905-521-5777 ext. 15.



Workforce Planning Hamilton

Business, Labour & Community: Planning for Prosperity

Since 1997 Workforce Planning Hamilton has provided planning, partnerships and projects that highlight local labour market trends and support workforce development.

WPH is a member of Workforce Planning Ontario, a network of 25 labour market planning areas across Ontario.

Our evidence-based approach relies on key industry sector and demographic data combined with local intelligence from employers and other local partners to develop a strategic vision for Hamilton.

**Log on to WPH's website at
www.workforceplanninghamilton.ca and you will:**

Discover our community Projects and Partners that promote 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.



Workforce Planning Hamilton
Planification de main d'oeuvre de Hamilton

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