

# YWCA HAMILTON PRE-APPRENTICESHIP AND SKILLS DEVELOPMENT FUND PROGRAMS Employer Fact Sheet

## What are the Pre-Apprenticeship and Skills Development Fund Training Programs?

The ministry's Pre-Apprenticeship and Skills Development Fund Training Programs are designed to support potential apprentices who may need job readiness skills and trade readiness experience to gain employment as apprentices, at no cost while addressing skilled trade shortages in high demand trades and help bridging the gap between the skills people have and the skills employers are seeking.

## What's in it for the Employer?

Wage Incentive of \$250/week for each participant for up to 8-12 weeks to hire a woman or gender diverse individual and offset their training costs

- Ongoing support for new hires throughout the duration of work placement
- Pre-screened industry-specific candidates in the skilled trades
- A large pool of job ready pre-apprentices with health and safety training
- Hardworking and motivated pre-apprentices that you can retain after the work placement completes

## What role does YWCA Hamilton Play?

- Support employers with filling out any required ministry related documents
- Employment counselling and support transitions to employment
- Monitoring of pre-apprentices to increase motivation and job retention
- 3, 6 and 12 follow-ups with pre-apprentices to evaluate training needs and support

- Provide clients support, such as basic power and hand tools and PPEs

## Eligibility Criteria:

- Licensed to operate in Ontario
- Have a federal business number
- Maintain active WSIB (if applicable to job duties) or 3rd party liability insurance coverage
- Comply with the Occupational Health and Safety Act and the Employment Standards Act; the Accessibility for Ontarians with Disabilities Act, 2005, the Human Rights Code and any other relevant standards.
- Offers full-time or part-time employment consisting of at least 20 hours
- Candidates must be on employer's payroll

## YWCA Hamilton Responsibilities:

- Ensure participants receive health and safety training
- Provide resume and arrange for interview with participant(s)
- Prepare training agreement for employer and participant signatures
- Ensure employers adhere to the signed training agreement by all parties (employer and participant)
- Providing wage subsidies
- Issue a ministry form to pre-apprentices in compulsory trades and ensure that participants and employers understand and comply with the terms of the form

## How does an employer benefit from this program?

You will have access to a pool of talented, skilled and trained pre-apprentices to fill your short and long-term employment needs. You will also join a group of socially responsible employers across the Western Region that support women and gender

## FREQUENTLY ASKED QUESTIONS

The employers we have been working with over the years have asked these questions and the responses will help you get familiar with the hiring and reimbursement process so you, as an employer, can decide on hiring a woman or gender diverse individual from our pre-apprenticeship programs and/or Skills Development Fund Construction Craft Worker Program.

diverse individuals to gain access to entry to a number of growing industries in the skilled trades.

## How much paper work is involved?

Two meetings are required by all parties, virtual and/or in-person, which take approximately 20 minutes. The first meeting is to complete and sign the training agreement; conduct work site evaluation; and ask any questions that the parties may have about the program or of each other. The second meeting is at the end of the work placement to evaluate the placement experience (for the parties).

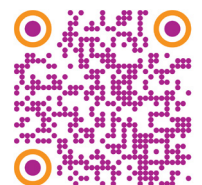
You will submit proof of employment, i.e., paystubs of participant(s) for the duration of work placement to the Program Coordinator for immediate processing. Processing will take place anywhere between 4-6 weeks. You will receive payment in the form of a cheque, as per contractual arrangements.

## How does an employer get involved in this program?

Contact the Program Coordinator to set up a meeting. We are available to come to your company, if necessary, to discuss any questions you may have about the program.

Get started by contacting us to connect with a Program Coordinator.

<https://qrcodes.pro/5wDkDz>



Additional support:  
[www.apprenticesupport.ca](http://www.apprenticesupport.ca)

[ywcahamilton.org](http://ywcahamilton.org)



This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario.