

# Hiring Apprentices



Apprentices are hired by employers and learn on-the-job from an experienced, certified journeyman mentor. Typically, 80% of an apprentice's time is spent on-the-job. Apprentices receive additional training at a college or a union training center to accumulate hours, develop their skills and complete their training levels. Employers sign-off on apprentice competencies in a document known as a log or blue book. At the end of their training, the apprentice writes a multiple-choice examination and becomes a certified journeyman in their trade. **By investing in apprentices, you're investing in your company and ensuring knowledge transfer to your future workforce.** Through apprenticeship, you'll find top candidates who are motivated, skilled and eager to learn. Here's how to connect with prospective apprentices:

## Connect with your local college or union and hire a pre-apprenticeship student

- Skills evaluated based on employer needs
- Upgrading leads to better prepared candidates

## Use a web-based matching service and hire a direct entry hire

- Access to apprentice profiles and resumes
- Refine searches to filter by trade, apprentice level, and location

## Hire a high school student from a Youth Apprenticeship Program

- Connections to young people interested in the trades
- Train young people from the "ground up"

## Apply for the Apprenticeship Job Creation Tax Credit

Employers who hire apprentices may receive a tax credit from the federal government: The Apprenticeship Job Creation Tax Credit is a non-refundable tax credit equal to 10% of the eligible salaries and wages payable to eligible apprentices in respect of employment after May 1, 2006. The maximum credit an employer can claim is \$2,000 per year for each eligible apprentice. If your business hires an eligible apprentice, you qualify to claim the credit.

Once you have hired your first apprentice and they are registered with the provincial or territorial apprenticeship agency, explain the job requirement and provide an orientation:

### Fully explain job requirements and assess candidates:

- Providing clear job descriptions gives potential apprentices a better understanding of employers' expectations and requirements.
- Invest time and assess apprentice candidates. Determine whether they require upgrading.

### Provide an orientation to all newly recruited apprentices:

- It is important that apprentices understand the company's values and their potential career paths within the company.
- The orientation is a chance to model to a new apprentice how to listen, how to learn from experienced staff, and how to table ideas.
- The orientation can be an opportunity to match apprentices with coaches or mentors.

### LEARN MORE

For more information about organizations with connections to apprentices visit the **Skilled Trades Network**. Information about financial incentives is also available and is searchable by province or territory.