



APPRENTICESHIP OPPORTUNITIES

AN INFORMATION GUIDE



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What is an ‘Apprenticeship’?

In Ontario, numerous skilled trades feature apprenticeship programs, each offering varied career paths and abundant job opportunities. Within the Hospitality sector, and particularly in Culinary Arts, there are numerous entry points to begin your apprenticeship journey.

Graduates who successfully complete a registered apprenticeship program are high in demand and are widely sought after. Apprenticeships offer you a secure, well-paid, and fulfilling career path.

An apprenticeship training program consists of **1) on-the-job** and **2) in-school** training.

The **Ministry of Labour, Immigration, Training and Skills Development** administers apprenticeship programs in Ontario.

How long does it take to become an ‘Apprentice’?

In many trades, once you become a registered apprentice, you typically alternate between working for a year or more, and then studying in a classroom setting, lasting about 8 to 12 weeks, whether full-time or part-time. Throughout your apprenticeship, this pattern repeats several times, which typically spans 2 to 5 years to complete.

Positions Available in Hospitality

COOK

ASSISTANT COOK

CHEF

BAKER

BAKER-PÂTISSIER

How Do These Positions Relate to ‘Skilled Trades’?

In Ontario, these positions are considered skilled trades within the Culinary Arts sector. These roles typically require specialized training, knowledge, and experience in food preparation, culinary techniques, and food safety.

For more information, visit <https://www.skilledtradesontario.ca/>



INFORMATION ON APPRENTICESHIPS

FOR EMPLOYERS



How do I Register an Apprentice?

- Go to **Page 8**: ‘Six Steps to Hire/Sponsor an Apprentice’.



Where should I go to Register an Apprentice?

- Create an account on the **Skilled Trades Ontario Portal** to register an apprentice.



Where can I find Ministry of Labour, Immigration, Training and Skills Development Contacts and Branches?

- Visit the **Employment Ontario** page to find the nearest Employment Ontario apprenticeship office.



Where can I find Simplified Financial Incentives?

- Go to **Page 6** for Financial Incentives for employers or click **here** for additional financial supports for apprentices.



What are the current Apprenticeship/Red Seal Trades available in Hospitality?

- Chef
- Cook
- Assistant Cook
- Baker
- Baker-Pâtissier

BENEFITS OF TAKING ON AN APPRENTICE

Hiring an apprentice offers several advantages, such as:

1. Prepare for the Future

- Bringing an apprentice on board helps shape the next generation of workers and equips your business for the future. By training an apprentice to meet provincial and national (Red Seal) industry standards, you also familiarize them with the specific needs of your unique workplace.

2. Local Employees

- Hiring apprentices early in their careers ultimately fosters long-term loyalty to the company.

3. Flexibility in Keeping them as Employees

- You have the option to continue or to stop the apprenticeship training at the end of the students' co-op placement. Ultimately, you are able to take on a student/potential employee on a TRIAL basis, before commitment to register them as an apprentice.

4. Financial Incentives

- When you train or hire an apprentice, you are eligible for different grants and/or federal tax credits. More details below.

Financial Incentives for Employers

You are eligible for different grants and/or federal tax credits when you train or hire an apprentice. There are a number of financial assistance programs to encourage and support employers in taking on apprentices. Some of which include:

Ontario Youth Apprenticeship Program (OYAP)

Recruiting potential apprentices through the Ontario Youth Apprenticeship Program (OYAP) can be a cost-effective way to train and hire young workers. Financially, OYAP participation can be beneficial to your business:

- Through OYAP, employers are provided with the opportunity to assess students before committing to employment or apprenticeship.
- WSIB coverage is provided by the Ministry of Education during the contract as long as the student is not paid a wage.
- OYAP provides employers with information on where to access wage subsidies to assist with the initial hiring costs of OYAP graduates and summer students.

For more information, visit the official OYAP webpage [here](#).

Achievement Incentive Program

The Achievement Incentive is a grant program that:

- Helps employers train apprentices by reducing some of the cost of training
- Supports apprentice progression by giving grant payments to employers when their apprentices reach major milestones

The program offers **up to \$17,000 to eligible employers** when apprentices meet training and certification milestones. Receive an \$1,000 initial registration payment for each apprentice newly registered to the ministry who is under the age of 25 and/or self-identifies as part of an under-represented group (for a max. of \$2,000, if applicable).

For more information on how to apply and claim this credit, click [here](#).

Apprenticeship Job Creation Tax Credit (AJCTC)

The AJCTC is a non-refundable investment tax credit (ITC) 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.

Eligibility: The **Cook** and **Baker** positions are eligible as these are prescribed trades currently listed as Red Seal Trades

For more information on how to apply and claim this credit, click [here](#).

STEPS TO HIRE/SPONSOR AN APPRENTICE

Hiring or sponsoring an apprentice involves a few steps to get started. These include:

1. Assess your Training Ability

- Before you begin the process of hiring an apprentice, it's important to **make sure you have the capacity for it**. If you want to train an apprentice, you must:
 - Have the facilities, people and equipment needed to provide the training
 - Make sure the apprentice has time to attend classroom training as part of the apprenticeship program
 - Meet any Ontario regulations applying to your trade (such as ratios where they apply), including Ontario minimum wage where applicable
 - Under the Building Opportunities in the Skilled Trades Act, 2021, the journey person to apprentice ratios are set at one-to-one for all trades with ratios. ds, you also familiarize them with the specific needs of your unique workplace.

2. Find an Apprentice

- After you've determined you have the capacity to properly train an apprentice, your next step is to find an apprentice who is a good fit for your business. An apprentice candidate **must be at least 16 years old** & meet the minimum education requirements for the trade.
- Here are some ways you can find an apprentice:
 - **Online job listings:** Post opportunities on the GOC **job bank** to recruit across Canada.
 - **Employment Ontario:** Get in-person recruitment help at **Employment Ontario (EO)**.
 - **High school student apprentices:** The **Ontario Youth Apprenticeship Program (OYAP)** partners high school students with employers (more information on page 11). Contact your **local OYAP Recruiter** to get started.
- We strongly encourage you to work with your **local Employment Ontario apprenticeship office** to recognize previous workplace and formal training completed outside of Ontario.

3. Register the Apprentice

- Once you've found someone you'd like to train as an apprentice, use the **Skilled Trades Ontario Portal (STO Portal)** to submit an online apprenticeship training application.

4. Sign a Training Agreement

- Once the Ministry of Labour, Immigration, Training and Skills Development has approved you and the apprentice candidate, you will get more information about your roles and responsibilities from a local apprenticeship office within 5 business days
- You and the apprentice candidate will sign a training agreement confirming the terms of the apprenticeship, & the ministry will also register your signed training agreement.

5. Train the Apprentice

- As the employer/sponsor, you are responsible for training an apprentice on the skills set out in the **Apprenticeship Training Standard Log Book**. Review the logbook regularly with the apprentice, and sign off on the skills as the apprentice acquires them.
- Make sure you keep the ministry informed of any changes to your business information or the Registered Training Agreement.

6. Finalize Paperwork and Complete Training

- When an apprentice completes their on-the-job and classroom training, they qualify for a Certificate of Apprenticeship. Completed apprentices who pass the certifying exam (if applicable) will get a Certificate of Qualification.
- To obtain the Certificate of Apprenticeship, the employer/sponsor and the apprentice have a few tasks to complete, such as:
 - Confirming to the Ministry of Labour, Immigration, Training and Skills Development that the apprentice has completed training.
 - A letter
 - Sign-off on the apprenticeship training standard logbook
 - Apprenticeship Completion Form
- We encourage you or the apprentice to speak with your ministry consultant to confirm completion requirements.

To learn more about finishing an apprenticeship and next steps, click [here](#).



INFORMATION ON APPRENTICESHIPS

FOR EMPLOYEES

How Do These Positions Relate to ‘Apprenticeships’?

Individuals in these skilled trades often complete apprenticeships to obtain certifications or qualifications recognized by industry standards in Ontario. This structured approach ensures that professionals in these roles possess the necessary skills to maintain high standards of quality, safety, and proficiency in the field.

Starting an Apprenticeship

In order to start an apprenticeship, you need to:

1. Find out if you qualify:

- Click [here](#) to see if you qualify.

2. Find a sponsor or employer

- Click [here](#) to find a sponsors / employers who will provide you with apprenticeship training.

3. Apply for an apprenticeship

- If you are 18 years or older, you can apply through the Skilled Trades Ontario Portal [here](#), or by submitting a paper application to your local apprenticeship office [here](#). If you are 16 to 17 years old, you must submit a paper application.

4. Sign a training agreement with your sponsor

- If your application is approved, the Ministry will then contact you and your sponsor to sign a Registered Training Agreement.

Financial Support

As an apprentice, you may be eligible for financial support from the provincial and federal government. Additionally, for those who have completed their apprenticeship training, there are bonuses and incentives available.

Typical Cost of an Apprenticeship

Although almost 90% of an apprenticeship is on-the-job training, where apprentices are being paid, there are some costs to the overall program.

Financial Incentives for Apprentices:

Apprenticeships are one of the only post-secondary educational pathways that has numerous financial incentives attached to it. This is likely a result of the demand for skilled trades people across Canada. Apprentices can actually finish their training, with money in their pocket because they have been paid for all of their on-the-job training (OYAP time likely excluded), and may also be eligible for some of the financial incentives below.

FINANCIAL INCENTIVES FOR APPRENTICES

1. Tools Grant

A **non-repayable, taxable cash grant** to help pay for trade-related tools/ equipment. To qualify, apprentices must:

- completed, or been exempted from, **level one in-class training**, on or after April 1, 2020
- a **registered training agreement**
- been registered as an apprentice for **at least 12 months**

All apprentices who are eligible will **receive an email with an application link** to apply for this provincial grant. You can also [apply online](#) if you think you qualify for the grant.

2. Apprentice Development Benefit

Provides financial assistance for apprentices while they are attending full-time, in-class training at a ministry-approved training delivery agent. Eligible costs can include: basic living expenses, dependent care, commuting and travel, expenses for living away from home, and/or special assistance for persons with disabilities.

3. Support for Apprentices with Disabilities

This program, delivered through **Ontario's Colleges of Applied Arts and Technology**, supports apprentices with disabilities by improving access to training and education. Support may include: Interpreters and note-takers, accessible learning spaces and services, transcription of educational materials, and/or access to assistive tools and technologies.

To access, apprentices should contact the accessibility services office at their local college offering apprenticeship training to determine eligibility and available supports.

4. Apprenticeship Completion Bonus in Non Red-Seal Trades

Registered apprentices who successfully complete their apprenticeship training obtain their Certificate of Apprenticeship (or Certification of Qualification, if available) in a non Red Seal trade are eligible for a **\$2000 completion grant**. [Read more](#).

What is the 'Red Seal Program'?

The Red Seal Program is a program that sets common standards to assess the skills of tradespeople across Canada. Once you pass the exam and when the Red Seal endorsement is affixed, it indicates that you have demonstrated the knowledge required for national standards in that trade. For more information, click [here](#).



***Apprentices training in a Red Seal trade can apply for up to **\$4,000 in interest-free loans** through the [Canada Apprentice Loan](#).*

Cook - 415A

What is a 'Cook'?

Red Seal Trade
Certification



A **Cook** prepares a wide range of foods for public consumption in various settings, for small or large groups or individual dishes in restaurants and test kitchens.

- Prepares, cooks, and assembles food such as meats, salads and dressings, soups, sauces, sandwiches, vegetables, desserts, pastries, baked foods, hot and cold buffets and non-alcoholic beverages
- Creates specialty dishes and develops recipes
- Performs menu and nutrition planning, food costing, purchasing, scheduling and receiving deliveries and checking product quality and quantity
- Estimates food, liquor, wine and other beverage consumption to anticipate purchases or requisitions
- Practices according to food safety standards for hygiene, sanitation and safety



Generally, the time-frame to become competent in this trade is 6,000 hours (approx. 3 years) consisting of 5,280 hours of on-the-job work experience & 720 hours of in-school training.

This trade has a certifying exam. When the certifying exam is passed, Skilled Trades Ontario will issue a Certificate of Qualification in this trade. As this trade is **non-compulsory**, this certificate does not have to be renewed, and the information of individuals practicing this trade will not appear on the Skilled Trades Ontario Public Register.

Additional Resources

Apprenticeship Training Standard: Click [here](#).

Curriculum Training Standard: Click [here](#).

Assistant Cook - 415B

What is an 'Assistant Cook'?

An **Assistant Cook** prepares and cooks a wide range of foods for public consumption in various settings such as restaurants and hotels.

- Prepares, cooks, and assembles complete breakfasts
- Prepares short order dishes including hot and cold sandwiches
- Prepares stocks, soups and sauces, salads, dressings, vegetables and desserts
- Uses a variety of preparation methods including roasting, deep-frying, poaching, sautéing, braising and grilling to prepare meats, poultry and fish
- Practices safe work practices, hygiene, equip. handling, sanitation & workplace safety



Generally, the time-frame to become competent in the trade of Assistant Cook is 3,000 hours (approx. 1 & 1/2 years) consisting of 2,640 hours of on-the-job work experience and 360 hours of in-school training.

This trade has an apprenticeship program that is administered by the Ministry of Labour, Training and Skills Development, and upon completion, the Ministry issues a Certificate of Apprenticeship. This is the highest level of certification available for the trade.

As there is no certifying exam in this trade, Skilled Trades Ontario does not issue a Certificate of Qualification and therefore cannot accept Trade Equivalency Assessment applications for this trade. As this trade is **non-compulsory**, the information of individuals practicing this trade will not appear on the Skilled Trades Ontario Public Register.

Additional Resources

Apprenticeship Training Standard Log Book: Click [here](#).

Apprenticeship Curriculum Standard: Click [here](#).

Chef - 415C

What is a 'Chef'?

- Works in restaurants, hotels, entertainment clubs, country clubs, spas, bistros and other assorted eateries;
- Demonstrates knowledge of food preparation and presentation, menu management, sanitation and food safety, and the use of wines, liquors and spirits in cooking.



Pre-requisite required:** *Ontario Certification of Qualification in the trade of **Cook, 415A

A **Chef** is a trade named under the Building Opportunities in the Skilled Trades Act, 2021. This trade has an apprenticeship program that is administered by the Ministry of Labour, Training and Skills Development.

Upon completion of an apprenticeship program, the Ministry issues a Certificate of Apprenticeship. This is the highest level of certification available for the trade. Because there is no certifying exam in this trade, Skilled Trades Ontario does not issue a Certificate of Qualification and therefore cannot accept Trade Equivalency Assessment applications for this trade.

As this trade is **non-compulsory**, the information of individuals practicing this trade will not appear on the Skilled Trades Ontario Public Register.

Additional Resources

Schedule of Training: Click [here](#).

Apprenticeship Training Standard: Click [here](#).

Baker - 423A

What is a 'Baker'?

A **Baker** prepares and bakes pies, tarts, squares, bread, rolls, cookies, cakes and other items for commercial and retail establishments as well as restaurants.

- Prepares straight or sponge dough, yeast-raised pastry, puff pastry & aerated products
- Makes savoury products (i.e. filled pies, patties, rolls, biscuits, crackers & flat breads)
- Finishes and decorates cakes, prepares fillings, mousses, sauces, compotes and glazes
- Prepares confectionary, specialty goods and desserts for dietary restrictions
- Makes ice creams, sorbets/sherbets, gelatos and other frozen desserts
- Calculates raw product requirements to meet production demand & controls inventory



Generally, the time-frame to become competent in the trade of Baker is 6,000 hours (approximately three years) consisting of 5,280 hours of on-the-job work experience and 720 hours of in-school training.

This trade has an apprenticeship program that is administered by the Ministry of Labour, Training and Skills Development, and upon completion, the Ministry issues a Certificate of Apprenticeship. This is the highest level of certification available for the trade.

As there is no certifying exam in this trade, Skilled Trades Ontario does not issue a Certificate of Qualification and therefore cannot accept Trade Equivalency Assessment applications for this trade. As this trade is **non-compulsory**, the information of individuals practicing this trade will not appear on the Skilled Trades Ontario Public Register.

Additional Resources

Apprenticeship Training Logbook: Click [here](#).

Apprenticeship Curriculum Standard: Click [here](#).

Baker-Pâtissier - 423C

Red Seal Trade
Certification



What is a 'Baker-Pâtissier'?

A **Baker-Pâtissier** prepares and bakes pies, tarts, squares, bread, rolls, cookies, cakes and other items for commercial and retail establishments as well as restaurants.

- Prepares straight/sponge dough, yeast-raised pastry, puff pastry & aerated products
- Makes savoury products (i.e. filled pies, patties, rolls, biscuits, crackers & flat breads)
- Finishes and decorates cakes, prepares fillings, mousses, sauces, compotes & glazes
- Prepares confectionary, specialty goods and desserts for dietary restrictions
- Makes ice creams, sorbets/sherbets, gelatos and other frozen desserts
- Calculates raw product req. to meet production demand & controls inventory



Generally, the time-frame to become competent in this trade is 7,000 hours (approx. 3 & 1/2 years) consisting of 6,130 hours of on-the-job work experience & 870 hours of in-school training.

This trade has an apprenticeship program that is administered by the Ministry of Labour, Training and Skills Development. Upon completion, the Ministry issues a Certificate of Apprenticeship.

This trade has a certifying exam. When the certifying exam is passed, Skilled Trades Ontario will issue a Certificate of Qualification in this trade. As this trade is non-compulsory, this certificate does not have to be renewed, and the information of individuals practicing this trade will not appear on the Skilled Trades Ontario Public Register.

Additional Resources

Apprenticeship Training Log Book: Click [here](#).

Apprenticeship Curriculum Standard: Click [here](#).