

STEPS TO AN APPRENTICESHIP

Explore your career options with a trained career counsellor.

Career counsellors are equipped with the information, resources and tools to help you:

- Assess your transferable skills, interests, personality, strengths, aptitude, weaknesses and abilities
 - Match these important key areas with a suitable career
- Without a complete understanding of your key qualities you could be setting yourself up for an unsatisfying career. Not just anyone can pursue a skilled trade; it takes specific aptitude, skills and interest if you are expecting a good career with a great future.

Research! Research! Research!

Skilled trades are made up of four sectors: Construction, Service, Industrial and Motive Power. It's vital to your success to do some background research on the trade, which interests you. Some things to consider:

- Educational requirements
- Training
- Pre-apprenticeship Courses
- Time requirements to complete an apprenticeship
- Wages
- Educational costs/Tool costs
- Work environment
- Present and future employability outlook
- Challenges of the trade
- Unionized vs. non-unionized work environment
- Lifelong learning

The following are some techniques to help you with your research:

- Speak with someone working in a trade, company or career you are interested in
- Ask family, friends, neighbours, instructors, career counsellors or anyone who may be in the trade or have a contact to refer you to
- Research your own contacts through the yellow pages, business directories, unions/associations, articles in newspapers and trade magazines
- Be prepared with a list of questions and topics to discuss. Prepare just like you would do for a regular job interview
- Job shadow: accompany a tradesperson during a typical day of work
- Surf the internet: up to date information right at your finger tips - www.skilledtrades.ca

Set out a plan of action

A plan is like a map, getting you from point A to point B. It's been proven time and time again, those individuals who set specific, realistic, and attainable goals are much more successful than those who do not.

Here are some factors you may need to consider while setting your plan:

- Training timelines
- Upgrading current education
- Cost of tools and training
- Financial and family situation
- Time to complete apprenticeship

Ensure your job search tools are in top shape such as:

- Cover letter, resume, business/networking card, portfolio, letters of recommendation, transcripts from courses, pictures of work you have done (hobbies, volunteering or actual paid work) and anything else that demonstrates your abilities - be creative!

Search for an employer to sponsor you.

A well-rounded search for an apprenticeship involves many methods and techniques. The following are some strategies to assist you:

- www.apprenticeshipsearch.com. A FREE website that assists in making a match between people looking for apprenticeship training and employers offering apprenticeship training and jobs. It allows you to create a profile, post your resume, and apply to positions.
- Cold Calling: Employers who have advertised a job in a newspaper are usually overwhelmed with resumes. Avoid the competition by cold calling in person or over the phone. Use your researched contact list.

What to Say?

Develop a short 30 - 40 second script for yourself to help organize your thoughts. General guidelines for your script:

- Introduce yourself
- Speak to the person in charge of hiring - get their name
- Ask if they have time to speak with you. If not, when?
- Explain the reason for your call and market yourself (skills/abilities)
- If they are interested in what they hear be prepared for questions
- Objective: That they accept your resume, they keep you in mind, you obtain other contact names in the trade, you keep in touch with them

- Networking: Networking means to make connections. By talking and connecting with people you will be able to hear about unadvertised opportunities. It is proven that 70% - 90% of opportunities are filled by people who heard about a job through word of mouth. Always leave a business/networking card with your contact person - increase your chances of them contacting you. Keep in mind that only 3 - 5% of jobs are ever advertised.
- Internet Job searches you could try:
www.jobbank.gc.ca
www.workopolis.com
www.monster.ca

Ensure your interview skills are top-notch

On seeking an apprenticeship you need to set yourself apart, market your personal skills, life experiences, your abilities in all areas of your life.

Follow-ups!

Remain in touch with the employer either by phone or in person. Display your interest, initiative, enthusiasm and dedication.

Keep positive and stay motivated!

Looking for an apprenticeship could take months. Surround yourself with supportive people and continue being involved in activities that you enjoy to keep motivated.

An employer wants to sponsor you - what next?

Now that you have found an employer to take you on as an apprentice, you must follow the steps set out by The Ministry of Training, Colleges and Universities (MTCU) to continue the process:

- You or your employer must contact the MTCU at the nearest office: KENORA 1-800-734-9572
- Complete and sign the apprenticeship training agreement/contract of apprenticeship between you, the employer and the MTCU
- Achieve the required on the job competencies & in school training and challenge the Trade Exam.