



## Career-Ready with CTMA Program: Expanding Opportunities

April 1, 2021 – March 31, 2022

### **EXPERIENTIAL WORK PLACEMENT GUIDELINES & ELIGIBILITY CRITERIA**

*Updated June 17, 2021*

The CTMA has received funding from the Skills Development Fund, through Ontario's Ministry of Labour, Training and Skills Development (MLTSD), to expand its efforts to provide 250 Experiential Work Placements (EWPs) in the precision metalworking sector. EWPs can run from 10 to 16 weeks. Consecutive 16-week placements are permitted if all placements can be completed by March 31, 2022.

Applications will be accepted between April 1, 2021, and January 31, 2022, and will be assessed on a first-come, first served basis until all funds have been fully allocated.

#### **PROGRAM OVERVIEW AND OBJECTIVES:**

The *Career-Ready with CTMA: Expanding Opportunities* program provides non-repayable contributions to eligible employers to subsidize the wages of new hires or the upskilling of existing employees that meet the program eligibility. Funding is 30% of wages paid to a maximum of \$3,000 for each EWP.

The fund is designed to support experiential learning opportunities, which is a hands-on learning model where participants learn by doing. The goal is to provide participants with real-world work experience that improves their employability by building their knowledge and skills.

The program aims to:

- Support employers in building a talent pipeline by introducing participants to careers in the precision metalworking sector.
- Support talent growth and attract the next generation of workers.
- Provide participants with practical on-the-job learning experiences that will help launch their careers in the precision metalworking sector.
- Improve linkages between secondary schools, post-secondary institutions, job seekers and employers.
- Support employers by helping to offset some of the costs associated with hiring and developing workplace skills.

#### **EMPLOYER ELIGIBILITY CRITERIA:**

To be eligible for funding through the Career Ready with CTMA program, **Employers** must be licensed to operate in Ontario, provide training in Ontario which is related to a job that is located in Ontario, comply with the Occupational Health and Safety Act and the Employment

Standards Act, maintain appropriate WSIB insurance coverage; and have adequate third-party general liability insurance.

Target companies include SME's who are part of the **Precision Metalworking Sector** and whose primary business is focused on the design, manufacture, repair, or assembly of products in at least one of the following areas:

- Tool & Die Manufacturing
- Mould Making
- Precision Machining
- Gauge and/or Fixture Building
- Additive Manufacturing / Rapid Prototyping
- Automation / Robotics Manufacturing
- Machine Tool Building
- Cutting Tools Sales & Service

**NOTE:** *For previous participating companies, having 50% of your business serving the automotive sector is no longer a requirement.*

Priority will be given to members of the Canadian Tooling & Machining Association (CTMA); however, the program is open to all businesses in Ontario that meet the minimum threshold outlined above.

Employers must have a candidate before applying and have identified a job title with a corresponding job description. If an employer requires assistance in finding a qualified candidate, they are encouraged to contact Robert Cattle, Executive Director at CTMA ([rcattle@ctma.com](mailto:rcattle@ctma.com)).

Employers must hire each candidate on a full-time basis, pay them an hourly rate of at least minimum wage (currently \$14.25/hour), and provide WSIB coverage.

#### **CANDIDATE ELIGIBILITY CRITERIA:**

To be eligible, **Candidates** must be a Resident of Ontario, be eligible to work in Canada, and meet one of the follow definitions:

1. **New Apprentice** – an individual who will be enrolled in a Registered Training Agreement (RTA) and will receive trades training as part of an apprenticeship program in the precision metalworking trades.
2. **High School Graduate** – an individual from an Ontario secondary school who has or will complete Grade 12 in 2021 or 2022 and is ready to explore the career opportunities available in the precision metalworking trades. This type of candidate is only eligible for a single placement. For multiple placements, see New Apprentice above.
3. **High School Student** – an individual who is currently enrolled in a high school technological education specialty program that is specific to the precision metalworking sector; who can work full-time (at least 35 hours per week); and is able to receive a wage of at least \$14.25/hour. This type of candidate is only eligible for a single placement.
4. **Displaced Worker** – individuals who have been displaced from their previous career due to the COVID-19 pandemic and have an interest in starting a new career in the precision metalworking sector.

5. **Upskill an Existing Employee** – an existing employee who has been identified as a candidate to increase their skills that includes a distinct role change (i.e., unskilled labourer to an apprentice position; trades person to a designer, etc.).
6. **Post-Secondary Graduate** – an individual who has completed their academic program of study (minimum one-year) at a post-secondary institution in Canada.
7. **Post-Secondary Co-Op Student** – an individual who is currently enrolled in any diploma, certificate, or degree program, in any year of study, at a post-secondary institution in Canada.

#### **JOB TYPE:**

Eligible employers can apply for funding to support manufacturing-related roles, including:

- Tool and die manufacturing
- Mould making
- Building gauges and fixtures
- Machine tool building
- 3D printing and additive manufacturing
- CNC machining/precision metal working
- Robotics and automation
- Design/Engineering
- CAD/CAM – Computer-assisted design / Computer-assisted manufacturing
- Software development
- Advanced cutting tool manufacturing
- Other: Finance, Administration, Sales, Marketing, Human Resources.

#### **FUNDING:**

Funding that employers receive from the *Career-Ready with CTMA: Expanding Opportunities* program is a non-repayable grant.

Applicants can apply for incentives for up to 12 candidates.

The duration of each Experiential Work Placement (EWP) can be 10 to 16 weeks. Up to three consecutive EWPs for each participant will be permitted. All EWPs must be completed by March 31, 2022.

The fund will provide incentives to employers of 30% of wages paid up to \$3,000 for each Experiential Work Placement; for 2 consecutive EWPs – up to \$6,000, and for 3 consecutive EWPs – up to \$9,000.

Wage support from all sources, including the Co-operative Education Tax Credit, cannot exceed the total wages paid for any individual work placement.

Funding will be distributed through a Training Placement Agreement signed by the employer, the participant, and the CTMA.

## **STACKING:**

Applicants may stack program funding with other federal, hiring incentives where applicable, provided the total amount of funding received does not exceed 100% of the total wages paid to the employee during the placement.

## **SUBMITTING AN APPLICATION:**

The *Career-Ready with CTMA: Expanding Opportunities* is administered by the Canadian Tooling & Machining Association (CTMA). For information and application forms, visit the CTMA website at <https://www.ctma.com/career-ready/career-ready-details>.

**EMPLOYER** applications will be prepared and submitted to the CTMA by Mentor Works as a third-party organization.

**CANDIDATES** interested in being matched with an employer are invited to submit an application at <https://ctma.com/career-ready/student-form> and complete the program's online screening and assessment process.

## **REPORTING REQUIREMENTS:**

**Employers** must agree to the following for the duration of the funding period:

- Follow a list of Technical Learning Outcomes (TLO's) as determined on an individual basis. These TLO's will be used to track the individual's progress during the monitor's visits throughout the program.
- For each Apprentice, submit a copy of a Ministry-approved Registered Training Agreement (RTA) to the CTMA.
- Provide access to the participant and the trainer for periodic monitoring visits (typically 2 visits per placement). These visits could be in-person or virtual.
- Prompt response to telephone calls, emails, and/or questionnaires from CTMA.
- Submit evidence of wages paid, signed by both the employer and the participant, for the duration of the experiential work placement(s) that are being funded.
- Provide a final evaluation (assessment of the skills the trainee has achieved against the goals and outcomes identified) and complete a feedback survey for each participant.
- Other documentation that may be requested in support of the experiential work placement(s) being funded through the program.

## **BROUGHT TO YOU BY THE CTMA IN PARTNERSHIP WITH:**



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