



# CANADIAN APPRENTICESHIP SERVICE



## Employer FAQ

### QUESTION / ISSUE

### ANSWER

#### HIRING AN APPRENTICE

Under the Canadian Apprenticeship Service small and medium-sized employers are eligible for support for hiring up to two, level **1 Red Seal** apprentices per fiscal year.

*NOTE: Small and medium-sized employer means a business establishment with 499 paid employees or less at the time that it receives the funding. Level 1 apprentice refers to any person registered as an apprentice by the apprenticeship authority in their Province or Territory and in their first year of their apprenticeship training. For the purpose of the Canadian Apprenticeship Service, the apprentice must be registered in one of the 39 Red Seal Trades listed on the 'eligible trades' document.*

**A) Can an eligible employer hire an apprentice if that person worked for the employer/company before becoming an apprentice (e.g., they were a general labourer in the company before they were hired as a first-year apprentice)?**

**A) YES**—As long as the employee became a first-year Red Seal apprentice after your agreement was signed with CAF-FCA and partners, it is acceptable that the apprentice was already employed with the same employer.

**B) Can an eligible employer hire an apprentice if they were already an apprentice, but in a different trade?**

**B) YES**—As long as the employee became a first-year Red Seal apprentice after your agreement was signed with CAF-FCA and partners, it is acceptable that the apprentice was previously an apprentice in a different trade.

**C) Can an eligible employer hire an apprentice if they already apprenticed with a different employer before?**

**C) YES**—As long as the employee was not currently employed by another employer at the time that the small and medium-sized employer hires them, and they still qualify as a first-year Red Seal apprentice (did not progress to the next level), it is acceptable to hire an apprentice that was previously apprenticing with another employer.

**D) Can an eligible employer hire an apprentice if they are registered with a union as an apprentice?**

**D) YES**—it is acceptable to hire an apprentice if the employee is registered with a union as an apprentice, whether or not the union is the official employer and paying the apprentice's salary.

**E) If the apprentice is being paid by another organization such as a union, ISET, or other training/employment program, who would receive the funding?**

**E) The organization under whom the apprentice's payroll falls, is the organization who will receive the funding (provided they meet the requirements of being a small to medium enterprise of 499 employees or less). For example, if the union is paying the apprentice's salary, and has 499 employees or less, the union would receive the grant.**



QUESTION / ISSUE	ANSWER
<p><b>F) When does the financial incentive get paid to the small and medium-sized employers?</b></p>	<p><b>F)</b> Financial supports shall be paid after the two following steps have been completed (please refer to the 'Employer checklist' for a more comprehensive list of required documents and processes)</p> <ul style="list-style-type: none"> <li>• Employer and apprentice have registered at <a href="http://ApprenticeSearch.com">ApprenticeSearch.com</a> and have completed the appropriate paperwork, as outlined in the 'employer checklist'</li> <li>• The Journeyperson/mentor and the apprentice have completed the 'Introduction to mentorship' course</li> </ul>
<p><b>G) Is the 'Introduction to mentorship' course mandatory? If so, how long is it and how is it accessed?</b></p>	<p><b>G) YES</b> – the Introduction to mentorship course is required when accessing the program through CAF-FCA and partners and must be completed by both the journeyperson/mentor and the apprentice. It is an online course and takes about 2-3 hours per person to complete. A PIN to access the training will be provided to both the journeyperson/mentor and the apprentice once the employer completes the registration process</p>
<p><b>H) How is it determined that the apprentice is from an under-represented group?</b></p>	<p><b>H)</b> When the apprentice completes their registration, they will voluntarily self-disclose if they belong to one of the under-represented groups</p>
<p><b>I) Can an employer use the program for a level 1 apprentice who was registered as an apprentice with that employer before they signed up for the program?</b></p>	<p><b>I) NO</b> – the program is not retro-active and an existing apprentice who is already registered as a level 1 with the employer is not eligible</p>
<p><b>J) How long is the program?</b></p>	<p><b>J)</b> The program is available until March 31, 2024. If an employer wishes to register for the program with CAF-FCA and partners, they are able to do so starting in September of 2022</p>
<p><b>K) Are there additional supports available?</b></p>	<p><b>K) YES</b> – if an employer registers for the program through CAF-FCA and partners, they have access to the following:</p> <ul style="list-style-type: none"> <li>• Complimentary Systemic Racism Awareness training</li> <li>• Complimentary Construction Ethics training</li> <li>• Complimentary Working in an Inclusive Workplace training</li> <li>• Complimentary mentorship app for the mentor and apprentice</li> <li>• Complimentary Build Your Skills training for the apprentice</li> <li>• Access to an exclusive matching service for employers who do not have an apprentice candidate</li> </ul>
<p><b>L) Can an employer receive funding from multiple service providers?</b></p>	<p><b>L) NO</b> – an employer must work with only one service provider per fiscal year (April 1 – March 31)</p>



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