

# **Enhanced Literacy Service Planning for Apprenticeship: Web Resources Reference List**

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## General Information on Navigating the Apprenticeship System

### Skilled Trades Ontario

<https://www.skilledtradesontario.ca/>

Skilled Trades Ontario (STO) is a Crown agency responsible for skilled trades certification in Ontario. STO is mandated to provide a client-focused and industry informed service that builds opportunities in the skilled trades.



### Skilled Trades Ontario's Apprenticeship Web Page

<https://www.skilledtradesontario.ca/apprenticeship/>

On this page, one can learn about the process to become an apprentice. By following the “*Learn more*” links, Literacy & Basic Skills (LBS) instructors or students can learn how to navigate important steps toward becoming an apprentice, such as:

- Finding a sponsor or employer who can provide apprenticeship training
- How to apply for an apprenticeship through the Skilled Trades Ontario Portal
- On-the-job and in-school apprenticeship training requirements needed to earn a Certificate of Apprenticeship
- Writing certifying exams
- Becoming Red Seal certified
- The qualification parameters and application process for provincial and federal financial support programs for apprentices

### Skilled Trades Ontario Portal

<https://www.skilledtradesontario.ca/skilled-trades-ontario-portal/>

Through the Skilled Trades Ontario Portal those 18 years of age or older and who have an employer/sponsor can apply to local apprenticeship offices. (Sixteen and seventeen-year-olds can also apply, but it must be via paper application.) Apprentices in Ontario use this portal during their entire apprenticeship experience. Once registered, registrants are prompted to complete an online Apprentice Training Application. Apprentices and sponsors also use this portal to submit documents to show proof of completion of requirements during the apprenticeship training.

### Training and Working in the Skilled Trades

<https://www.communityliteracyofontario.ca/skills-for-success/training-and-working-in-the-skilled-trades>

Community Literacy of Ontario (CLO) developed this Skills for Success (SFS) resource, which instructs learners on how to use the Skilled Trades Ontario website. It is an essential learning resource not only for apprenticeship-bound learners but also for their instructors.



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## Literacy & Basic Skills Resources on Navigating the Apprenticeship System

### The Apprenticeship System in Ontario

<https://www.communityliteracyofontario.ca/skills-for-success/explore-the-ctao-hub-npl79>

This Level 2 resource introduces prospective apprentices interested in the trades to the Apprenticeship System in Ontario. In this resource, learners will explore Ontario's apprenticeship system and learn more about the skills, requirements, and responsibilities for different trades via a 25-minute video or PowerPoint presentation in PDF format.



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### The Apprenticeship System in Ontario

<https://cesba.com/wp-content/uploads/2023/04/3.-Pathways-to-Apprenticeship.pdf>

Through reading, writing, and digital activities, this PDF resource explores the different apprenticeship pathways available to Ontarians. It is another ideal resource for apprenticeship-bound learners at the early stages of an apprenticeship goal path.



### Apprenticeship 101

<https://apprenticeship101.ca/>

Apprenticeship 101 is a free, self-directed online course for LBS learners and service providers interested in learning more about the apprenticeship training system in Ontario. This course is designed to be completed in 4 to 6 hours and can be used individually or in a group setting. Participants can create an account directly on the site to access the course – no formal registration is required.



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## General Literacy & Basic Skills Apprenticeship Resources

### Task-Based Activities for LBS

<https://taskbasedactivitiesforlbs.ca/>

This fully-searchable collection of OALCF aligned LBS resources (available in Microsoft Word and PDF formats) is organized by stream, goal path, and level. It is an essential resource for all LBS instructors. With a simple search for the term “apprenticeship” or terminology from a learner’s field of choice, instructors can find relevant task-based activities quickly and easily.



### Skills for Success 2022-2024 Resources – Apprenticeship

<https://read.bookcreator.com/Aj0dyi8NeZQFpvahlFIKqHsUSJk1/ZGWdMyWiQJ-kFKw5D11IMw/4IPEdKjIRCAYeBskriiqOw>

This online flip book provides links to 28 Literacy Resources and Discussion Forum listings. Within, one can find resources that help LBS instructors prepare learners for apprenticeship and connect task-based activities as well as align instruction with the Skills for Success.

### Literacy Resources and Discussion Forum Skills for Success Resources

<https://lbsresourcesandforum.contactnorth.ca/mod/data/view.php?id=59>

The Literacy Resources and Discussion Forum was designed to bring together many resources that are applicable to LBS programming in one capacity or another. The site’s internal links and search function list and organize resources by category: Skills for Success, Goal Path, or Topic. Creating an account and searching while logged in optimizes the search function, which uses search tags to further guide users toward the resources they pursue. Most resources on this site that were created through the Skills for Success projects also include a cover page, which shows the resource’s OALCF (Ontario Adult Literacy Curriculum Framework) alignment in relation to Competencies, Task Groups, Levels, Goal Path, and Embedded Skills for Success. There are over 50 resources in the Skills for Success-Apprenticeship category relating to food services, child care, construction, and many more apprenticeship fields.



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## Resources to Support Apprenticeship Readiness

### Skilled Trades Ontario's Trades Information Web Page

<https://www.skilledtradesontario.ca/about-trades/trades-information/>

This site is a repository where one can find and download the Ontario Training Standard Logbooks, which are the workbooks that apprentices in Ontario use to identify and track the competencies and skills they learn as part of their on-the-job training. These are developed by industry experts to make sure that apprentices across Ontario are trained to the same standards and learn skills that industry has identified as necessary to work at the journeyman level in their trade. By reviewing the logbooks, LBS instructors can imagine realistic literacy activities that can benefit the apprentice while progressing through training. Also on this site are the Curriculum Standards for each trade, which outline the in-school training courses/requirements. Both the Training Standards and Curriculum Standards can help LBS learners and instructors to learn more about the scope and requirements for both on-the-job and in-school training for a specific trade.



### Apprentice Search

<https://www.apprenticesearch.com/>

An apprenticeship-focused free online job search and matching platform from which LBS instructors and/or learners can easily research a trade prior to choosing one.

When one clicks on a trade, the web page loads up the following sections:

- brief description of the trade
- job-related skills, interests, and values
- necessary preparation and training
- work expectations and examples
- wage rate ranges
- brief trade-related self-assessment

This site also helps to match employers with potential apprentices.



Apprentice  
search.com

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## FAST (Foundational Assessment for Skilled Trades)

<https://readyfortrades.ca/>

*(Not to be confused with Focused Apprenticeship Skills Training, an Ontario initiative that allows Grades 11 and 12 students to participate in additional co-operative education high school credits and receive a seal on their Ontario Secondary School Diploma via apprenticeship positions.)*



FAST (formerly known as Evaluating Academic Readiness for Apprenticeship Training - EARAT) and developed by the Simcoe Muskoka Workforce Development Board as an online tool for students to assess their skills in math, communications, and concepts of science before entering in-school training and testing in an apprenticeship field. Students and instructors register for the site, and LBS instructors can use the assessments to support readiness for those entering apprenticeship.

## ESOT (Essential Skills for Ontario Tradespeople)

<https://en.esot.essentialskillsgroup.com/>

The College Sector Committee for Adult Upgrading (CSC) administers this online assessment service. Individuals or organizations can browse the Essential Skills requirements for 53 Red Seal trades by viewing the profiles on the site. Online assessments in Reading, Document Use, and Numeracy are also available and correlated to the skill requirements of those 53 Red Seal trades. Use of this assessment tool requires an organizational account, and fees apply. The assessment tool also provides each test-taker with a customized list of online resources to support Essential Skills development, based on their assessment results.



To register your organization for the site, inquire via the following contact info:  
Sandi Hennessey, Project Lead, Email: [Hennesseyatwork@rogers.com](mailto:Hennesseyatwork@rogers.com)

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## Literacy and Basic Skills Preparation for Using Some Digital Apps

### CLO's Digital Tools for Apprenticeship and Workplace Series

<https://www.communityliteracyofontario.ca/search?q=Digital%20Tools&collectionId=65f8cc7c417dbf7982038bf8>

This site is a link to a list and brief description for each of the resources/tools included in this series. Each resource's individual link is listed with its title (below). CLO has prepared these PDF documents, which include activities involving the use of several workplace digital tools – the same type of tools apprentices would be using in the field as they are completing their apprenticeships. The documents explain how one would go about downloading and using the specific apps. They also include digital activities learners can complete while using the apps; these activities are trade-specific and reinforce the type of learning an apprentice can use on the job as well as in preparation for trade level testing. The resource series includes information on the use of the following apps: *Metric Conversions*, *AR Ruler*, *aTimeLogger*, *Tradify*, *Server Life*, and *St. John Ambulance*.



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#### **Metric Conversions**

<https://www.communityliteracyofontario.ca/skills-for-success/metric-conversions-for-iphone-and-android>

The *Metric Conversions* app assists one with converting between measurement units. Familiarizing learners with this app can give them a go-to resource for remembering conversion rates and/or for confirming calculations. It should also be noted that some apprenticeship positions allow (and may even encourage) such tools to be used in the field to increase the likelihood of accurate calculations. Furthermore, some apprenticeship tests/exams provide and allow the use of calculators.

#### **AR Ruler**

<https://www.communityliteracyofontario.ca/skills-for-success/ar-ruler-for-iphone-and-android>

*AR Ruler* is an augmented reality ruler, meaning it uses the cellphone's camera to generate a ruler in the frame; this ruler calculates the actual measurements of objects or areas in the real world and is especially useful when drawing shapes or rooms. This app can be used to familiarize apprentices with real-world literacy and numeracy activities specific to their trades.

#### **aTimeLogger**

<https://www.communityliteracyofontario.ca/skills-for-success/atimelogger-for-iphone-and-android>

*aTimeLogger* is an app that helps one monitor and keep track of time and how much of it is devoted to one's daily activities. LBS instructors can use this app to assist learners who may show signs of struggle with time-management in their apprenticeship positions.

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## **Tradify**

<https://www.communityliteracyofontario.ca/skills-for-success/tradify-for-iphone-and-android>

*Tradify* is an app geared toward tradespeople who are running a business, no matter how big or small. Using this resource can help those learners with plans of running or opening their own business one day. It helps users generate and keep track of invoices, schedules, time sheets, and the like. As involved as the app may be, this resource simplifies the tasks in a step-by-step fashion with tasks ranging from Level 1 to 3 but averaging the complete resource off at Level 2.

## **Server Life**

<https://www.communityliteracyofontario.ca/skills-for-success/server-life-for-iphone-and-android>

The *Server Life* app is geared toward those working in the service industry, particularly those earning tips as part of their regular income. This resource offers activities through which learners use the app to figure out an employee's wages with the tips included. Learners will then see a line graph explaining the employee's average earnings, which makes for a nice way to include some C4 Manage Data digital activities in our learners' schooling.

## **St. John's Ambulance**

<https://www.communityliteracyofontario.ca/skills-for-success/st-john-ambulance-for-iphone-and-android>

The *St. John Ambulance* app has been developed with the goal of helping workplaces reduce emergency first aid mistakes and on the job accidents as well as encouraging workplace first aid training and increasing safety awareness. The activities in this LBS resource have learners read a scenario, use the app to look up related medical/first aid information, and apply reading comprehension skills to answer questions. It makes for an ideal re-creation of potential on-the-job accident scenarios.



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## Literacy & Basic Skills Preparation for Certificate of Qualification Exams

### Skilled Trades Ontario's Exam Resources

<https://www.skilledtradesontario.ca/certification/exam-resources/>

To help apprentices prepare for their exams, STO provides a General Exam Preparation Guide, Interprovincial (Red Seal) Exam Resources, and Provincial (non-Red Seal) Exam Resources.



### Skilled Trades Ontario's Trade Equivalency Assessment Application

<https://www.skilledtradesontario.ca/wp-content/uploads/TEA-Forms-Guide/English/STO-Trade-Qualifier-Application-Guide-EN-Jun-2023.pdf>

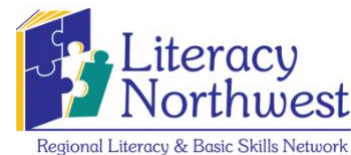
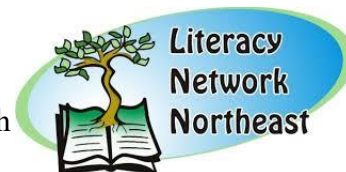
STO's Trade Equivalency Assessment is the first step towards obtaining a Certificate of Qualification (C of Q) for individuals who have trades training from outside of Ontario. The Trade Equivalency Assessment determines whether one can challenge the certifying exam for a trade.

Appendix A (pages 8-10) of this PDF document is a chart listing the Trade Name and Code, Required Hours, Required Competencies, and Additional Requirements an apprentice would need to be able to challenge the C of Q Exam. By clicking in the links on these pages, LBS instructors can access links to each trade's Training Standard (as well as the Additional Requirements necessary for some trades). Accessing the Training Standard is the optimal means by which LBS instructors can learn exactly what is required of apprentices and journeypersons on-the-job.

### Northern Literacy Networks' Resources Page

<https://northernliteracynetworks.ca/resources/>

This page includes a series of apprenticeship resources including, Mid-North Network's Getting the Job Done – Certificate of Qualification Preparation Series: five PDF publications which describe ways LBS instructors can prepare their learners for the C of Q exams in the Automotive Service Technician, Construction and Maintenance Electrician, General Carpenter, Industrial Mechanic Millwright, and Plumber fields. These publications describe how to schedule and study for an exam; they also provide applied math practice questions for the C of Q exams.



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## Trades ExamBank

<https://trades.exambank.com/index.html>

The Trades ExamBank is intended to be a national resource, applicable to apprenticeship fields in all provinces and territories across Canada. However, the web site does have a warning for students writing local provincial qualification

exams: “there may be some province-specific questions related to code and such which are not covered on ExamBank.” A literacy organization would need to purchase and create an administrator account and student accounts. Pricing is listed below, and the site says one can contact them to discuss unlimited annual accounts.



TRADES EXAMBANK PRICING STRUCTURE			
Cost	Number of Credits	Number of questions and typical use	Cost per Credit
\$19.95	35 credits	140 questions - Personal use	57.0¢
\$29.95	70 credits	280 questions - Personal use	42.8¢
\$54.95	150 credits	600 questions - Personal use	36.6¢
\$104.95	310 credits	1240 questions - Personal use	33.9¢
\$159.95	500 credits	2000 questions - Group use	32.0¢
\$249.95	800 credits	3200 questions - Group/school use	31.2¢
\$499.95	1750 credits	7000 questions - Small school use	28.6¢
\$999.95	3800 credits	15200 questions - Large school use	26.3¢
\$5000.00	22000 credits	88000 questions - Small college use	22.7¢
\$10000.00	50000 credits	200000 questions - Large college use	20.0¢

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## Literacy & Basic Skills Preparation for Red Seal Exams

### Red Seal Exam Preparation Guide

<https://www.red-seal.ca/eng/resources/g.2tr.2.1dy.shtml>

This site discusses the Red Seal exams and offers tips on preparing for them.



### Red Seal Sample Examination Questions

[https://www.red-seal.ca/eng/resources/s.1mpl.2\\_q.5.2st.3.4ns.shtml](https://www.red-seal.ca/eng/resources/s.1mpl.2_q.5.2st.3.4ns.shtml)

By clicking on one's selected trade, a series of related sample questions are provided.

### Recognizing The Red Seal

<https://www.communityliteracyofontario.ca/skills-for-success/recognizing-the-red-seal>

This Level 2 resource introduces learners Red Seal trades. The resource starts with an OALCF alignment, which lists the competencies, task groups, and levels prevalent within this document. It includes readings and related questions regarding Red Seal trades and examinations.



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## Associations to Support Potential and Current Apprentices

### Canadian Apprenticeship Forum

<https://caf-fca.org/>

The Canadian Apprenticeship Forum (CAF-FCA) is a non-profit organization that brings together apprenticeship stakeholders from across trades, sectors, across Canada to share information and promising practices, identify challenges, and propose joint solutions. Their web site includes a lot of information about the apprenticeship process, including the “Trades Readiness Tool,” where learners will create an account and discover which trades are best for them.



### SkillPlan

<https://skillplan.ca>

SkillPlan is comprised of a group of industry experts with a wide range of experience in unionized construction trades. By signing up for their free Build Your Skills resource, those interested in the trades can practice math, science, and reading skills and complete interactive lessons as part of trade-specific units. Even topics, like test anxiety and managing your money, are covered in the Build Your Skills online account. The sign-up link and an introduction video can be found at this link: <https://skillplan.ca/learn/>



### Construction Training & Apprenticeship Ontario

<https://www.ctaontario.ca/>

Learners can explore construction trades through this web site and use the Apprenticeship Navigator to search (by city or within a radius) for unions to apply to for apprenticeship. By creating an account with this site, learners can also build skills by learning or re-familiarizing themselves with trade concepts. An account gives students access to practical trades-related math, science, and reading skills; trade-specific practice problems and quizzes; training videos; and tutoring.



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## Ontario Building & Construction Tradeswomen

<https://www.obctradeswomen.com/>

The Ontario Building and Construction Tradeswomen (OBCT) was established with the aim of improving the recruitment and retention of women construction workers employed in Ontario's construction industry. This site provides resources for women aiming to enter into the construction fields with direct links to trade and mentorship opportunities, scholarships and grants, as well as leadership and mental health training. Literacy instructors can use this site to help women to feel comfortable and build confidence while moving into construction apprenticeship training.



## Women Building Futures

<https://womenbuildingfutures.ca/about/mission-values-strategy/>

This non-profit organization originally from Edmonton, Alberta, now has a growing impact in Ontario. They aim to connect unemployed women, gender-diverse people, and those working multiple jobs to make ends meet with higher-paying careers in trades, trucking, and related fields. From their site, one can sign up for online and in-person Readiness Workshops with the goal of helping people plan and prepare for a new career path. They also run pre-apprenticeship and trades-related programs to acclimatize individuals to those new career paths.

