

Dollars & Sense:

A guide to employer training credits, incentives and supports



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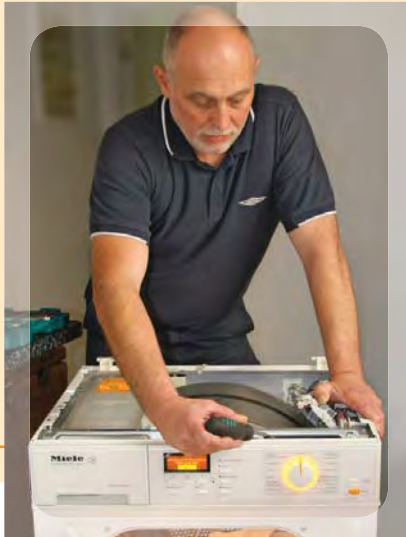


Hamilton Training Advisory Board
Commission consultative sur la formation à Hamilton

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The information included in this guide is accurate as of the date of publication. There may be other incentives available which are not listed here.

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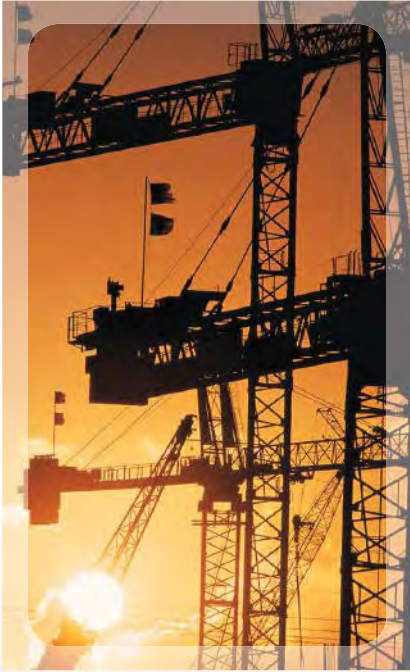


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INTRODUCTION

Dollars & Sense: A guide to employer training credits, incentives and supports

The need for those who possess skills and knowledge to take the time to pass along their wisdom to a younger generation has never been as crucial to our local economy as it is right now. With close to 40% of the working age population in Hamilton over the age of 45, our community is on the cusp of losing many vital skills. Mentorship, and training in the form of apprenticeship programs, is a concrete way for important skills to be handed down from worker to worker.



Apprenticeship programs combine in-school education with on-the-job training to provide a measureable payoff for your company, the individual you choose to employ, and for Hamilton's economic future.

Across Ontario more than 35,000 employers, 120,000 apprentices and 300,000 active journeymen are involved in apprenticeship training. As the Canadian Apprenticeship Forum recently reported, the return on training investment for employers is \$1.47 for every \$1 that they spend on training.

Here's why you should consider hiring an apprentice:

1. Employees who participate in apprenticeship programs are trained to provincial industry standards, and they also understand your unique workplace conditions.
2. Apprenticeship training allows employers to benefit from the government-supported in-class training part of the program, and also supports your company's future workforce needs and those of your industry.
3. Having a pool of experienced employees within your company who are different ages will enable you to better plan your future workforce needs as your company expands and/or as people retire.
4. Recruiting apprentices through the Ontario Youth Apprenticeship Program is a cost-effective solution to training and retraining young workers.
5. A recent survey of apprentices found that participants had a loyalty to the company that hired them, leading to a more stable workforce.

(Information from Employment Ontario)

As our guide shows there are many tax credits, wage incentives, programs and resources available to help employers make their workplaces more efficient, productive and cost effective. Taking advantage of these programs will allow you to defray costs associated with training apprentices, hiring co-op and summer students and much more.

TAX CREDITS

The Apprenticeship Training Tax Credit (Provincial)

What is it?

- a refundable tax credit for corporations/unincorporated businesses employing apprentices in certain skilled trades during the first 48 months of an apprenticeship program

Who is eligible?

- businesses that have permanent establishments in Ontario
- those subject to Ontario Income Tax
- those having eligible expenditures in training apprentices in designated skilled trades

What's in it for me?

- the maximum credit available is \$10,000 per qualifying apprentice per taxation year
- employers and sponsors are eligible to receive the credit for four years

Need more info?

- Ministry of Revenue, Tax Advisory Services Branch: 905.837.3814
- Apprenticeship Branch – Hamilton: 905.521.7764 or 1.800.668.4479
- to download an application form go to:
www.rev.gov.on.ca/en/credit/attc/formpub.html



The Apprenticeship Job Creation Tax Credit

What is it?

- a non-refundable tax credit equal to 10% of the eligible salaries and wages payable to Red Seal Trade apprentices employed after May 1, 2006



Who is eligible?

- any business that hires an eligible apprentice
- an “eligible apprentice” is someone who is working in a prescribed trade in the first two years of their apprenticeship contract
- this contract must be registered with a federal, provincial or territorial government under an apprenticeship program designed to certify or license individuals in the trade

What's in it for me?

- the maximum credit is \$2,000 per year for each eligible apprentice

Need more info?

- Canada Revenue Agency: www.cra-arc.gc.ca and search by name of credit
- call 1.800.959.5525
- Red Seal Trade website: www.red-seal.ca

WAGE INCENTIVES

Apprenticeship Employer Signing Bonus

What is it?

- A \$2,000 bonus for employers who are Employment Service employers who hire, register and train an apprentice as part of their participation in Employment Services Job Matching, Placement and Incentives.

Who is eligible?

- Employers who are participating in Employment Services placement opportunities (must have WSIB coverage or equivalent and Third Party Liability coverage to be eligible)
- Employers who are committed to providing relevant apprenticeship training as part of the Employment Services Incentive Placement Agreement.

What's in it for me?

- An initial payment of \$1,000 when an individual's apprenticeship training agreement or apprenticeship contract is signed/registered with the ministry
- A final payment of \$1,000 six months from the apprenticeship signing/registration date if the apprentice is still working and training with the same employer
- In addition the employer may be eligible for a training subsidy depending on the duration and the complexity of the participant's training through Employer Services

Need more info?

- Apprenticeship Branch – Hamilton: 905.521.7764 or 1.800.668.4479
- Employment Ontario: www.edu.gov.on.ca/eng/tcu/employrs/emp_bonus.html or 1.800.387.5656
- Also see listing of Employment Ontario Employment Services in Hamilton (page 10)

Ontario Apprenticeship Employer Bonus Program

What is it?

- a \$1,000 taxable grant to employers

Who is eligible?

- available for employers for every apprentice in your employ who completes an apprenticeship training program and is issued a Certificate of Apprenticeship (C of A) and, where applicable a Certificate of Qualification, on or after January 1, 2010

What's in it for me?

- \$1,000 taxable grant per apprentice
- when an apprentice completes and receives either a Certificate of Apprenticeship or Certificate of Qualification the employer on record receives an application for the bonus in the mail

Need more info?

- Apprenticeship Branch – Hamilton: 905.521.7764 or 1.800.668.4479



LOOKING TO HIRE AN APPRENTICE?

Employment Ontario Employment Services in Hamilton

There are seven Employment Ontario Service Providers within the Hamilton area, operating in nine different locations. The service providers provide employers with qualified candidates for you to interview, potential wage subsidy during training, assistance with job fairs and other hiring initiatives and staff support to both you and your new employee.

Contact one of the following Employment Ontario Service Providers for assistance in all your hiring needs.

- **Employment Hamilton**
67 Victoria Ave. South, Hamilton, 905.522.4902,
www.employmenthamilton.com
- **Goodwill, the Amity Group**
1050 Upper Gage Ave, Hamilton, 905.526.8488,
www.goodwillonline.ca
- **Mohawk College**
Fennell Campus: 135 Fennell Ave. West, 905.575.2177,
www.mohawkcollege.ca/Discover/Community/cesJobSeeker.html

STARRT Campus, 481 Barton St. East, Stoney Creek, 905.575.2177,
www.mohawkcollege.ca/Discover/Community/cesJobSeeker.html
- **vpi Inc.**
1051 Upper James St., Suite 102, 905.387.2220, www.vpi-inc.com
- **Wesley Urban Ministries**
195 Ferguson Ave. North, Hamilton, 905.528.5629,
www.wesleyurbanministries.com
- **YMCA of Hamilton/Burlington/Brantford**
23 Main St. East, Hamilton (Careerworx), 905.540.9679

35 Main St. North, Waterdown, Phone number: 905.690.9927
www.mydreamjob.ca

Ontario Youth Apprenticeship Program (OYAP)

What is it?

- a school-to-work transition program offered by the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board for high school students (16+ years of age) who have completed Grade 10
- students in Grades 11 and 12 earn co-op credits through work placements in skilled trades
- students register as apprentices and begin formal training while in school

Who is eligible?

- employers offering an apprenticeship opportunity in one of the 150+ skilled trades professions

What's in it for me?

- great way for employers to test the abilities and suitability of students on a trial basis before registering them as apprentices
- way to support future workforce needs and those of your industry

Need more info?

- Hamilton-Wentworth District School Board, OYAP Coordinator: Reece Morgan – 905.527.5092 x 2631, www.hwdsb.on.ca/oyap
- Hamilton-Wentworth Catholic District School Board, OYAP Coordinator: Leo Paone – 905.525.2930 x 2886, www.oyaphwcdsb.com
- Employment Ontario, 1.800.387.5656
- www.oyap.com

Apprenticesearch.com

What is it?

- a free, online matching service designed to connect apprentices and employers across Ontario
- employers register and post apprenticeship/job opportunities online
- an excellent resource that provides trade profiles, current info and links to other trade resources

Who is eligible?

- skilled trades employers looking to hire apprentices
- apprentices looking for employment
- anyone seeking more info on the skilled trades

Need more info?

- www.apprenticesearch.com
- Halton Industry Education Council: 905.634.2575; admin@apprenticesearch.com



Employer Registry

What is it?

- is Ontario's free online community connecting employers and tomorrow's workforce
- the site is a single point of contact for employers looking to get involved with short, medium and long-term educational programs, ranging from one-hour career talks to full-semester cooperative education

Who is eligible?

- businesses can use this system to connect with elementary and high school students via a range of learning opportunities coordinated by Educators and Passport to Prosperity Coordinators

Need more info?

- www.employerregistry.ca
- Industry Education Council of Hamilton: 905.529.4483



OTHER FINANCIAL INCENTIVES FOR EMPLOYERS

Co-operative Education Tax Credit (Provincial)

What is it?

- a refundable tax credit for businesses hiring students enrolled in a recognized post-secondary co-operative education program

Who is eligible?

- incorporated and unincorporated businesses having a permanent establishment in Ontario

What's in it for me?

- the credit is based on salaries and wages paid to a student in a co-op education work placement
- the maximum credit for each work placement is \$3000, with work placements lasting from 10 weeks to a maximum of four months

Need more info?

Visit the Canada Revenue Agency website: www.cra-arc.gc.ca and search for Co-operative Education Tax Credit.



Opportunities Fund for Persons with Disabilities

What is it?

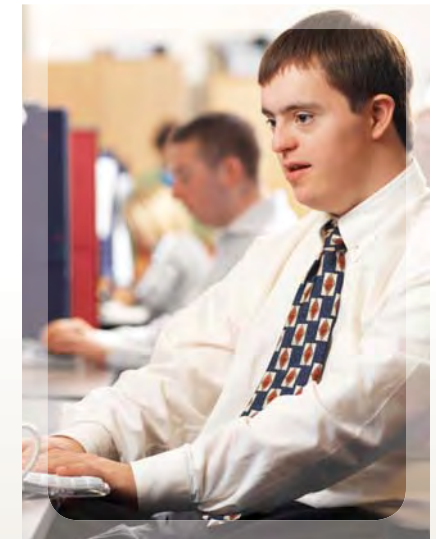
- the Opportunities Fund for Persons with Disabilities offers contribution funding to employers and organizations ("sponsor organizations") for local or regional projects involving eligible activities

Who is eligible?

- Wage subsidies: Funding is available to employers to encourage them to hire people with disabilities.
- Work experience: Funding is available to eligible organizations that provide opportunities for people with disabilities to gain paid and unpaid (volunteer) work experience leading to potential employment.

Need more info?

- call 1.800.622.6232; TTY 1.800.926.9105
- visit your local Service Canada Centre



HIRING FOR THE SUMMER?

Summer Jobs Service

What is it?

- program that helps students (15-24, up to 29 for persons with a disability) who are planning to return to school in the fall, find a summer job
- jobs last up to 16 weeks beginning in April and ending by September 30

Who is eligible?

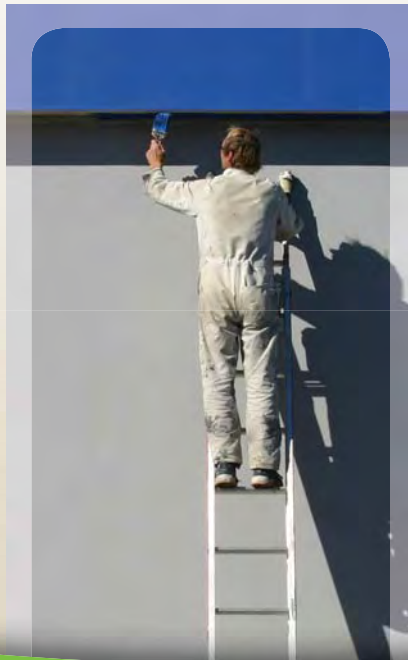
- businesses and farms; not-for-profit and other community organizations

What's in it for me?

- a \$2/hour wage support for employers

Need more info?

- call the toll-free Employment Ontario Hotline: 1.800.387.5656 for the name of the organization delivering the Summer Jobs Service in your area



Summer Jobs for Youth

What is it?

- helps youth aged 15 to 18 who live in identified priority communities and who are considered disadvantaged to find job placements during July and August
- serves youth with minimal to no work experience to match them with a summer job
- a way for youth to understand the importance of employment and get the much needed first experience many youth struggle to find

Who is eligible?

- employers that can provide:
- third party liability coverage
- WSIB coverage or alternative
- meaningful work placements for youth
- support and supervision
- a job for July and August

What's in it for me?

- the opportunity to mentor and develop skills for youth
- fully subsidized employee for 6 weeks during July and August
- access to a pool of trainable candidates
- free recruitment services
- free employer/candidate matching services

Need more info?

- Call the YMCA of Hamilton/Burlington/Brantford 905.317.4934
- Email: summerjobs_hamilton@ymca.ca

Canada Summer Jobs

What is it?

- a wage subsidy initiative of the Summer Work Experience Program
- provides wage subsidies to help Canadian employers of not-for-profit, public sector and smaller private sector organizations (50 or fewer employees) to create career-related summer jobs for students aged 15-30 years old
- to help students having trouble finding summer jobs due to their geographical location and/or other barriers (disabilities, visible minority, Aboriginal students)

Who is eligible?

- private, public, and not-for-profit employers
- private sector employers must have 50 or fewer full time employees across Canada

What's in it for me?

- public sector employers/smaller private sector employers are eligible for up to 50% of the minimum hourly wage
- not-for-profit employers are eligible for up to 100% of the minimum hourly wage

Need more info?

- applications will generally be available between January and March
- Service Canada, 1.800.935.5555, www1.servicecanada.gc.ca
- Service Canada Centre, Hamilton, 905.572.2211

FINANCIAL HELP FOR APPRENTICES

A number of grants and loans are available to help apprentices begin and complete their training. Please make your prospective apprentices aware of this information since it will help in your recruitment process.

Apprenticeship Scholarship

- \$1,000 scholarship to support individuals who require upgrading to meet the academic eligibility requirements for apprenticeship training in their chosen trade
- the scholarship is awarded to both Employment Service Clients accessing assisted services and clients accessing the Resource and Information service
- for more information visit www.edu.gov.on.ca/eng/tcu/apprentices/app_schol.html or refer to Ontario Employment Services in Hamilton

Support to Non-Eligible Apprentices

- provides grants of up to \$1500 per term to apprentices who are not eligible for employment insurance to help cover costs while they attend school

Loans for Tools Program

- offers apprentices an interest-free loan to help them buy the tools and equipment they need to perform the tasks of their trade
- www.edu.gov.on.ca/eng/tcu/apprentices/tools.html

Tradesperson's Tools Deduction

- provides employed apprentices with a tax deduction of up to \$500 to help cover the cost of new tools necessary for their trade
- www.cra-arc.gc.ca and search for "Tradesperson's Tools Deduction"

Apprenticeship Incentive Grant

- a taxable cash grant \$1000 per year that is available to registered apprentices once they have successfully completed the first or second year of an apprenticeship program in one of the Red Seal trades
- helps apprentices cover some of the expenses related to tuition, travel and tools
- www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/trades_apprenticeship/AIG/index.shtml

Apprenticeship Completion Grant

- is a \$2000 taxable cash grant available to registered apprentices who successfully complete an apprenticeship training program and obtain certification in a Red Seal trade
- www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/trades_apprenticeship/acg/index.shtml

Apprenticeship Completion Bonus in Non-Red Seal Trades

- is a one-time \$2000 taxable benefit given to apprentices who complete apprenticeship training and receive certification in a non-Red Seal trade
- www.edu.gov.on.ca/eng/tcu/apprentices/bonus.html

(Information from Apprenticeship Training in Ontario: A Guide to Employers and Sponsors, June 2010)

Hamilton Training Advisory Board

Business, Labour & Community: Partners in Workforce Development

Established in 1997, the Hamilton Training Advisory Board is one of twenty-one Local Boards in Ontario. HTAB is a not-for-profit organization that draws on the expertise of a broad cross-section of our community to enable us to better identify and address existing and anticipated labour force needs.

At HTAB, we envision a healthy community where everyone achieves his or her potential. To accomplish this goal we:

- Profile the trends, opportunities, and priorities of Hamilton's labour market
- Identify skills shortages and future training requirements
- Share our research with the community to facilitate labour force planning and training
- Undertake projects and partnerships that address labour force issues

Log on to HTAB's website at www.htab.ca and you will:

Discover our community [Projects and Partners](#) promoting labour force development.

Learn about local labour market trends, opportunities, and priorities in our [Publications](#).

Connect to [Links](#) on training, employment, and labour market information.



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