



Pre-Apprenticeship Program 2017

Information Sheet

Objective:

As more youth look towards the skilled trades as a career choice the International Union of Operating Engineers, Local 793 is faced with an increasing number of potential candidates applying to become heavy equipment operators. Local 793 is responsible to supply an experienced workforce to its contractors while challenged with the looming shortage of operators caused by an aging demographic.

This Pre-Apprenticeship Program is funded by the Ontario Government. Projects funded under the Pre-Apprenticeship Program will support potential entrants to the apprenticeship system who require job readiness skills and trade readiness experience to gain employment as apprentices.

The program is designed to encourage employers to hire potential trade candidates and determine their suitability prior to registering them as a Heavy Equipment Operator apprentice.

Pre-Apprenticeships offer an opportunity to introduce new people into the trade. It is an excellent opportunity for employers to be involved with the initial selection and retention of their future workforce.

Only those pre-apprentices who successfully complete the in-school training and work placement will be eligible to enter into the Heavy Equipment Operator apprenticeship program and become a member of the IUOE, Local 793.

Pre-Apprentice Selection:

Business representatives and employers are encouraged to participate in the selection of potential pre-apprentices. IUOE, Local 793 Area Supervisors will give final approval of pre-apprentices entering the program.

Pre-apprentices should be between 18 and 25 years of age, have completed an Ontario Grade 12 or equivalent and have a valid driver's license.

The pre-apprenticeship program is 14 weeks in duration and consists of 6 weeks of in-school training followed by an 8 week work placement.





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The pre-apprenticeship program is a completely separate program from the apprenticeship program. Pre-apprentices are NOT automatically eligible for Employment Insurance (EI) and must go through the formal EI process to obtain approval prior to attending the program.

Pre-apprentices are not union members but will be expected to sign a letter of agreement with the IUOE, Local 793.

During the in-school portion of the program, pre-apprentices are not paid a salary. Their room & board costs at the OETIO campus in Morrisburg will be covered by IUOE, Local 793 Training Trust Fund. Pre-apprentices will be compensated by the employer at a rate of \$15.00/hour during the 8 week work placement. There are no benefits or pension contributions to the union in this pay package.

6 Week In-school Training:

OETIO will be offering 2 pre-apprenticeship courses this year. Pre-apprentices will be scheduled to attend training at the Morrisburg campus starting on Monday, April 3th, 2017 or Monday, May 15th, 2017. Training will run Monday through Friday from 8:00 a.m. to 4:30 p.m. The program includes the following components:

Safety Certification

- WHMIS
- First Aid & CPR
- Working at Heights
- MOL Health and Safety Awareness for Workers
- Pipeline Construction Safety Training Course
- Vertical Mast & Telescopic Boom Forklift Operator
- Propane in Construction
- Traffic Control
- Ground Disturbance

Fundamentals of Heavy Equipment (our current 2 weeks of theory)

- Manuals, regulations, & policies
- Personal safety
- Fire safety
- Pre-operational inspections
- Equipment maintenance
- Introduction to rigging
- Worksite safety
- Communications
- Operator manuals
- Transporting heavy equipment
- Post-operational activities
- Operating near utilities/high voltage

Essential skills

- Numeracy – basic mathematics required in construction
- Computer skills – basic operations, internet searches, email
- Document use – referencing tables, graphs, and dig charts



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Practical training on equipment

- Sheep's foot compactor with leveling blade (packer/bulldozer skills)
- Skid steer loader (front end loader skills)
- Mini excavator (TLB/excavator skills)
- Off-road haul vehicle
- Heavy equipment simulators (operating control skills)

8 Week Work Placement:

The work placement is scheduled to begin upon completion of the 6 week in-school training on Monday, May 15th or Monday June 26th, 2017. The intent of the work placement is to give the pre-apprentice the exposure and opportunity to further develop the skills learned in the 6-week in-school training component.

Although it is left to the employer's discretion what a pre-apprentice will be assigned to do on the job site, some suggested duties could include:

- Assist with fueling
- Graderman's helper
- Grade & laser checking
- Operator's grade checker
- Pre-operation inspections
- Cleaning tracks
- Monitoring job sequencing and tight quarter operations
- Monitoring loads entering and exiting the site
- Signing load slips
- Performing yard maintenance
- Basic machine operation (compactor, mini-excavator, & skid steer operation)

Employers who hire a pre-apprentice for the entire 8-week work placement are entitled to a wage subsidy of up to \$1,300.00. The OETIO is responsible to administer the subsidy and will reimburse the employer upon completion of the work placement.

Assessment of the Pre-Apprentice:

OETIO is responsible to follow up with the pre-apprentice and the contractor/supervisor to ensure the placement is proceeding as expected. Pre-apprentices and employers should contact Brian Alexander at 905-469-9299 ext. 2327 should issues arise before or after the formal follow up process.



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At the end of the 8-week work placement, IUOE, Local 793, in conjunction with the employer will assess the pre-apprentice for suitability for the trade.

The assessment will include but not be limited to evaluating the pre-apprentice on the following criteria:

- Interest, work ethic and appearance (proper attire).
- Punctuality and attendance.
- Effort, attitude and capability of working in a team environment.
- Ability to follow instructions.
- Hand-eye coordination and mechanical aptitude.
- Above all else, safety consciousness.

Upon completion of the assessment, one of two recommendations will be made:

1. The pre-apprentice is not a good candidate to continue in the trade as a heavy equipment apprentice.
2. The pre-apprentice is a good candidate to continue in the trade as a heavy equipment apprentice. At this point, the pre-apprentice will be given the opportunity to become a member of Local 793, register as a Heavy Equipment Apprentice on three pieces of equipment (tractor-loader-backhoe, excavator and dozer), return to OETIO's Morrisburg for 12 weeks of equipment specific practical training.

*For more information contact **Brian Alexander at 1-844-204-5197***