



Career-Ready with CTMA: Expanding Opportunities

April 1, 2024 – March 31, 2025

EXPERIENTIAL WORK PLACEMENT GUIDELINES & ELIGIBILITY CRITERIA

Updated April 1, 2024

The CTMA has received funding from the Skills Development Fund, through Ontario's Ministry of Labour, Immigration, Training and Skills Development (MLITSD), to expand its efforts to provide 300 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 21, 2025.

Applications will be accepted between April 1, 2024, and January 13, 2025, 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 50% of wages paid to a maximum of \$5,000 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

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. Employers requiring assistance in finding candidates, are encouraged to contact Robert Cattle rcattle@ctma.com.

Employers must hire each candidate on a full-time basis, pay them an hourly rate of at least minimum wage (in Ontario), and provide WSIB coverage.

CANDIDATE ELIGIBILITY CRITERIA:

To be eligible, **Candidates** must be a Canadian citizen or have permanent residency status in Canada; have a valid work permit eligible for participation in Employment Ontario programs; be a resident of Ontario; and meet one of the following 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 completed Grade 12 and is ready to explore the career opportunities available in the precision metalworking trades.
3. **Post-Secondary Graduate** – an individual who has recently completed their academic program of study at a post-secondary institution in Canada. Some international students may be eligible.
4. **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.
5. **Upskill an Existing Employee** – an existing employee who is looking for advancement within the same company.
6. **Job Seeker** – Job seekers, workers at risk of job displacement, including certain individuals with a 900 series SIN (denotes temporary authority to work in Canada) and open work permit awaiting their official documents for permanent residency, and individuals who are unemployed and seeking full-time employment in the precision metalworking sector.

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
- PLC programmers
- Design/Engineering
- CAD/CAM – Computer-assisted design/Computer-assisted manufacturing
- Software development/Information technology
- Advanced cutting tool manufacturing
- Other: Finance, Administration, Sales, Marketing, Human Resources, Program Management, etc.

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 21, 2025.

The fund will provide incentives to employers of 50% of wages paid up to \$5,000 for each Experiential Work Placement; for 2 consecutive EWPs – up to \$10,000, and for 3 consecutive EWPs – up to \$15,000.

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.

HOW TO APPLY:

The Career-Ready with CTMA: Expanding Opportunities program is administered by the Canadian Tooling & Machining Association (CTMA).

EMPLOYERS: To apply, please contact robin@ctma.com or 613-229-1669.

CANDIDATES: To apply, please send resume to rcattle@ctma.com or call 416-301-6224.

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 (varies with the number/length of placements). 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 that includes an assessment of the skills the trainee has achieved against the goals and outcomes identified.
- 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.