

Section A

Preferred Language <input type="checkbox"/> French <input type="checkbox"/> English		Type <input type="checkbox"/> Individual <input type="checkbox"/> Group Sponsor <input type="checkbox"/> Employer	
Trade Name			Trade Code
Sponsor (Full legal Name)		Sponsor ID	Telephone Number
Sponsor operating as (Business name if different from legal name)			

Sponsor Address

Unit Number	Street Number	Street Name	PO Box
City/Town		Province	Postal Code

Contact Information

Last Name		First Name	Middle Initial
Title			Telephone Number
Cell Phone Number	Fax Number	Email Address	

Section B

Responsibilities of a Sponsor

A sponsor is a person who has entered into a training agreement that has been registered with the Ministry of Labour, Immigration, Training and Skills Development (Ministry). A sponsor ensures that an apprentice is provided with the training required as part of an apprenticeship program established by Skilled Trades Ontario (STO).

A Group Sponsor is a sponsor comprised of two or more persons (including union or non-union employers) who form a group/consortium whose purpose is to act as a single sponsor to collectively provide training to apprentices with a greater breadth of skills and experience. Those participating in a group sponsorship arrangement share apprenticeship and training responsibilities.

A sponsor/group must:

- (a) Abide by:
- (i) Guidelines from STO
 - (ii) Trade-specific training standards or schedules of training developed by STO; and
 - (iii) The *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA) and its regulations, including journey-person-to-apprentice ratios, if any.

For more information refer to www.skilledtradesontario.ca.

- (b) For competency-based trades, sign off skill sets in STO's Training Standard or Schedule of Training that the apprentice has achieved and ensure that the trainer signs off skills that have been acquired by the apprentice. For hours-based trades, confirm that all the mandatory skills specified in STO's Training Standard or Schedule of Training have been acquired by the apprentice.
- (c) Notify the Ministry of the following:
- (i) Any changes that may affect the status of the sponsorship. Examples of changes include: change in trainers or equipment, departure of trainers.
 - (ii) Circumstances that may affect the sponsor's ability to comply with any terms specified in the registered training agreement.

- (d) Not charge a fee directly or indirectly to the apprentices – an indirect fee includes charging an employer/sponsor for training an apprentice. A fee does not include monies received by a temporary agency from an employer, or union dues.
- (e) Allow the Minister or their delegate(s) access to the sponsor’s premises and the training site(s) to determine compliance with BOSTA, including whether apprentices are receiving training in accordance with registered training agreements and apprenticeship programs established by STO.
- (f) Ensure the training site(s) can accommodate the training required as part of an apprenticeship program. The site(s) must have the equipment, materials, or processes needed for the delivery of the competencies (skills sets) as outlined in the STO training standards.
- (g) Ensure the trainer(s) is eligible to provide the training required as part of an apprenticeship program as set out under the Trainer Qualifications Section below.
- (h) Provide apprentices with the required completion documents when apprentices complete all elements of the apprenticeship program, including the signed completion document and the training standard showing the trainer signed for each mandatory skill demonstrated.
- (i) Ensure that apprentices have the opportunity to complete the formal instruction requirements based on the curriculum standards established by STO as part of an apprenticeship program.

Trainer Qualifications

The following are the required qualifications to be a trainer of an apprentice in an apprenticeship program established by STO:

- (i) For compulsory trades, a trainer is qualified if the trainer holds a valid certificate of qualification under BOSTA.
- (ii) For a non-compulsory trades, a trainer is qualified if a trainer:
 1. Holds a certificate of qualification in the Trade under BOSTA; **or**
 2. Holds a certificate of qualification in the Trade that was issued under the *Apprenticeship and Certification Act, 1998 (ACA)* or *Trades Qualification and Apprenticeship Act (TQAA)* or under the *Ontario College of Trades Apprenticeship Act, 2009 (OCTAA)*; **or**
 3. Holds a certificate of apprenticeship in the Trade issued under the ACA, TQAA or under OCTAA; **or**
 4. Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training in the apprenticeship program for the Trade under BOSTA; **or**
 5. Has workplace experience equivalent to the apprenticeship program; **or**
 6. Has the skills outlined in the training standard or schedule of training for the Trade.

Section C

I agree to comply with the above requirements and I have the authority to bind the sponsor to this agreement.

Sponsor Representative Name (please print)	Sponsor Representative Signature	Date (dd/mm/yyyy)
Witnessed by (please print)	Witnessed by (signature)	Date (dd/mm/yyyy)

Ministry Use Only

Ministry representative Name (please print)	
Ministry representative signature	Date (dd/mm/yyyy)