

Ministry of Education

Education Labour Relations Office
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Ministère de l'Éducation

Bureau des relations de travail en éducation
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Toronto ON M7A 1L2



MEMORANDUM TO: School Business Officials
Secretary/Treasurers of School Authorities

FROM: Brian Blakeley
Executive Director
Education Labour Relations Office

DATE: April 4, 2018

SUBJECT: **CUPE Apprenticeship/Professional Development Training Funding**

Further to the 2017-2019 extension agreement with the Canadian Union of Public Employees (CUPE), the ministry is pleased to inform you that the work of the joint committee on the apprenticeship/professional development application process is now complete.

The purpose of this memo is to provide school boards with information on the apprenticeship and professional development applications processes and direction on the use of the funding.

FUNDING TO SUPPORT APPRENTICESHIP/PROFESSIONAL DEVELOPMENT TRAINING

The Crown committed to a one-time investment in the amount of \$4.5 million to be allocated to school boards during the 2018-19 school year. The purpose of the funds is to provide training for employees as apprentices and/or provide current employees of the boards opportunities to upgrade their skills through professional development.

Continuation of funding for apprenticeship and professional development training is subject to negotiation at the next round of central bargaining.

APPRENTICESHIP

A. Application Process

School boards and CUPE locals ('applicants') may submit joint applications for apprenticeship training under the Ontario College of Trades. Funds from this Education

Programs – Other (EPO) shall be distributed to successful applicants through a Transfer Payment Agreement (TPA).

Opportunities for apprenticeship training will be open to CUPE members in school boards listed in Appendix A. The funding is intended to support apprenticeship training in Compulsory Trades and/or Voluntary Trades (see attached Skilled Trades in Ontario list). The allocations to school boards will be subject to a review of all of the applications received by the Joint Apprenticeship/Professional Development Committee.

Submission of completed joint applications (see Appendix B) are due to <https://goo.gl/forms/OTUxw9dJt50slKBb2> no later than **May 18, 2018**. After a thorough consideration of all applications, applicants will be advised of the decision of the Joint Apprenticeship/Professional Development Committee.

A successful candidate to an apprenticeship training program will be required to sign an apprenticeship training agreement as required by the Ministry of Advanced Education and Skills Development (MAESD) and to become a member of the Ontario College of Trades.

B. Apprentices' Status

While receiving apprenticeship training, apprentices will be employees of the school board; however, they will not hold a 'full-time equivalent (FTE) position' in the traditional sense.

Apprentices will be placed on temporary lay-off for each block release period of attendance at a trade school. A Record of Employment will be provided as close to the date of lay-off as possible.

During the period of temporary lay-off to enable participation in trade school, the apprentice may be eligible to apply for Employment Insurance, other apprenticeship supplementary payments, and/or bursaries.

The terms and conditions of employment for apprentices are subject to provisions outlined in the local collective agreement of respective school boards.

C. Apprenticeship Training Cost

Apprentices will be responsible to cover the costs associated with registration and attendance at trade school, including the costs of tuition, required books, tools, and any additional materials deemed necessary for each trade school session. Apprentices will be reimbursed for the cost of tuition, required books and any additional materials deemed necessary as supported by receipts and unless otherwise reimbursed.

PROFESSIONAL DEVELOPMENT

A. Application Process

School boards and CUPE locals ('applicants') may also submit joint applications for professional development training. Funds from this Education Programs – Other (EPO) shall be distributed to successful applicants through a Transfer Payment Agreement (TPA).

Opportunities for professional development training will be open to CUPE members in schools boards listed in Appendix A. The funding is intended to support professional development training that is not already being provided by a school board to its CUPE members. However it may be used to expand the number of CUPE members accessing existing professional development opportunities. These funds may not be used to provide for any mandated school board training (e.g. WHMIS, Sabrina's Law). The allocations to school boards will be subject to a review of all of the applications received by the Joint Apprenticeship/Professional Development Committee.

Submission of completed joint applications (see Appendix C) are due to <https://goo.gl/forms/YYV3iFHraOUH6TCP2> no later than **May 18, 2018**. After a thorough consideration of all applications, applicants will be advised of the decision of the Joint Apprenticeship/Professional Development Committee.

INFORMATION RESOURCES

If you require further information, please contact:

Subject	Contact	Telephone and E-mail
Labour / Operating Funding	Lynda Coulter	(416) 212-4460 Lynda.Coulter@ontario.ca
Apprenticeship Training	MAESD Regional Offices	https://www.ontario.ca/page/employment-ontario-apprenticeship-offices

Sincerely,

Original Signed by

Brian Blakeley
Executive Director
Education Labour Relations Office

cc: Directors of Education
Trustees'/School Board Associations
General Secretary of CUPE
Andrew Davis, Assistant Deputy Minister, Education Labour and Finance Division
Doreen Lamarche, Executive Director, Education Finance Office
Lynda Coulter, Director (A), Labour Relations Operations Branch
Marg Connor, Director, Program Implementation Branch