



A Sponsor's Guide to Apprenticeship

Who can be a sponsor?

Any legal entity recognized in Alberta that is able to meet the obligations of a sponsor can sponsor an apprentice. A sponsor may be an employer, a consortium of employers, a labour organization, a non-profit organization, or more!

What does it mean to be a sponsor?

Sponsors support apprenticeship education programs by allowing apprentices to develop their skills through paid, on-the-job experience and mentorship.

The Apprenticeship Education and Industry Training Program Regulation identifies sponsor responsibilities and obligations. This includes:

- ensuring the apprentice is placed in appropriate job to receive the required on-the-job instruction,
- encouraging and enabling the apprentice to attend their required classroom instruction,
- ensuring the apprentice progresses through the apprenticeship program, and
- ensuring that a mentor is available and able to mentor the apprentice.

Mentors are supervising tradespersons who provide apprentices with on-the-job instruction and guidance. Effective mentorship includes:

- providing apprentices with information, knowledge, guidance, and opportunities to develop their skillsets,
- providing apprentices with opportunities to integrate their on-the-job experiences and skills with classroom knowledge,
- providing continual support, monitoring, and feedback to aid the apprentice's development, and
- assessing apprentices' competencies gained from on-the-job training activities, integrating knowledge and skills learned through classroom instruction.

Apprenticeship and Industry Training (AIT) Officers are available to help you understand how the [Skilled Trades and Apprenticeship Education Act](#) and regulations impact your business.

Learn more at tradesecrets.alberta.ca/compliance.

Four steps to sponsoring an apprentice

1. Learn about which trade and associated apprenticeship program makes sense for your business at tradesecrets.alberta.ca/trades.

2. Hire an employee who wishes to learn the trade.

If your employee is not a registered apprentice, ask them to register online through tradesecrets.alberta.ca/MyTradesecrets.

- You will receive an email with a link to confirm your sponsorship of the apprentice and enter into an Apprenticeship Education Agreement.
 - If you do not have access to this email, you can log in to your [Alberta.ca Account](#) and click **Go to dashboard** to access the application. You will need to log in with the same email address the apprentice used to identify you on their application.
- You may choose to pay an employee's application fee online.

If your employee is already a registered apprentice, complete and sign a Notice of Acceptance form to register your sponsorship of the apprentice.

- Have your apprentice sign the notice and upload it to their MyTradesecrets account through the Applications tab.
- Ask to see their Apprentice ID Card to confirm their period or call the AIT Information Line at 1-800-248-4823 if they have questions about the status of their apprenticeship.

3. Provide your apprentice with opportunities to develop their skills through paid, on-the-job instruction under the mentorship of a certified journey person and in accordance with the *Skilled Trades and Apprenticeship Education Act*.

- Keep track and evaluate your apprentices' on-the-job instruction.
- Verify all hours, months, and work in your apprentice's competency portfolio (record book) and have the apprentice upload the hours entry to their MyTradesecrets account.

4. Give your apprentice time off and support to attend classroom instruction so they can successfully pass their courses and exams.

For your Information



How much will apprenticeship cost me?

As a sponsor, you are responsible for ensure your apprentices are paid an appropriate wage, as listed in Schedule 1 of the Apprenticeship Education and Industry Programs Regulation.

Employing and training an apprentice is an investment in your company's future. According to a Canadian Apprenticeship Forum's return on training investment study, employers receive a net benefit of \$1.47 for every \$1 spent on apprenticeship training.

Financial support opportunities for your business

The federal [Apprenticeship Job Creation Tax Credit](#) is a non-refundable tax credit for an employer that is equal to 10 per cent of the eligible salaries and wages payable to eligible apprentices in respect of employment.

The maximum credit an employer can claim is \$2,000 per year for each eligible apprentice, and the apprentice must be enrolled in a Red Seal trade.

Financial support for your apprentices

Registered Alberta apprentices may be eligible for financial assistance when attending the technical training portion of their programs.

- Alberta Student Aid provides loans and grants to apprentices registered in the Alberta apprenticeship program who are attending classroom instruction as full-time students.
- The federal government provides apprentices registered in Red Seal trades with interest-free loans to assist with the cost of technical training.
- During periods of technical training, apprentices are able to claim Employment Insurance (EI).

What if an employee leaves my company during their apprenticeship?

Complete and sign a Notice of Release form to end your sponsorship of the apprentice.

- Have your apprentice sign the notice and upload it to their MyTradesecrets account through the Applications tab.

**For more information, call the
Apprenticeship and Industry Training Information Line
1-800-248-4823**

Important Links

- **Apprenticeship education program overview**
tradesecrets.alberta.ca/what-is-apprenticeship
- **Alberta's trades and apprenticeship programs**
tradesecrets.alberta.ca/trades
- **Skilled Trades and Apprenticeship Education Act and regulations**
tradesecrets.alberta.ca/legislation
- **Compliance with Legislation**
tradesecrets.alberta.ca/compliance
- **MyTradesecrets**
tradesecrets.alberta.ca/MyTradesecrets
- **Notices of Acceptance and Release**
tradesecrets.alberta.ca/forms
- **Financial supports for apprentices**
tradesecrets.alberta.ca/financial-assistance
- **Upload documents to MyTradesecrets**
tradesecrets.alberta.ca/upload
- **Canadian Apprenticeship Forum Resources for Employers**
caf-fca.org/skilled-trades-hub/employers-resources
- **Contact an Apprenticeship and Industry Training Office**
tradesecrets.alberta.ca/contact-us