



PRE-APPRENTICESHIP PROGRAMS

2024



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To address the skilled trades shortage in Canada, Durham College's (DC) Pre-Apprenticeship programs offer **FREE** training for aspiring workers who want the necessary qualifications to enter or advance in the skilled trades. In addition, participants receive safety equipment, textbooks, and tools at no cost and are trained for up to 52 weeks, depending on the program. The pre-apprenticeship programs at DC reflect the college's ongoing commitment to empowering workers and job seekers who face higher barriers.

In addition to level 1 apprenticeship in-school training for a primary trade, our pre-apprenticeship program includes two weeks of exposure to a secondary trade, academic upgrading in math and communications, job readiness training and health and safety training.

Program Benefits

- All training is free
- Training is offered at Durham College, Whitby Campus
- All safety equipment required for work placement is provided (i.e. work boots, tool boxes, hard hats, tape measure)
- Financial subsidies available to students for child care costs and travel costs for those that qualify
- Employer wage subsidies for work placement

Program Eligibility

Programs are for youth or adults who:

- graduated from high school
- left before finishing high school
- are unemployed or underemployed
- represent an equity deserving group

All Pre-Apprenticeship Programs include:

Program Component	Scheduled Dates
Academic Upgrading	May 21 – June 7, 2024
Introduction to Secondary Trade	June 10 – June 21, 2024
Primary Trade - Level 1 Apprenticeship	June 24 – August 16, 2024
Health and Safety	August 19 – August 23, 2024
Job Readiness	August 26 – August 30, 2024
Work Placement	September 3 – December 13, 2024

The Pre-Apprenticeship Program is scheduled Monday to Friday, between 8:00 a.m. – 6:00 p.m.

IMPORTANT: Attendance is mandatory. Students that miss more than three classes throughout the duration of the in-class or three days throughout the work placement will be required to meet with the Associate Dean and may be removed from the program for failing to meet all training requirements. In addition, students must notify the Faculty of Skilled Trades & Apprenticeship if they are absent from class. Please email apprenticeship@durhamcollege.ca, including your full name, student ID#, program, and reason for absence.

HOLIDAYS – CLASSES WILL NOT BE HELD ON:

Victoria Day Holiday	May 20, 2024
Canada Day Holiday	July 1, 2024
Civic Holiday	August 5, 2024
Labour Day,	September 2, 2024



WELDING

Program Overview

The welding industry contributes more than \$5 billion to the Canadian economy and employs over 300,000 individuals. Become a part of this booming field, and learn welding techniques and skills to ensure you're fully prepared for the trade. In this program, you will become skilled in multiple welding processes with additional learning in blueprint reading and metal fitting. You will also become familiar with metals and their unique properties and enhance your hand-eye skills to work safely and effectively in the structural, pressure vessel and manufacturing industries. Whether you are preparing to build, create or repair, you will have the attention to detail and technical knowledge for a successful career in this high-demand skilled trade.

Program Details

Apprentices will be prepared to work in the manufacturing and construction sectors with the skills and knowledge to find entry-level employment opportunities in a number of areas, such as welding shops, manufacturers of metal products, piping and structural contractors, automotive and aircraft manufacturers, repair and maintenance services, building and construction industries, railroad and railcar industries and wind turbine manufacturers.

Primary Group: Women

Please note: all applications will be considered with priority admission granted to those who self-identify as a woman.

Start Date: May 21, 2024 **End Date:** December 13, 2024

Primary Trade: Welder (456A)

Secondary Trade: Industrial Mechanic Millwright

Program Outcomes:

The Welding program develops the technical knowledge of multiple welding processes and teaches the following:

- The content and organization of drawings, and the purpose and function of common types of lines found on drawings and common views and presentations found on drawings
- The fundamental causes of distortion and methods used to prevent and correct it.

- How to perform fillet welds and groove welds using the Shielded Metal Arc Welding process per government safety regulations, manufacturer's recommendations, and approved industry standards with a focus on meeting or exceeding the testing requirements of CSA W47.1 regarding weld quality.
- How to perform safe set-up, operation, and correction of common cutting faults for the Oxy-Fuel Cutting equipment.

WORK PLACEMENT

Local field placement partners help our Electrical, Plumbing and Welding pre-apprentices acquire the invaluable hands-on learning needed to launch their careers.

Pre-apprentices require **240-480 placement hours over an 8-12-week period** to complete the program. To help offset the cost to employers, a wage subsidy is provided to placement providers.

Not only do these paid work placements help prepare students for their profession, but they are also an opportunity for the placement partner to meet, train and consider potential future employees.

The Pre-Apprenticeship Program Facilitator/Student Advisor will meet with Pre-Apprenticeship students to determine their preferred placement location and work experience goals.

Terms and Conditions of Pre-Apprenticeship Placement for Students:

1. Pre-Apprenticeship students will participate in the interview process for their placement if required by the Placement Host.
2. Pre-Apprenticeship students will regularly check their DC email to receive information concerning their placement.
3. Pre-Apprenticeship students will acknowledge Program Facilitator/Student Advisor's email promptly and professionally.
4. Pre-Apprenticeship students will abide by the rules, regulations, policies, and procedures of Durham College and their placement host.
5. Pre-Apprenticeship students will demonstrate professionalism at all times and track their placement hours in consultation with the placement host.
6. Pre-Apprenticeship students will perform safely and competently at all times and not place themselves or anyone else at risk. However, should there be a health and safety issue, they will advise the placement host and the Program Facilitator/Student Advisor immediately.
7. Pre-Apprenticeship students will attend the placement as the program requires and arrive on time. However, should they not be able to participate, they will notify their placement host before not attending. They further understand that excessive absenteeism or lateness will lead to the termination of their placement opportunity.
8. Pre-Apprenticeship students will only use their personal technology, such as cell phones, if required by the placement host for work purposes while at placement.
9. Pre-Apprenticeship students acknowledge that their placement host and Durham College are not responsible for replacing lost or stolen items, such as laptops, while at placement.

10. Should a Pre-Apprenticeship student have any concerns and/or issues with the placement host/responsibilities, they agree to notify and meet with the Program Facilitator/Student Advisor immediately.
11. If a Pre-Apprenticeship student should quit or be terminated from their placement, they must notify the Program Facilitator/Student Advisor immediately.
12. Pre-Apprenticeship students will complete and submit the following placement-related documentation, which may include:
 - A. Before Start of Placement:**
 - Completion of all online training modules (AODA, WHMIS, H & S, WVH, Diversity all parts, MM course)
 - Additional documents only when requested by the Host (entry immunization form/criminal reference check, etc.)
 - B. When Placement is Secured:**
 - Health & Safety Checklist
 - C. When Placement Begins:**
 - Completion of Student Work Placement Health and Safety Checklist with Host Supervisor.

PARTICIPANT FINANCIAL SUPPORTS

Textbooks, Training Resources, and Equipment:

All required textbooks, classroom resources, training resources, and personal protective equipment (work boots, hard hats, tools, etc.) will be provided to pre-apprenticeship students.

Transit & Transportation

Durham Region Transit (DRT) passes are provided to pre-apprenticeship students at no cost. Please email apprenticeship@durhamcollege.ca to request assistance for a Durham Region Transit pass.

Pre-Apprenticeship students will be provided with a transportation subsidy for mileage between their residence and campus from June to August 2023. The transportation subsidy is not provided during the work-placement term. To qualify for the transportation subsidy, the student's residence must be more than 24 km (one-way) from Whitby Campus. Students will be compensated 0.59 cents/km (minus 48km), up to a maximum of \$151.00 per week. Proof of residency is required. Valid proof of residency would be a utility bill or bank statement dated in the last month documenting your name and current residence address.

Please note: Students may only apply for a transit pass or travel subsidy for mileage, but not both.

Parking:

Parking passes are provided to pre-apprenticeship students at no cost. Please email apprenticeship@durhamcollege.ca to request a parking pass for the duration of the Pre-Apprenticeship program.

Dependent Care:

Financial support is available to help with costs incurred for the care of a child or other person who is dependent upon the participant while attending a pre-apprenticeship program.

A Dependent Must:

- Reside with the pre-apprentice or be under their care;
- Be wholly or substantially dependent on the pre-apprentice for support; and
- Be a person with a disability or a child under 14 years of age.

Receipts for the dependent care expenses are required, and all expenses must have been incurred during the participation period of the project to be eligible. If the dependent care services were provided by a licensed or unlicensed daycare provider, the receipts should include the provider's business number.

STUDENT ACADEMIC SUPPORT

When you require support with specific questions about your program, you are encouraged to connect with your professor where appropriate or the administrative team in the Faculty of Skilled Trades & Apprenticeship by emailing apprenticeship@durhamcollege.ca

Primary Trade Apprenticeship Grading Details

To successfully complete your Primary Trade training, you must attain a Minimum 70% pass in each subject.

GRADE	PERCENTAGE RANGE	GRADE POINTS	DESCRIPTION
A +	90% to 100%	5.0	Outstanding
A	85% to 89%	4.5	Exemplary
A -	80% to 84%	4.0	Excellent
B +	75% to 79%	3.5	Very Good
B	70% to 74%	3.0	Good
F	Below 70%	0.0	Fail

DC CONNECT (LEARNING MANAGEMENT SYSTEM):

DC Connect is the college's Learning Management System. This is a tool that offers easy access to your course material, such as course outlines, lecture slides, assignments, grades and other content shared by your professors. It also provides a course-specific messaging platform to get in touch with your professors or fellow classmates. Think of it as your online class homeroom. Be sure to log in often to stay current with your courses.

Course outlines for all of your classes will be posted on DC Connect and discussed during your class or are available (if published) on MyCampus.

Log into DC Connect at <https://durhamcollege.desire2learn.com/>. If you cannot log in, please get in touch with the IT Service Desk at 905-721-3333.

Use your student ID number as your username and your network password to log into your account. If needed, your network password can be reset at <https://mypassword.dc-uoit.ca/>.

To learn more about using DC Connect mail and a demonstration on using DC Connect, please watch this video: https://www.youtube.com/watch?v=IIU5E_a8MWs&feature=youtu.be.

Access And Support Centre (ASC)

Tel: 905.721.2000 x4141

Email: ASC.Whitby@durhamcollege.ca

Website: <https://durhamcollege.ca/ASC>

ASC provides confidential services to students with temporary and permanent exceptionalities, mental health or medical needs, or other diverse learning needs (who may have had an IEP) to provide full opportunities for academic success. ASC staff meets with students to discuss individual requirements and accommodations for College, including the classroom, lab, and testing. ASC also provides assistive technology training, coaching, and counselling support. Students requesting ASC services must self-identify and are encouraged to contact the ASC before starting classes. To contact ASC, Tel: 905.721.2000 x4141 or email ASC.Whitby@durhamcollege.ca. For more information regarding their services, go to <https://durhamcollege.ca/ASC>.

Student Academic Learning Services (SALS)

Tel: 905.721.2000 x4221

Email: SALS@durhamcollege.ca

Website: <https://durhamcollege.ca/student-life/student-services/student-academic-learning-services-sals>

If you are facing challenges in your courses, SALS may be able to provide support. SALS provides support with math, physics, learning skills, English and writing skills instruction, study space and a computer lab. In addition, the integrated, multidisciplinary SALS team delivers workshops, clinics and one-on-one consultations upon request.

GENERAL INFORMATION

Student ID#

This nine-digit number (starts with 100-----) is printed on your fee receipt's upper right-hand corner. You will require this Durham College identification number at several points in your education, including accessing the college online resources, MyCampus, and DC Connect.

Student Identification Card

Campus ID has implemented a new digital student ID Card. Through OneCard, you can upload your photo to request the creation of your new DC Digital ID. To set up your OneCard, please follow the go to: <https://durhamcollege.ca/student-life/campus-services/campus-id-u-pass>.

Academic Policies and Procedures

Durham College is guided by policies and procedures designed to protect the rights and responsibilities of its students, staff, and faculty. You can view these procedures and policies on our website at www.durhamcollege.ca/policies. All pre-apprenticeship students are expected to follow Durham College policies, including but not limited to the [Student Code of Conduct—policy & Procedure](#).

Fitness Centre

The fitness centre is located in the Centre for Skilled Trades & Technology Building, 1st Floor. Hours are Monday to Friday from 7:00 a.m. – 6:00 p.m. The membership fee for Apprentices is \$20.00 per intake; for more information about memberships, go to [Campus Recreation Memberships](#).

Campus Libraries

Email: library@dc-uoit.ca

For library hours and services, please go to: <https://durhamcollege.ca/student-life/campus-services/library/services/library-service-updates>.

Smoke-Free Campus Environment

Smoking and vaping of any substance are prohibited on college property. For more information, visit <https://durhamcollege.ca/smoke-free>