



National & Provincial Programs, Grants and Incentives:

A Guide for Automotive Aftermarket
Industry Learners, Workers & Employers

Introduction

Did you know the following about the automotive aftermarket industry in Canada?

- The industry contributes \$21.6 billion to the Canadian economy.
- The industry employs 389,900 Canadians.
- The industry is projected to grow by 13.4% nationally by 2022.

The automotive aftermarket industry is downstream to Canada's automotive manufacturing industry. On one end of the aftermarket supply chain are manufacturers, distributors, and retailers of vehicle replacement parts and supplies. On the other end of the supply chain are independent and franchisee repair and maintenance shops.

The aftermarket industry is benefiting from growing vehicle sales and older vehicles being on Canadian roadways. The national fleet has been upward trending with an annual average increase of 2.6% since 2008. By 2022, the Canadian light vehicle fleet is expected to grow to just under 30 million registered vehicles. The average age of a vehicle on Canadian roadways reached 9.7 years in 2017. In 2022, the average age of a vehicle is anticipated to reach 11.6 years, while light trucks are expected to reach 9.4 years.

The light vehicle aftermarket is expected to continue growing, reaching a national total worth of \$23.8 billion in 2021. This positive forecast is due in part to increasing new light vehicle sales and longer average life expectancies for vehicles currently on the road. The vehicles bought today are expected to last longer than ever which is a positive indicator for the automotive aftermarket.

As the automotive industry is transitioning from hardware to software-defined vehicles, the average software and electronics content per vehicle is rapidly increasing. The aftermarket's workforce must respond with new skills and new knowledge, including systems level thinking, data sciences, advanced math and physics, software engineering and computer scientists. The expertise of today's mechanics largely lies in working on internal combustion engine powertrains and simple electronics. In the future, electric vehicle (EV) mechanics will be needed who understand high-voltage and battery technology to work on EV powertrains. To work on modern vehicles, mechanics will need to be trained in autonomous vehicle (AV) technology to calibrate sensors, repair robotic parts and test AV equipment.

The digital and data revolution sweeping the entire automotive industry brings opportunity for the aftermarket, including:

- Emerging market opportunities in digital and connected services, including communicating service updates with the driver via the in-vehicle dashboard and predictive analytics applications.
- Changing models of service delivery, including over-the-air software updates and remote diagnostics.
- Connectivity and data-based business models that use data as the primary decision-making tool for things like supply chain management and just-in-time inventory management.

The **Automotive Industries Association of Canada** (AIA Canada) is the national association that represents Canada's automotive aftermarket industry. AIA Canada advocates to both provincial and federal government on matters related to the industry's workforce training and development. AIA Canada has raised awareness among government about the industry's changing workforce needs resulting from advanced vehicle technology.

To learn more about the aftermarket industry in your region, including industry job forecasts, visit [AutoConnex](#), your one-stop-shop for aftermarket labour market information.

What information you will find in this document

In this document, you will find information on regional and federal financial supports and programs that are available for:

- individuals considering trades training;
- individuals already in trades training and those that have completed trades training; and,
- businesses and employers.

Apprenticeship in Canada: Who Does What?

Trade training in Canada is largely a provincial and territorial responsibility. Each province and territory has an apprenticeship authority that leads and manages the region's apprenticeship system. Apprenticeship authorities are governed by provincial or territorial legislation. For example, the Alberta apprenticeship authority, **Apprenticeship and Industry Training**, is governed by the **Apprenticeship and Industry Training Act**.

Responsibilities of regional apprenticeship authorities include:

- designating trades as compulsory or voluntary;
- serving as the registering body for apprentices in designated trades; and,
- administration of the Red Seal Program in their jurisdictions (for example, Red Seal examinations).

The [Canadian Council of Directors of Apprenticeship](#) (CCDA) is responsible for the [Red Seal program](#). Provincial and territorial apprenticeship authorities and the federal government are members of the CCDA. The Red Seal Program sets common standards to assess the skills of tradespeople across Canada. Tradespeople who successfully pass the Red Seal examination receive a Red Seal endorsement on their provincial/territorial trade certificates. The Red Seal endorsement signifies that the journeyperson is certified to work across Canada.

The CCDA has undertaken an initiative to substantially [harmonize](#) apprenticeship systems by making training requirements more consistent in Red Seal trades across Canada. In 2017, the Automotive Service Technician Harmonized Program and Transition Plan launched and the new curriculum was introduced into technical training.

Priority areas for harmonization across Red Seal trades programs include:

1. Consistent total trade hours (in-school and on-the-job)
2. Use the Red Seal trade name.
3. More consistent technical training.
4. Consistent number of training levels.

The federal government is generally hands-off when it comes to provincial and territorial apprenticeship systems. However, the federal government provides a significant amount of financial support and other supports to individuals involved in the trades, businesses, and employers. The federal government also transfers money to provincial and territorial governments that are used for training and workforce development initiatives, including Workforce Development Agreements.

Of interest, on January 1, 2020, [borrowers will have a new option to rehabilitate Canada Student Loans and Canada Apprentice Loans in default](#). They will have the option to add their interest to the principal of their loan (capitalize the interest) and make two payments to rehabilitate their loan.

For individuals considering trades training

Title	Description
<p data-bbox="193 688 667 760">Support for Apprentices, Federal Government Resource Page</p> <p data-bbox="247 797 611 868">Employment and Social Development Canada</p>	<p data-bbox="793 688 2011 760">The Support for Apprentices webpage is a one-stop-shop for information on all things apprenticeship, including:</p> <ul data-bbox="806 797 1650 868" style="list-style-type: none"> • apprenticeship grants, loans, tax deductions and credits • pathways to apprenticeship
<p data-bbox="296 1065 537 1101">Canada Job Bank</p> <p data-bbox="237 1138 596 1174">Government of Canada</p>	<p data-bbox="793 954 1990 1026">The Canada Job Bank can be accessed online or via a mobile app. It serves as a one-stop-shop for job seekers. On the Job Bank you will find:</p> <ul data-bbox="806 1065 1577 1276" style="list-style-type: none"> • Job postings • Job alert notification set-up • Job match services based on your individual profile • Career planning resources • Resume builder • Labour force information on specific occupations

Title	Description
<p data-bbox="107 266 730 337">Indigenous Skills and Employment Training Program (ISET) and ISET Holders</p> <p data-bbox="128 375 701 446">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 191 1881 263">The Indigenous Skills and Employment Training Program provides funding to Indigenous service delivery organizations (ISET holders).</p> <p data-bbox="793 300 1965 371">ISET Holders design and deliver job training services for Indigenous people in their communities.</p> <p data-bbox="793 375 1919 446">This includes essential skills such as literacy and numeracy and more advanced training for in-demand jobs.</p> <p data-bbox="793 483 1881 516">Click here to see a list of Indigenous Service Delivery Organizations near you.</p>

For individuals in trades training and individuals that have completed trades training

Title	Description
<p data-bbox="107 951 722 984">Apprenticeship Incentive Grant for Women</p> <p data-bbox="128 1021 701 1092">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 797 1965 940">The Apprenticeship Incentive Grant for Women is a taxable grant of \$3,000, up to \$6,000, to help pay for expenses during training. The grant can be applied for twice during training. An individual can apply for their second grant after they have completed their second year.</p> <p data-bbox="793 977 1965 1084">To be eligible, applicants must be registered with their provincial or territorial apprenticeship authority as an apprentice in an eligible designated Red Seal Trade where women are underrepresented. Additional eligibility requirements apply.</p> <p data-bbox="793 1122 1919 1193">To learn more about the application process, visit Funding: Apprenticeship Incentive Grant for Women – Apply</p>

Title	Description
<p data-bbox="191 302 638 334">Apprenticeship Incentive Grant</p> <p data-bbox="128 371 701 444">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="791 149 2018 253">The Apprenticeship Incentive Grant is a taxable grant to help apprentices in designated Red Seal Trades pay for expenses while they train. The grant is \$1,000 and can be applied for twice, for a maximum of \$2,000.</p> <p data-bbox="791 293 2007 435">Apprentices must complete their first year of training to be eligible and can apply for their second grant after they have completed their second year of training. For additional eligibility requirements visit, Funding: Apprenticeship Incentive Grant – Eligibility.</p> <p data-bbox="791 472 1913 545">To learn more about the application process visit, Funding: Apprenticeship Incentive Grant – Apply.</p>
<p data-bbox="237 818 592 850">Canada Apprentice Loan</p> <p data-bbox="128 888 701 961">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="791 630 1986 734">Apprentices in designated Red Seal Trade programs can obtain up to \$4,000 in interest-free loans for each period of technical training (up to five periods). The loan can be used to cover expenses like tuition, living expenses and tools.</p> <p data-bbox="791 771 2003 844">The loan will begin to accumulate interest following completion of the apprenticeship program or leaving of the apprenticeship program.</p> <p data-bbox="791 881 1982 954">To be eligible, individuals must be enrolled in block release technical training, or the equivalent full-time technical training, at an approved technical training provider.</p> <p data-bbox="791 987 1940 1060">To apply for the Canada Apprentice Loan visit, Apply for a Canada Apprentice Loan.</p> <p data-bbox="791 1097 1541 1130"><i>The Canada Apprentice Loan is not available in Quebec.</i></p>

Title	Description
<p data-bbox="134 375 695 410">Employment Insurance for Apprentices</p> <p data-bbox="128 446 701 521">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 151 1965 220">During block-release training, when apprentices are in the classroom, they may be eligible to receive EI since they are not earning income.</p> <p data-bbox="793 256 1934 363">Before receiving EI benefits, there is a one-week waiting period during which the apprentice is not paid. The one-week waiting period applies once throughout an apprenticeship.</p> <p data-bbox="793 399 2007 613">To receive EI benefits, applicants must provide proof of referral. The provincial or territorial apprenticeship authority or training institution issues apprentices a 16-digit reference code as proof of referral when they are approved to attend full-time technical training. If applicants do not know, or have not received their reference code, they can contact their regional apprenticeship authority. Additional eligibility requirements apply.</p> <p data-bbox="793 649 1982 724">Apprentices can apply for EI benefits up to seven days before their last day of work (on-the-job training), through the EI Regular Benefits – Apply.</p>
<p data-bbox="195 1037 642 1105">Examination Fees for Licensing or Certification</p> <p data-bbox="153 1141 680 1216">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 808 2007 915">Students can claim the tuition tax credit for examination fees paid toward obtaining a professional status or license which allows them to practice their profession or trade in Canada.</p> <p data-bbox="793 951 1997 1026">Students can claim the examination fee as a tuition expense, if it meets the following requirements:</p> <ul data-bbox="806 1062 2003 1237" style="list-style-type: none"> <li data-bbox="806 1062 1965 1130">• Fee is a requirement for obtaining the professional status, or to be certified or licensed as a person in the trades; <li data-bbox="806 1133 2003 1201">• Fees are paid to an educational institution, professional association, government ministry or other related institution; and, <li data-bbox="806 1205 1976 1237">• The certification or license allows apprentices to practice their trade in Canada. <p data-bbox="793 1273 1446 1305">The tax credit is claimed on yearly tax returns.</p>

Title	Description
<p data-bbox="174 151 657 183">Apprenticeship Completion Grant</p> <p data-bbox="128 228 703 298">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 151 1877 253">This is a one-time, taxable grant of \$2,000, available to individuals that have completed an apprenticeship training program and obtained Journey person certification in a Red Seal Trade.</p> <p data-bbox="793 293 1738 326">To apply visit, Funding: Apprenticeship Completion Grant – Apply.</p>
<p data-bbox="201 496 632 529">Tradesperson’s Tool Deduction</p> <p data-bbox="226 570 606 602">Canada Revenue Agency</p>	<p data-bbox="793 423 1990 493">Employed tradespersons and apprentice mechanics may be able to deduct the cost of eligible tools bought to earn employment income.</p> <p data-bbox="793 534 2003 636">To determine what, if any tool deduction, one qualifies for and can claim on their tax returns, apprentices and tradespersons must calculate their deduction first. To do so, visit the Employed tradespersons (including apprentice mechanics) webpage.</p>
<p data-bbox="260 919 573 951">Canada Student Loan</p> <p data-bbox="298 992 535 1024">Service Canada</p>	<p data-bbox="793 724 1654 756">Individuals may be eligible to access a Canada Student Loan.</p> <p data-bbox="793 797 1738 829">The amount you can receive depends on several factors, including:</p> <ul data-bbox="806 870 1325 1040" style="list-style-type: none"> • province or territory of residence • family income • dependents • tuition fees and living expenses • disability <p data-bbox="793 1081 1969 1151">Students apply for the Canada Student Loan through their local government’s loan and grants services.</p>

Title	Description
<p data-bbox="163 456 674 529">Canada Student Grant for Full-Time Students with Dependants</p> <p data-bbox="296 570 533 602">Service Canada</p>	<p data-bbox="793 147 2011 253">The Canada Student Grant for Full-Time Students with Dependants is available to eligible low-income students with dependants while enrolled in a full-time program at a designated post-secondary institution.</p> <p data-bbox="793 293 1226 326">To qualify, the individual must:</p> <ul data-bbox="806 367 2011 610" style="list-style-type: none"> • apply and qualify for student financial assistance; • be enrolled as a full-time student in a degree, diploma, or certificate program that is at least two years (60 weeks) in duration at a designated post-secondary institution; • have a dependant who will be under 12 years of age at the beginning of the study period (or a dependant 12 years of age or older with a permanent disability); and, • a total family income that is less than the applicable income threshold. <p data-bbox="793 651 1982 716">Recipients receive money every month for each dependent child they have for each year of full-time studies.</p> <p data-bbox="793 756 2011 862">When an individual applies and qualifies for student financial assistance through their province or territory of residence, they are also assessed for the Canada Student Grant.</p>
<p data-bbox="128 1049 709 1122">Canada Student Grant for Students with Permanent Disabilities</p> <p data-bbox="296 1162 533 1195">Service Canada</p>	<p data-bbox="793 943 1976 1049">Students with permanent disabilities could be eligible to receive \$2,000 for each school year of undergraduate and graduate level study, as long as they continue to qualify.</p> <p data-bbox="793 1089 1997 1162">There are detailed eligibility requirements found on the Canada Student Grant for Services and Equipment for Students with Permanent Disabilities webpage.</p> <p data-bbox="793 1203 2003 1268">To apply, individuals are encouraged to connect with the student financial assistance office in their province or territory.</p>

Title	Description
<p data-bbox="128 418 709 526">Canada Student Grant for Services and Equipment for Students with Permanent Disabilities</p> <p data-bbox="296 570 533 602">Service Canada</p>	<p data-bbox="793 147 2011 250">If you require exceptional education-related services or equipment, you may be eligible to receive the Canada Student Grant for Services and Equipment for Students with Permanent Disabilities.</p> <p data-bbox="793 289 2001 362">Eligibility requirements are detailed and found on the Canada Student Grant for Services and Equipment for Students with Permanent Disabilities webpage.</p> <p data-bbox="793 399 1394 431">Two of the eligibility requirements include:</p> <ul data-bbox="806 472 1997 574" style="list-style-type: none"> <li data-bbox="806 472 1997 537">• Providing written confirmation of need of exceptional education-related services or equipment from a person qualified to determine such need; and, <li data-bbox="806 542 1976 574">• Providing written confirmation of the exact cost of the equipment and services. <p data-bbox="793 613 1955 686">Individuals could receive up to \$20,000 each school year for each year of study as long as they still qualify.</p> <p data-bbox="793 724 2001 789">To apply, individuals are encouraged to connect with the student financial assistance office in their province or territory.</p>

Title	Description
<p data-bbox="178 646 653 678">Wage Earner Protection Program</p> <p data-bbox="128 724 701 792">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="791 151 1969 219">This program provides for the payment of outstanding eligible wages to individuals whose employer is bankrupt or subject to a receivership.</p> <p data-bbox="791 256 2018 324">Eligible wages under the program include salaries, commissions, vacation, termination and severance pay.</p> <p data-bbox="791 362 1990 430">Workers may be eligible for payment of outstanding eligible wages if they meet all of the following requirements:</p> <ul data-bbox="806 472 1969 719" style="list-style-type: none"> • their employment has ended; • their former employer has filed for bankruptcy or is subject to a receivership; • they are owed wages, vacation pay, termination pay or severance pay from the former employer; and, • amounts owed were earned during the eligibility period or, in the case of termination pay or severance pay, their employment was terminated either during the eligibility period or prior to the discharge of the trustee/receiver. <p data-bbox="791 756 2003 1003">A trustee will be named to handle the employer’s bankruptcy or receivership file. The trustee or receiver assigned to administer the bankruptcy or receivership will provide individuals with information on the program and on any amounts you are owed. The individual must file a proof of claim with the trustee or receiver as soon as possible. A proof of claim is a written statement indicating the amount one believes they are owed. The trustee or receiver can help the individual complete the proof of claim statement.</p> <p data-bbox="791 1040 1980 1148">Applications to obtain eligible wages must be submitted to Service Canada within 56 days of either from the date of bankruptcy or receivership or from the date your employment ended.</p> <p data-bbox="791 1185 1990 1253">To learn more, including how much qualified participants are eligible to receive, visit Wage Earner Protection Program – A Program to Protect Workers’ Wages.</p>

For businesses and employers

Title	Description
<p style="text-align: center;">Apprenticeship Job Creation Tax Credit</p> <p style="text-align: center;">Canada Revenue Agency</p>	<p>The Apprenticeship Job Creation Tax Credit is a non-refundable tax credit equal to 10% of the eligible salaries and wages payable to eligible apprentices, up to a maximum of \$2,000 per year per eligible apprentice.</p> <p>An eligible apprentice is someone who is working in a prescribed trade in the first two years of their apprenticeship contract that is a designated Red Seal trade.</p> <p>Employers claim the tax credit on their individual income tax return.</p> <p>To learn more visit Apprenticeship Job Creation Tax Credit.</p>
<p style="text-align: center;">Capital Cost Allowance</p> <p style="text-align: center;">Canada Revenue Agency</p>	<p>In business or professional activities, one might acquire a depreciable property such as a building, furniture, or equipment. These properties wear out or become obsolete over time. Their cost over a period of time can be deducted. This yearly deduction, referred to as a capital cost allowance, can be claimed in tax return.</p> <p>To learn more visit Claiming Capital Cost Allowance (CCA).</p>
<p style="text-align: center;">Canada Job Bank for Employers</p> <p style="text-align: center;">Government of Canada</p>	<p>The Canada Job Bank website is not only for job seekers.</p> <p>Businesses can post job postings and access numerous resources and information on:</p> <ul style="list-style-type: none"> • Labour market information • Human resource Needs • Employment Standards • National Occupational Classification

Title	Description
<p data-bbox="163 418 667 451">Work-Sharing Adjustment Program</p> <p data-bbox="128 493 701 565">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 147 1997 253">Work-Sharing is an adjustment program designed to help employers and employees avoid layoffs when there is a temporary reduction in the normal level of business activity that is beyond the control of the employer.</p> <p data-bbox="793 293 1965 326">A Work-Sharing agreement is between employers, employees and Service Canada.</p> <p data-bbox="793 367 1871 431">Income support is provided to employees who face reduced hours during a temporary period while their employer recovers.</p> <p data-bbox="793 472 2007 610">The employer and the employees (union, if applicable) must agree to participate in a Work-Sharing agreement and must apply together. An application for a Work-Sharing agreement must be submitted a minimum of 30 days prior to the requested start date.</p> <p data-bbox="793 651 1913 716">Prior to applying for the program, all parties are encouraged to read the Work-Sharing Applicant Guide.</p> <p data-bbox="793 756 1759 789">To learn about the application process visit, Work-Sharing-Apply.</p>
<p data-bbox="176 954 667 1060">Hire a Temporary Foreign Worker through the Temporary Foreign Workers Program</p> <p data-bbox="128 1102 701 1174">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 873 1976 938">The Temporary Foreign Worker Program allows Canadian employers to hire foreign workers to fill temporary labour and skill shortages.</p> <p data-bbox="793 979 2007 1044">Employers must meet specific requirements to hire foreign workers. Most employers will require a Labour Market Impact Assessment before they can hire a TFW.</p> <p data-bbox="793 1084 1808 1117">The objective of the Labour Market Impact Assessment is to determine:</p> <ul data-bbox="806 1157 1661 1222" style="list-style-type: none"> • That there is a need for a temporary foreign worker; and, • That no Canadians are available to do the job.

Title	Description
<p data-bbox="113 477 716 509">Canada Small Business Financing Program</p> <p data-bbox="163 553 665 586">Innovation, Science and Industry</p>	<p data-bbox="793 147 2011 253">The Canada Small Business Financing Program makes it easier for small businesses or start-ups with gross annual revenues of \$10 million or less, to get loans from financial institutions by sharing the risk with lenders.</p> <p data-bbox="793 293 1976 399">A maximum of \$1,000,000 is available for any one borrower, of which no more than \$350,000 can be used for purchasing leasehold improvements or improving leased property and purchasing or improving new or used equipment.</p> <p data-bbox="793 440 2003 545">The loan can be used to cover the cost of the purchase or improvement of new or used equipment, land or buildings used for commercial purposes and renovations to a leased property by a tenant.</p> <p data-bbox="793 586 2011 829">Financial institutions deliver the program and are solely responsible for approving the loan. Interested businesses discuss their needs with a financial officer at any bank, caisse populaire, or credit union in Canada. The financial officer will review their business proposal and make a decision on the loan application. Once the decision is made to offer financing under the program, the financial institution will disburse the funds and register the loan with Innovation, Science and Industry Canada.</p> <p data-bbox="793 870 1734 902">Learn more on the Helping Small Businesses Get Loans webpage.</p>
<p data-bbox="113 1024 726 1097">Indigenous Skills and Employment Training Program</p> <p data-bbox="134 1138 701 1211">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 984 1961 1122">The Indigenous Skills and Employment Training Program (ISET) administered by Employment, Workforce Development and Disability Inclusion, provides funding to Indigenous service delivery organizations (ISET holders). ISET Holders design and deliver job training services for Indigenous people in their communities.</p> <p data-bbox="793 1162 1808 1195">Employers can connect with ISET Holders to discuss their labour needs.</p> <p data-bbox="793 1235 1885 1268">Click here to see a list of Indigenous Service Delivery Organizations near you.</p>

Title	Description
<p data-bbox="159 264 678 337">Funding Programs for Jobs, Training and Social Development</p> <p data-bbox="128 378 701 451">Ministry of Employment, Workforce Development and Disability Inclusion</p>	<p data-bbox="793 151 2007 326">This is one-stop shop to check out what funding programs are available through Employment, Workforce Development and Disability Inclusion that support jobs, training and social development. Available for a multitude of programs are grants (unconditional transfers for eligible activities) and contributions (need to meet certain performance targets).</p> <p data-bbox="793 367 1997 435">Funding categories relevant to the aftermarket industry include Career Development and Employment and Youth and Students.</p> <p data-bbox="793 475 1997 544">Visit Funding Programs for Jobs, Training and Social Development to identify which programs are open for funding and which are closed.</p>
<p data-bbox="165 703 672 776">Get Involved in Red Seal Standards Consultations</p> <p data-bbox="165 816 667 889">Canadian Council of Directors of Apprenticeship</p>	<p data-bbox="793 630 1980 732">Red Seal Occupational Standards and National Occupational Analyses set the standard for Red Seal trades. They are regularly updated to maintain their accuracy and relevance.</p> <p data-bbox="793 773 1871 805">Industry plays a key role in the development of the Occupational Standards.</p> <p data-bbox="793 846 1997 914">If you are interested in participating in standards consultations visit, Provincial and Territorial Apprenticeship and Certification Authorities.</p>

Northwest Territories

[Apprenticeship, Trades and Occupations](#), under the Department of Education, Culture and Employment, is the apprenticeship authority that manages and leads the apprenticeship system in the Northwest Territories. The apprenticeship authority is an industry-driven partnership that ensures a highly skilled workforce in 53 designated trades and 25 occupations. The Minister of Education, Culture and Employment appoints members to the Apprenticeship, Trade and Occupation Certification Board. The Board provides advice and is the link between the department and industry, facilitating a strong partnership leading to qualified apprentices and a skilled workforce. There are also five Trades Advisory Committees for carpentry, plumbing, electrical, heavy equipment technician and housing maintainer trades. The Trades Advisory Committees are made up of representatives from industry. The Advisory Committees provide assistance to the Department of Education, Culture and Employment by ensuring industry standards are met.

[Regional Service Centres, located throughout the Northwest Territories](#), are the delivery arm for the trades training system. Service Centre staff:

- register apprentices and other individuals pursuing certification in designated trades and occupations;
- monitor workplace training of apprentices and counsel employers and apprentices on various aspects of the apprenticeship and industry training system; and,
- monitor the workplace for compliance with the [Apprenticeship, Trade and Occupation Certification Act and Regulations](#).

For individuals considering trades training

Title	Description
<p>Schools North Apprenticeship Program</p> <p>Department of Education, Culture and Employment</p>	<p>The Schools North Apprenticeship Program, also referred to as SNAP, provides students with an opportunity to gain work experience in a trade, while earning high school credits at the same time.</p> <p>Students interested in participating in the program should tell their school's SNAP Administrator that you are interested. To learn more, visit the Schools North Apprenticeship Program webpage.</p>
<p>Adult Literacy and Basic Education</p> <p>Department of Education, Culture and Employment</p>	<p>Adult Literacy and Basic Education is community-based programming for adult learners that require classroom study to gain employment or attend post-secondary education. Adult learners may attend full or part-time.</p> <p>Programming is largely offered at Aurora College but courses are available in additional locations.</p>

Title	Description
<p data-bbox="212 386 617 418">Skills Development Program</p> <p data-bbox="216 464 613 532">Department of Education, Culture and Employment</p>	<p data-bbox="791 155 1997 256">The Skills Development Program provides support to individuals to participate in full-time, short-term (up to 52 weeks in duration) training opportunities that upgrade or develop essential employability skills.</p> <p data-bbox="791 302 1906 363">Participants must be sixteen years of age or older and reside in the Northwest Territories.</p> <p data-bbox="791 409 1377 438">Skills development activities may include:</p> <ul data-bbox="806 483 1335 656" style="list-style-type: none"> • employment readiness programs; • pre-employment training courses; • skill-specific training programs; • literacy and numeracy; and, • upgrading. <p data-bbox="791 695 1990 724">To learn more, contact the local Education, Culture and Employment Service Centre.</p>

**For individuals in trades training and
individuals that have completed trades training**

Title	Description
<p align="center"> Self-Employment Program Department of Education, Culture and Employment </p>	<p>Individuals who are starting a small business or taking over an existing business may be eligible for assistance through the Self-Employment Program.</p> <p>Assistance is based on an assessment of the individual's business idea, personal suitability, family issues, financial risks and the resources available or required for the business to be successful.</p> <p>Participants must agree to work full-time on the new business venture.</p> <p>Participants must not have held a business license for more than three months or participated in a self-employment assistance program within the past five years.</p> <p>To learn more, contact the local Education, Culture and Employment Service Centre.</p>
<p align="center"> Support for Entrepreneurs and Economic Development Department of Industry, Tourism and Investment </p>	<p>The Support for Entrepreneurs and Economic Development Policy provides funding to individuals to start a business.</p> <p>There are six funding streams, including entrepreneur support. In this stream, entrepreneurs and Northwest Territory businesses, can obtain up to \$25,000 / year in funding to help with costs that include operational support and start-up funding.</p> <p>Interested parties are to connect with their regional office of the Department of Industry, Tourism and Investment to book an appointment to speak to an Economic Development Officer. The application form can be downloaded on Entrepreneur Support (SEED).</p>

For employers and businesses

Title	Description
<p>Employee Training Program</p> <p>Department of Education, Culture and Education</p>	<p>The Employee Training Program provides employers with assistance to offset the cost of short-term (up to 52 weeks in duration) employee training that is delivered by an eligible third party. At the end of the training, the employer must have a job available for the employee.</p> <p>Eligible training includes, but it not limited to:</p> <ul style="list-style-type: none"> • essential skills training; • technical training courses; • business training; • management and leadership training; and, • short-term certificate training. <p>Assistance is not for maintaining professional status, certification or designation or to assist with personal development skills.</p> <p>Industry associations and registered businesses that have been in operation for a minimum of six months and are registered with the Worker’s Safety and Compensation Commission of the Northwest Territories are eligible for the Employee Training Program.</p> <p>Preference is given to employers who are eligible under the Business Incentive Policy.</p> <p>For more information, employers and industry associations are encouraged to connect with their regional Employment, Culture and Employment service centre.</p>
<p>Wage Subsidy Program</p> <p>Department of Education, Culture and Employment</p>	<p>The Wage Subsidy Program provides support to employers to hire and train residents for up to 52 weeks.</p> <p>For more information, employers and industry associations are encouraged to connect with their regional Employment, Culture and Employment service centre.</p>

Title	Description
<p data-bbox="128 532 705 605">Programs for Registered Employers and Industry and Employee Associations</p> <p data-bbox="155 646 678 719">Department of Education, Culture and Employment</p>	<p data-bbox="791 151 1969 256">Industry and employee associations and registered businesses (that are registered with the Worker’s Safety and Compensation Commission) may be eligible for assistance under the following programs:</p> <p data-bbox="791 293 1310 326">Community Training Partnerships</p> <ul data-bbox="806 367 1990 508" style="list-style-type: none"> • Provides training and skills development opportunities for up to 26 weeks to unemployed individuals. • Group skills training may include, but is not limited to, employment readiness programs, pre-employment training courses and skill-specific training programs. <p data-bbox="791 545 1289 578">Employment Assistance Services</p> <ul data-bbox="806 618 1976 686" style="list-style-type: none"> • Provides career and employment assistance to residents that are unemployed, underemployed or at risk of unemployment <p data-bbox="791 724 1184 756">Job Creation Partnerships</p> <ul data-bbox="806 797 1976 971" style="list-style-type: none"> • Provides work experience opportunities to improve employment prospects of participants. • The program provides organizations with support for up to 52 weeks to deliver local activities that either include a work experience component or have a guarantee of employment at the end of the project. <p data-bbox="791 1008 1969 1114">For more information, employers and industry and employee associations are encouraged to connect with their regional Employment, Culture and Employment service centre.</p>



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