



Power of Trades (Puissance des métiers) – FAQ
For [potential participants](#) and [service providers](#)

For potential participants:

What is Power of Trades?

Power of Trades offers a **non-technical** pre-employment training program. During the 6-week session, we offer information and practical advice about finding and keeping a job in the skilled trades in Ontario. Examples of material covered in the training include: understanding the apprenticeship process in Ontario, preparation for the Certificate of Qualification exam, labour laws and regulations in Ontario, understanding what Canadian trades employers look for in a new employee, resume and interview preparation, guest speakers from local industry, and other useful information and activities.

What are the skilled trades?

The skilled trades are practical, “hands-on” jobs in the construction, motive power, industrial, and service sectors. A good candidate for a career in the skilled trades should have a great work ethic, good math skills, and be able to do physically demanding work. Don’t forget that most Canadian tradespeople work outside year-round – including during winter! For a complete list of trades please visit www.collegeoftrades.ca.

Who is Power of Trades for?

Power of Trades is a program for immigrants who want to work in the skilled trades. The material covered in the course is useful for both internationally-trained tradespeople as well as for immigrants who have transferable skills to start a new career in the trades.

What are the eligibility criteria?

- Permanent resident, convention refugee or live-in caregiver
- Average Canadian Language Benchmark of 5 or higher (English for Power of Trades, French for Puissance des métiers)
- Ontario resident
- Strong interest in the skilled trades
- Available for full-time training and employment

What does it cost to participate?

There is no cost to the participant associated with the program. Please note that participants are expected to be able to support themselves financially during the training as it is not a paid program. There are no restrictions as to a participant’s source of income during the training as long as they are available to attend on a full-time basis. For information about training loans available to Power of Trades participants please visit the website of the Ottawa Community Loan Fund (www.oclf.org).

May I participate in the training on a part-time basis?

It is not possible to participate in the program on a part-time basis. Full participation is required, including punctuality and attendance. Participants are expected to treat the program as if it were a job.



Does Power of Trades offer certifications?

As a part of the training, participants have the opportunity to obtain 4 certificates: WHMIS, Working at Heights, Service Excellence, and First Aid/CPR-C. Thanks to our partnerships with the Ottawa-Carleton District School Board (Power of Trades) and the Conseil des écoles catholiques du centre-est (Puissance des métiers), participants will also have the opportunity to start the process of obtaining their Ontario Secondary School Diploma and having their international education recognized. In addition, participants who complete the full training will receive a certificate of participation from the YMCA-YWCA.

Does Power of Trades provide opportunities for work experience?

Participants who successfully complete the 6-week training have the opportunity to do a 3-week **unpaid** co-op work placement with an employer in their trade of choice. Placements are insured through our partnerships with local school boards. Co-op can provide participants with Canadian work experience, references, and a better understanding of what it's like to work in their trade in Ottawa. The hours worked in a co-op placement also count towards Ontario Secondary School Diploma credits.

How can I determine my Canadian Language Benchmark?

You may take a language assessment at the YMCA-YWCA Language Assessment and Referral Centre (LARC) at 240 Catherine St., suite 308. Please note that a language assessment is required for the application process and can be booked through Power of Trades when you submit your application for the program. For more detailed information, please call LARC at 613-238-5462.

How do I register for the program?

Please complete an application form and submit it to Power of Trades in person, by fax, or by e-mail. Application forms are available about 2 months before each training session and can be found at employment and settlement service centres throughout Ottawa. You can also request an electronic copy of the application form from poweroftrades@ymcaywca.ca or find it on our website (<http://www.ymcaywca.ca/Adults/employmentservices/Power-of-Trades>). Application deadlines are approximately one month before each session's start date. Once we have received your application you will be contacted by a Y staff member to book an appointment for an interview and language assessment. Spaces are limited in the program and the application process is competitive.

When is the Power of Trades training?

The 2017 sessions Power of Trades sessions will be held in winter (English: February/March), spring (French: May/June) and summer (English: August/September). The 6-week training is full-time with a flexible schedule between 7am and 5pm (a normal day is from 9am to 3pm). Training dates are subject to change.

Where does the training take place?

The majority of the training takes place at the Taggart Family YMCA-YWCA in downtown Ottawa (180 Argyle Ave.). There will be group outings to work sites, training establishments, etc. as part of the training. Certain parts of the training will be offered in different locations around the city. For all off-site excursions, Power of Trades can offer bus tickets to those who are in need.



Will Power of Trades find me a job?

Power of Trades offers our participants job search support, the opportunity to meet employers face to face and to participate in a co-op work experience in their trade. Staff will provide advice, strategies and assistance, however at the end of the program it is the participant's responsibility to find a job themselves. Participants are also registered with the Employment Ontario Employment Services, which assists them in finding paid employment experience.

What can I do if I don't meet the eligibility criteria or if I'm not accepted to the program?

If you are not eligible for or are not accepted to Power of Trades program, we encourage you to continue to use employment and/or settlement services through the Y or one of our community partners. Power of Trades staff offers one-on-one meetings (individual consultation) for clients of any employment or settlement service in Ottawa-Gatineau. Please speak to your case worker or a Y employment and newcomer services staff member if you would like to be referred to individual consultation.

For service providers:

Power of Trades program (6-week training)

How can I refer my client to the program?

Your client must complete an application form, which can be requested by e-mailing poweroftrades@ymcaywca.ca and found on our website during recruitment periods (<http://www.ymcaywca.ca/Adults/employmentservices/Power-of-Trades>). There is no formal referral required; however case workers are welcome to assist their clients with the application form. For Employment Ontario sites, there is an optional referral form for assisted clients available upon request.

If my client is accepted to the program, what should I do with their file?

Clients who are accepted to Power of Trades training will have the option to leave their file open with their current service provider. Employment Ontario service providers may choose to close the file as "in training". All Power of Trades participants will have the option of receiving Employment Ontario assisted services through the Y Employment Access Centre.

What can I do if my client is not accepted to the program?

All clients who have been interviewed by Power of Trades staff will receive feedback about their application. We encourage clients who were not accepted to the program to continue to work with their current case worker. Power of Trades staff is happy to share their feedback, recommendations, and resources with case workers. Referral to individual consultation is also encouraged.

Will Power of Trades staff contact me regarding my client's application?

Power of Trades staff will contact case workers only if their client has been accepted to the program. Case workers are welcome to contact Power of Trades staff if there are any questions or concerns regarding their client's application.



Individual consultation (one-on-one meetings)

How can I refer my client to individual consultation?

Referral forms for individual consultation can be requested by e-mailing poweroftrades@ymcaywca.ca. Clients will be contacted directly within 48 hours of receipt of a referral form.

What kind of clients should I refer to individual consultation?

There are **no eligibility criteria** to refer clients to individual consultation with Power of Trades staff. Any client who has expressed an interest in skilled trades and who is seeking more detailed information about their career pathway can be referred. Please note that general apprenticeship information sessions are offered at most Employment Ontario Employment Service sites on a monthly basis, including through the Y Employment Access Centres. These sessions provide a general overview of career pathways in trades and can be beneficial for clients to attend prior to meeting with Power of Trades staff.

If I refer my client to individual consultation, what should I do with their file?

Power of Trades does not provide case management for individual consultation clients. This service is intended to compliment employment and settlement services rather than duplicate or replace them. Please leave client files open/active if they are currently working with a case manager through your centre. If a referred client is not receiving ongoing employment services from a designated case worker, please inform Power of Trades staff so that they may make appropriate referrals.

Will Power of Trades staff contact me regarding my client's individual consultation meeting?

Referring case workers will be e-mailed a copy of an action plan that is completed by their client with Power of Trades staff during the individual consultation meeting. Case workers are encouraged to contact Power of Trades staff directly with any questions regarding these action plans.

For additional information, please contact us:

YMCA-YWCA of the National Capital Region

Phone: 613-788-5001

poweroftrades@ymcaywca.ca

