

DO YOU HAVE ACCESS TO THE SKILLED WORKFORCE YOU NEED?



We have pre-screened reliable apprentices ready to work today!



**We specialize in all areas of
employment for traditional trades,
including:**

- **Building and General Construction**
- **Mining and Engineering**
- **Industrial Construction**
- **Fabrication and Welding**
- **Electrical**
- **Automotive**
- **Refrigeration and Air-conditioning**
- **Manufacturing**
- **And many more . . .**

Who is SkillSource?

SkillSource is a BC-based, non-profit organization that has offers an alternative apprenticeship model to support employers and apprentices.

Our goals are to:

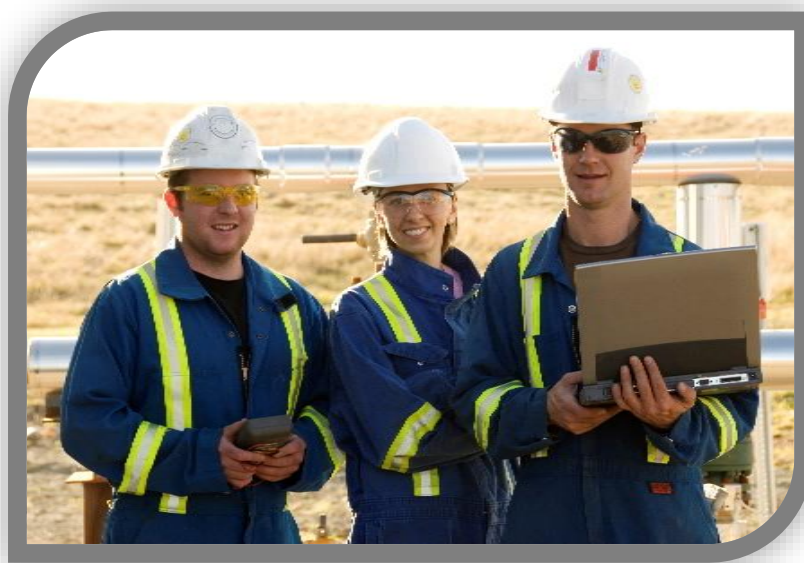
1. Help build a qualified trades workforce in BC and Canada
2. Ensure skilled workers are readily available to employers
3. Help apprentices achieve certification in their trade

What is Group Training?

SkillSource sponsors apprentices and places them with “host employers” for work experience. Through work assignments with host employers, our apprentices will gain skills and knowledge about their trade and the work-based hours necessary for certification.

As the official sponsor and employer of the apprentice, SkillSource looks after:

- Payroll
- WCB
- Taxes
- Sick leave
- Vacation pay
- Employment insurance
- Sponsorship
- Technical training
- Apprentice related paperwork
- Liaison with ITA



Advantages of using SkillSource

Our Reputation

SkillSource, formerly known as RTO, has been working to improve and modernize apprenticeship in BC for over seven years. We've worked with industry, organized labour, training providers, employment services and the BC government to keep apprenticeship programs current and address the demand for skilled workers.

Same people – Same commitment!

Assist Host Employers Business

SkillSource aims to help our host employers by taking the work out of hiring. We provide professional and experienced staff to manage the recruitment process and assist employers improve their business. Our Field Services Reps have previous industry knowledge and experience and can relate to the pressures and time constraints our host employers face. We seek to make employing apprentices a hassle free process for our host employers.

Communication with Host Employers

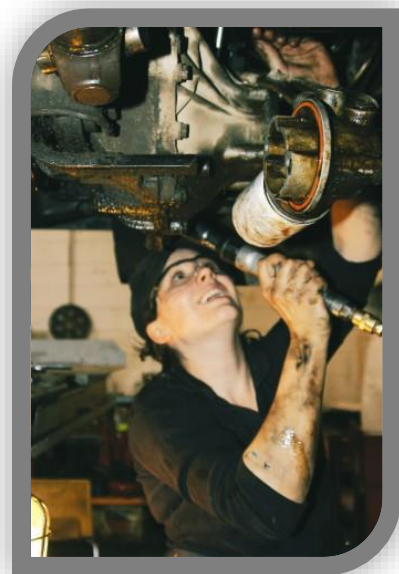
SkillSource provides host employers with personalized service from the first day of contact. A Field Services Rep will be assigned to you from day one to answer your questions, walk you through the registration and work order process and will be there to support you throughout every job placement.

Quality of Apprentices

SkillSource has skilled, professional staff who manage the recruitment process. We have a detailed screening process and minimum standards criteria to ensure that only motivated apprentices with a focus on completing their training are hired, ensuring that you get the right person for the job.

Cost Structure

Host Employers are provided with a transparent costing that displays all costs and inclusions. Most importantly, there are no hidden costs.



Host Employer Responsibilities

- Ensure the work environment is safe and the apprentice adheres to safe work practices.
- Take responsibility for day-to-day supervision, guidance and control of the apprentice.
- Provide on-the-job training appropriate to the apprentice's year level and skill.
- Provide the apprentice with the work hours agreed upon.
- Notify SkillSource immediately of any: absence from work, workplace injury, misconduct, concerns as to trade suitability, of other situation affecting workplace harmony or safety.
- Ensure apprentice timesheet is correctly completed and signed by both the apprentice and host employer at the end of each work week.
- Pay all SkillSource invoices as agreed upon in the contract.

The Wage Structure

Apprentices are paid a training wage that takes into account the level of their apprenticeship as it relates to the expected skill level of a newly certified journeyperson.

Wages for apprentices vary across qualification and are determined by a number of factors. SkillSource has formulated costing sheets for each trade. These costing sheets are available upon request.

Factored into these costing sheets include:

- Employee wages
- Canada pension plan (SPP)
- Employment Insurance (EI)
- Statutory holidays
- Vacation pay
- Extended medical benefits
- Workers compensation (WCB)



Frequently Asked Questions

How does Group Training work?

Apprentices are employed by SkillSource and placed with host employers who provide the apprentice with work experience and training opportunities. SkillSource is responsible for the total administration of the employment, including: payment of wages, taxes, WCB, sick days, and vacation pay. We monitor and administer all apprenticeship related paperwork and activities, including arranging technical training, submitting work-based training hours, and facilitating signoff.

SkillSource takes the work out of hiring apprentices!

What is the process?

1. You register with us as a Host Employer
2. We confirm a safe work environment for our apprentices
3. When you need a worker:
 - We work with you to determine the apprentice level/skills needed
 - We help you write up the Work Order.
 - We identify qualified candidates who match your specifications
 - You select the best candidate
4. We verify details prior to dispatch
5. We dispatch the apprentice to your job
6. We provide ongoing support.

What are the benefits?

- Efficient mechanism to expand the numbers of skilled tradespersons for the resource sector
- Proven intermediary service model for linking employers requiring a skilled labour force with prequalified employees seeking trades careers
- Improved screening and selection processes
- Improved case management of apprentices
- Reduction in risk and administrative costs
- Continued eligibility for and assistance in accessing federal and provincial tax credits

Frequently Asked Questions

How does SkillSource screen apprentices?

SkillSource has a rigorous job application process, which includes: literacy and numeracy testing, safety awareness, workplace communication, detailed interview for suitability and attitude, skills identification and reference checks.

SkillSource apprentices/employees must all complete the CSTS safety training program prior to being placed with a host employer.

If your company requires any additional assessments or tests, we can arrange them for you.

How do you match an apprentice to a job?

We select from our pool of pre-screened candidates, or recruit, based on specifications provided by the host employer. We ensure the right fit by matching apprentices with the skills and experience required to meet the employer's needs.

Once we have shortlisted the candidates, you have the option of conducting your own interview or we can make the selection for you.

What if I can't keep a worker on?

If the job is finished or you no longer need the SkillSource employee, provide us with the appropriate notice and we will rotate the employee to another host employer.



SkillSource

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