

Quebec On-The-Job Training Programs

Elliot Schiller

Would you benefit from a skills upgrade program in your shop? Are you carrying out business in Quebec and do you intend to pay wages to trainees, apprentices and supervisors of those trainees? If so, then you may be eligible to recover the cost of qualified expenditures incurred to carry on your training program. These expenses include salaries for both the trainee and the supervisor for a period not to exceed 32 weeks. In the case where training is conducted at a location other than the establishment where the person usually reports for work, travel expenses may also be refundable. Training conducted at an educational institute might also be eligible for reimbursement.

There are several different ways residents of Quebec can qualify to be eligible while at the same time learn a trade, develop important job skills and become qualified on-the-job? Depending on which trade a person has an interest in, multiple training approaches are available in Quebec.

Workplace Apprenticeship Program

The Workplace Apprenticeship Program is the most common of these approaches. The program is designed for voluntary-qualification trades, i.e., trades that are not subject to a specific government regulation.

The program is based on experienced workers (referred to as “journeypersons”) passing on their know-how and skill to apprentices, i.e., co-workers who have yet to acquire or have only limited skills in the trade they hope to practise.

At the onset of the program, an “apprenticeship booklet” is developed which specifies the specific skills the apprentice needs to master. Details about the apprentice's progress are also recorded during the apprenticeship within the same booklet.

To participate in the Workplace Apprenticeship Program, the potential apprentice must:

- be at least 16 years of age
- be employed in Québec in one of the trades found on the website link below.

Advantages for employers

Profit from pre-structured training based on your company's needs and the real-life practice of the targeted trades

- Become more competitive by increasing employees' productivity
- Tap into experienced employees' know-how and skills
- Greater employee versatility and qualification
- Enhance their credibility and reputation in their sector of activity, retain personnel and train a new generation of workers
- Potentially obtain significant tax credits

Advantages for apprentices

- Acquire high-quality training while practising a trade
- Raise their level of knowledge and competence
- Promote their trade and their role in the company
- Increase their versatility and chances for career advancement
- Potentially obtain official recognition of their skills (certificate of qualification and attestation of competency)
- For a qualifying Canadian citizen, depending on the trade, become eligible for federal government grants through the Government of Canada Apprenticeship Incentive Grant and Apprenticeship Completion Grant, valued at \$1,000 and \$2,000 respectively.

Advantages for journeypersons

- Make good use of their know-how and play a decisive role in the workplace
- Share their knowledge and proficiency regarding the tasks related to their trade
- Play an active role in enhancing the skills of other employees
- Enhance their credibility and reputation in their field of endeavour
- Potentially obtain official recognition of their skills (certificate of qualification and attestation of competency)

Other on-the-job training strategies

• The Workplace Apprenticeship Program is not adapted to all work contexts. In those instances, other approaches are available. These include:

- online training
- practical training workshops
- mentoring
- case studies
- simulation exercises

There is no better time than now to make a commitment to employee skills upgrading. An employee who is provided the opportunity to keep improving their skills set is a motivated employee. To quote from G.P. Smith (“Human Resources Management and Development Handbook”, 1994), “Why do we need motivated employees? The answer is survival”.

CEO's agree that the most valuable asset that they have as a company is their employees. In this competitive marketplace, it is imperative that your employees keep their competitive edge through on-going training opportunities.

The government of Quebec is willing to financially reward both the employee and the employer for their participation in an approved training program. As with all government programs, there are requirements that must be met by employers, and filing deadlines that must be followed in order to obtain refundable tax credits. Further, training programs must be conducted in an approved manner. To learn more, contact the author at eschiller@teegerschiller.com.

Services Provided by Teeger Schiller Inc.

Management Consulting Division

- Existing Systems Evaluation
- Existing Systems Improvement
- Needs Analysis
- New System Search / Selection
- Implementation Project Management
- Logistics / Operations Consulting
- Best Practices Consulting
- Change Management
- E-commerce Support
- Data Mining / Business Intelligence

SYSTEMS **HELP**.ca
by TeegerSchiller

SR & ED Division / Grant Division

- Identify and Develop Claim
- Engineers / Former Federal Employees
- Up-to-date on Program Nuances and Changes
- Templates Provided for Project Documentation
- SR & ED Technical Claim Preparation
- Training to Ensure Proper SR & ED Tracking
- SR & ED C.I.C.A. Continuing Education Credit Courses
- Free Consultation to Evaluate Claim Potential
- Meet with CRA to Support and Defend Claim
- Government Funding Opportunities

FUNDING **HELP**.ca
by TeegerSchiller

Policy Governance® • IT Governance

- Policy Governance® / IT Governance Workshops
- Policy Governance® / IT Governance Implementation
- Board Coaching
- CEO / ED / CIO Coaching
- Policy Governance® / IT Governance Templates (CobIT)
- Owner Accountable Leadership
- Ensuring Fiduciary Compliance
- Develop Board of Directors Policy Manual
- Board Process Maintenance
- New Directors Orientation

GOVERNANCE **HELP**.ca
by TeegerSchiller

David Teeger

Director

David Teeger C.A., C.A. (S.A.) graduated as a Chartered Accountant in South Africa, and upon arrival in Canada he obtained his Canadian C.A. designation and joined Richter & Associates, a management consulting firm, where he concentrated his practice on various business sectors including household goods, fashion, automotive parts, public associations, and retail chains. He performed many roles in his 15 years at Richter, including managing the professional services organization in North America and all business operations throughout Europe.

David's professional capabilities include computer audits, feasibility studies, system analyses and assistance in the selection, negotiation and implementation of computerized solutions.

As a founding partner of Teeger Schiller Inc., he has focused his practice on consulting to management. His team of professionals has helped businesses select and successfully install a variety of ERP business solutions and add-on systems including business intelligence solutions to give new life to existing computer systems. David's clients not only rely on him to successfully manage the implementation of their new systems, but to manage the change that occurs in their organizations as a result of the use of these new tools.



Elliot Schiller

Director

Elliot Schiller, Ph.D., C.M.C. began his career as a Chemical Engineer working for Grumman Aircraft, in Long Island, New York. He obtained his Ph.D. at the University of Pittsburgh with funding from the U.S. Atomic Energy Commission, and, after being awarded a Presidential Fellowship, he went on to perform research and development activities at Brookhaven National Laboratory.

Since coming to Canada, he has primarily assisted consumer products and retail organizations in a variety of strategic management initiatives, traveling around the globe on behalf of his clients. In 1987, Elliot joined Richter & Associates, and it is here that he first met David Teeger.

As a founding partner of Teeger Schiller Inc., he has focused the SR&ED / Grant Division on obtaining grants and tax incentives for over 100 companies in the small to medium sized business sector. His team has provided services to the discrete / processing manufacturing, material development, textiles, apparel, automotive and computer sciences sectors. Annually, Teeger Schiller Inc. secures more than \$5 million in government funding to assist its clients in having their business initiatives supported by government funding.



Teeger Schiller Inc.
Consultants to Management

304 Richview Ave., Toronto, ON M5P 3G5

Tel: 1.888.816.0222

info@teegerschiller.com • www.teegerschiller.com
Toronto • Montreal • New York • South Florida