



**TORONTO SHEET METAL
CONTRACTORS ASSOCIATION**
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**SHEET METAL WORKERS'
INTERNATIONAL ASSOCIATION
LOCAL UNION NO. 30**
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LOCAL JOINT APPRENTICESHIP COMMITTEE

December 21, 2017

Re: 2018 Apprentice Applicant Testing and Intakes

The Local Joint Apprenticeship Committee has determined the protocols and dates for Apprentice Applicant testing and intakes for 2018.

Protocols

1. There will be 4 testing & intake periods in 2018.
2. The test dates will be posted on the TSM and Local 30 websites.
3. Applicants must pre-register with Local 30 to take the test. Testing will be conducted at Local 30 hall.
4. A maximum of 44 applicants will be permitted to take the testing at each intake period. 22 applicants will be tested per day.
5. Applicants that achieve a minimum 70% pass grade of the aptitude test will proceed to the interview process. Applicants that fail the aptitude test will not be permitted to take a re-test. The interview will be conducted by two members of the LJAC on the same day that the test is written. Applicants that pass the interview will proceed to the orientation.
6. Orientation will be conducted over two days the following week after the testing. Orientation includes an overview of the apprenticeship program requirements, Working at Heights, Harmonized WHMIS and 4 Step Construction Awareness Training. Upon completion of the Orientation, the applicant is eligible to obtain employment through the union.
7. A job fair will be hosted at Local 30 the following day after the applicant orientation is complete. Employers eligible to hire a new intake are invited to attend the job fair and conduct interviews of the applicants. The job fair will only be hosted if employers contact Local 30 and request to participate in the job fair.
8. Upon an applicant being given a job offer, the applicant must appear at Local 30 to sign documents, pay initiation dues, and receive a work permit. The applicant cannot be dispatched to the employer beforehand.

Testing and Intake	Test Dates	Orientation	Job Fair
February	January 29 & 30, 2018	February 6 & 8, 2018	February 9, 2018
May	April 23 & 24, 2018	May 1 & 3, 2018	May 4, 2018
August	July 30 & 31, 2018	August 7 & 9, 2018	August 10, 2018
November	October 29 & 30, 2018	November 6 & 8, 2018	November 9, 2018

Arthur E. White
LJAC Local 30 Co-Chairman

Darryl Stewart
LJAC TSM Co-Chairman