

GUIDE FOR PREPARING TRAINING AND APPRENTICESHIP STRATEGY



Use the information provided below for support in preparing your Training and Apprenticeship Strategy

As part of the requirements to bid on this procurement, bidders are required to submit a Training & Apprenticeship Strategy explaining how the bidder will provide training and apprenticeship opportunities as part of the performance of this Contract:

a. Provide the number of hours that the bidder will commit to provide to apprentices, paid interns, and paid work experience positions working on this Contract; and

b. Provide a detailed strategy for how the bidder will meet the above commitment, including how the bidder proposes to allocate the hours during the life of the Contract.



Purpose of this requirement: Tell us how your organization will give people a chance to learn and grow through this project - through opportunities such as paid training, internships, apprenticeships or other workforce development opportunities.



What could be included in a Training & Apprenticeship Strategy:

- ✓ Paid work experience to students or new workers.
- ✓ Including apprentices or interns in the project.
- ✓ How many training and apprenticeship hours will be part of the work.
- ✓ How these opportunities are meaningful.
- ✓ Any other workforce development opportunities that can be included as part of this project.

EXAMPLE STRATEGIES

The strategies outlined below are examples that may satisfy the requirements. Please use them as guidelines and adapt them to meet the specific needs of the procurement and your organization's commitments. The submitted strategy will form part of the procurement contract.

Example A

We offer 4-month and 8-month internship opportunities in-line with local University internships and class schedules.

Goals of the Strategy

- Provide a clear pathway from student/apprentice to full time and help prepare workers for the future
- Support professional development and employee retention
- Introduce the student to the full range of professional practice issues and work areas

Project Specific Involvement

Over the course of the project, our team will benefit from the support of an intern who has been with us for two seasons and will be responsible for design assistance and attendance at administration meetings. We anticipate our intern will contribute approximately 100 hours towards this project.

Example B

Our in-house training consists of familiarizing staff with applicable laws and enforcing them, demonstrating an effective approach for communication with clients and stakeholders, gaining proficiency in all aspects of computer software, and servicing the needs of the City of Mississauga.

An apprentice or paid intern during the duration of this contract would receive a 3-month contract per calendar year. The position would be offered as a summer internship opportunity, and the hours would be 40 hours a week.

Example C

We are committed to providing substantial training and apprenticeship opportunities as part of the performance of this contract. We will commit to providing a total of 4,492 hours to apprentices, paid interns, and paid work experience positions in Estimating, Project Coordination and Project Management, and also through our subcontractors.