

T157 Mechanical Technician - Tool & Die Maker (Co-op Diploma Apprenticeship)

What Are The Co-Op Periods?

The first term is September 2006, and the second term would start May 2007. Each term is 4 months in length.

About The Program

This precision machining, tool and die program enables students to achieve two certifications at the same time: the technician post-secondary diploma and the Apprenticeship certificate, meeting all three levels of the in-school tool and die maker apprenticeship requirements.

This certification will enable graduates to immediately write their Certification of Qualification as they move towards full journeyman status.

The six semester program of study is intensive:

1. Three consecutive in-school semesters lasting one year followed by;
2. A four-month paid co-op work period followed by;
3. The fourth in-school semester, followed by;
4. A final paid co-op work period while students complete their final courses in the evening and/or online.

The curriculum is hands-on, making extensive use of the college's machine shops as well as the computer-aided manufacturing (CAM) and computer numeric control (CNC) facilities, metrology and other labs that support the state-of-the-art skills developed by this program.

Technical training is broadened with courses in mathematics, communications, business practices and general education.

Co-Op Employer Responsibilities

As a co-op employer, you're playing a key role in the professional development of the students you hire. Both students and employers get the most value from a co-op experience when expectations and responsibilities are clearly communicated and students are encouraged to ask for help or clarification when they need it. To ensure you and your student are making the most of your co-op work term, please follow these important employer guidelines.

- Provide the student with practical employment experience. Duties should include meaningful, trade-specific tasks with progressive responsibility.
- Provide a comprehensive job description that outlines the scope, duties, responsibilities and timing of the co-op assignment.
- Provide suitable remuneration as specified in the offer of employment.
- Provide an orientation to your organization, including key departments and personnel with whom the student will interact.
- Provide appropriate guidance and supervision throughout the work term. Consider assigning a mentor to ensure that the student becomes productive as quickly as possible.
- Provide constructive and timely job-related performance feedback.
- Meet with our co-op officer at your workplace during the placement
- Complete and submit the student performance evaluation form at the end of the placement.
- Provide us with any feedback that may help improve student participation in future work placements. If you are delighted with a student's co-op performance and would like to consider him or her for a permanent position, please encourage the student to complete the academic program and contact you upon graduation.

Ontario Tax Credits

If you're an Ontario employer who is willing to help students gain valuable work experience, the government wants to give you a tax break. The Ontario government allows a tax credit for eligible businesses that hire students from recognized post-secondary cooperative education programs for qualified work placements. The co-operative education tax

credit will reimburse businesses from 10 to 15 per cent of eligible expenses, up to a maximum of \$1,000 for each work placement.

For example:

- Employers whose total payroll was more than \$600,000 in the previous year can claim a credit of 10 per cent of eligible expenses.
- Employers whose total payroll was between \$400,000 and \$600,000 in the previous year can claim a credit of 10 to 15 per cent of eligible expenses.
- Employers whose total payroll was \$400,000 or less in the previous year can claim a credit of 15 per cent of eligible expenses.
- An eligible employer is an incorporated or unincorporated business that is permanently established in Ontario, is subject to Ontario income tax, and has eligible expenses associated with hiring co-op students enrolled in an Ontario college or university.

A qualifying work placement must meet the following criteria:

- The work placement has been developed or approved by an eligible educational institution
- The work placement is at least 10 weeks, or 360 hours, in duration, and is a requirement for graduation
- The student in the work placement is engaged in productive work and not simply an observer
- The student is paid for work while in the work placement
- The employer monitors the student's progress, supervises and evaluates the student's job performance and reports back to the educational institution. If a work placement lasts longer than four months, each four-month period will be considered a separate qualifying work placement eligible for the maximum credit amount.

Eligible expenses include:

- Salaries, wages and other remuneration paid by the business to the student at the employer's permanent establishment in Ontario.
- Payments made by the business to an Ontario college for a qualifying work placement at the employer's permanent establishment in Ontario. Please note that any government assistance received by the business for a qualifying work placement (other than the tax credit itself) will reduce the amount of the expenses eligible for the credit.

Claiming an Ontario Tax Credit

Unincorporated businesses may claim a tax credit by filling out Form ON479, Ontario Credits, included in the federal T1 general income tax return package. Corporations may claim the tax credit by completing a corporate tax return. For more specific information, contact the Corporations Tax Branch of the Ontario Ministry of Finance.

To claim your tax credit, you must have a certified document that confirms you have provided the co-op work term for which you are making a claim. Once the student commences employment, you will receive a confirmation of employment letter from George Brown College, which satisfies this documentation requirement.

What Does Co-op Cost?

The recommended hourly wage is, based upon the Tooling Trades:

Tool & Die Maker	\$11.25
Mould Maker	\$11.16
General Machinist	\$10.93
Pattern Maker	\$11.05

Source: Canadian Tooling and Machining Association, January 2002. Based on Year 1 Apprenticeship rates.

It is expected that students will work a normal 40 hour week.

THE COURSE OF STUDY

SEMESTER 1

MENG 1051 Machining I
MENG 1052 Machining Theory I
MENG 1053 Drawing and Layouts I
MATH 1025 Mathematics for Technology
COMP 1082 Computer Skills and Applications
COMM 1007 College English
GNED 1003 General Education Foundation

SEMESTER 2

MENG 1057 Computer Numeric Control I
MENG 1061 Machining II
MENG 1062 Machining Theory II
MATH 1077 Math for Mechanical Technology
COMM 1034 Professional Communications I
GNED General Education Elective

SEMESTER 3

MENG 1063 Drawing and Layouts II
MENG 1067 Computer Numeric Control II
MENG 1071 Machining III
MENG 1072 Machining Theory III
COMM 1035 Professional Communications II
GNED General Education Elective

SEMESTER 4

Co-op work period – 15 weeks

SEMESTER 5

Machining IV
CNC III
Drawing and Layouts III
Gen Ed Elective

SEMESTER 6

Final co-op work period – 15 weeks
Personal Finance
Gen Ed Elective

CO-OP REQUEST FORM

Name of Company: _____

Address: _____

Contact Person/Title: _____

Phone: _____

Fax: _____

Email: _____

1. Job Title: _____ No of positions: _____

(Please Note: **A job posting, including content of job, skills and qualifications desired and details of position must be submitted for each Job Title.** The better the description, the stronger the response from interested students.)

2. The hourly wage for this position is _____.

3. I would like a COVER LETTER along with the resume. Yes ___ No ___

4. Release my name for cover letter purposes: Yes ___ No ___

5. Please send resumes to me by: Email ___ Courier ___

Recruitment Details:

Your position will be posted for co-op students beginning April 1st 2006.

- Interviews will be on-going throughout the term on a "first in" basis.
- Once interviews are complete, employers submit candidates acceptable to them, in order of preference.
- Offers to students continue throughout the term until all students are employed.

Please Fax Back This Form To: 416-415-4293

For More Information:

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