



FREQUENTLY ASKED QUESTIONS: GUILD APPRENTICESHIP PROGRAM (GAP)

If you have any additional questions regarding the Guild Apprenticeship Program, please email or call the **DGC Ontario Member Services Department** (Email: gap@dgcontario.ca / Telephone: 416.925.8200).

Applying to the Guild Apprenticeship Program

1. What is the Guild Apprenticeship Program?

The Guild Apprenticeship Program (GAP) is designed for people who do not have the required professional experience to apply for DGC Membership. Successful applicants to the program are Apprentices for 12-18 months and are eligible to work on Guild productions in PA or Trainee job categories. Successful completion of GAP requirements constitutes eligibility to join the DGC

2. How long is the GAP Program?

For GAP-Trainee Assistant Accountant (TAA), GAP-Location Production Assistant (LPA) or GAP-Trainee Assistant Location Manager (TAL), GAP-Set Production Assistant (SetPA), and GAP-Trainee Assistant Art Director (TAAD) or GAP-Trainee Assistant Art Director-Coordinator (TAAD-COORD), you are required to be in the program for 12 months from the time your Guild Apprenticeship Program starts or until you have fulfilled the graduation requirements. For GAP-Post Production PA (PPPA), GAP-Trainee Assistant Sound Editor (TASE) and GAP-Trainee Assistant Picture Editor (TAPE), you are required to be in the program for 18 months from the time your Guild Apprenticeship Program starts or until you have fulfilled the graduation requirements.

3. Is there a deadline to apply?

Yes. There are 2 admission cycles into the Guild Apprenticeship Program each year in the spring and fall, except for PPPA, TASE and TAPE streams, which currently have one admission cycle per year.

Application deadlines are different for every department. The admission cycle and application forms can be found on the [GAP homepage](#).

There is no deadline to apply directly to DGC Membership. Applications are accepted year-round. You can find information on how to apply for DGC Membership here: [Becoming A Member](#)

4. How do I apply for GAP Apprenticeship?

Submit the requisite application form and all supporting documents during the application admission cycle. The application fee is payable when you are admitted into the program.

5. Do all DGC Departments have an Apprenticeship Program?

Seven (7) of the departments represented by the Guild have an Apprenticeship Program.

- Assistant Directors Department – Set Production Assistant GAP (SetPA GAP)
- Locations Department – Location Production Assistant GAP (LPA GAP) or Trainee Assistant Location Manager GAP (TAL GAP)
- Art Department – Trainee Assistant Art Director GAP (TAAD GAP) or Trainee Assistant Art Director - Coordinator (TAAD-COORD GAP)
- Accounting Department – Trainee Assistant Accountant GAP (TAA GAP)
- Post Production Department - Post Production PA GAP (PPPA GAP)
- Sound Editing Department– Trainee Assistant Sound Editor GAP (TASE GAP)
- Picture Editing Department – Trainee Assistant Picture Editor GAP (TAPE GAP)

To read more about all of the DGC Departments and duties performed by Apprentices, click on [DGC Ontario Departments](#) on our website.

6. Can I apprentice to be a Director or a Production Manager?

There is no GAP in the Directors or Production Departments due to the nature of the work.

7. How do I submit my completed GAP Application?

Completed GAP applications can be **emailed** as one single PDF to: gap@dgcontario.ca. Once your application has been received, you will be contacted within 2-3 business days to confirm receipt and to ask for any clarification or additional documentation.

8. What do I need to be eligible for GAP?

Standard requirements for all GAP applicants are:

- Proof of Canadian Citizenship or Permanent Residency Status (including a photo ID)
- Workplace Hazardous Materials Information System (WHMIS) Certificate
 - o The complex day-to-day operations of the screen-based industry demand that you have a basic understanding of hazardous materials. Getting your basic WHMIS training is easy and affordable. To obtain your certification, please see the following recommended vendors below:
 - [Workers Health and Safety Centre](#)
 - [Canadian Centre for Occupational Health and Safety](#)
 - [Worksite Safety](#)
- Proof of Completion Certificate for the Occupational Health and Safety Awareness Training per Ontario Regulation 297/13. You can take the online course here: [Occupational Health and Safety Awareness Training](#)
- SIN Number
- A valid Ontario Driver's License is required for LPA or TAL and TAAD or TAAD-COORD applicants
- Three Letters of reference - See Question 11
- Cover letter and CV or resume
- Must be 18 years of age or older

9. Why is a Driver's License required for LPAs and TALs, TAADs and TAAD-COORDs?

For LPAs and TALs, driving is an essential part of the job. For TAADs and TAAD-COORDs, it's highly likely that driving a production vehicle will be one of the tasks required as part of the job. Specific requirements vary by category.

10. When applying to the Trainee Assistant Art Director GAP, must I have a portfolio review?

Yes. A current portfolio of personal work, available online, will be reviewed during the interview and is essential for acceptance to the Trainee Assistant Art Director GAP.

Note: portfolios are not applicable for Trainee Assistant Art Director-Coordinator (TAAD-COORD) applicants. However, TAAD-COORD resumes should highlight all relevant administrative/coordination experience, including any production experience (i.e., Office PA).

11. Should my application include letters of reference?

Yes. You are required to submit 3 letters of reference as part of your application. These need not be from active DGC Members, but at least 2 of these letters must be from a professional context (i.e., employers, professors etc.).

Note: other GAP Members cannot write reference letters.

12. How much does the Guild Apprenticeship Program cost?

It costs \$700.00 + HST (**\$791.00**) to join the Guild Apprenticeship Program in any department. Payment can be made by cheque, Visa, Master Card, or in person by cash (exact change) or debit.

13. Can I pay the GAP fee in installments?

You are required to pay the \$791.00 (\$700.00 + HST) GAP fee in full at the time you have been approved for the Guild Apprenticeship Program.

Getting Started as an Apprentice**14. When can I start working as an Apprentice?**

Before an Apprentice can start working, they must **successfully complete the following required courses**:

- DGC Ontario Fundamentals (1 full day that includes DGC Orientation and Building a Respectful Workplace)
- Departmental Training, led by DGC Members
- Propane Certification and Location Equipment Supply Training (for LPA and TAL GAPs only)

Required course dates are listed on page 2 of the GAP application.

15. I've been accepted to the program. Do I have to start right away?

Yes. If, for some reason, you decide you cannot continue with the Apprenticeship before you make payment and your Apprenticeship is activated, you will be required to re-apply to the program during a subsequent GAP intake period.

16. How do I find out about job opportunities?

Members and Apprentices work as freelancers and are responsible for securing their own work. The Guild will help you by:

- Adding you to the DGC Ontario Availability List
- Providing access to a personal profile page you can build out on DGC Ontario's website
- Reviewing and providing feedback on film resumes
- Providing one-on-one guidance and professional best practices

17. How do I complete the GAP and qualify for Guild Membership?

You need to work a specific number of days across a specific number of productions to be eligible to graduate. The work must be acquired on DGC signatory productions, though some days on productions eligible for dispensation can count (see below for specific requirements and see question #21 for more information on "dispensation").

- Set Production Assistant (SetPA) – 50 days worked over 3 productions in Ontario
 - o 10 days as an LPA or TAL on a DGC production or 10 days on productions eligible for dispensation or a combination of both, with a maximum of 10 days total, can be included
- Location Production Assistant (LPA) or Trainee Assistant Location Manager (TAL) – 50 days worked over 3 productions in Ontario
 - o 10 days as a Set PA on a DGC production or 10 days on productions eligible for dispensation or a combination of both, with a maximum of 10 days total, can be included
- Trainee Assistant Art Director (TAAD) or Trainee Assistant Art Director-Coordinator (TAAD-COORD)
 - o 50 days worked over 3 productions or 75 days worked over 2 productions, or 100 days worked over 1 production in Ontario
 - o 10 days on productions eligible for dispensation can be included
- Trainee Assistant Accountant (TAA)
 - o 50 days worked over 3 productions or 75 days worked over 2 productions, or 100 days worked over 1 production in Ontario
 - o 10 days on productions eligible for dispensation can be included
- Post Production PA (PPPA)*
 - o 30 days worked over 2 productions or 45 days worked over 1 production in Ontario
 - o 5 days on productions eligible for dispensation can be included
- Trainee Assistant Sound Editor (TASE)*
 - o 30 days worked over 2 productions or 45 days worked over 1 production in Ontario
 - o 5 days on productions eligible for dispensation can be included
- Trainee Assistant Picture Editor (TAPE)*
 - o 30 days worked over 2 productions or 45 days worked over 1 production in Ontario
 - o 5 days on productions eligible for dispensation can be included

*Apprentices in the Post Production departments (Post Production PA, Trainee Assistant Sound Editor and Trainee Assistant Picture Editor) can work in all three post departments during their Apprenticeship and can count days worked in all three departments towards their GAP completion requirements. When applying for Membership, they will apply to the caucus in which they have the most days worked.

Working as an Apprentice

18. Can I work in a higher category while in GAP?

For the 5 or 10 days on productions eligible for dispensation, you may work in a higher job classification than your Apprenticeship category, as long as it's in the same department. The only other circumstance where a GAP Apprentice can work in a higher category is on Tier F productions. In order to work in a higher category on Tier F productions, GAP Apprentices must fill out a work permit application ([Permit Application](#)) and pay the applicable permit fees. Permit fees, which are accumulated during the year prior to the date you apply for Membership, will be put towards your Membership fee, up to a maximum of \$500.

After you have successfully completed your GAP and have applied and graduated into Associate Membership, you are then allowed to work in any category in any department of the Directors Guild of Canada.

19. I worked on productions before. Can I count that towards my required days?

No. Previous production experience will help you get into the GAP. Only days worked after your Apprenticeship application has been approved count towards your required number of days.

20. How do I verify to the Ontario office that I've completed my required amount of days?

Please keep copies of your pay stubs or timesheets and submit them when you apply for Guild Membership. DGC Ontario will have a record of all of the days you worked on DGC-signatory productions. Nonetheless, we recommend keeping pay stubs and timesheets for your records.

21. Can I work on Productions eligible for dispensation, and will these days count towards my GAP?

Apprentices can work on productions eligible for dispensation and count a specific number of days (see questions 17 and 18 for specifics) towards their GAP requirements, provided you are working in the same department as your Apprenticeship.

Please review the [DGC Ontario Dispensation Policy](#) to determine which categories of non-signatory** productions are eligible. GAP Apprentices are not required to submit dispensation request forms, but please note that for all days worked on a production eligible for dispensation, the Apprentice must submit pay stubs/call sheets as proof of their days worked.

Days worked on non-sanctioned* productions (productions that are NOT eligible for dispensation) will NOT be counted towards your required days. If you are unsure about the signatory status of a production, consult the [Hot List](#) or weekly newsletter. Non-sanctioned productions are listed on the Hot List's 'Rumour List' page and in the weekly newsletter as *NOT DGC SANCTIONED*.

It is very important to note that once you are a Member, you must formally request permission to work on productions eligible for dispensation. This request is made through a [Dispensation Request Form](#) that is then emailed to the DGC Ontario Production Office for approval. The request must be made in advance of your scheduled start date.

*Non-sanctioned productions are productions that meet the budgetary threshold for becoming signatory with DGC Ontario but choose not to sign with DGC Ontario.

**Non-signatory productions are productions that do not meet the budgetary threshold or are types of

productions that are not covered by DGC Ontario (i.e. commercials, music videos) and are therefore eligible for dispensation.

22. Are Guild Apprentices protected under DGC Ontario's current Standard Agreement?

Yes. Apprentices are considered Permittees under the Standard Agreement and are therefore covered by all applicable terms and conditions. Visit our website to view the [DGC Ontario Standard Agreement](#). Permittees are also expected to conduct themselves in accordance with By-law No.1 (aka the Constitution) [DGC Ontario By-law No. 1](#).

23. Will I be paid for working while in GAP?

Yes. All Apprentices hired on signatory productions as a Set PA, LPA or TAL, TAAD or TAAD-COORD, TAA, PPPA, TASE, and TAPE must be paid at least the minimum rates in the current Standard Agreement. Rates are posted on the DGC Ontario [Rate Cards Page](#). Apprentices cannot volunteer on Guild productions at any time.

24. What happens if I can't complete the program requirements within 12 or 18 months (depending on the department)?

There is a formal appeal process that an Apprentice can undertake to request an extension due to extenuating circumstances. Requests for extensions are reviewed by the Membership Committee. Note: It is the Apprentice's responsibility to notify the Guild and address the issue PRIOR to the expiration of their Apprenticeship Program. Expired Apprenticeships cannot be re-activated. Details on the GAP Extension, Hold and Refund policy can be found [here](#).

25. Can Guild Apprentices attend professional development courses offered by DGC Ontario?

Yes. You are strongly encouraged to attend these courses as a way to gain marketable skills, as well as mix with other active Members. It is strongly recommended that during your GAP period, you attend at least 2 Guild professional development courses. Details can be found in the Members Only section of the website, under Training, as well as in our weekly newsletters.

26. Do Guild Apprentices receive Health and Welfare contributions while in GAP?

Yes, however, Apprentices **cannot access** the DGC's Health and Welfare benefits during the GAP program. Once you have submitted your Member application and are a Member of the DGC in Good Standing, the Health and Welfare benefits you accumulated from the Producer contributions while working in the GAP will be applied to your Membership.

What happens once the Guild Apprenticeship Program requirements are met?

27. I have completed my Program's requirements. Am I a DGC Member automatically?

No. The Apprenticeship provides you with the required experience to apply for Membership. You must fill out a formal application with supporting documents and pay the required fee for Guild Membership. The application process and details of Guild Membership are outlined on the DGC Ontario "[Joining As A GAP Graduate](#)" Page. Please note that all GAP Apprentices apply to join the DGC in the category in which they have completed the GAP Program.

28. Once I'm done GAP, what is the fee to apply for Guild Associate Membership?

The Associate Membership fee is \$500. You will also be required to pay annual dues of \$450, paid quarterly in installments of \$112.50. Your Associate Membership application must include the Membership fee (\$500) and one quarterly dues installment (\$112.50) for a total cost of \$612.50. You also have the option to pay the annual dues in full at the time of your application.

29. What are the differences between Apprentices, Associate Members, and Full Members?

Apprentices are enrolled in a pre-Membership Apprenticeship program. They are not eligible to collect health and welfare benefits, though they are accruing producer contributions, to which they are entitled once they become a Member.

Apprentices are not eligible to vote at the Annual General Meeting, nor can they hold office. Apprentices cannot work in any other category or department than the one they have been assigned.

Anyone who has a trainee or PA job category (e.g., Set PA, 4th AD, TAAD, TAAD-COORD, TAA, LPA, TAL, PPPA, TASE, TAPE) is an Associate Member. Associate Members can work in any job category within the Guild, and they have access to health and welfare benefits as well a mandatory group RSP. Associate Members cannot vote at the Annual General Meeting, nor can they hold office.

Anyone who is listed in a category higher than trainee or PA is considered a Full Member. Full Members can work in any job category and in any department. They have access to Health and Welfare benefits and the Group RSP. Full Members can vote at the Annual General Meeting and run for positions on the Executive Board.

30. What will be my category once I graduate from GAP and join the DGC?

You will come in as the same trainee or PA category but without the "GAP" distinction. For example, if you were a TAAD-GAP, once you officially joined the Membership, you are now TAAD. The big difference is you are now able to accept work in higher categories. Once you obtain 150 days over 3 productions in a higher category, you can upgrade to Full Member.

31. Once I'm an Associate Member, how do I add another job category or upgrade my current one?

Once you have accumulated 150 days of work over 3 different Guild productions in the desired category, you are eligible for an upgrade to that category. Associate Members who are ready to upgrade to Full Member status pay a one-time upgrade fee of \$500.