



EXPLORATION: Questions & Answers about Apprenticeship

Discussion Guide

WHAT: What is apprenticeship?

Apprenticeship is an extremely effective form of training where a journeyperson passes on knowledge and skills to apprentices in the workplace. The shared goal is to work together to achieve the full journey to a Certificate of Qualification for the trade.

WHAT: What is involved?

The apprenticeship system is based on province-wide training standards for designated trades. An apprenticeship combines up-to-date technical training with practical hands-on experience. Approximately 85% of the apprenticeship process takes place through documented practical experience on the job. The remaining 15% is through accredited technical training. In Canada, each province and territory has the responsibilities for education and training which includes apprenticeship. Apprenticeship training is generally administered by provincial and territorial departments responsible for education, and labour. In Nova Scotia, it has been under the Department of Education, Apprenticeship Training and Skill Development Division of the Department of Education. As of April 1, 2008 it is now under the authority of the Department of Labour and Workforce Development.

A designated trade is a trade/occupation regulated by a province/territory under formal legislation. In the province of Nova Scotia, this legislation is the Nova Scotia Apprenticeship and Trades Qualifications Act and General Regulations. There are also a number of specific trade regulations.

You can find out more through the Provincial Government Apprenticeship Authority web site at <http://nsapprenticeship.ca/>

As of April 1, 2008 Apprenticeship is under the Nova Scotia Department of Labour and Workforce Development. You can find out more through the web site at: <http://www.gov.ns.ca/lwd/>

WHO: Who is an apprentice?

Anyone can be! There are different pathways to reaching the full journey to certification.

- **Youth Apprenticeship:** Students who are between the ages of 16-19 and employed in a designated trade can register as a youth apprentice. They are paid by their employer while they learn the skills of the trade and can count their hours toward their apprenticeship training.
- **Co-Op:** Students who complete a co-op placement in a designated trade may be eligible to receive up to 100 hours in apprenticeship credit once registered as a youth apprentice
- **O2:** Certain high schools have a new program called Options and Opportunities (O2) that offers on-the-job training through work placements in occupational streams including Trades. Students successfully completing O2 will receive advanced standing should they apply to a NSCC Pre-Apprenticeship Program.



- **Pre-Apprenticeship Program:** Train first, then pursue work, and possibly apprenticeship after
- **Apprenticeship Program:** Work first and become registered as an apprentice, then pursue training

The formal apprenticeship process starts with an apprenticeship agreement - a signed agreement between the apprentice, the employer and the province concerning the apprenticeship training process. In this agreement, an apprentice agrees to work for an employer for a specific length of time in exchange for extensive, supervised on-the-job skills training (practical) and technical training (theory).

WHO: Who is a journeyperson?

Anyone can be! A journeyperson is someone who has completed the "full journey" and received a Certificate of Qualification (CoQ). Certification demonstrates proof of the person's ability to work in the trade, to the defined standards. Some designated trades are Red Seal - This program provides workers with greater mobility across Canada. For these trades, journeypersons obtain a "Red Seal" endorsement through successful completion of the Interprovincial Standards Examination. Journeypersons receive an official journeyperson identification card from the provincial Apprenticeship authority.

Although attaining journeyperson status denotes the end of the apprenticeship journey, learning never ends. Journeypersons can continue their "journey" many ways:

- Completing a Journeyperson Diploma
- Building a career through continuous learning and training
- Coaching and mentoring apprentices
- Serving on trade committees and groups
- Becoming a manager
- Gaining certification in additional skilled trades
- Becoming self-employed and starting your own business
- Completing Business Competencies Training
- Becoming more involved in your trade
- Serving on the Provincial Apprenticeship Board
- Complimenting trade-specific education with further learning...
- There are all kinds of options!
- Do the skills, learn the trade and PASS IT ON!

HOW: How does an apprenticeship work?

Apprentices are required to keep a Record of Occupational Progress Books (Logbook). These logbooks track on-the-job hours and technical training, along with required practical skills. The industry developed occupational analysis is the base document for the definition of practical skills included in the logbook. The logbook is an important and continuing responsibility of an apprentice, throughout the apprenticeship.

There are many aspects to apprenticeship training: It is a tried and tested method of on the job skills training that continues to work extremely well. There is a strong history to the apprenticeship model of workplace learning with the skilled trades, and it is all about mentorship. Everyone within the apprenticeship system is involved with learning. We are all learning new



things every day. Early on in the process, apprentices need learn about the apprenticeship system and how things work. Apprentices also need to learn about their chosen trade - the history of your trade, how things work and why things are the way they are. As apprentices progress throughout the apprenticeship process, they gain new knowledge and skills their emphasis will gradually shift from being the person who is receiving most of the training to the person who is conducting the skills training. Passing on trade knowledge and skills in industry is what apprenticeship is all about. That knowledge was passed on from trade experts who then have a duty and responsibility to pass on that knowledge and skills to the next generation of workers. This has been called Journeywork - the ongoing duties and responsibilities of the journeypersons. It is an important and ongoing part of the apprenticeship system. It is how the whole thing works, and continues to work to build the workforce of tomorrow.

HOW: How long does an apprenticeship take?

Each designated trade has different requirements in terms of the competencies required, the term of the apprenticeship and the duration of practical hours required. An apprenticeship is finished after completing all documented practical experience on the job and required technical training. Successful completion of an Apprenticeship Program qualifies you to write for your Certificate of Qualification. Before writing the Certification Examination, apprentices have access to take a Review Course to assist them in preparing for this important step.

Successful completion of an Apprenticeship Program qualifies an apprentice to write for a Certificate of Qualification. Certification demonstrates proof of a person's qualifications to work in a trade to a specific standard. Training standards are also used to assess prior learning and experience for clients who are able to document experiences equivalent to the program. It is important to be aware of the options and requirements for completing the process. Each trade has different requirements for practical hours and technical training – know the requirements for your trade and show apprentices where to be able to find the information.

Section 16 of the Apprenticeship and Trades Qualifications Act and General Regulations provides the opportunity for apprentices to apply to receive credit for previous relevant training and experience - Prior Learning Assessment and Recognition (Granting of Credits). Technical training credit will reduce the overall technical training requirements for the apprentice; and practical experience may reduce the overall practical experience requirements for the apprentice. Section 30 of the Apprenticeship and Trades Qualifications Act and General Regulations provides the opportunity for non-apprentices to write the Certificate of Qualification examinations - Certificate through trade qualification. Before writing the Certification Examination, trade qualifiers may have access to take a Refresher Course to assist them with this important step.

WHY: Why bother - Why pursue apprenticeship?

Completing the apprenticeship journey – the full journey means gaining a certification that you take with you wherever you go. An apprenticeship provides you with the opportunity to:

- Earn while you learn.
- Access up-to-date quality training.
- Gain skills and qualifications recognized all over Canada.
- Very low cost and possibly debt free post-secondary training/education.



- Access excellent opportunities for employment in your desired field.

Reaching journeyman status is an important accomplishment, but involvement in the trade training system does not end there. Passing on trade knowledge and skills is what apprenticeship is all about. That knowledge was passed on from trade experts who then have a duty to pass that on to the next generation of workers. A focus on teaching and learning in the workplace is an important and ongoing part of the apprenticeship system.

Ongoing involvement in the trade is important too. In Nova Scotia, there is a Provincial Apprenticeship Board that functions in an advisory capacity. There are also Program Advisory Committees, organized trade and/or union groups as well as committees assisting with the development, validation and revision of Provincial examinations and/or Interprovincial Red Seal products such as the National Occupational Analyses, and/or Interprovincial examinations. There are all kinds of options for ongoing action and involvement in the trade!

You can find out more online at:

-  [Apprenticeship Incentive Grant \(AIG\) - Service Canada](#)
-  [Employment Insurance Benefits - Service Canada - Nova Scotia - Apprenticeship Program](#)
-  [Apprenticeship Board](#)
-  [Workit Youth Apprenticeship Nova Scotia](#)
-  [Apprenticeship and Trades Qualifications Act](#)
-  [Apprenticeship and Trades Qualifications Regulations](#)
-  [Interprovincial Standards \(Red Seal\) Program](#)
-  [Canadian Apprenticeship Forum \(CAF\)](#)
-  [Canadian Standards Association](#)
-  [Metropolitan Immigrant Settlement Association & Halifax Immigrant Learning Centre](#)
-  [Virtual Campus Apprenticeship @ Nova Scotia Community College \(NSCC\)](#)
-  [Nova Scotia Agricultural College \(Agricultural Equipment Technician\)](#)
-  [Techsploration](#)
-  [Information Guide - Summary Offence Tickets](#)