|  |  |
| --- | --- |
| Atlantic Workforce Partnership | Partenariat pour la  main-d’œuvre de l’Atlantique |

**ATLANTIC Application package  
for the Designation of Voluntary and Compulsory Trades**

Atlantic Apprenticeship Council

Contents

[Introduction 2](#_Toc483390389)

[Why are occupations designated as trades? 2](#_Toc483390390)

[What information does your Apprenticeship Authority require to designate an occupation as a trade? 2](#_Toc483390391)

[Part I Applicant or Sponsoring Organization Information 3](#_Toc483390392)

[Part II Type of Designation Request 4](#_Toc483390393)

[Part III Trade/Workforce Information (Demographics) 6](#_Toc483390394)

[Part IV Industry/Stakeholder Support for Designation 9](#_Toc483390395)

[Part V Impact on Trade, Occupation and Stakeholders 10](#_Toc483390396)

[Part VI TO BE COMPLETED FOR COMPULSORY DESIGNATION REQUEST ONLY 11](#_Toc483390397)

[Part VII Jurisdictional Contact Information 13](#_Toc483390398)

# 

# Introduction

## Why are occupations designated as trades?

Each province and territory has the responsibilities for education and training which includes apprenticeship. Each province and territory has apprenticeship authority to designate occupations to become trades. Once an occupation becomes designated as a trade, the trade is eligible for either apprenticeship training and/or certification.

Employers, employees, employee and employer associations or unions can petition their provincial or territorial Apprenticeship Authority to have an occupation designated as a trade. Some of the main reasons an occupation is considered to become a trade are:

* public health and safety
* consumer protection
* environmental protection
* professionalizes the occupation
* standardized quality training and testing
* recognized certification
* workforce mobility

## What information does your Apprenticeship Authority require to designate an occupation as a trade?

The process to designate an occupation or trade originates with industry making a formal request to the Apprenticeship Authority in your jurisdiction. Any representative within an industry can submit an application to designate a trade or an occupation. All applications must include detailed information on key aspects of the proposed designation and the supporting industry.

The attached application must be completed in full. Incomplete applications will be returned.

# Part I Applicant or Sponsoring Organization Information

*In this section, please provide information to identify who is making the request for trade designation or compulsory designation. The Apprenticeship Authority in your jurisdiction will be in contact with the applicant. Please provide complete and accurate information.*

|  |  |
| --- | --- |
| Applicant Name: |  |

This application is being submitted on behalf of an industry group: ☐ Yes ☐ No

|  |  |
| --- | --- |
| Sponsoring group or organization |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | | |
| Phone: |  | Business: |  |
| Fax: |  | Email: |  |
| Alternate Contact: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email: |  |

|  |  |
| --- | --- |
| Alternate Contact: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email: |  |

|  |  |
| --- | --- |
| Alternate Contact: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email: |  |

# Part II Type of Designation Request

*In this section, please indicate the type of designation from the options below that you are requesting. In order for the Apprenticeship Authority(s) to consider your request, you will need to provide rationale and detailed descriptions.*

☐ Change to an existing designated trade

|  |
| --- |
|  |

Trade Name:

Type of change requested:

☐ Change from voluntary designation to compulsory designation

☐ Change from certification only to include apprenticeship training

☐ Change from compulsory certified to voluntary

**OR**

☐ Designation of a new trade

|  |
| --- |
|  |

Proposed Trade Name:

Type of new designation requested:

☐ Voluntary

☐ Certification Only

☐ Apprenticeship Training

☐ Compulsory

☐ Certification Only

☐ Apprenticeship Training

What is the rationale supporting your request to designate this occupation/trade?

|  |
| --- |
|  |
|  |
|  |

For designation of new trade: please describe the trade or occupation including the type of work performed and major tasks involved.

|  |
| --- |
|  |
|  |
|  |

For designation of new trade: please describe the work environment of the trade.

|  |
| --- |
|  |
|  |
|  |

# Part III Trade/Workforce Information (Demographics)

*In this section, please provide information, such as statistics and explanations, that present a picture of what the occupation you are requesting for designation and the industry looks like. The information is important to determine if there is critical mass and capacity to warrant designation, a training pathway and/or certification for this occupation.*

|  |
| --- |
|  |

Estimated number of employers in the trade/occupation:

|  |
| --- |
|  |

Estimated number of employees/tradesperson working in the trade:

Anticipated number entering occupation/trade in the next 5 years:

|  |
| --- |
|  |

What are the employment opportunities for this occupation/trade in the next 5 years?

|  |
| --- |
|  |
|  |

What are the employment challenges for this occupation/trade in the next 5 years?

|  |
| --- |
|  |
|  |

Are there any current barriers which hinder people from pursuing this occupation?

|  |
| --- |
|  |
|  |

Demographics (age, education, qualification-if known) of occupation/trade:

|  |
| --- |
|  |
|  |

What is the average age (if known) of employees in this occupation/trade?

|  |
| --- |
|  |
|  |

What is the typical wage scale for workers, if known?

|  |
| --- |
|  |
|  |

What are the range of education, skills and technical knowledge needed to be competent in the trade/occupation?

|  |
| --- |
|  |
|  |

How many years of experience do you feel are required to ensure adequate exposure to the tasks of the trade/occupation?

|  |
| --- |
|  |
|  |

Indicate if the occupation is designated or recognized, or if the workers in the proposed trade/occupation are certified anywhere else in Canada:

|  |
| --- |
|  |
|  |

Do you feel there is a need for technical training and if so what?

|  |
| --- |
|  |
|  |

If there is no training available, how are current workers trained?

|  |
| --- |
|  |
|  |

Are you aware of an overlap between the proposed trade/occupation, and any existing trade/occupation?

|  |
| --- |
|  |
|  |

If so, please explain the overlap, including whether there is an overlap in the technical training required: the skills and competencies required to perform the work of the trade, and the scope of the trade.

|  |
| --- |
|  |
|  |

List any technical training available for the occupation and where it is completed, if known:

|  |
| --- |
|  |
|  |

How long is the technical training for the student/employee?

|  |
| --- |
|  |
|  |

Is there current demand for technical training?

|  |
| --- |
|  |
|  |

Is technical training part of any certification?

|  |
| --- |
|  |
|  |

# Part IV Industry/Stakeholder Support for Designation

*In this section, please provide information that indicates what the landscape of the industry and occupation looks like from an organizational perspective. It is important to state those organizations who support your request, as well as those who do not.*

Provide evidence and supporting documentation of Industry support:

Include: Who the employers are:

|  |
| --- |
|  |
|  |

Include composition of the industry-the various sectors that make up the industry:

|  |
| --- |
|  |
|  |

Names of employee/employer associations:

|  |
| --- |
|  |
|  |

Outline employer support for the designation and the need for provincially recognized standards, tasks, and skills:

|  |
| --- |
|  |
|  |

Identify other major stakeholders, associations, unions, etc. who may be impacted by this application:

|  |
| --- |
|  |
|  |

Identify all stakeholders, including employees/employers/etc., that may not be in support of this application at this time. Please explain why.

|  |
| --- |
|  |
|  |

# Part V Impact on Trade, Occupation and Stakeholders

*Risk management is essential in the consideration of trade and compulsory designation. Please provide as much information as possible to demonstrate your understanding of the benefits, risks, other legislation, regulations, codes, and impacts should your request for designation be granted.*

Identify any benefits and risks relating to consumers if the occupation is designated:

|  |
| --- |
|  |
|  |

Identify any benefits and risks relating to environmental protection if this occupation is designated:

|  |
| --- |
|  |
|  |

Identify any benefits and risks relating to Public Health and Safety if the occupation is designated:

|  |
| --- |
|  |
|  |

Identify any other legislative authorities currently involved in the licensing, certification or regulation of this trade/occupation:

|  |
| --- |
|  |
|  |

Identify any financial impacts on stakeholders, apprenticeship, etc., of this decision:

|  |
| --- |
|  |
|  |

Identify any advances in technology, machinery, tools, equipment etc. that could impact this decision:

|  |
| --- |
|  |
|  |

# Part VI TO BE COMPLETED FOR COMPULSORY DESIGNATION REQUEST ONLY

*A trade that is designated as compulsory requires those who are practicing the work of the trade to be a registered apprentice in that trade, hold a valid certificate of qualification in that trade, or depending on the Apprenticeship Authority, be recognized by that authority to legally practice the trade. Governments designate a trade as compulsory when industry can demonstrate how doing so will meet the interests of the public, not just those of the industry. These interests include protecting workers, the public, and the environment.*

*In order to demonstrate that designating your trade as compulsory meets the public interest, this section requires that you provide detailed information on the risk of harm associated with the current practice of the trade and the consequence of not being designated as compulsory certified.*

*Identify the tasks of the trade that would require persons to be certified to perform. These tasks would be dependent upon the correct completion of work that has been learned through theory or practical training.*

|  |
| --- |
|  |
|  |

Why should training and certification be made mandatory for this occupation? Rationale for mandatory training and certification for this occupation, please include:

|  |
| --- |
|  |
|  |

Is there potential for risk of harm to workers? If so, what is the degree of risk or harm if the work is not performed by someone who is certified in the trade? For example: use toxic substances, work done in unstable or challenging locations, use of specialized or hard to manage tools.

|  |
| --- |
|  |
|  |

Is there risk of harm to the public and if so what is the degree of risk or harm if the work is not performed by someone who is certified in the trade:

|  |
| --- |
|  |
|  |

Can the work be performed by an individual with general knowledge or is a specific body of knowledge required? Demonstrate the need to be competent to perform the work due to the presence of the following:

* dangerous substances;
* practices or techniques.
* Codes, regulations and standards for the trade
* Scientific laws and principles
* System functionality
* Manipulation of tools
* Safety and work procedures
* Ethical and professional standards and obligations
* Engineering or architectural drawings

|  |
| --- |
|  |
|  |

What potential impact would this decision have on existing workers in this occupation?

|  |
| --- |
|  |
|  |

# Part VII – Jurisdictional Contact Information

|  |  |
| --- | --- |
| **New Brunswick:**  Apprenticeship and Occupational Certification Post-Secondary Education, Training and Labour  470 York St., Rm. 110, PO Box 6000  Fredericton, NB E3B 5H1  Tel: 506-453-2260  Toll Free in NB: 1-855-453-2260  www.gnb.ca | **Prince Edward Island:**  Apprenticeship, Training and Certification Workforce and Advanced Learning  176 Great George St., PO Box 2000 Charlottetown, PE C1A 7N8  Tel: 902-368-4460  www.apprenticeship.pe.ca |
| **Newfoundland and Labrador:**  Apprenticeship and Trades Certification  Advanced Education and Skills  Confederation Building, West Block  Prince Philip Dr., PO Box 8700  St. John's, NL A1B 4J6  Toll Free: 877-771-3737  www.aes.gov.nl.ca/app | **Nova Scotia:**  Nova Scotia Apprenticeship Agency  P.O. Box 578  1256 Barrington St.  Halifax, NS B3J 2S9  P: 902-424-5651 Toll Free in NS: 1-800-494-5651 www.nsapprenticeship.ca |