

# Employer's Guide to Apprenticeship



**Working Together**

to Build Tomorrow's Workforce

**Working together, we can build a workforce with the skills needed to strengthen Newfoundland and Labrador's economy, now and into the future.**

Employers and industry stakeholders play a key role in the success of the apprenticeship program in Newfoundland and Labrador. By working collaboratively with government, employers support the apprenticeship system with a view to developing a highly skilled workforce. Hiring an apprentice is a great way to gain a skilled employee trained to meet the unique needs of your business and industry.

Newfoundland and Labrador has 62 designated trades. There are 3,500 registered apprentices and approximately 400 apprentices obtain journeyman certification annually.

This Employer's Guide provides an overview of the province's apprenticeship system, including key information on steps required to hire an apprentice. Additional detail is available on our website or by contacting the Apprenticeship and Trades Certification Division (ATCD).

Thank you for your interest in apprenticeship and training and investing in the future of skilled trades in Newfoundland and Labrador.

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## What is apprenticeship?

Apprenticeship is a formal training system that combines in-class instruction and on-the-job work experience, resulting in qualified and certified journeypersons. Requirements vary between trades, however, most apprenticeships take approximately four years to complete. On average, apprentices will spend 80 per cent of their time acquiring skills at a workplace and the remaining 20 per cent at one of the province's public or private colleges.

Under the supervision of a journeyperson, your apprentice will log hours and master skills while receiving practical training through on-the-job work experience.

The number of hours and related requirements vary depending on the trade. Once the required number of hours have been logged, the apprentice will be released from the workplace for in-class, theory-based training. The apprentice will then bring valuable knowledge and increased skills back to your business. When all requirements have been successfully completed, your apprentice is eligible to write the journeyperson exam and receive certification.

The national standard for excellence for skilled trades is the Interprovincial Standards Red Seal Program. Tradespersons who meet the standards receive a Red Seal Endorsement on their provincial trade certificate.



## How does apprenticeship help my business?

By participating in Newfoundland and Labrador's apprenticeship program, your business gains access to a highly skilled provincial labour force. Benefits include:

- **Increased Productivity:** Not only will you have additional employees, according to a Canadian Apprenticeship Forum's return on training investment study, employers receive a net benefit of \$1.47 for every \$1 spent on apprenticeship training.
- **Financial Incentives:** By hiring an apprentice, employers are eligible for subsidies and tax credits. Employers can receive funding from the [Apprenticeship Wage Subsidy Program](#) which provides a wage subsidy of 75 per cent, to a maximum of \$14 an hour, for all apprentices funded under the program, and is paid directly to the employer who hires the apprentice. Employers may also be eligible for the [Apprenticeship Job Creation Tax Credit](#), a non-refundable tax credit equal to 10 per cent of the eligible salaries and wages paid to eligible apprentices (up to \$2,000 per year per eligible apprentice).
- **Specialized Training:** By training an apprentice to your standards and practices, you are ensuring that they meet your unique business standards.
- **Succession Planning:** The workforce is rapidly aging and 26 per cent of journeypersons are currently over the age of 55. Hiring and training an apprentice now will assist in preparing for the future needs of your business.
- **Employee Retention:** Apprentices are loyal to the companies that invest in them. A Canadian Apprenticeship Forum report shows that apprentices felt more loyalty to employers who supported and eventually hired them.

# What's my role as an employer?



As an employer, you play five key roles in the apprenticeship program:

1. Provide a safe and high-quality work experience;
2. Assign a certified journeyman in the same trade to monitor and mentor the apprentice;
3. Expose the apprentice to all required work experiences and document skills when competency in the skill is achieved;
4. Allow the apprentice to take time off work to attend training at each block/level of the program; and
5. Maintain communication with ATCD and advise if there are changes in staffing that impact the apprentice's supervision or employment status.

# How do I participate?

## Hire

- Assess your business needs and determine what role an apprentice could play within your business;
- Determine whether you will register an existing employee or hire someone new;
- Recruit an apprentice using your normal hiring process, in consideration of your workplace policies and existing agreements; and
- When seeking applications for an available position, consider contacting your local apprenticeship office, trade association or training institutions for recommendations.



## Compensation to the apprentice

While there are no formal salary requirements, an apprentice is generally paid a percentage of the wage that a certified journeyperson receives at the same company. It is anticipated that the salary will increase each year based on work progress and the block/level training completed. Typically, an apprentice is paid as follows:

**Year 1** 60 per cent of a journeyperson's wage

**Year 2** 70 per cent of a journeyperson's wage (upon completion of Level 2 in-class training)

**Year 3** 80 per cent of a journeyperson's wage (upon completion of Level 3 in-class training)

**Year 4** 90 per cent of a journeyperson's wage (upon completion of Level 4 in-class training)

Consider availing of the Apprenticeship Wage Subsidy Program where apprentices can be subsidized for two levels of their apprenticeship certification training.



## Assign a journeyperson to provide work-based training

Journeypersons are masters of the skills set by any given industry. The journeyperson you assign to an apprentice will be the primary trainer and must have a willingness to share knowledge, skills and mentor the apprentice through the identification of the apprentice's strengths and weaknesses.

As an employer, you are permitted to employ a ratio of two apprentices to one journeyperson in all designated apprenticeship trades. Employers can apply to ATCD for approval to employ up to three apprentices to every one journeyperson employed, with the condition that one of these apprentices is in their final year of training.

Some of the most successful apprentices have engaged journeypersons and their employers to

develop a formal training plan, which includes a release for in-class training. An effective training plan will cover the full scope of the trade's training requirements.

### Things to consider when assigning a journeyperson:

- The journeyperson must have a certification recognized by ATCD and be in the same trade as the apprentice.
- Identify a journeyperson who is capable and committed to training an apprentice.
- You must work with the journeyperson to familiarize them with the requirements of the province's apprenticeship program.

## Register your apprentice

Once employment is secured, the individual must complete an application to become an apprentice. You and your apprentice must then complete a Memorandum of Understanding and submit it to ATCD, which can be completed online and sent via email or by visiting your local apprenticeship office.

Once the application and MOU are approved, your apprentice will be registered with ATCD and receive notification of acceptance, an apprenticeship registration card and an official logbook.

## Document training

On-the-job training accounts for 80 per cent of the apprenticeship program. Throughout the apprenticeship program, it is essential that the employer:

- Periodically monitor the on-the-job training completed and discuss the on-the-job training plan with the supervising journeyman.
- Ensure the apprentice is provided with opportunities to do a variety of tasks.
- Provide safety training.
- Confirm the apprentice is acquiring the required skills for the trade.
- Ensure that progress is being regularly updated and verified in their logbook.
- Confirm that the apprentice is submitting their progress to an ATCD office every three months.

## What is a logbook?

A logbook is a record of an apprentice's progress through an apprenticeship. It contains the in-school training completed, the work skills obtained on the job, and the total number of hours worked in the trade.





## Support required classroom training

To progress through the apprenticeship program and receive certification, your apprentice is required to attend in-class technical training. When your apprentice has worked the required number of hours, you will release your apprentice to attend classroom-based training.

It is anticipated that you and your apprentice will review the training schedule available online and arrange a mutually convenient time each year to attend training. The in-class training will provide your apprentice with the theoretical knowledge needed to support the workplace-based training provided on-site.

## Certification

When your apprentice has completed all blocks/ levels, obtained the appropriate number of hours and successfully achieved all skill competencies in the logbook, the individual is ready to write the certification exam.

The cost of classroom training for designated trades is subsidized by the Government of Newfoundland and Labrador at no direct cost to employers or the apprentice. Your apprentice may also be eligible for employment insurance (EI) to help cover other costs while attending training.



## Important links for employers

### **Apprenticeship and Trades Certification main page**

<https://www.gov.nl.ca/atcd/>

### **Contact Information**

[www.gov.nl.ca/atcd/contact-us](http://www.gov.nl.ca/atcd/contact-us)

### **Designated trades in Newfoundland and Labrador**

[www.gov.nl.ca/atcd/designated-trades](http://www.gov.nl.ca/atcd/designated-trades)

### **Information on How to Register as an Apprentice**

[www.gov.nl.ca/atcd/apprentices-youth/becoming-an-apprentice/nl/](http://www.gov.nl.ca/atcd/apprentices-youth/becoming-an-apprentice/nl/)

### **Application for Apprenticeship**

[www.gov.nl.ca/atcd/files/Apprenticeship-Application-with-MOU-with-CASforms-Fillable.pdf](http://www.gov.nl.ca/atcd/files/Apprenticeship-Application-with-MOU-with-CASforms-Fillable.pdf)

### **Memorandum of Understanding**

[www.gov.nl.ca/atcd/files/MOU\\_fillable-2022-CASforms.pdf](http://www.gov.nl.ca/atcd/files/MOU_fillable-2022-CASforms.pdf)

### **Training Schedule**

[www.gov.nl.ca/atcd/apprentices-youth/training-and-schedule/](http://www.gov.nl.ca/atcd/apprentices-youth/training-and-schedule/)

### **Provincial Trade Advisory Committee Application**

[www.gov.nl.ca/atcd/files/PTAC\\_Accred-Team\\_Exam-Comm\\_-Letter-and-Application\\_fillable.pdf](http://www.gov.nl.ca/atcd/files/PTAC_Accred-Team_Exam-Comm_-Letter-and-Application_fillable.pdf)

### **Apprenticeship and Certification Act**

<https://www.assembly.nl.ca/legislation/sr/statutes/a12-1.htm>

### **Provincial Apprenticeship and Certification Board**

[www.gov.nl.ca/atcd/pacb/](http://www.gov.nl.ca/atcd/pacb/)

### **Information regarding the Red Seal Program**

[www.red-seal.ca](http://www.red-seal.ca)

### **Apprenticeship Wage Subsidy Program**

[www.gov.nl.ca/atcd/apprentices-youth/financial-supports/aws/](http://www.gov.nl.ca/atcd/apprentices-youth/financial-supports/aws/)

### **Apprenticeship Job Creation Tax Credit**

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-41200-investment-tax-credit/apprenticeship-job-creation-tax-credit.html>

# Have expertise and enthusiasm to lend to your trade?

There are opportunities for Red Seal Certified journeypersons to be members of:

## **Provincial Trade Advisory Committees (PTAC)**

Made up of industry employers, employees, instructors in the trade, and an ATCD staff representative, PTACs provide expert knowledge and guidance to the Provincial Apprenticeship and Certification Board (PACB) on matters pertaining to their trade. This includes review of Atlantic and National Occupational Standards, development and review of curriculum standards, training tool and equipment lists, and apprenticeship logbooks; validation of Provincial/Atlantic/Interprovincial Examinations, and other issues as requested by the PACB.

## **Examination Committees**

Examination Committees work with ATCD staff in the development and validation of provincial level examinations. For some trades (hairstylist, welder,

machinist and cook) they also assist in the design and administration of practical examinations to assess hands-on skills in a broad cross section of the occupation.

## **Accreditation Teams**

Working with ATCD Accreditation staff, team members conduct site visits at training institutions around the province to ensure training programs in their trade reflect current technical practices and educational methodologies, are meeting defined objectives, and meet standards to produce graduates who can function at the required level of competence.

If you would like to help maintain high quality apprenticeship standards in this province and help apprentices gain certification, mobility and flexibility through apprenticeship training, please complete the [application form](#).

## Locations

### St. John's/Mount Pearl

Apprenticeship and Trades  
Certification Division  
P.O. Box 8700  
1170 Topsail Road  
Mount Pearl, NL  
A1B 4J6  
Telephone 709-729-2729  
Toll Free 1-877-771-3737  
Fax 709-729-5878

### Clareville

45 Tilley's Road,  
Clareville, NL  
A5A 1Z4  
Telephone 709-466-3982  
Toll Free 1-877-771-3737  
Fax 709-466-3987

### Corner Brook

1-3 Union Street  
Aylward Building, 2nd floor  
P.O. Box 2006  
Corner Brook, NL  
A2H 6J8  
Telephone 709-637-2366  
Toll Free 1-877-771-3737  
Fax 709-637-2519

### Grand Falls-Windsor

42 Hardy Avenue  
Grand Falls-Windsor, NL  
A2A 2J9  
Telephone 709-292-4215  
Toll Free 1-877-771-3737  
Fax 709-292-4502

### Happy Valley-Goose Bay

P.O. Box 3014, Station B  
Burse Building,  
163 Hamilton River Road  
Happy Valley-Goose Bay, NL  
A0P 1E0  
Telephone 709-896-6348  
Toll Free 1-877-771-3737  
Fax 709-896-6703

