



Actions for Growing the Skilled Trades

APPRENTICESHIP TOOLS GRANT

Program Guidelines

Nova Scotia Apprenticeship Agency

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1. About the Program

Program Objective

The objective of the Apprenticeship Tools Grant is to attract and grow the number of registered apprentices entering skilled trades by removing financial barriers to purchase tools, clothing and protective equipment needed to begin careers in the skilled trades. The Apprenticeship Tools Grant is a non-repayable, one-time grant of \$1000 available to new, eligible apprentices to purchase new tools, clothing, and protective equipment for their respective trades.

Program Description

Tools, clothing, and protective equipment are upfront costs that new apprentices often incur when starting their apprenticeship programs. These initial expenses can present barriers and impose substantial financial strain on individuals lacking the means to obtain these essential resources therefore discouraging them from pursuing careers in the skilled trades.

Definitions

New Apprentice

A new apprentice includes anyone with 500 or less employer hours (approximately 0-3 months, equivalent to a probationary period) of work experience in their trade. Work experience hours will be the determining factor versus pre-employment/pre-apprenticeship hours, and technical training hours credited.

Eligible Tools

The Tools Grant is intended for tools, clothing, and protective equipment that are essential elements that apprentices require to carry out their work safely and effectively to achieve desired results in their respective fields. The tools, clothing and protective equipment are specific to the industry or trade that the apprentice is registered in and are considered essential for performing tasks safely, and with precision and expertise.

Youth Apprentice

Students and youth who are 16 to 19 years of age and employed in a skilled trade while in high school.

Pre-Apprenticeship Program/Opportunities

Option for high school graduates who want to learn more about the trade before going to work. This includes pre-apprenticeship programs offered through the Nova Scotia Community College and other recognized training providers; High School including Skilled Trades, Co-op; and Summer Sector Employment Programs including Building Futures for Youth, Serve it Up! and TestDrive.

Full-Time Employment

Full-time employment is defined as a position in which an employee is scheduled to work a minimum of 35 hours per week on a regular and ongoing basis.

2. Eligibility Criteria

To be eligible for the Apprenticeship Tools Grant, apprentices must:

- work and reside in Nova Scotia,
- apply within 90 days of the date on the Apprenticeship Welcome Letter*.
- be employed full-time (minimum of 35 hours per week).
- be a first-time, newly registered apprentice.
- have 500 or less credited employer hours* at the time of their apprenticeship registration with the Nova Scotia Apprenticeship Agency.

****Youth Apprentices / Recent Graduates – Special Exception****

Individuals who are youth apprentices, recent high school graduates, or who have completed a recognized pre-apprenticeship program may qualify under the following provisions:

Additional Eligibility

Must have recently transitioned into full-time employment.

Special Allowances

Applications must be submitted within 90 days of starting full-time employment (instead of from the date on the Apprenticeship Welcome Letter).

Employer hour requirements outlined in the general eligibility criteria do not apply to these individuals.

Administrative Requirement

Employers must provide written confirmation verifying the start date of full-time employment.

3. Financial Supports

Funding Amounts

Eligible apprentices may receive a Tools Grant of \$1000 for the purchase of tools, protective equipment, and clothing required for their trade.

Apprentices can only receive the grant once and cannot receive it again when they register in a different trade.

4. Applying for the Apprenticeship Tools Grant

How to Apply

Apply by completing an online application form located at the following link, www.nsapprenticeship.ca/apprentices/apprentice-supports. Go to Apprenticeship Tools Grant, scroll down the page and click on “click here to

apply.”

Application Deadline

Applications must be received within 90 days of the date on the Apprenticeship Welcome Letter.

5. Approval Process

Applications will be processed in the following manner.

- The Nova Scotia Apprenticeship Agency will assess all applications received for the Apprenticeship Tools Grant.
- Apprentices will be notified of the decision in writing.
- If approved, apprentices will be required to sign an Individual Funding Agreement with the Nova Scotia Apprenticeship Agency through LAMPSS
- After signing the individual funding agreement, payment will be issued via the payment method indicated on the application.

6. Contact Us

For more information, contact the Nova Scotia Apprenticeship Agency.

☎ Halifax Office: (902) 424-5651

☎ Toll Free (NS): 1-800-494-5651

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