

A young woman with reddish-brown hair is smiling warmly at the camera. She is wearing a red and white baseball cap with some text on it, and a blue denim work jacket. The jacket has a logo that says "AIR LIQUIDE" and "BLUESHIELD". She is also wearing brown leather work gloves. The background is a workshop or industrial setting with various tools and equipment.

**Nova Scotia Apprenticeship  
Training and Skill Development  
Annual Report 2006-2007**

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## Message from the Director

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Dear stakeholders,

Learning for the Nova Scotia workforce continues to be a key strategy for addressing emerging concerns about the availability, attraction and retention of employees in many sectors of our society today.

On behalf of my colleagues in the Apprenticeship Training and Skill Development division, I offer congratulations to our more than 3500 partnering employers and organizations in Nova Scotia who are successfully engineering a lifelong learning culture in their workplaces through participation in the province's apprenticeship system and customized skill development opportunities.

Putting value on learning in the Nova Scotia workplace is essential to our continued prosperity as a Province and a Region. It contributes to a more responsive, productive labour market, a more skilled and mobile workforce and a more engaged citizenry. Fourteen hundred (1400) individuals enhanced their essential skills through the Province's signature Workplace Education Initiative and 1144 new apprentices registered with the Department. In addition, 745 achieved their Certificate of Qualification through apprenticeship or as a trade qualifier and of this number 665 also gained the Red Seal, the Interprovincial Standard of Excellence. The staff worked tirelessly with industry associations, labour groups and sector councils to carry out work funded through the division's Sector Engagement Program and a new team of Employer Navigators successfully signed up more than 3500 employers to provide mentoring opportunities to our youth through a range of learning options, including youth apprenticeship.

This year, the division launched its Ask for the Card Campaign. All certified tradespeople in Nova Scotia carry a photo identification card. Please ask for the card when contracting or hiring services in the skilled trades areas. One of the key ways we can keep our skilled tradespeople in Nova Scotia is to provide work first to those who are trained and certified.

To another great year,  
Sincerely,



Marjorie Davison, Director  
Apprenticeship Training and Skill Development



## Overview

### Apprenticeship Training and Skill Development: Mission, Vision, and Values

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#### Mission

Working to create a skilled and adaptable workforce through quality apprenticeship and workforce planning and learning opportunities.

#### Vision

A prosperous and self-sufficient Nova Scotia where government, industry, business, and labour value and invest in workforce development.

#### Values

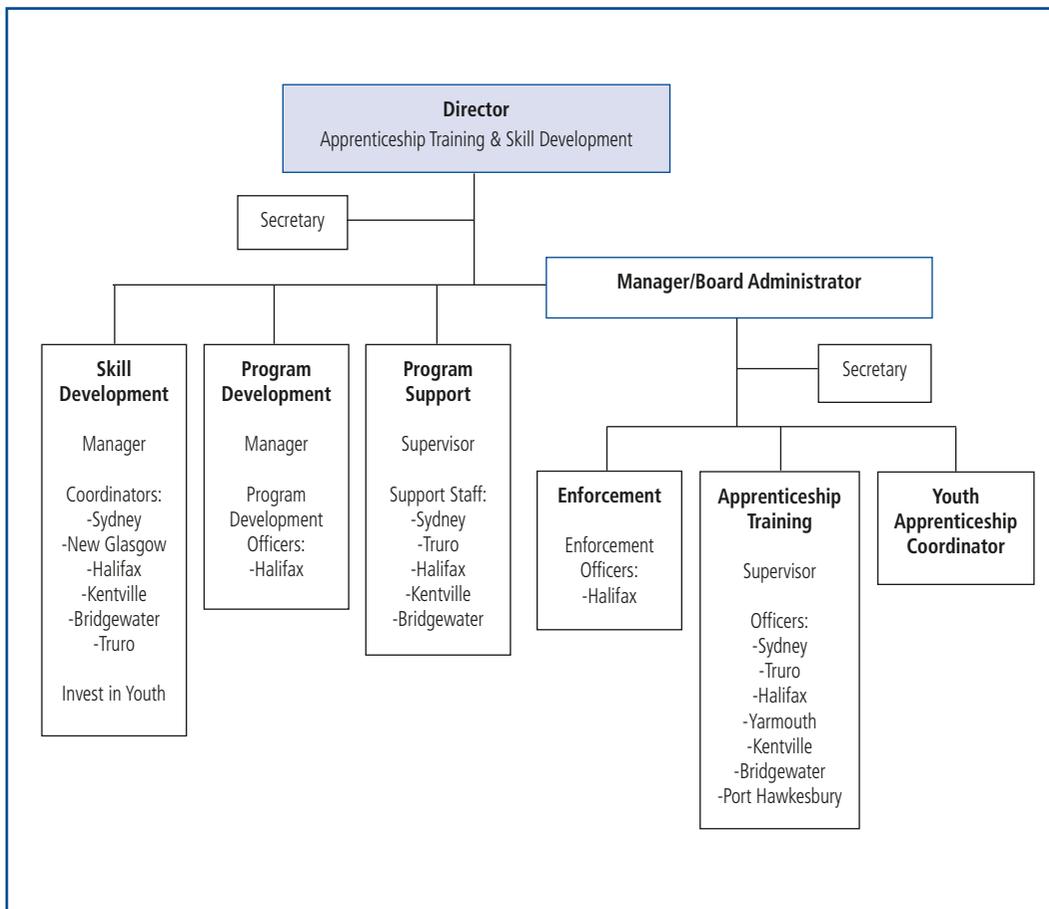
The Apprenticeship Training and Skill Development division values

- partnering with industry, business, labour, and training providers
- continuous improvement of our programs and processes
- a collaborative team approach
- open, two-way communication
- accountability
- informed decision making
- celebrating success

## Statutory Authority

The Statutory Authority for the Nova Scotia Apprenticeship Program is the *Apprenticeship and Trades Qualifications Act*, 2003 and attendant regulations. The *Act* can be found on the World Wide Web at: <http://www.gov.ns.ca/just/regulations/rxaa-1.htm#atq>

## Division Structure



The Apprenticeship Training and Skill Development division's staffing complement for 2006–07 was 46 full-time equivalent positions. The division is structured in five sections with distinct, yet interrelated, responsibilities.

## Apprenticeship Board

The Apprenticeship Board advises the Minister of Education on matters concerning the apprenticeship system. It is responsible for recommending the designation of new Trades/occupations, specifying designated trades as compulsory certified in Nova Scotia, and playing a key role in promoting and educating the public about apprenticeship. The board serves as a fundamental link between government, business, and industry. The Apprenticeship Board annual report is located at <http://apprenticeboard.ednet.ns.ca>



*Members of the Nova Scotia Provincial Apprenticeship Board: (top left to right) Dale Crawford; Paul Price; Michael Boutilier; Graham Baxter; Bernie LaRusic; Norm Kemp and Marjorie Davison; (bottom left to right) Tori Munroe; Donna Bonner; Colin Campbell, Chair; Heather Cruickshanks*

## Apprenticeship Training

The Apprenticeship Training section ensures delivery of quality programs and services to apprentices, youth apprentices, employers, trade qualifiers, labour organizations, and recognized associations through the apprenticeship training system. It develops the annual training Schedule and examinations and invigilates provincial, interprovincial, and practical exams. It provides primary administrative support to the Apprenticeship Board.

## Skill Development

The Skill Development section promotes workforce planning, human resource development, and skills enhancement among businesses, industry, and labour in Nova Scotia. Programs and services are flexible, customized to meet the needs of small to large businesses, apprentices, displaced and unemployed workers, and specific industry sectors. This section fosters a culture of learning within industry, workplaces and sectors by partnering with stakeholders to invest in education and training.

## Program Development

The Program Development section coordinates policy and program development for the divisions' programs and services, apprenticeship standards, participation in the Interprovincial Standards Red Seal program, and special initiatives.

The section links with apprenticeship partners in Atlantic Canada to harmonize training standards and outcomes and is responsible for active representation on the Interprovincial Standards and Examination Committee (ISEC), the body that develops and manages interprovincial training standards and examinations.

## Program Support

The Program Support section is responsible for quality customer service and administrative support to the division. This section leads the maintenance of the Apprenticeship and Certification Information System (ACIS) database and provides clerical support, records management, financial and accounting support, research, and statistical information services.

## Enforcement

The Enforcement section works with industry and its workforce to achieve compliance with the *Apprenticeship and Trades Qualifications Act and General Regulations*. Enforcement officers use the Clients Acquiring Partnerships Response Assessment (CAPRA) model of enforcement. It is client-centred, requires continuous communication, is pro-active, addresses our partners' requirements, and is consistent with the division mission statement.

## Financial Highlights

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The table below provides financial information in summary form for the 2006 – 2007 fiscal year.

Fiscal Year 2006 – 2007

Expenditures	Dollars
Salaries	\$ 2,174,094.00
Operating (Including Research and Development)	\$ 616,420.00
Training Costs	\$ 3,438,211.00
Recoveries (Examination and Renewal Fees)	\$ (581,225.00)
<b>Total</b>	<b>\$ 5,647,500.00</b>



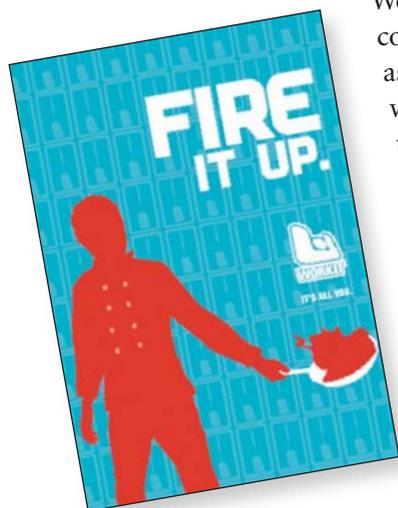
## Investing in Nova Scotia's youth

Every day, young Nova Scotians are confronted with tough choices – peer pressure, career decisions, and post-secondary education and training options. The division has Invest in Youth and Youth Apprenticeship to help them make informed choices about their futures.

### Workit Youth Apprenticeship

The Workit Youth Apprenticeship strategy aims to raise the profile of skilled trades as a viable career choice and encourage more youth to choose a career in the trades. Knowing that friends, parents, and educators all have an influence on a youth's career choice, this program also aims to raise awareness of the opportunities in the skilled trades among these influencers.

Workit actively encourages youth to explore various trades through community-based learning options in the public school system, such as co-op placements and community work experience programs. Youth who participate can count all the hours they work during these programs toward their future apprenticeship certification. Once a youth has found the trade and employer that fit, they can become a youth apprentice. Youth apprentices can begin earning a wage and learning their trade while still completing high school.



*Did you know? The division commits \$400,000 annually to the Workit Youth Apprenticeship Initiative to provide a career pathway to the skilled trades for 16-19-year-olds. Information and awareness about skilled trade careers is also shared with high school students, educators, employers and parents.*

In 2006–2007, 28 youth apprentices were registered bringing the total of youth apprentices to 41. Go to [www.workitns.ca](http://www.workitns.ca) for more information.

## Invest In Youth

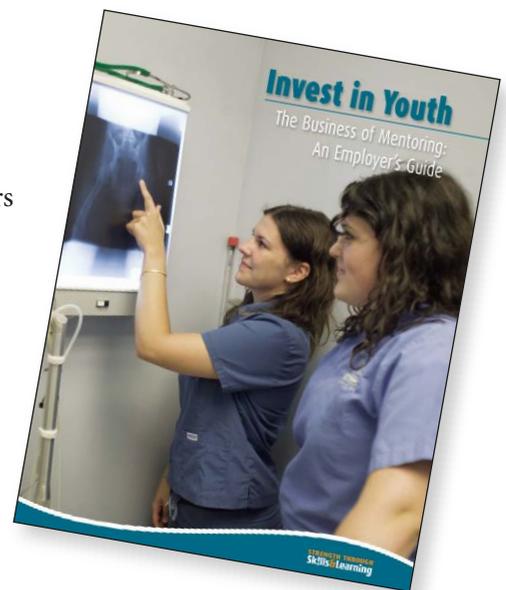
Many employers in Nova Scotia are facing a shrinking workforce due to upcoming retirements or growth plans that will overwhelm current staffing levels. Today's youth are their greatest resource as they are the future workforce. To raise awareness among Nova Scotia employers of this potential resource, the division launched a new initiative called Invest in Youth. This initiative invites employers to share their knowledge and skills with youth aged 15 – 24, who are eager to be part of the workforce.

Employers can invest in youth in many different ways. They can:

- visit a school on career day
- participate in a career fair
- host workplace tours and job shadows
- host a co-op student
- participate in the new Options and Opportunities program ([www.ednet.ns.ca/O2](http://www.ednet.ns.ca/O2))
- hire a youth apprentice ([www.workitns.ca](http://www.workitns.ca))

Many supports were developed for employers as part of the initiative, including a website, regional information sessions, and a detailed 16-page guide called *The Business of Mentoring: An Employer's Guide*. This guide details all of the ways employers can get involved with the initiative, offers practical advice on how to host a student, the responsibilities involved in mentoring, and how to give constructive feedback to a hosted student.

The Invest in Youth initiative has been extremely well received by employers, educators, regional school boards and government, which has led to over 2600 employers signed into the Invest in Youth database from late June 2006 to March 2007.





## Investing in Nova Scotia's skilled tradespeople

Industry sectors that employ skilled tradespeople are feeling the effects of the labour shortage. As a result, there are many opportunities for experienced, educated, and skilled tradespeople in Nova Scotia. We are working with a number of partners to ensure Nova Scotians have the technical skills, the business smarts, and the support they need to take advantage of opportunities in the skilled trades and to enjoy challenging, satisfying careers in our province.



### Apprenticeship Essential Skills Initiative

The division has developed an individualized learning plan process to help apprentices succeed in the technical portion of their apprenticeship training. Some apprentices enter training without the level of academic skill required to be successful in the technical portion. While they have demonstrated excellent job skills, they have not had the opportunity to use and, therefore, to hone essential skills. This often prevents the apprentice from successfully completing technical training or may require that some portion of the training be repeated. The

*Essential Skills – skills that people use in their jobs and in their lives everyday. Essential skills include reading text, working with others, problem solving, continuous learning, written communication, oral communication, document use, numeracy and computer use.*

Learning Plan Development process has been designed to include assessment and skill development opportunities. As part of the Apprenticeship Essential Skills Initiative, the division offers document and math refresher programs for apprentices.

## Document Use Refresher for Apprentices

As industry changes, so do the skills employers require in their workforce. Often times, employees need to refresh their skills or learn new skills to continue to be productive. That is why we launched the Document Use Refresher program in 2006. Employers, unions, and industry across Canada identified the lack of document literacy skills as one of the reasons people have difficulty completing apprenticeship technical training. This resource will help tradespeople effectively use documents to understand and communicate specific requirements of their jobs.

## Math Refresher for Apprentices

The division has created the Math Refresher program. This is a major component of the Learning Plan Process for apprenticeship clients who need to improve or refresh their math skills. The Math Refresher Units are: Getting Started, Decimal and, Fractions, Perimeter, Area & Volume, Measurement – Imperial, Metric and Conversion, Angles, Triangles & Pythagorean Theorem, Ratio and Proportion, Trigonometry, and Using and Solving Formulas. All this is taught within an applied trade context.

*Did you know? In 2006 to 2007, the division offered 28 Document Use Refresher courses and 7 Math Refresher programs to apprentices.*

## Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) is a way of identifying, assessing, and recognizing the skills, knowledge, or competencies a person has acquired through work or life experience. The division has participated in various types of PLAR for more than 65 years. Any person who wishes to receive certification in one of Nova Scotia's designated trades and has previously achieved certification through another jurisdiction, or has current, relevant training and/or experience in that trade, can apply to the Director for assessment and recognition.

## Business Competencies for Journeypersons

For skilled tradespeople, the learning does not end when they receive their certification. A new business competencies program is in development to meet this need. Certified journeypersons will have the opportunity to learn more about business planning, marketing, financing, production and safety, human resources, strategic and succession planning and many other management skills as it pertains to a trade-related business. Whether it is working with an existing business or opening their own, journeypersons will be more equipped to meet the demands of today's workforce.

### *Fast Facts: Apprenticeship Training (2006-2007)*

- 55 designated trades
- 3919 active apprentices
- Over 3500 employers participate in the Apprenticeship Program
- 745 Certificates of Qualification issued
- 665 Interprovincial Red Seals issued
- 1144 new apprentices registered
- 84% of new registrants completed post-secondary education programs

As part of an Atlantic Directors of Apprenticeship Initiative, the division is validating the set of business competencies that were researched and developed in Nova Scotia with other Atlantic provinces. Next steps include determining the most efficient and effective form of delivery, developing PLAR procedures, and amending the *Apprenticeship and Trades Qualifications Act* to give the Department of Education the ability to add endorsements, like business competencies, to the Certificate of Qualification.

## Collaborative Apprenticeship Framework

Apprenticeship systems are under increasing pressure to ensure there is an adequate supply of certified tradespersons and apprentices to meet provincial and national demands. The division, in partnership with employers, associations, and the Nova Scotia Community College (NSCC), has developed a "Collaborative Apprenticeship Model." This model harnesses the strengths and capabilities of the apprenticeship system by engaging all stakeholders earlier in the process. The goal is to grow the apprenticeship system by facilitating the full journey to trade certification.

The Collaborative Apprenticeship Framework is designed to address core issues of:

- Attraction and Retention
- Engagement of apprentices in learning
- Essential Skills
- Shortcomings of both workplace and technical training
- Employer engagement

Pilots under this framework will commence in 2007-2008.

### Virtual Campus

As of March 28, 2006, on-line training delivery is available in whole or part for the following trades: (Visit the website [www.access.nsc.ns.ca](http://www.access.nsc.ns.ca) for a complete listing of courses offered.)

- Automotive Service Technician
- Carpenter
- Cook
- Construction Electrician
- Gas Fitter
- Industrial Electrician
- Machinist
- Oil Burner Mechanic
- Plumber
- Power Engineer
- Refrigeration Plant Operator

A research study to review current virtual campus online apprenticeship courses and to identify potential areas for growth is complete and a final report has been developed.

- The division reviewed and evaluated recommendations of the consultant's report
- The division developed an action plan to implement recommendations and assigned a task team to proceed with several recommendations

### Atlantic Standards Partnership

The Atlantic Apprenticeship Council (AAC) consists of the Directors of Apprenticeship and Apprenticeship Board Chairs in the Atlantic Provinces. The council meets regularly to examine opportunities for collaboration and cooperation to achieve common goals.

A shining example of this cooperation is the Atlantic Standards Partnership. The AAC mandated a working group to share in the development and maintenance of technical (in-school) curriculum standards for apprenticeship programs within the Atlantic Provinces. To date, 22 curriculum standards have been developed, creating efficiencies in time and resources and promoting consistency in training and apprentice mobility.

In 2006-2007, curriculum standards were reviewed and updated in six trades.



## Investing in Nova Scotia's employers and industry

### Workplace Education Programs

The Workplace Education Initiative provides funding and support to assist business, industry and labour in providing essential skills programs to Nova Scotians. Workplace Education draws success and strength from its partnership model, which encourages government, business, and labour to invest in education and training, and cultivates a culture of learning within workplaces. To ensure relevancy and responsiveness, organizational needs assessments are conducted and programs are then customized to meet the needs of both the participants and the workplace or industry sector. The flexibility of the model allows it to respond to the needs of small to large businesses, apprentices, displaced and unemployed workers, and specific industry sectors.

*Did you know? In 2006 to 2007, the division delivered 142 workplace education programs province-wide. Business and industry contributed more than \$936,114.52 to support these programs.*



Workplace Education Programs = 121  
One Journey Programs = 8  
ONA Consultant Grants = 11  
Workforce Transition Centre Grant = 2

## Nova Scotia Partners for Workplace Education

Nova Scotia Partners for Workplace Education is a provincial advisory committee established in 1997 to increase the role of business and labour as partners with government in the workplace education initiative. The overall goal of the committee is to encourage the growth of a learning culture within the Nova Scotia workplace. The committee is composed of individuals representing business, labour, education, and government who have an interest and commitment to provide foundational learning opportunities for employed Nova Scotians. It serves as an umbrella group for related steering committees created to oversee specific issues, projects and programs.

### Partners for Workplace Education

#### Government Representatives

- Skill Development Coordinator, One Journey Program
- Director Apprenticeship Training & Skill Development
- Manager Skill Development
- Regional Development Association

#### Labour Representatives

- CAW #1944 NSFL Education Committee
- CUPE, Department of Transportation and Infrastructure
- Nova Scotia Federation of Labour

#### Business Representatives

- Allendale Electronics
- Just Us Coffee Roaster Co-op Ltd.
- Credit Union Central of Nova Scotia
- Fishermen's Cove, Eastern Passage
- Glen Haven Manor

#### Instructor Representatives

- Executive Director, Awens
- Awens Member, Glace Bay
- Awens Member, Amherst

#### Here's what workplaces are saying:

*We recently had an opportunity to do business with the United Kingdom, but that required quite a shift in our normal production processes. We successfully made the change and I can tell you with certainty we did it because our Workplace Education programs have resulted in a real 'can do' culture.*

*(Gennie Himmelman Elmsdale Lumber)*

*The instructor incorporated our workplace forms and policies into the curriculum. It really worked well because people could relate to their studies. They'd think "OK, it's relevant, I can bring this back to the workplace and apply it."*

*(Janet Thomas Minas Basin Pulp and Power)*

*Thanks to Workplace Education, we have a happy staff, inviting atmosphere, better understanding of each other and our responsibilities, and respect for management, union, and staff.*

*(Georgette Beaulieu Mira Long Term Care Facility)*

## The Provincial Apprenticeship Board

### Ad Hoc Advisory Committees

The Nova Scotia Apprenticeship Board has a mandate to advise and make recommendations to the Minister of Education on matters relating to the apprenticeship system. The Apprenticeship Board is an essential link between industry and government, making consultations with industry stakeholders a regular and ongoing task.

The Apprenticeship Board establishes ad hoc advisory committees consisting of employers, employees, labour organizations, associations and open-shops when trade-specific advice is required. As of June 2007, ad hoc advisory committees had been established for the Boilermaker, Steamfitter/Pipefitter, Motor Vehicle Body Repairer, Carpenter, Boat Builder and Ironworker trades. In addition, the Apprenticeship Board developed a schedule for the 2007-2008 year to review existing trade regulations. The following ad hoc advisory committees will be scheduled to meet in the next year: Automotive Service Technician, Oil Burner Mechanic, Refrigeration and Air Conditioning Mechanic, Bricklayer, Sprinkler System Installer, Welder, Sheet Metal Worker, and Painter and Decorator.

### Boilermaker

The Boilermaker ad hoc advisory committee began meeting in May 2006 to review an application to specify the trade as a compulsory certified trade. The committee reviewed the application and was satisfied that the Boilermaker trade should be specified as compulsory certified. In order to support this recommendation to the Apprenticeship Board, the committee is in the process of reviewing and proposing amendments to the trade regulations. The committee intends to consult with some large industrial organizations regarding the impact of compulsory certification on this area of the industry.

### Steamfitter/Pipefitter

The Steamfitter/Pipefitter ad hoc advisory committee began meeting in May 2006 to review an application to specify the trade as a compulsory certified trade. The committee reviewed the application and was satisfied that the Steamfitter/Pipefitter trade should be specified as compulsory certified. In order to support this recommendation to the Apprenticeship Board, the committee is in the process of reviewing and proposing amendments to the trade regulations. The committee intends to consult with a number of large industrial plants regarding the impact of compulsory certification on this area of the industry.

### **Motor Vehicle Body Repairer**

The Motor Vehicle Body Repairer ad hoc advisory committee (AHAC) began meeting in December 2006 to review an application to specify the trade as a compulsory certified trade. The committee reviewed the application and was satisfied that the Motor Vehicle Body Repairer trade should be specified as compulsory certified. In order to support this recommendation to the Apprenticeship Board, the committee is in the process of reviewing and proposing amendments to the trade regulations. The committee has notified over 400 autobody shops throughout Nova Scotia of the proposed changes to the regulation, including exemptions to compulsory certification. In addition, the committee intends to meet with representatives of the Automotive Service Technician industry to discuss issues regarding shared or crossover work between the two trades.

### **Carpenter**

The Carpenter AHAC began meeting in April 2007 to consider issues related to the residential sector of the industry, as well as review the National Occupational Analysis (NOA) for Carpenter and the technical training curriculum. The purpose of the review was to examine the NOA for its relevance to the residential work performed in the carpenter trade. Overall, the committee determined that residential carpentry is relevant to 69.7% of the sub-tasks of the carpentry trade. The areas of least relevance were: *Uses tools & equipment, primarily stationary power tools, rigging and hoisting equipment, tack welding and torch cutting equipment; Concrete; and Interior Finish, which primarily applies to wall/ceiling finishes and installing flooring.* The committee will continue to meet to review the technical training curriculum and a study of residential carpentry being conducted by the Atlantic Home Building and Renovation Sector Council. A report will be submitted to the Apprenticeship Board.

### **Boat Builder**

The Boat Builder ad hoc advisory committee began meeting in January 2007 to develop trade specific regulations. Boat Builder became a designated trade in Nova Scotia in July 2005. The committee drafted regulations and included an appendix which contains the “core competencies” of the trade. The regulations reflect the competency-based nature of this trade and have been distributed to 65 boat yards in Nova Scotia for review and comment. The committee is scheduled to meet to review the results and draft a recommendation to the Apprenticeship Board.

### Trade Regulation Review

The Board established 10 trade committees to review the trades regulations of: Agricultural Equipment Technician, Construction Electrician, Cook, Floorcovering Installer, Industrial Electrician, Industrial Mechanic (Millwright), Industrial Instrument Mechanic, Ironworker, Machinist, Plumber. The AHAC reviewed the corresponding trade regulations and recommended amendments to the Board. The Board accepted the recommendations and made recommendations to the Minister to accept. The Board also established trade committees for the development of new trade regulations for Alarm and Security Technician and Boat Builder.

In February 2007 the Apprenticeship Board discussed a priority for review of trade regulations in order to keep them current. The following is a tentative schedule for trade regulation review:

Spring 2007

- Motor Vehicle Body Repairer
- Ironworker
- Boilermaker
- Steamfitter/Pipefitter
- Automotive Service Technician
- Boat Builder

Fall 2007

- Refrigeration and Air Conditioning Mechanic
- Oil Burner Mechanic
- Bricklayer
- Gasfitter
- Mobile Crane Operator

### Mentor/Coach Program

A key element of success for any apprenticeship is a mentor or coach. There is a long history of the mentor/apprentice model in the skilled trades – it is an established, respected manner for one craftsperson to pass skills to another. In fact, it is so important that stakeholders across the skilled trades industry identified mentorship as a high priority for inclusion in all apprenticeship programs in the designated trades.

A division task team has developed a new Mentor/Coach Program to support supervising journeypersons in their work with apprentices at the job site. The program was piloted with the Boat Builder trade. Pilots in other trade areas will follow. In the future, the program will be made available to current industry mentors as well as integrated into the apprenticeship training program.

## Sector Engagement Program

The division, Nova Scotia's Sector Councils, and industry associations collaborate on human resources and skills and learning issues through the Sector Engagement Program. Common strategies ensure that sector councils are supported in their efforts to maintain a balanced, skilled, and adaptable workforce. Divisional staff assist sector councils and industry associations to access programs, resources, and services relating to essential skills, human resource planning, and workforce development. This program is recognized through a Memorandum of Understanding on Workforce Development with the Association of Industry Sector Councils.

Over the year the Skill Development section has met and worked with the following sector councils and sectoral organizations:

- Aerospace and Defence Association of Nova Scotia, Human Resource Partnership
- Association of Industry Sector Councils
- Atlantic Home Building and Renovation Sector Council
- Automotive Human Resource Sector Council
- Canadian Manufacturers and Exporters
- Construction Association of Nova Scotia
- Health Care Human Resource Sector Council
- Human Resource Association of Nova Scotia
- Maritime Forces Atlantic (MARLANT)
- Tourism Human Resource Sector Council
- Trucking Human Resource Sector Council

During the fiscal year 2006–2007 the division entered into a number of project agreements with various sector councils. Four key projects during the year were:

- A research study on the carpentry apprenticeship program carried out in partnership with the Residential Construction Council
- A project to promote a career in boat building carried out with the Nova Scotia Boatbuilders Association
- A collaborative apprenticeship pilot project with the Nova Scotia Automotive Industry Human Resources Sector Council and
- The development of a Recruitment and Retention Toolkit in Acute and Continuing Care with the Health Care Human Resources Sector Council.

Other projects were also begun with the Aerospace Defence Human Resources Council, the Construction Association of Nova Scotia and the Association of Industry Sector Councils.

Each of these projects added both the division's knowledge base and its capacity to service its primary clientele. The research study on the Carpentry Apprenticeship program helped to build a greater understanding of the trends for residential carpenters to enter, and complete the apprenticeship program. This enabled the division to formulate recommendations for improvements in both the pre-employment programs and the carpentry apprenticeship program itself.

The project with the Nova Scotia Boatbuilders Association has led to the development of materials and programs to promote and facilitate the employment experience of apprentices with boat building industry employers.

The collaborative apprenticeship pilot project enables the screening, profiling, selection and final recruitment of eighteen candidates for apprenticeships in the automotive trades. This was followed by the development of a pre-employment program for the candidates and then possible entry into a "full journey" apprenticeship arrangement.

The long term objective of the Nova Scotia Recruitment and Retention Toolkit in the Acute and Continuing Care project is to build capacity in the acute and continuing care sectors for the recruitment and retention of skilled and motivated employees. The project will identify current best practices in sector recruitment and retention, design a best practice toolkit and then implement that toolkit throughout the acute and continuing care sector of the Nova Scotia economy.

## Enforcement

The Enforcement Section conducts a system of ongoing compliance audits on work-sites throughout the province and carries out compliance inspections in response to formal compliance complaints. The division has two Enforcement Officers who investigate complaints of non-compliance in compulsory certified trades. The bulk of complaints are in the Construction Electrician trade. From January 2006 to April 2007, there were 17 Offense Reports filed in which warnings were issued for: “Practicing a compulsory certified trade without legal certification,” “Employing a person in a compulsory certified trade, who does not hold a legal certification,” or “Employer must maintain a minimum ratio of one journeyperson to one apprentice.” In addition, there were seven Summary Offense Tickets issued for alleged non-compliance with the *Apprenticeship and Trades Qualifications Act and General Regulations* in various locations throughout Nova Scotia. Of these, three pled guilty, two had the charges withdrawn by the Crown, one was found not guilty and one had the charge dismissed by the Judge.

The division continues to cultivate partnerships and strengthen links with other provincial jurisdictions. Partnering with the Department of Transportation and Public Works, the Enforcement section has completed and reviewed a pilot project for monitoring compulsory certified trades with respect to new school construction projects. As a result, amendments have been made to the process, and agreement has been reached to expand its use to five more locations throughout the province.

Strengthening of links with other jurisdictions has enhanced information sharing, referrals and in some instances joint inspections have occurred. Office of the Fire Marshal, Motor Vehicle Inspection, and Utility and Review Board are among those jurisdictions that have demonstrated their commitment to cooperation.



## Investing in Nova Scotia's Workforce

*Mark Wilbert,  
Joe Brown,  
Debbie Grant,  
Essential  
Supervisory/  
Leadership Skills,  
Elmsdale Lumber*

### Workforce Skills Development Programs

Many workers in the process of readjustment require essential skills training to search for and obtain new employment. These workers may also need essential skills training as a foundation for further skills or trades training. The Workforce Adjustment Program addresses the essential skills needs of workers in transition and contributes to the development of mechanisms to support successful transitions.

### Practitioner/Instructor Certification Program

The Workplace Education Instructor Certification program is intended for instructors who work closely with a work site project team and program participants to develop and deliver essential skills learning programs that respond to the identified needs of employees and the organization.

The purpose of the certification program is to provide instructors working in Nova Scotia with practical educational opportunities that allow them to develop the knowledge and skills they need to meet the challenges of workplace education.

The program has been designed by the Skill Development section of the Department of Education, in partnership with the Association of Workplace Educators of Nova Scotia (AWENS). It has been designed to be affordable, accessible, and practical to all the instructors in Nova Scotia. Experienced instructors have developed individual workshops in their areas of expertise.

Instructors are certified by the Department of Education when they successfully complete the required number of modules.

In partnership with AWENS, the Skills Development section delivered four regularly scheduled certification workshops in Halifax and Cape Breton with overall participation of 80. In addition, fifty-one workplace practitioners and coordinators from New Brunswick, Prince Edward Island, and Nova Scotia participated in 12 certification and three professional development workshops over a three day period in the Southwest region in May 2006. A further five professional development workshops were offered to over 100 participants in New Glasgow and Halifax.

*Four certification workshops were delivered for 2006-2007*

- *Cultural Issues: Diversity in the Classroom*
- *Document Use Refresher*
- *Customizing and Developing Workplace Education Curriculum Plans*

## Workplace Education Practitioner Institute

A Workplace Practitioners Institute was held in the spring of 2006. The Institute included five Certification workshops and three Practitioner workshops. The topics for these workshops included:

- The International Adult Literacy Survey
- Facilitating and Planning for Learning Transfer
- Customizing and Delivering Math Programs
- Teaching Strategies for Learner Anxieties & Difficulties in the Classroom
- Labour Perspectives in Workplace Education
- Essential Skills and The Apprenticeship Model
- Essential Skills in the Workplace
- Communications with Workplace Partners

## One Journey-Work & Learn

The division and the Department of Community Services partner with business, industry, and community agencies to assist individuals on income assistance or employment insurance to achieve labour market attachment. Participants attend customized essential skills programs before moving into guaranteed positions provided by an industry partner.



*“One Journey: Work and Learn demonstrates the value of partnerships between industry and government. We feel this is a model in best practice and applaud government for its leadership.”*

*Kelly Henderson, Executive Director Trucking Human Resources Sector Council*

Skills shortages are often related to specific occupations. Sometimes there are not enough skilled workers to fill an occupation. Other times, skill requirements change within an occupation. As a result, an employer may have difficulty securing qualified workers.

The One Journey: Work and Learn initiative brings together people who need jobs with industries that need skilled

workers, and then provides the training, so both groups benefit. Our goal is to provide opportunities for skills development and employment so Nova Scotians who are receiving income assistance or employment insurance can become employed.

The trucking industry is proof this initiative works. Industry was challenged by a shortage of long-haul truck drivers. The partners involved with this initiative worked with the Trucking Human Resource Sector Council to develop a learning plan that included essential skill training. Thanks to this successful partnership, the trucking industry has well-trained professional drivers.

**Did you know?** In 2006–2007, 8 One Journey: Work and Learn projects were created.

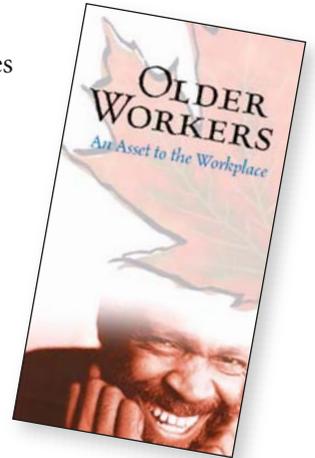
**One Journey-Work & Learn Projects:**  
Trucking Sector Council = 4  
Wear Wee Garment Co. = 2  
Community Care Network Society = 1  
HRDA Enterprises Limited = 1

## Small Business Essential Skills Initiative

The majority of businesses in Nova Scotia have less than 20 employees. There are many essential skills important to small business, particularly in the context of effective business management practices. Small business owners/operators may find attaining these skills for themselves or their employees to be a challenge because they do not have the funds or time to invest in training. The essential skills partnership with Workplace Education is customized to meet their needs.

## Targeted Initiative for Older Workers

The Targeted Initiative for Older Workers (TIOW) is a two year federal-provincial/territorial cost-shared initiative. It provides support to unemployed older workers in communities affected by significant downsizing or closures through programming aimed at reintegrating them into employment. Programming is aimed at increasing the employability of older workers. This ensures that they remain active and productive labour market participants while their communities undergo adjustment. TIOW projects will incorporate the most successful practices and lessons learned from domestic and international evaluations of labour market adjustment and employment programs for older workers, and offer programming that is not available to clients through Employment Insurance (EI) Part II Employment Benefits and Support Measures. To be eligible for TIOW, communities must be experiencing ongoing high unemployment and/or a high reliance on a single employer or industry affected by downsizing or a closure.



### Why are older workers important?

#### Older workers:

- are excellent leaders and mentors for their younger counterparts in the workforce
- demonstrate exemplary safety practices and work ethic
- have experience and knowledge about workplace operations and procedures
- take pride in their work and do not take shortcuts
- know their organization's history and understand how their workplace fits into the broader community



## Promotion and Recognition

Marjorie Davison,  
Director of Apprenticeship,  
Heather Cruikshanks,  
Apprenticeship Board, and  
Colin Campbell,  
Chair,  
Apprenticeship Board

### Apprenticeship Celebration Event

Each year, the Nova Scotia Apprenticeship Board hosts two Apprenticeship Celebration Events that honour newly certified journeypersons who have successfully completed their apprenticeship training and obtained a Certificate of Qualification in their chosen trade. In addition to a “Certificate of Achievement” being given to each newly certified journeyperson, an “Apprenticeship Award of Excellence” is given out in recognition of a newly certified journeyperson who has exceeded requirements of the Apprenticeship Program. A “Mentor/Coach Award of Excellence” is given to an employer, supervisor, instructor, or other mentor who has demonstrated a commitment to excellence in contributing to the success of apprentices achieving certification. A “Sponsor Award” is given to those sponsors who contribute at the platinum (\$2500.00) level to the Celebration Event.

This event began in 2002 and is held twice a year. In 2006–2007, there were 745 apprentices who successfully completed their apprenticeship program and received a Certificate of Qualification in their chosen trade.

*Diane Dyer was certified in a designated trade in 2006-2007*



The following are the ACE award winners for 2006-2007:

Fall 2006 – October 28, 2006 at Pier 21 National historic Site in Halifax

*Mentor/Coach Award of Excellence winners:*

1) Chris Scott of Chris Scott Automotive

*Apprentice Award of Excellence winner:*

1) Trent Bates of R.W. Barkhouse Electrical Contracting

## Ask For The Card Campaign

Nova Scotia currently has 55 designated trades of which nine are compulsory certified trades. These numbers are expected to increase over the next year to over 60 designated trades and a potential of 12 compulsory certified trades. In order to educate and assist the general public when having work performed in a skilled trade area and to promote the apprenticeship and certification system, the division undertook a marketing campaign in 2006 entitled, “Ask For The Card.” The campaign sought to encourage people to ask about the credentials of those performing the work. Both apprentices and journeypersons carry photo identity cards indicating the trade for which he/she is certified or apprenticing in. This campaign was greatly enhanced in 2007 when the Mike Holmes campaign included radio, television and print ads that included “Ask For The Card.”

## Marketing

A marketing and promotion strategy was developed in 2006-2007 to promote the skilled trades and apprenticeship training to employers, employees and youth. It also aims to educate parents and educators on the opportunities and benefits of pursuing a career in the skilled trades and inform consumers on the benefits of hiring qualified tradespeople.

## Workplace Education Ambassador Awards

Workplace Education Ambassador Awards are presented annually to exceptional participants in workplace essential skills programs. The award recipients are celebrated for their commitment to lifelong learning for themselves, their co-workers and the workplace environment in general. On September 8, the Premier presented five Workplace Education Ambassador Awards during International Literacy Day Celebration. Each recipient also received a \$200 gift certificate to attend programs offered by Nova Scotia Community College.

**Award Winners:**

- Maria Musolino-Pearson, Sunbury Transport, Pictou County
- Lily Wu, Dragon Buffet King, Halifax
- Jody Head, Shaw's Eastern Embers, Shubenacadie
- Mary Conrad, Eastern Passage Bed and Breakfast, Seaside Casuals, and A&M Charters, Eastern Passage
- Donalda Fougere, Glades Lodge, CUPE Local 1259, Halifax

## Workplace Education Partnership Awards

Workplace Education Partnership Awards are presented to workplace education project teams that have initiated and completed exemplary workplace education initiatives within the last few years. In addition, individuals are honoured with Partnership Appreciation Awards in recognition of their personal contribution to Workplace Education. This award recognizes and celebrates their demonstration of leadership within the Workplace Education Initiative and their resulting contribution to the creation of a lifelong learning culture in Nova Scotia.

## Partnerships and Stakeholders

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The division actively pursues partnerships to promote excellence in apprenticeship training and skill development.

### Provincial

#### **Aerospace and Defence Human Resource Partnership**

The Aerospace and Defence Human Resources Partnership is a not-for-profit and private sector association created by the Aerospace and Defence Industries Association of Nova Scotia, the Department of Education and the Department of Economic Development. Although independent from it, the organization maintains a close relationship with the Aerospace and Defence Industry Association of Nova Scotia.

### **Association of Industry Sector Councils**

The Association of Industry Sector Councils is a collaboration of eight industry-based sector councils in Nova Scotia. It was federally incorporated in 2000 with the following industry sectors: Atlantic Home Building & Renovation, Automotive, Construction – Industrial-Commercial-Institutional, Forestry, Fisheries, Health Care, Tourism, and Trucking. All these sectors represent a significant percentage of the labour market in Nova Scotia. Each council's role is to represent the interest of industry in matters relating to their workforce.

The division renewed a memorandum of understanding with the association in June 2005. This MOU encourages and facilitates effective communication and co-operation between the Association of Industry Sector Councils and the Province of Nova Scotia, and provides a basis for joint research, planning, program development and implementation, and evaluation initiatives.

### **Association of Workplace Educators of Nova Scotia**

The division is a funding partner of the Association of Workplace Educators of Nova Scotia, an association of adult educators who instruct and support essential skills programs in Nova Scotia's workplaces. The goal of this association is to provide a forum for the promotion and advancement of excellence in instructional practices by networking, creating professional development opportunities, responding to trends in the field, and representing the interests of educators.

### **Canada-Nova Scotia Skills and Learning Framework**

The Canada-Nova Scotia Skills and Learning Framework is a partnership arrangement between the Government of Canada and the Province of Nova Scotia to support skills and learning initiatives for Nova Scotians.

It provides a forum for federal and provincial departments to work together and identify common priorities and carry out joint planning and joint work in these mutual areas of interest. By coordinating its efforts, the Government of Canada and the Province of Nova Scotia can provide a more strategic and effective response to the province's labour market needs and to the workforce requirements of Nova Scotians.

### **Construction Association of Nova Scotia**

The Construction Association of Nova Scotia (CANS) is an industry trade association representing contractors, suppliers and service providers comprising the non-residential construction industry. CANS was founded in 1862 as the Halifax Builders' Society. Since that time, CANS membership has grown to include firms from all over Atlantic Canada as well as other regions of the country. The primary role of CANS is to represent the interests of its 600 member companies.

### **Joint Registration Agreements Holders**

The division enters into joint registration agreements with recognized associations to provide enhanced monitoring of apprentices and to create efficiencies for the partnering association.

### **Skills Canada-Nova Scotia**

Skills Canada-Nova Scotia is a not-for-profit organization working with employers, educators, labour groups, and governments to encourage Nova Scotia's youth to choose skilled careers in trades and technologies. Projects and events include Young Women's Conferences, Skills Energy Youth Quests, African Canadian Youth Projects, Youth with Employability Barriers Projects, and the Nova Scotia Skills Competition and Career Showcase.

### **Techsploration**

The division supports the development and delivery of the Techsploration program by working in partnership with Techsploration's board of directors, Women in Trades and Technology National Network, and Nova Scotia Community College to develop and deliver the Techsploration program. Techsploration works to increase the number of women working in skilled trades, technology, and science, by assisting young women from diverse backgrounds to explore a wide range of career options through interaction with female role models.

### **Training Providers**

The Apprenticeship Training and Skill Development division's main partner in the delivery of technical training is the Nova Scotia Community College (NSCC). The division also partners with the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada (UA) Local 56 to provide technical training for the Sprinkler System Installer trade. Technical training emphasizes quality, currency, and relevancy in subject matter. The division and training providers ensure apprentices are trained to an industry standard and are continually updating curriculum and resources.

### **Campuses**

- Akerley Campus (Dartmouth)
- Burridge Campus (Yarmouth)
- Waterfront Campus (Dartmouth)
- Institute of Technology Campus (Halifax)
- Kingstec Campus (Kentville)
- Lunenburg Campus (Bridgewater)
- Marconi Campus (Sydney)
- Pictou Campus (Stellarton)
- Truro Campus (Truro)

The Apprenticeship Training and Skill Development division has partnered with the Nova Scotia Community College (NSCC) in the development and implementation of the following initiatives/program: Mentor/Coach, Business Competencies for Journeypersons and the Collaborative Apprenticeship Framework.

## Regional

### **Atlantic Apprenticeship Council**

The Atlantic Apprenticeship Council is made up of apprenticeship directors and board chairs in the Atlantic Provinces. The council meets quarterly to examine opportunities for co-operation and to develop strategies and work plans using existing resources to achieve common goals.

### **Atlantic Provinces Standards Partnership**

Under the auspices of the Atlantic Apprenticeship Council, the Atlantic Provinces, with the involvement and support of industry, share the development of common training standards through this partnership. These efforts have resulted in the identification of common training standards that allow for consistent training practices to provide mobility opportunities for apprentices and journeypersons. This co-operative arrangement reduces development costs for each province and optimizes the use of available resources.

### **Apprenticeship and Certification Information System**

Nova Scotia, New Brunswick, and Manitoba partner to update and enhance the Apprenticeship and Certification Information System database. The apprenticeship client information database was designed by all three provinces and is maintained in New Brunswick.

## National

### **Canadian Council of Directors of Apprenticeship**

The Canadian Council of Directors of Apprenticeship (CCDA) is responsible for the management of the Interprovincial Standards Red Seal Program. It is made up of 13 provincial/territorial directors of apprenticeship and two Human Resources and Social Development Canada (HRSDC) representatives. The CCDA works with industry to develop a skilled labour force, and facilitate labour mobility across Canada. This is achieved by developing, implementing and recognizing Red Seal occupations and credentials; promoting high standards in occupational training; fostering harmonization in training among jurisdictions; and increasing public awareness of apprenticeship training and certification.

### **Canadian Council of Directors of Apprenticeship Joint Planning Committee Initiative**

Following consultation with the CCDA, the Government of Canada announced the Trades and Apprenticeship Strategy (TAS) in the federal 2005 budget. TAS focuses on six priority areas aimed at strengthening apprenticeship systems such as the: Interprovincial Program Guides, Language Benchmarking of the Red Seal Trades, Evidence-based Analysis, Supporting the Mobility of Military Trade Persons into Civilian Trade Occupations, Increasing Participation of Aboriginal People in Apprenticeship and Integration of Essential Skills into Apprenticeship. A Joint Planning Committee consisting of a representative from HRSDC and Directors of Apprenticeship from interested jurisdictions oversees the initiative. As well, a federal/provincial/territorial working group has been established to coordinate the work of each priority area.

### **Essential Skills Technical Working Group Committee**

The division participates with other jurisdictions and Human Resources and Social Development Canada on the national Essential Skills Technical Working Group Committee. This committee facilitates the exchange of information, best practices, and new projects and initiatives relating to essential skills. The committee is used as a vehicle for Human Resources and Social Development Canada to share information on its ongoing essential skills research and development, and by potential users to provide guidance to the federal government.

### **Interprovincial Standards and Examination Committee**

Nova Scotia is an active member of the Interprovincial Standards and Examination Committee. This working group is responsible for the development, validation, and revision of National Occupational Analyses, training standards, interprovincial examinations, and examination item banks under the guidance and direction of the Canadian Council of Directors of Apprenticeship.

While the division participates in the Interprovincial Standards Red Seal process for 49 trades, it hosts the development and management of the National Occupational Analyses and examinations for Construction Electrician and Refrigeration and Air Conditioning Mechanic.

The commitment to interprovincial standards requires the allocation of resources from the division and the reliance on Nova Scotia businesses and labour to voluntarily assist in the various validation exercises.

### **Interprovincial Certification Examination Maintenance System**

Through the CCDA, all Canadian apprenticeship jurisdictions, and Human Resources and Social Development Canada participate in the development and maintenance of the Interprovincial Certification Examination Maintenance System. It is a secure database that houses the Red Seal examinations item banks, tables of specifications, and exams.

### **Statistics Canada**

All Canadian apprenticeship jurisdictions complete a yearly Registered Apprenticeship Information System survey. This survey is conducted under the authority of the *Statistics Act* and gathers information on registered apprentices who receive training and trades persons who obtain certification. Results are made available to federal and provincial agencies and departments, associations, non-government agencies and researchers.

A new national apprenticeship survey of apprentices and ex-apprentices to understand their experiences during in-school and on-the-job training as well as their labour market experiences is being developed in partnership with Human Resources and Social Development Canada. Data collection and sampling is near completion and the anticipated date for results of this survey is 2008.

### **Interprovincial Certification Examination Maintenance System**

Through the CCDA, all Canadian apprenticeship jurisdictions, and Human Resources and Social Development Canada participate in the development and maintenance of the Interprovincial Certification Examination Maintenance System. It is a secure database that houses the Red Seal examinations item banks, tables of specifications, and exams.



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The 2006–2007 Apprenticeship Training and Skill Development division Annual Report is available on the website at: <http://www.apprenticeship.ednet.ns.ca>

Apprenticeship Essential Skills is a program designed to assist those apprentices who are having difficulty completing the required technical training for their trade. As part of the apprenticeship process an informal assessment is carried out. From the assessment an individualized training plan is developed and a program set up to help the apprentice to reach their goal. The following chart indicated those organizations in each region of the province that are involved in delivering these individualized apprenticeship essential skills programs.

## Apprenticeship Essential Skills Programs

Region	Organization
Cape Breton	Association of Workplace Educators of Nova Scotia (AWENS) and Membertou Housing
Central Region	Association of Workplace Educators of Nova Scotia (AWENS)
Metro Halifax	International Brotherhood of Electrical Workers (IBEW) Local 625
Northern/Strait	Association of Workplace Educators of Nova Scotia (AWENS)
Southwestern	Association of Workplace Educators of Nova Scotia (AWENS)

## Workplace Education Program Grants 2006–2007

There were 142 programs approved at 70 work sites totaling \$422,557.60 in grants awarded and \$936,114.52 in funds leveraged. The following chart represents the total number of programs funded in this fiscal year along with the dollars leveraged from the partnering groups to support individual initiatives.

Regions	Number of Work Sites	Number of Programs Approved	Program Grants	Funds Leveraged
Cape Breton	14	24	\$54,046.40	\$189,325.00
Central Region	12	30	\$65,318.76	\$258,832.40
Metro	20	37	\$187,291.38	\$250,121.60
Northern/Strait	11	28	\$69,537.68	\$177,626.00
Southwestern	8	14	\$27,323.68	\$29,019.00
Valley	5	9	\$19,039.70	\$31,190.52
<b>TOTAL</b>	<b>70</b>	<b>142</b>	<b>\$422,557.60</b>	<b>\$936,114.52</b>

Please note:

1. Cape Breton encompasses Inverness, Richmond, Victoria, and Cape Breton counties.
2. Central Region encompasses Cumberland, Colchester, and East Hants.
3. Metro includes Halifax County and is serviced by two field staff
4. Northern/Strait is made up of Antigonish, Guysborough, and Pictou
5. Southwestern includes Yarmouth, Shelburne, Queens, and Lunenburg counties.
6. Valley includes West Hants, Kings, Annapolis, and Digby counties.
7. Funds leveraged refer to the amount of funds that business and labour contribute to the workplace education program at their site. Typical contributions include release-time, books, classroom space, computers labs, and closing ceremonies

## Workplace Education Program Totals

### Workplace Education Program Totals – Cape Breton Region

Company Name	Number of Programs
Association of Workplace Educators of Nova Scotia (AWENS) – Apprenticeship Tutoring – Boilermaker	1
Baddeck Area Business and Tourism Association	1
Casino NS – Sydney	1
Canadian Auto Workers Union-Clearwater	2
Canadian Auto Workers Union-Clearwater Resource Centre	1
Cape Breton Regional Municipality – Canadian Union of Public Employees (CUPE)local 759	2
Community Cares	5
Canadian Union of Public Employees (CUPE)- Cape Breton Victoria Regional School Board (CBVRSB)	3
Glace Bay Career Resource Center	2
Harbourstone Enhanced Care Complex	1
Membertou Housing	1
New Waterford Rotary Club	2
Richmond County Literacy Network	1
Scotsburn Dairy	1
<b>14 Companies</b>	<b>24</b>

Please note: Cape Breton encompasses Inverness, Richmond, Victoria, and Cape Breton counties.

### Workplace Education Program Totals – Valley

Company Name	Number of Programs
ACA Co-operative Ltd.	1
Association of Workplace Educators of Nova Scotia (AWENS) – Mapleleaf – Organizational Needs Assessment	2
Digby Area Learning Association	1
Larsen Packers Ltd.	3
On-Line Support Kentville	2
<b>5 Companies</b>	<b>9</b>

Please note: Valley includes West Hants, Kings, Annapolis, and Digby counties.

### Workplace Education Program Totals – Central Region

Company Name	Number of Programs
Acadia Centre for Small Business and Entrepreneurship (ACSBE)	1
Association of Workplace Educators of Nova Scotia (AWENS) – Colchester Community Workshop-Organizational Needs Assessment/Educational Needs Assessment	1
Association of Workplace Educators of Nova Scotia (AWENS) – C-Vision-Organizational Needs Assessment/Educational Needs Assessment	1
Association of Workplace Educators of Nova Scotia (AWENS) – High Crest Enterprises	1
Association of Workplace Educators of Nova Scotia (AWENS) – Parkland Estates	1
Association of Workplace Educators of Nova Scotia (AWENS) – Industry Tutoring	1
Colchester East Hants Health Authority – Colchester Regional Hospital	1
Colchester Regional Development Agency	1
Convergys – Truro	3
C-Vision Ltd.	2
High Crest Enterprises	1
Parkland Estates	2
The Mira Long Term Care Centre	7
Nova Scotia Trucking Human Resource Sector Council	2
Townsvie Estates and Westside Villa	5
<b>12 Companies</b>	<b>30</b>

*Please note: Central Region encompasses Cumberland Colchester, and East Hants.*

### Workplace Education Program Totals – Metro

Company Name	Number of Programs
Arborstone Enhanced Care	2
Atlantic Film Festival	1
Association of Workplace Educators of Nova Scotia (AWENS) – Prince George	1
Association of Workplace Educators of Nova Scotia (AWENS) – Saint Vincents Guest Home	1
Canada Bread	2
Construction Association of Nova Scotia (CANS)	2
Centennial Hotels Ltd.	2
Community Care Network Society	1
Elmsdale Lumber Co. Ltd.	2
Fisherman's Cove Development Association	2
Glades Lodge	3
Halifax Immigrant Learning Centre	2
HRDA Enterprises Limited	1
International Brotherhood of Electrical Workers (IBEW) 625	1
Maplestone Enhanced Care	2
Northwood Care Incorporated	2
Parkstone Enhanced Care	2
Pete's Frootique	2
Prescott Group	3
Trucking Human Resources Sector Council	1
Trucking Sector Council	2
<b>20 Companies</b>	<b>37</b>

*Please note: Metro includes Halifax County and is serviced by two field staff*

### Workplace Education Program Totals – Northern/Strait Region

Company Name	Number of Programs
Association of Workplace Educators of Nova Scotia (AWENS) – Dept. of Transportation and Public Works	1
Association of Workplace Educators of Nova Scotia (AWENS) – Allendale Electronics	1
Association of Workplace Educators of Nova Scotia (AWENS) – Math Tutoring	1
Association of Workplace Educators of Nova Scotia (AWENS) – Antigonish High Crest Place	1
Association of Workplace Educators of Nova Scotia (AWENS) – New Glasgow High Crest Enterprises	1
Glen Haven Manor	6
Guysborough Antigonish Strait Health Authority	2
High Crest Place	3
On-Line Support Antigonish	1
Summer Street Industries	4
Valley View Villa	6
Wear Well Garment Co.	1
<b>11 Companies</b>	<b>28</b>

*Please note: Northern/Strait is made up of Antigonish, Guysborough, and Pictou*

### Workplace Education Program Totals – Southwestern

Company Name	Number of Programs
Acadia Centre for Small Business and Entrepreneurship (ACSBE)	2
Allendale Electronics	3
Association of Workplace Educators of Nova Scotia (AWENS) – Apprentice Math Tutoring	2
Ark Industries	1
Dept. of Transportation and Public Works	1
On-Line Support Bridgewater	3
Sherburne County Adult Workshops	1
Women Unlimited Project	1
<b>8 Companies</b>	<b>14</b>

*Please note: Southwestern includes Yarmouth, Shelburne, Queens, and Lunenburg counties.*

## Certification and Professional Development Workshops

Certification and professional development are the keys to the success and effectiveness of all workplace education programs. To ensure that the programs meet the needs of workers and businesses, it is necessary to constantly update and renew programs in term of both their content and delivery. It is also vital to maintain high standards for the instructors and facilitators who are our first line of contact with adult learners in the workplace. Through our instructor resources, we identify and make the changes needed to ensure program success and relevance. An effective certification and professional development process enables the division to deliver consistently high quality workplace education to all workplaces throughout Nova Scotia.

### Certification and Professional Development Workshops

Date	Certification and Professional Development Workshops	Number of Attendees
January 27, 2006	Customizing and Delivering Oral Communications Programs	10
February 24, 2006	Planning for and Facilitating Learning Transfer	14
March 24, 2006	Customizing Essential Computer Skills	8
May 29 – 30, 2006	Working with the Project Team in the Workplace	15
	Document Use Refresher	26
	Teaching Strategies for Learning Anxieties in the Classroom	11
	Planning for and Facilitating Learning Transfer	10
	Task Analysis and Job Profiling	21
	Principles of Adult Education	18
	Customizing and Delivering Math Programs	9
	Labour Perspectives in Workplace Education	10
September 28-29, 2006	Alberta Essential Skills Process Model	26
February 23, 2007	Diversity in the Classroom	8
April 4-5, 2007	Document Use Refresher	10
April 13, 2007	Customizing and Developing Workplace Education Curriculum	8
April 13, 2007	Industry Perspectives about Workplace Education	8

Program Type	Number of Programs
Workplace	96
Workers Transition	22
Trades and Apprenticeship	7
One Journey: Work and Learn	8
Older Worker	5

Sectoral Breakdown	Number of Programs
Healthcare	48
Trucking	4
Manufacturing	20
Construction	4
IT	6
Tourism/Hospitality	8
Retail	3
Non-Profit	13
Private Sector	51
Public Sector	7
Small Business	6

## Apprenticeship Training Fast Facts – Fiscal Year 2006–2007

- Since 1937, approximately 55 000 Certificates of Qualification issued
- 49% increase in number of apprentices who accessed training since 1999
- 67% increase in sections of in-class training offered since 2001
- 55 designated trades
- 3919 active apprentices
- Over 3500 employers participate in the Apprenticeship Program
- 41 employers have 10 or more registered apprentices
- 15 Joint Registration Agreements in effect
- 745 Certificates of Qualification issued
- 665 Interprovincial Red Seals issued
- 1748 Certificates of Qualification renewed in compulsory certified trades
- 1144 new apprentices registered
- Average age of new apprentices is 28.4 years
- 84% of new registrants completed post-secondary education programs
- Essential skills assessment is included as part of apprenticeship registration process
- Practical training provided on-the-job (85%), technical training (15%)
- 2275 apprentices received technical training
- 820 sections of in-class training offered
- Training in most programs available in-class or via the Internet

- 239 applications for certification received from trade qualifiers
- 223 trade qualifier applications processed
- 1215 examinations administered
- 1065 certification examinations written – 67% pass rate
- Apprentices wrote 682 certification examinations – 69% pass rate
- Trade qualifiers wrote 383 certification examinations – 63% pass rate
- 995 Interprovincial examinations administered – 67% pass rate
- Apprentices wrote 639 Interprovincial examinations – 68% pass rate
- Trade qualifiers wrote 356 interprovincial examinations – 63% pass rate
- 132 progress examinations written – 85% pass rate
- Apprentices wrote 115 progress examinations with a pass rate of 90%
- Non-apprentices wrote 17 progress examinations with a pass rate of 53%
- 18 practical examinations administered – 83% pass rate

## Overview of Apprenticeship Activities 2006–2007

Description	Total
Active Apprentices	3919
Active Employers	3545
New Registrations	
– New Registrations – Summary	1144
– New Registrations – Average Age	28.4
Cancellation of Apprenticeship Agreements	858
Certificates of Qualification Issued	745
Certificate Renewals	1748
Technical Training	2272
Completions (Graduates)	498
Examinations Written	1215
– Progress Examinations	132
– Certification Examinations	1065
– Practical Examinations	18
Interprovincial Red Seals Issued	665
Reinstatement of Apprenticeship Agreements	39
Section 30 Applications Received	239
Section 30 Applications Processed	223

## Active Apprentices

OCCUPATION	TOTAL	# MALE	%	# FEMALE	%
Agricultural Equipment Technician	4	4	100	0	0
Automotive Service Technician	468	457	98	11	2
Automotive Service Technician – Front End and Brakes	7	7	100	0	0
Automotive Service Technician – Service Station Mechanic	37	37	100	0	0
Boatbuilder	21	21	100	0	0
Boilermaker	52	51	98	1	2
Bricklayer	61	60	98	1	2
Carpenter	466	450	97	16	3
Construction Electrician	802	788	98	14	2
Cook	143	84	59	59	41
Gas Fitter	68	67	99	1	1
Heavy Duty Equipment Technician	43	43	100	0	0
Industrial Electrician	90	86	96	4	4
Industrial Instrument Mechanic	37	37	100	0	0
Industrial Mechanic (Millwright)	121	116	96	5	4
Insulator (Heat & Frost)	4	4	100	0	0
Ironworker (Generalist)	38	38	100	0	0
Machinist	67	65	97	2	3
Metal Fabricator (Fitter)	21	20	95	1	5
Motor Vehicle Repairer (Metal and Paint)	29	29	100	0	0
Oil Burner Mechanic	123	123	100	0	0
Painter and Decorator	27	26	96	1	4
Plumber	303	301	99	2	1
Power Engineer	130	126	97	4	3
Powerline Technician	32	31	97	1	3
Refrigeration and Air Conditioning Mechanic	82	82	100	0	0
Refrigeration Plant Operator – Power Engineer	18	17	94	1	6
Restoration Stone Mason	5	5	100	0	0
Sheet Metal Worker	78	78	100	0	0
Sprinkler System Installer	45	45	100	0	0
Steamfitter-Pipefitter	230	219	95	11	5
Truck and Transport Mechanic	194	192	99	2	1
Welder	73	71	97	2	3
<b>TOTAL</b>	<b>3919</b>	<b>3780</b>	<b>96%</b>	<b>139</b>	<b>4%</b>

## New Registrations – Summary 2006–2007

NOTE: All data presented is for the 2006–2007 reporting year unless otherwise stated.

In 2006–2007, 1144 new apprentices and improvers were registered of which 979 were male and 37 were female. Registrations in the Automotive Service Technician and Construction Electrician occupations accounted for 34% of all new registrations.

Trade	Actual	%	Male	Female
Agricultural Equipment Technician	1	0.1	1	0
Automotive Service Technician	132	11.5	127	5
Automotive Service Technician (Service Station Mechanic)	14	1.2	14	0
Boatbuilder	21	1.8	21	0
Boilermaker	31	2.7	31	0
Bricklayer	13	1.1	0	0
Carpenter	126	11	125	1
Construction Electrician	206	18	202	4
Cook	32	2.8	19	13
Gas Fitter	32	2.8	32	1
Heavy Duty Equipment Technician	15	1.3	15	0
Industrial Electrician	31	2.7	31	0
Industrial Instrument Mechanic	28	2.4	28	0
Industrial Mechanic (Millwright)	36	3.1	33	3
Insulator (Heat & Frost)	1	0.1	1	0
Ironworker (Generalist)	6	0.5	6	0
Machinist	13	1.1	13	1
Metal Fabricator (Fitter)	2	0.2	2	
Motor Vehicle Body Repairer (Metal and Paint)	10	0.9	10	0
Oil Burner Mechanic	20	1.7	20	0
Painter and Decorator	1	0.1	1	0
Plumber	88	7.7	87	1
Power Engineer	42	3.7	42	0
Powerline Technician (Lineman)	16	1.4	16	0
Refrigeration and Air Conditioning Mechanic	20	1.7	20	0
Refrigeration Plant Operator	2	0.2	2	0
Sheet Metal Worker	25	2.2	25	0
Sprinkler System Installer	9	0.8	9	0
Steamfitter-Pipefitter	83	7.3	77	6
Truck and Transport Mechanic	60	5.2	60	0
Welder	25	2.2	25	0
All Other Trades	3	0.5		0
<b>TOTAL</b>	<b>1144</b>	<b>100%</b>	<b>979</b>	<b>37</b>

## New Registrations – Average Age

The average age of the 1144 apprentices who registered last year is 28.4 years.

OCCUPATION	TOTAL	AVERAGE AGE
Agricultural Equipment Technician	1	36
Automotive Service Technician	132	25.9
Automotive Service Technician (Front End and Brakes)	3	33.3
Automotive Service Technician (Service Station Mechanic)	14	31.4
Boatbuilder	21	33.1
Boilermaker	31	26.2
Bricklayer	13	27.3
Carpenter	126	26.9
Construction Electrician	206	27.5
Cook	32	33
Gas Fitter	32	31.3
Heavy Duty Equipment Technician	15	29.1
Industrial Electrician	31	32
Industrial Instrument Mechanic	28	32.9
Industrial Mechanic (Millwright)	36	28.4
Insulator (Heat & Frost)	1	56
Ironworker (Generalist)	6	25.8
Machinist	13	23.5
Metal Fabricator (Fitter)	2	25.5
Motor Vehicle Body Repairer (Metal and Paint)	10	22.5
Oil Burner Mechanic	20	35.1
Painter and Decorator	1	40
Plumber	88	26.2
Power Engineer	42	36.1
Powerline Technician	16	25.9
Refrigeration and Air Conditioning Mechanic	20	27.1
Refrigeration Plant Operator – Stationary Engineer	2	43
Sheet Metal Worker	25	29.2
Sprinkler System Installer	9	29.6
Steamfitter-Pipefitter	83	27.1
Truck and Transport Mechanic	60	28.3
Welder	25	29.8
<b>TOTAL</b>	<b>1144</b>	<b>28.4</b>

## Cancellations

858 apprentices were cancelled from the Apprenticeship Program for various reasons.

REASON FOR CANCELLATION	NUMBER	PERCENTAGE
Insufficient Theory Progress	295	34.5
Unable to Locate	75	8.8
Not Trade Employed	66	7.7
Left the Employer	23	2.7
Left the Province	70	8.1
At own request	46	5.3
Employer Termination of Agreement	82	9.5
Excessive Time in Trade	170	19.8
Transfer of Apprenticeship	24	2.8
Other	7	.8
<b>TOTAL</b>	<b>858</b>	<b>100%</b>

## Certificates of Qualification Issued

Since 1937, a total of approximately 55,000

Certificates of Qualification have been issued in the Province of Nova Scotia.

Certificates of Qualification are issued to apprentices who have successfully completed an apprenticeship program and to trade qualifiers who have met all the requirements of a trade and have passed the certification examinations.

In 2006–2007, 745 Certificates of Qualification (CQs) were issued. Of these, 475 (64%) were issued to completed apprentices, and 242 (32%) were issued to trade qualifiers. The remaining 28 (4%) certificates were issued to Certificate of Qualification holders from other jurisdictions who qualified for Nova Scotia certification.

Certificates Issued	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	Change from Previous Year
Completed Apprentices	341	532	408	454	524	475	-49
Trade Qualifiers	275	241	200	223	201	242	+41
Certificate Holders from Other Jurisdictions	25	27	40	41	34	28	-6
<b>TOTAL</b>	<b>641</b>	<b>800</b>	<b>648</b>	<b>719</b>	<b>759</b>	<b>745</b>	<b>-14</b>

## Technical Training

In 2006–2007, 1876 apprentices attended technical training at the Nova Scotia Community College. In addition, 380 apprentices registered for technical training on the Internet through the Virtual Campus and 19 apprentices accessed training through their labour organization.

Facility	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	Change from Previous Year
UCCB	286	299	233	205	N/A	N/A	
NSCC	912	1045	1218	1250	1770	1876	+106
UA Plumbers & Pipefitters	46	27	23	51	30	19	-11
Virtual Campus (NSCC)	572	608	617	672	472	*380	-92
<b>TOTAL</b>	<b>1816</b>	<b>1979</b>	<b>2091</b>	<b>2178</b>	<b>2272</b>	<b>2275</b>	<b>+3</b>

\* This number is reduced from last year's figure due to a change in the method used to report apprentices accessing training at the Virtual Campus. In the past, the number reported included all apprentices who were actively engaged in training during the fiscal year. Due to the three-month time limit for course completion, apprentices who started prior to the start of the fiscal period but were still active in the current period were included in the count which created an overlap from the previous year. The new reporting method will show only apprentices who registered for on-line training in the current fiscal year.

NOTE: As of September 2005, all apprenticeship courses previously offered at the University College of Cape Breton were transferred to the Nova Scotia Community College.

## Completions (Graduates) of the Program

Occupation	Graduates	Male	Female
Agricultural Equipment Technician	1	1	0
Automotive Service Technician	73	71	2
Automotive Service Technician (Service Station Mechanic)	2	2	0
Boilermaker	7	7	0
Bricklayer	4	4	0
Carpenter	36	36	0
Construction Electrician	103	102	1
Cook	14	10	4
Gas Fitter	8	8	0
Heavy Duty Equipment Technician	9	9	0
Industrial Electrician	3	3	0
Industrial Instrument Mechanic	18	18	0
Industrial Mechanic (Millwright)	16	16	0
Machinist	9	9	0
Metal Fabricator (Fitter)	6	5	1
Motor Vehicle Body Repairer (Metal and Paint)	4	4	0
Oil Burner Mechanic	16	16	0
Plumber	44	44	0
Power Engineer	21	21	0
Powerline Technician	6	6	0
Refrigeration & Air Conditioning Mechanic	5	5	1
Sheet Metal Worker	3	3	0
Sprinkler System Installer	5	5	0
Steamfitter-Pipefitter	33	29	4
Truck and Transport Mechanic	34	34	0
Welder	18	18	0
<b>TOTAL</b>	<b>498</b>	<b>485</b>	<b>13</b>

## Examinations Written

During 2006–2007, a total of 1215 clients wrote various apprenticeship progress and certification examinations. Of that total, 132 clients wrote progress examinations, 1065 apprentices and trade qualifiers wrote certification examinations, and 18 practical examinations were administered in the Gas Fitter occupation.

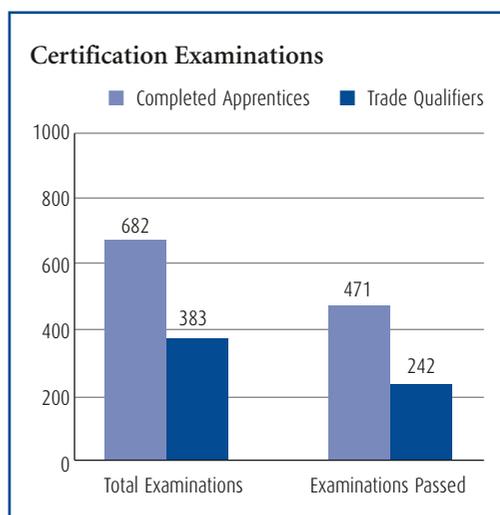
Examinations	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	Change from Previous Year
Progress Examinations	457	340	143	98	105	132	+27
Certification Examinations	849	1139	902	941	1080	1065	-15
Practical Examinations	67	84	44	27	16	18	+2
<b>TOTAL</b>	<b>1373</b>	<b>1563</b>	<b>1089</b>	<b>1066</b>	<b>1201</b>	<b>1215</b>	<b>+14</b>

## Progress Examinations

A total of 132 progress examinations were written during 2006–2007. Apprentices wrote 115 examinations with a pass rate of 90% (103 passed). Non-apprentices, including pre-employment and placement candidates (challenge examinations to determine placement of candidates in the Apprenticeship Program), wrote 17 examinations with a pass rate of 53% (9 passed).

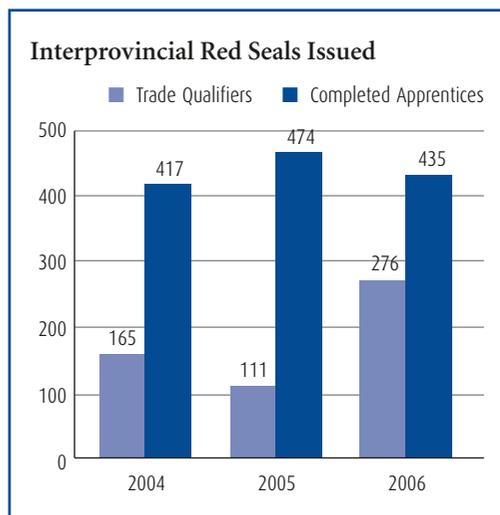
## Certification Examinations

A total of 1065 clients wrote certification examinations during 2006–2007. Completed apprentices wrote 682 examinations with a pass rate of 69% (471 passed). Trade qualifiers wrote 383 examinations with a pass rate of 63% (242 passed). The success rate for trade qualifiers increases proportionately to the amount of skills upgrade training they receive.



## Interprovincial Red Seals Issued

The Interprovincial Standards (Red Seal) Program was established to provide greater worker mobility across Canada. It allows qualified tradespersons to practice their trades in any province or territory of Canada where the trade is designated without having to write further examinations. A total of 711 Interprovincial Red Seals were issued to qualifying candidates during the calendar year 2006. Of this number, completed apprentices received 435 Red Seals and trade qualifiers received 276.



Red Seals Issued*	2001	2002	2003	2004	2005	2006	Change from Previous Year
Completed Apprentices	402	400	403	417	474	435	-39
Trade Qualifiers	197	173	137	165	111	276	+165
<b>TOTAL</b>	<b>599</b>	<b>573</b>	<b>540</b>	<b>582</b>	<b>585</b>	<b>711</b>	<b>+126</b>

\* Red Seal Statistics as reported by Statistics Canada are based on the calendar year, January to December. This accounts for variances between this table and the previous table.

## Trade Qualification (Section 30) Applications

1. Section 30 of the General Regulations under the *Apprenticeship and Trades Qualifications Act* provides the opportunity for long-time trade practitioners to receive certification if they meet defined criteria:
  - employed in the trade for the period set out in the Trade Regulations;
  - recommended for a Certificate of Qualification by two persons who are competent in the trade and who have vouched for the candidate's skills and experience;
  - competent in the skills of the trade, as determined by the Director;
  - write and pass the certification examination.
  
2. During the fiscal year 2006–2007, 239 trade qualifiers applied under Section 30 of the General Regulations to write certification examinations. Review Committees assessed 226 files (25 from previous year); 224 were approved, 2 were denied, and 38 applications are pending. It is estimated that each application requires 4 business days to process.

Applications	2001- 2002	2002- 2003	2003- 2004	2004- 2005	2005- 2006	2006- 2007	Change from Previous Year
Reviewed	350	250	287	138	223	226	+3
Approved	305	225	274	128	221	224	+3
Denied	45	25	13	10	2	2	NA

## Trade Qualification

A total of 157 trade qualifiers received certification under Section 30 of the General Regulations.

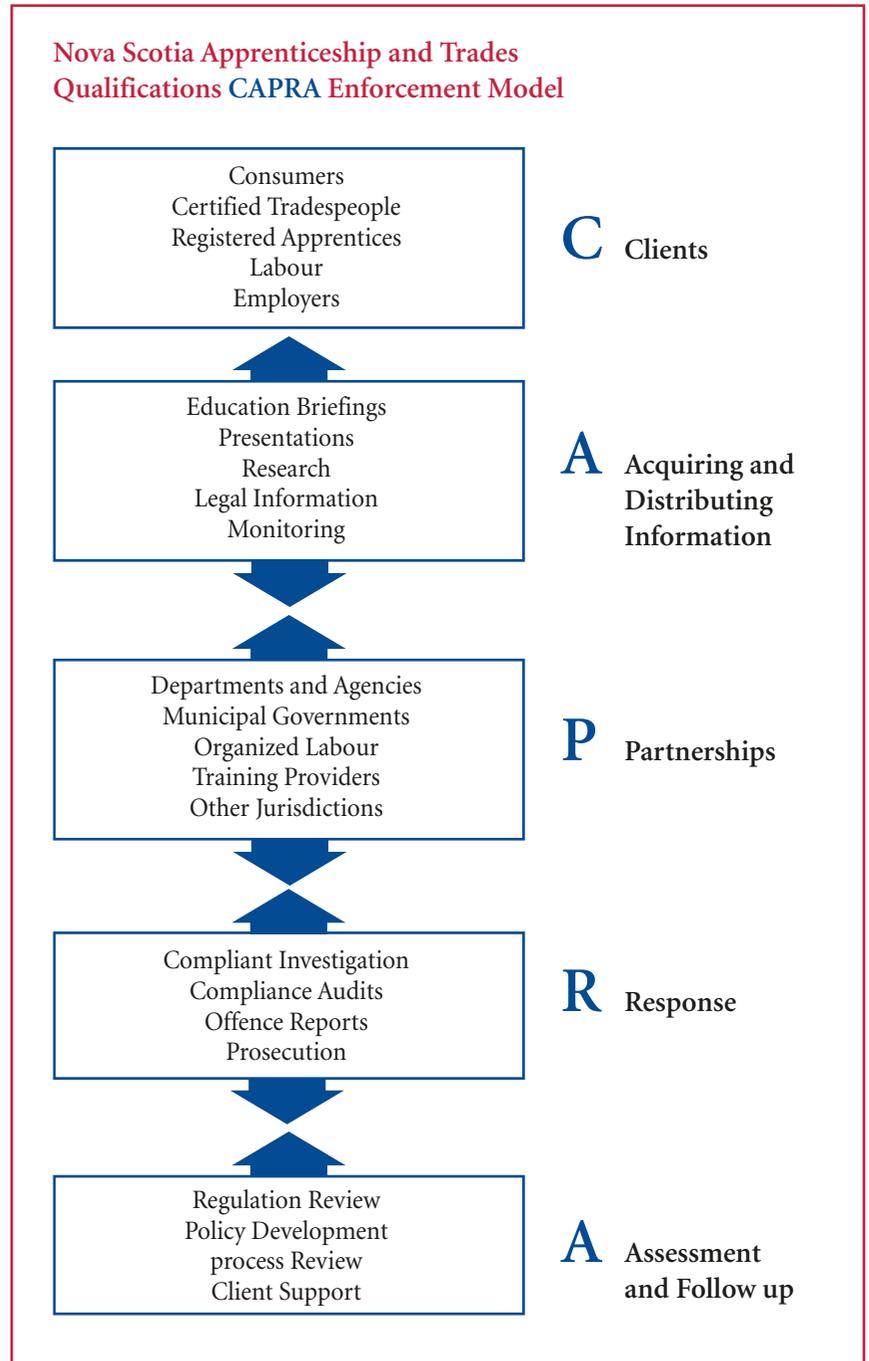
Occupation	Trade Qualifiers	Male	Female
Automotive Service Technician	4	4	0
Automotive Service Technician (Service Station Mechanic)	8	8	0
Boatbuilder	9	9	0
Boilermaker	1	1	0
Carpenter	10	10	0
Construction Electrician	1	1	0
Cook	2		2
Gas Fitter Tech II	2	2	0
Gas Fitter Tech III	4	4	0
Industrial Instrument Mechanic	1	1	0
Industrial Mechanic (Millwright)	9	9	0
Ironworker (Generalist)	1	1	0
Machinist	4	4	0
Metal Fabricator (Fitter)	1	1	0
Motor Vehicle Body Repairer (Metal and Paint)	1	1	0
Oil Burner Mechanic	3	3	0
Painter Decorator	1	1	0
Refrigeration and Air Conditioning Mechanic	1	1	0
Roofer	3	3	0
Steamfitter-Pipefitter	50	50	0
Truck and Transport Mechanic	6	6	0
Welder	35	35	0
<b>TOTAL</b>	<b>157</b>	<b>155</b>	<b>2</b>

## Enforcement

The CAPRA Enforcement Model provides a comprehensive method of dealing with non-compliance of the *Apprenticeship and Trades Qualifications Act* and its associated regulations.

The CAPRA Enforcement Model:

- is client centred
- requires continuous communication
- is proactive, rather than reactive
- addresses our partners' requirements
- is consistent with the Apprenticeship Training and Skill Development division's mission statement



In the past year the Enforcement Section:

- satisfactorily investigated and resolved over 50 written complaints
- provided research services, legal information and recommendations as part of the trade regulation review process
- completed selected trades certification audits of approximately 200 employers
- reduced incidents of non-compliance due to lack of information or misinterpretations of *Act* or Regulations, by providing legal information to employers, Apprenticeship Training and Skill Development division staff, training providers and consumers
- developed and fostered relationships with other enforcement bodies, such as; Transportation and Public Works to assist in the ongoing monitoring of worksites on publicly awarded public contracts.



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