Nova Scotia Apprenticeship Training and Skill Development Annual Report 2007-2008

> strength through Sk!lls&Learning

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# Message from the Director

On behalf of my colleagues, I am pleased to provide the 2007-2008 annual report for the Apprenticeship Training and Skill Development division.

2007-2008 was marked by industry closings, increasing demand for skilled labour and a shrinking labour pool. The impact of these external factors on the work of the division has been significant. Responses to industry closings were executed for the former employees of Maple Leaf, Moirs, Trenton Works and MacTara Lumber. At the same time, over 120 new programs were developed to support the skills development of the existing workforce and the total number of employers who signed up to the Invest in Youth database to provide mentoring opportunities exceeded 6000 by the end of the year.

The apprenticeship system experienced noted growth over last year in several areas: 12% increase in the number of new apprentice registrations and in the number of apprentices accessing technical training; 20% increase in the number of trade qualifier applications; 13% increase in the number of Certificates of Qualifications issued; and 43% increase in the number of Certificates of Qualifications renewed in the compulsory trades.

Nationally, the division was an active participant in the Interprovincial Standards Red Seal Program and contributed significantly in particular to the Interprovincial Program Guide initiative, the aim of which is to create stronger commonality among apprenticeship systems across Canada.

The division developed more inclusive approaches for under-represented groups to ensure full participation in the labour market. Thirteen (13) Targeted Initiative for Older Worker projects were supported; work was carried out to develop an aboriginal apprenticeship strategy; investments were made in Techsploration and Women Unlimited to support the participation of women in the skilled trades; and a local office was set up in partnership with the Greater Halifax Partnership to provide more direct contact with the African Nova Scotia community.

In addition, the division introduced new supports for our clients, updated our policies, procedures and marketing products, refreshed many of our education and training resources and materials and expanded the way we offer apprenticeship technical training.

The year ended on a high note with the creation of the Apprentice Award Trust. Through this trust, apprenticeship scholarships will be made available to eligible apprentices in years 3, 4 and 5 of their apprenticeship.

In closing, congratulations to our partnering employers for your investment in human resource development and to all of our program participants this year on your accomplishments. Thanks to the Provincial Apprenticeship Board and the Nova Scotia Partners for Workplace Education for guiding the work of the division and providing an avenue for industry to have a greater voice.

The province's workplace training system can not experience the success it does without the many workplace education and apprenticeship training instructors – both on-the-job and in-class – who skillfully deliver our programs. The Association of Workplace Educators and the Nova Scotia Community College do the lion share of coordinating training and ensuring its quality. Most of all, thanks to the dedicated staff of the Apprenticeship Training and Skill Development division who have the interest of the client at heart and work diligently to ensure the needs of employers and the workforce are met.

To another great year, Sincerely,

Marjorie Davison

Marjorie Davison, Director Apprenticeship Training and Skill Development

# Overview

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

#### Mission

Working to create a skilled and adaptable workforce through quality apprenticeship, training, 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

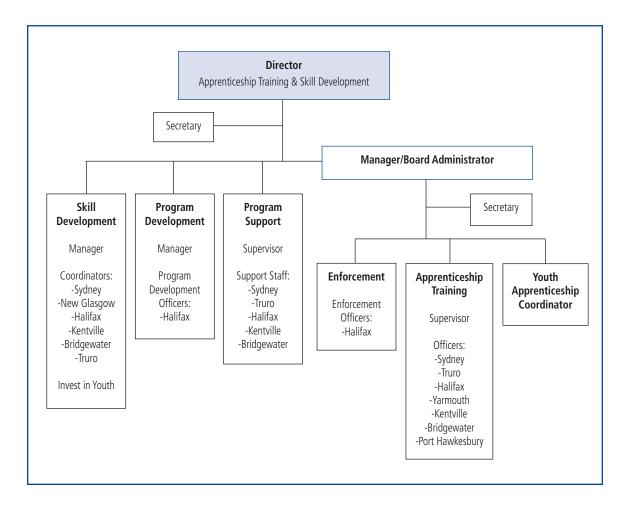
- partnering with industry, business, labour, and training providers
- continuous improvement of our programs and processes
- a collaborative team approach
- open, two-way communication
- accountability
- informed decision making
- celebrating success

#### 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-l.htm#atq.



## **Division Structure**



The Apprenticeship Training and Skill Development division's staffing complement for 2007–08 was 46 full-time equivalent positions. The division is structured in five sections with distinct, yet inter-related, responsibilities.



Members of the Nova Scotia Apprenticeship Board. Back row (left to right): Louis Joe Bernard, Heather Cruickshanks, Dale Crawford, Paul Price, Tori Munroe, Norm Kemp, Robert Sampson, Mike Boutilier, Marjorie Davison (Director). Front (left to right): Bill Carroll, Ann-Marie Huntley, Donna Bonner, Colin Campbell (Chair). Absent: Graham Baxter, Derek Underwood,

### 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 trade 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's annual report is located at http://apprenticeboard.ednet.ns.ca.

## 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 providing 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**

The table below provides financial information in summary form for the 2007–2008 fiscal year.

Fiscal Year 2007-2008

Expenditures	De	ollars
Salaries	\$	2,380,540.00
Operating (Including Research and Development)	\$	643,989.00
Training Costs	\$	3,677,521.00
Recoveries (Examination and Renewal Fees)	\$	(626,950.00)
Total	\$	6,075,100.00

*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.

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# 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 developed the Invest in Youth database and the Youth Apprenticeship Program to help them make informed choices about their futures.

### Workit Youth Apprenticeship

In 2004, the average age of entry-level apprentices in Nova Scotia was 28 years. In addition to this high age of entry, there were very few young people entering into skilled trade occupations and becoming certified journeypeople. To help address these issues, the youth apprenticeship initiative, know as "Workit" was launched in September 2004.

Workit Youth Apprenticeship aims to raise the profile of skilled trades as viable career choices 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 opportunities in the public school system, such as co-op placements and community work experience programs. Youth who participate in these activities are eligible to receive apprenticeship credit for up to 100 percent of the hours they worked during a trade related placement. Once a youth has found the trade and employer that fit, they can then become a youth apprentice. Youth apprentices can begin earning a wage and learning their trade while still completing high school. In 2007–2008, 124 youth apprentices were registered bringing the total of youth apprentices to 148. More information can be found at www.workitns.ca.

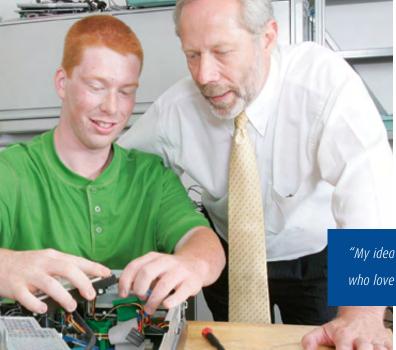
#### Workit Grants

To support the success of the Workit Youth Apprenticeship program, youth need an opportunity to learn about and explore careers in the designated skilled trades from a young age. In recognizing this need Workit grant funding was made available to Nova Scotia regional school boards to help increase awareness and provide exploratory opportunities for high school students across the province. A total budget of \$280,000 was distributed to all regional school boards. Funding proposals in the categories of awareness and exploratory opportunities were made on an ongoing basis to school board Community-Based Learning Consultants.

The Apprenticeship Training and Skill Development division continues to support the Skills Canada–Nova Scotia Skills Competition in promoting skilled trades and technologies to youth and industry across Nova Scotia. It provides both financial and in-kind support to the marketing efforts and staff for planning and execution of the event. Over 40 different competition areas are held in the skilled trades and technologies to involve industry in encouraging excellence and continuous learning among youth. In addition, on behalf of the division, Skills Canada-Nova Scotia successfully delivers Youth Apprenticeship presentations annually to approximately 45 schools across the Province, reaching more than 4,500 students.

### CANS Youth Apprenticeship Pilot

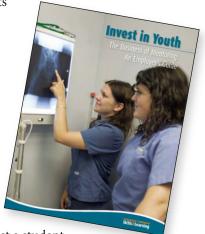
The division, in partnership with the Construction Association of Nova Scotia (CANS), the Halifax Regional School Board and the Nova Scotia Community College, has been involved in the development of a pilot program aimed at promoting career awareness and long term attachment to the construction industry and apprenticeship training. The first year of the CANS Youth Apprenticeship Program will provide a select number of students enrolled in Options and Opportunities and Co-Operative Education courses the opportunity to gain course credit, obtain workplace health and safety training, connect with employers through summer work placements, and potentially enter into a youth apprenticeship agreement leading to future certification in the construction trade of their choice. This collaborative effort will help address the labour market needs of the construction industry, while also creating a clear pathway for students interested in a career in the trades.



#### Invest In Youth

In June 2006, the department launched the Invest in Youth initiative to encourage employers to get involved. At the end of the 2007/08 fiscal year, more than 6,397 youth engagement opportunities were identified and captured by employers in a database that schools can access to identify learning opportunities for students ranging from job shadowing to co-op and youth apprenticeship.

In addition, many supports have been developed for employers as part of the initiative, including a website and publication such as 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



information on how to host a student, the responsibilities involved in mentoring, and how to give constructive feedback to a hosted student.

Currently, staff are located throughout the Province to promote Invest in Youth to employers and serve as a resource to the school boards and school personnel in their regions to create and facilitate opportunities to connect youth with employers.

"My idea of the workplace changed by working with people who love what they do." scott Fisher, student

### Apprenticeship Essential Skills Initiative

Some apprentices are entering their training without experience in some of the more essential skills of their trade. To help them successfully complete their apprenticeship studies, the division has introduced several new learning options:

- The Learning Plan Development Process determines exactly which training skills the new apprentice needs and results in the development of a customized learning plan.
- Informal Assessment Tools measure essential skills among apprentices based on the trade they have chosen.
- The Math Refresher and Document Use Refresher is free of charge for apprentices.
- An Additional Review Course allows apprentices to combine the theories they have learned and prepare a study plan for their certification exam.

*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.* 

# Document Use Refresher for Apprentices

As industry changes, so do the skills employers require in the workplace. Often times, employees need to refresh their skills or learn new skills to continue to be productive. 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 assists apprentices and tradespeople to effectively use documents to understand and communicate specific requirements of their jobs.

### Math Refresher for Apprentices

The Math Refresher program 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, Decimals and, Fractions, Perimeter, Area & Volume, Measurement – Imperial, Metric and Conversion, Angles, Triangles & Pythagorean Theorem, Ratio and Proportion, Trigonometry, and Using and Solving Formulas. All units are taught within an applied trade context.

# 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 Skills and Learning branch 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

Did you know? In 2007 to 2008, the division offered 3 Document Use Refresher courses and 9 Math Refresher programs to apprentices. that trade, can apply to the Director for assessment and recognition.

The division has had a Prior Learning Assessment and Recognition (PLAR) Coordinator for the past two years. The Coordinator helped to refine the applicable policy and procedures, schedule and facilitate individual PLAR evaluations, manage the trade qualifier process and the transfer credit process. A co-op student from Acadia University was hired to research best practices, provide background information on vocational training and education in other countries and assist with an employer survey. This survey was organized in conjunction with the Office of Immigration, Metropolitan Immigrant Settlement Agency and Halifax Immigrant Learning Centre. Results are being used by all the partners.

The highest numbers of individuals applying through the division's international credential program were from the UK, Germany, Philippines, USA and Lebanon. The division had applications or inquiries from people in 32 different countries.

#### Professional Development Program – Prior Learning Assessment and Recognition

The division in conjunction with the Prior Learning Assessment (PLA) Centre in Halifax has created a professional development program for division staff. This two day workshop was delivered in January 2008.

#### Practical Examinations

A Program Development Coordinator has been hired to lead the development and implementation of practical examinations in the compulsory trades (approximately 10 trade areas). Practical examinations will lead to provincial certification, enabling trades persons to work legally in their trade. Practical examinations are particularly essential to those clients who experience literacy or language barriers, or for other reasons would be unsuccessful on a written exam. The Truck and Transport Mechanic practical examination was piloted in March 2008.

#### Interprovincial Examination Preparation Information Guide

A guide has been developed by the division to assist our clients in preparing to write their Interprovincial Examination (IP Exam). The guide provides useful information about multiple choice exams and strategies for preparing for and writing IP Exams.

### Certificate of Proficiency

The Certificate of Proficiency provides the Director of Apprenticeship with a method of evaluating the skills of trades practitioners to the industry standard for that trade and allows them to continue to work in that trade while they prepare to write the certificate of qualification examination. This approach is meant to remove barriers to trade practitioners who are seeking to obtain a certificate of qualification, while maintaining the high standards set by industry to continue to practice the trade.

*Did you know? The Office of Immigration reported that from 2002–2006 the highest number of immigrants to Nova Scotia came from the following countries: Korea, Iran, Taiwan, Philippines, UK and the US.* 

The Director of Apprenticeship may issue a Certificate of Proficiency for a duration, not to exceed five-years, to eligible individuals who have or may have difficulty in passing the written trade examination due to barriers of low literacy, education, learning, or culture, through demonstrated proficiency of skills. The demonstration of proficiency will be based upon an assessment of the applicant's skills in one of Nova Scotia's designated trades. The Certificate of Proficiency may be extended for a further fiveyear period based on a demonstration of proficiency.

### Industry Training Fund

The division recognizes the need for skills development/enhancement for skilled tradespersons and is committed to working with industry to identify skill requirements and invest in new learning opportunities. Funding for this purpose is available to industry through the Industry Training Fund.

Examples of the types of training that may receive funding include, but are not limited to, preparation to write certification examinations as trade qualifiers and trade-specific skills enhancement and development.

Between April 1, 2007 and March 31, 2008, the division approved fifteen (15) Industry Training Grant applications.

# 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.

As part of an Atlantic Directors of Apprenticeship initiative, the division has validated the set of business competencies that were researched and developed in Nova Scotia with other Atlantic provinces. Currently, the results of the session are being compiled in a report. Next steps include reviewing the results with the Atlantic Directors and working together on a strategy to move forward with the implementation phase, determining the most efficient and effective form of delivery and developing PLAR procedures.

#### Collaborative Apprenticeship Framework

Collaborative Apprenticeship is a proactive partnership approach to apprenticeship training that harnesses the strengths and capabilities of the Apprenticeship system by forging unique and innovative links among employers, the Nova Scotia Community College, and Government for the purpose of meeting the skilled trades labour force needs in the Province of Nova Scotia. There is a need to increase the number of certified trades people in Nova Scotia. Collaborative Apprenticeship will better position the trades training system to meet labour market needs.



The project is all about building on strengths and to look at what is being done well and where we could be doing things even better.

Since Collaborative Apprenticeship involves past, current and proposed projects, the development and implementation processes have also been ongoing since the start of the initiative. Accomplishments to date include:

- Transportation Trades Collaborative Apprenticeship Pilot: Latter stages of implementation: Pre-apprentices started June 11, 2007, and finished Phase I February 2008. Apprentices are now entering Phase II. The emphasis is on completing the full journey to trade certification.
- Power Line Technician Collaborative Apprenticeship Pilot: Pre-apprentices finished the 16 week pilot in the fall of 2007 and are working in Phase II as apprentices.
- Culinary Arts Collaborative Apprenticeship CO-OP Pilot: Early development stages – Information session with employers held November 2007. Follow up sessions with first and second year pre-apprentices held in February 2008.

 Sheet Metal Collaborative Apprenticeship Pilot through the Construction Association of Nova Scotia (CANS): Early stages of implementation – Information session with employers held November 2007 and subsequent planning in process.

#### Collaborative Apprenticeship Transportation Mechanical Repair Pilot

Focusing on the full journey to trade certification, the Collaborative Transportation Mechanical Repair Pilot is a unique program created to meet the high labour market demand in the transportation sector. Program partners include employers in the truck and transport, heavy equipment and automotive industries all of whom agreed to take on at least one "pre-apprentice" and train them. Through a partnership between NSCC Pictou and Truro Campuses, the pilot provided the first phase of the full journey to trade certification. Participants completed a collaborative 35 week program that took them back and forth between industry experience and classroom technical training. All fourteen participants have secured employment

for continuing their journey. On February 28, 2008, there was a celebration at Truro Campus for both the participants and employers. This pilot helped to solidify the importance of creating innovative pathways to employment for Nova Scotians.

#### Powerline Technician Pilot

Powerline Technicians (PLTs) build and maintain Nova Scotia's transmission and distribution system. Nova Scotia Power Inc. (NSPI) employs approximately 200 PLTs, 44% of whom are over the age of 50 years. An additional 40% are between the ages of 40 and 50 years. There is an urgent need to address this demographic reality by recruiting and training PLTs who can become certified and competent as soon as possible. This example of Collaborative Apprenticeship provided a new entry level 16 week preapprenticeship foundation training for the Power Line Technician Block 1 theoretical training and practical components. This unique pilot was a collaborative arrangement between the Province, Nova Scotia Community College (NSCC), and the employer, Nova Scotia Power Inc. It met the provincial requirements for apprenticeship training, was financially supported by the Department of Education and fit into the overall four-year apprenticeship program for Red Seal Powerline Technicians. The initiative also used NSPI resources and emphasized specific organizational safety culture, work practices, and procedures. NSCC provided the facilities, coordination, development and delivery expertise as well as the student support infrastructure. A total of 20 participants were selected by NSPI in advance through its own internal recruitment process. This initiative was launched at the NSCC Institute of Technology Campus on September 4, 2007. All 20 participants successfully completed the collaborative level one training in December 2007.

### Virtual Campus

The Virtual Campus of the Nova Scotia Community College, in partnership with the Department of Education, Apprenticeship Training and Skill Development division, offers a new approach to the delivery of apprenticeship training. The goal is to provide access to quality apprenticeship training that complements the workplace practical training while providing flexibility to meet the needs of the apprentices and the employer.

The Virtual Campus approach provides apprentices the opportunity to access their training through the Internet. Apprentices can access training from home, work or wherever an Internet connection is available in the community. Training is offered in a course-based format.

The Virtual Campus forms the center of a flexible alternate delivery framework of program delivery. On-line training delivery is available in whole or part for the following trades: (Visit the website www.access.nscc.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 developed an action plan to implement recommendations and assigned a task team to proceed with several recommendations.

# Investing in Nova Scotia's Employers and Industry

#### Nova Scotia Workplace Education Initiative

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 2007 to 2008, the division delivered 222 workplace education programs province-wide. Business and industry contributed more than \$939,784.27 to support these programs.

> Workplace Education Programs = 196 Number of Work Sites = 78 Number of Participants = 2000 plus One Journey Programs = 4 Organizational Needs Assessment (ONA) Consultant Grants =19

# 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.

#### **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

#### 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)

#### **Instructor Representatives**

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

#### English in the Workplace

The Skill Development section works in partnership with the Halifax Immigrant Learning Centre to provide the English in the Workplace Program (EWP). English in the Workplace is an English language training program for newcomers who have a job or who have their own business. Program instructors go into the workplace and help newcomers with the language they need to do their job as well as possible. They work one-to-one or with groups and can train in-person and at a distance using a computer and the internet. There is no fee for the training.

English in the Workplace reaches out to employed and self-employed newcomers; landed immigrants and new citizens; and newcomers with all levels of language skills. The program assists with Customer service language; Talking to co-workers and supervisors; Telephoning and teleconferencing; Listening skills; Pronunciation; Presentation skills; The language of meetings; Basic workplace reading and writing skills; Writing emails, letters and reports; and Understanding Canadian workplace culture.

#### **Employer of Choice Initiative**

*The Employer of Choice Initiative* is an umbrella initiative aimed at creating an environment in every workplace in the Province including, government, and private, non-profit groups where people want to be and want to stay. Participating organizations and communities will become better equipped to create and maintain a culture within their organization or community that enables recruitment, enhances retention, and produces marked increases in productivity, quality and safety.

#### Provincial Apprenticeship Board

The Provincial Apprenticeship Board has a mandate to advise and make recommendations to the Minister on matters relating to the Nova Scotia apprenticeship system. Specifically, it recommends the designation of new trades and the specification of compulsory certified trades. The Provincial Apprenticeship Board is an essential link between industry and government, making consultations with industry stakeholders a regular and ongoing task.

The Provincial Apprenticeship Board establishes ad hoc advisory committees consisting of employers, employees, labour organizations, associations and open-shops when trade-specific advice is required.

#### Ad Hoc Advisory Committee status

The following is the status of the ad hoc advisory committees to the Board:

Boilermaker	Board recommendation to Minister
Motor Vehicle Body Repairer	Board recommendation to Minister
Boat Builder regulations	Board recommendation to Minister
Ironworker	Board recommendation to Minister
Steamfitter/Pipefitter	Board recommendation to Minister
Oil Burner Installer & Mechanic	Industry consultation – Feb. 22, 2008
Bricklayer	Industry consultation – Feb. 22, 2008
Automotive Service Technician	Last meeting – Feb. 29, 2008
Refrigeration and Air Conditioning	Industry Validation in March 2008
Sprinkler System Installer	Industry Validation in March 2008
Welder	March 5, 2008 (1st meeting)
Sheet Metal Worker	April 2, 2008 (1st meeting)
Mobile Crane	TBD
Painter and Decorator	TBD
Truck and Transport Mechanic	TBD

The board has reviewed applications to specify Steamfitter/Pipefitter, Motor Vehicle Body Repairer and Boilermaker as compulsory certified. The board has also received an application to designate the Landscape Horticulturalist trade for apprenticeship training. More information on the Provincial Apprenticeship Board can be found at http://apprenticeboard.ednet.ns.ca/.

#### Employer Engagement Forum Event

An Employer Engagement Forum was hosted by the Canadian Apprenticeship Forum in cooperation with the Provincial Apprenticeship Board and the Apprenticeship Training and Skill Development division on March 7, 2008 at NSCC Akerley Campus. The dialogue session featured information for employers about a study on the return on investment for apprenticeship showing that for every dollar an employer invests in an apprentice, they make a net return of up \$1.38. The event was attended by government representatives, industry members and employers working in the cooking, autobody and automotive trades. During the event, trades employers spoke about how hiring apprentices enhances business performance by increasing productivity and decreasing turnover. Participants had the opportunity to share perspectives with other employers and discuss apprenticeship training as a competitive advantage. A true partnership initiative, this event saw NSCC students involved in preparing and serving the food for this event. Afterwards, employers were offered tours of the related program facilities at the campus. This event was the start of a larger focus on employers that will explore increasing their engagement in trades training in the province.



One of the main areas of activity has been to document the more general processes, tasks, and timelines in relation to how Collaborative pilots have worked, and how they might work best in the future. The collective experiences of the ongoing and proposed pilot initiatives are being used to develop and refine the processes for future possible applications. A narrative description of the process has been created, along with an accompanying spreadsheet outlining tasks and timelines, and a visual process chart diagram.

A multi-pronged tracking and evaluation strategy has been engaged to attempt to document and assess the impact of the different Collaborative Apprenticeship initiatives on both micro and macro levels. Accomplishments to date include:

• Preliminary baseline data has been collected from the Truro Transportation Collaborative Apprenticeship Pilot participants. This cohort of participants will be tracked over time to chart their full journey to trade certification.

- Collaborative work on establishing a template for specific program benchmarks. The goal will be to create single page Program Benchmark Documents for all Apprenticeship Programs and to have a baseline from which to document change over time.
- Collaborative work with the NSCC Office of Institutional Research succeeded in obtaining a presence for Apprenticeship in the NSCC Graduate Follow-Up Survey. This creates a mechanism for longitudinal tracking of apprenticeship related activity in NSCC graduates over time.

Funding for the Collaborative Apprenticeship Project Coordinator has been extended for one year to March 31, 2009. This will allow for continuation of the momentum of activities promoting the full journey to trade certification, and better position the trades training system to meet labour market needs.



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#### Mentor/Coach Program

Teaching and learning in the workplace is a part of EVERY job. Workplace mentoring is how we can best take advantage of the teaching and learning that happens in the workplace. Apprenticeship is, and always has been, about mentoring. It is how people work together to learn new things, and to pass on the skills of a trade. Based on feedback from industry, the Apprenticeship Training and Skill Development division is focusing attention on mentoring to assist with teaching and learning skills in the workplace. Since the majority of apprenticeship training happens on the job, it makes sense to provide supports to help strengthen workplace skills training.

The more we can do to enhance workplace skills training the faster individuals will learn new skills, increase productivity, reduce waste, and make the most of everyone's valuable time. Workplace mentoring involves everyone: The new workers – the apprentices, the experienced workers – the journeypersons, and the employers.

**For apprentices**, mentoring will assist them to get the most out of workplace training today and prepare them to be trainers in the future. Initially, the focus is on learning the skills, and later the focus is on teaching the skills.

For journeypersons, mentoring will assist them to build on strengths in conducting workplace skills training. The focus is on teaching skills, with a continual emphasis on learning, which is part of every job.

**For employers**, mentoring will assist them to enhance the workplace training of today and build for the future. The Nova Scotia Apprenticeship Training and Skill Development division worked in partnership to develop a suite of mentoring resources for apprenticeship training. But the focus on mentoring does not stop there, mentoring workshops will also be offered to tradespersons in industry. Mentoring resources are available online at: http://apprenticeship.nscc.ca/ mentoring/.

#### Apprenticeship Incentive Grant

In April 2007, the federal government announced the details of *The Apprenticeship Incentive Grant* (*AIG*) as part of three new financial incentives for apprenticeship training in Canada. Since its inception, 1399 apprentices in Nova Scotia have applied and 1158 have received the grant as of March 2008.

# Apprenticeship Progression and Completion Awards

A scholarship program has been established for apprentices to promote apprenticeship programs and to help reduce the financial burden on apprentices as they work towards certification. The program will be funded by investing \$2.85 million in an *Apprentice Award Program* trust. Apprentices are eligible for progression and completion bonuses in years 3, 4 and 5 of their apprenticeship program. Each scholarship is worth \$350.00.



#### Sector Engagement Program

The division collaborates with sector councils and industry associations on human resource development and skills and learning issues through its 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 in a liaison capacity to access government 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 Industries Association of Nova Scotia
- Aerospace and Defence 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)
- Nova Scotia Boatbuilders Association
- Nova Scotia Construction Sector Council ICI
- Tourism Industry Association of Nova Scotia
- Trucking Human Resource Sector Council

#### Sector Initiatives

During the year, the division entered into a number of project agreements with various sector councils. Five key projects 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 Youth Placement project with the Construction Association of Nova Scotia
- A collaborative apprenticeship pilot project with the Nova Scotia Automotive 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

Each of these projects added to 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-apprenticeship 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 enabled the screening, profiling, selection and final recruitment of 18 candidates for apprenticeships in the automotive trades. This was followed by the development of a preapprenticeship program for the candidates and subsequent entry into a "full journey" apprenticeship arrangement.

The CANS Youth Placement project is a three year pilot designed to assist industry build capacity to provide work placements to in-school and out-of-school youth. Each summer, a program will be promoted to high schools that starts with a safety and employment preparation boot camp and leads to full-time summer employment in the construction industry.

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. Through the project, current best practices in sector recruitment and retention were identified and a best practice toolkit was designed and implemented throughout the acute and continuing care sector of the Nova Scotia economy.



#### Legislation and Compliance

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. From April 1, 2007 to March 31, 2008 the enforcement section conducted over 164 compliance audits and 50 compliance inspections. This activity resulted in 40 warnings being issued and 9 summary offence tickets being issued in addition to the resultant legal proceedings. The tickets 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 noncompliance with the Apprenticeship and Trades Qualifications Act and General Regulations in various locations throughout Nova Scotia.

The division continues to cultivate partnerships and strengthen links with other provincial jurisdictions. 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.

#### Enforcement and compliance: Fraudulent credentials

There is a high demand these days for tradespeople right across the country. Steamfitter/ Pipefitters are especially desired in the booming oil and gas industry in Alberta, and are among the highest paid of these types of trades. People from Nova Scotia have gone west seeking these positions, but unfortunately, not all of those people are qualified.

"Some people have been presenting fraudulent credentials in order to obtain employment," says Scott Furlotte, Enforcement Officer with the Apprenticeship Training and Skill Development division. "They feel that it's worth the risk in committing the crime to get this job. Some may hold the basic skills or a related trade. They may be a plumber or work with pipes so they think 'I can pass and learn as I go.""

The Apprenticeship Training and Skill Development division employs two Enforcement Officers with special constable status, for the purpose of ensuring compliance with the *Apprenticeship and Trades Qualifications Act* and its regulations.

Currently, there are 29 files open on individuals who have presented false credentials. Most of these incidents occurred a few years ago in Alberta, and over half of the individuals involved hold legitimate credentials in another trade. Under the *Apprenticeship and Trades Qualifications Act*, those certifications may be suspended or cancelled. The government of Alberta has a full-time investigator working on these cases in conjunction with the division.



# Transition Programs and Supports

### Response to Closure and Downsizing

Many workers in the process of readjustment require a number of supports to search for and obtain new employment. In many cases, these workers also need essential skills training as a foundation for further skills or trades training. The division works with relevant stakeholders to develop and deliver transition measures to address shifting labour market requirements, including both declining and emerging industries. Such measures may include setting up time-limited transition centres, career development and exploration, literacy and essential skills training, and re-training.

Along with the regular Skill Development activities, the Skills and Learning branch has been working closely with three major organizations that have closed their doors over the past twelve months: Maple Leaf, Trenton Works and Moirs. In all cases, the branch has conducted organizational needs assessments and job opportunity scans in immediate surrounding communities. Extensive support has been offered to assist these workforces begin the transition into new jobs and or education and training. The transition programs are carried out in partner-ship with Human Resources and Social Development Canada (HRSDC) and provide former employees with the development of return to work action plans, learning assessments, essential skills and training programs, and opportunities to connect to industry associations, sector councils and individual workplaces.

#### Maple Leaf

On January 16, 2007 the Maple Leaf Processing Plant in Canard, Kings County announced that it would be closing on April 27, 2007. This closure resulted in the displacement of 380 employees. An employment support centre, jointly funded by Service Canada and the Department of Education, was established to serve as both an immediate and long-term response in support of the displaced workers. The Centre operated from February 19 to December 7, 2007 and was centrally located in Kentville.

One hundred eighty-two former employees of Maple Leaf were serviced by the Centre. Of that number, 84 individuals took part in Workforce Adjustment/Essential Skills programs implemented and funded by the Skill Development Section of the Department of Education. Programs that were delivered included several Basic Computer Skills, Math Refresher for the Trades, and Essential Skills programs. A similar number of individuals successfully re-entered the labour market before the centre's closing.

#### Trenton Works

On April 4, 2007, Trenton Works, a railway car manufacturing plant in the small town of Trenton announced that it would be closing within the next three months. This plant had been an employer in the area for over 100 years. At the time of announcement, 350 employees were at the plant (there had been two previous layoffs of 350 employees and 500 employees). The first step was to undertake an Organizational Needs Assessment prepared by the Nova Scotia Department of Education's Apprenticeship Training and Skill Development division. This indicated the need for an employment support centre to serve as both an immediate and longterm response in support of the displaced workers. The Trenton Works Transition Centre jointly funded by Service Canada and the Department of Education opened in June 2007.

To date, 95 individuals have taken part in Workforce Adjustment/Essential Skills programs implemented and funded by the Skill Development Section of the Department of Education. Programs that were delivered included several Basic Computer Skills, Math Refresher for the Trades, and Essential Skills programs for those individuals who wished to challenge for their high school equivalency. The Skill Development section of the Department of Education was able to respond to the identified needs of the displaced workers and deliver relevant and needed programming to address those needs. In addition, it was also able to provide funding for a number of certifications, rental of classroom space throughout the project, bridge funding for staff, and purchase of equipment, such as computers needed for above mentioned classes. Ongoing support from division staff (Industrial Training and Certification Officers and Skill Development Coordinators) has been provided throughout this process. The Trenton Works Transition Centre is presently awaiting approval for an extension to the contract that will enable the centre to remain open until June, 2008.

#### Moirs

The Moirs Chocolate Factory closed in December of 2007 after 134 years of operation. Over 612 people lost their jobs, many of whom lived in the communities of Woodside and Eastern Passage. Generations of local residents have been employed by the factory – fathers and sons, mothers and daughters, husbands and wives. A significant proportion of the workers were between 30 and 49 years of age and has worked at the plant 15 years or less. Many of the workers had a high school completion or less and identified a strong interest in upgrading, computers and re-training. Given the early announcement of the closure, many programs were made available to employees before the December closure. A Transition Centre has now been established to assist workers and their spouses in identifying new career goals, educational and skill needs, and possible funding opportunities. The Department of Education is an active partner in the Centre, providing essential skills training to assist clients to re-enter to the labour market or prepare for re-training.

#### Practitioner/Instructor Certification Program

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

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, 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

Five certification workshops were delivered for 2007-2008

- Cultural Issues: Diversity in the Classroom
- Industry Perspectives About Workplace Education
- Customizing Workplace Education Programs
- Document Use
- Customizing Apprenticeship Training



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. New modules are currently under development.

In partnership with AWENS, the Skill Development section delivered 5 regularly scheduled certification workshops in Halifax, Truro, and Cape Breton with overall participation of 42 practitioners.

Two additional professional development workshops, *Workplace Mentoring Works and Personality Dimensions*<sup>™</sup>, were offered to over 43 participants in Halifax.

#### One Journey: Work and Learn

Employment and education are often considered separate activities – yet experience has shown that career development is an evolving, multifaceted process. The One Journey: Work & Learn program takes into account that the best employees view learning as an ongoing opportunity to develop their skills and adapt to new situations, and the best employers recruit avid learners to their teams.

The program brings these people together through an innovative partnership with government departments, industry leaders and referral agencies. The program addresses skills gaps by helping workers develop the basic skills set required to satisfy the employment criteria of today's companies.

One Journey: Work and Learn is a dynamic collaboration between business, industry, community groups and Nova Scotia's Departments of Education and Community Services. With financial support from the two partnering departments, industry and the Canada-Nova Scotia Skills and Learning



#### 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

Framework, 23 One Journey: Work and Learn projects have been created since the program launched in 1999. These have focused on the hospitality, call centre customer service, flooring installation, auto parts, and inventory control industries. Of the 204 Nova Scotians who participated in these programs, 72% are still employed.

This year, four (4) projects have been delivered in the health, automotive, social services and trucking sectors.

#### 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 that attaining these skills for themselves or their employees is 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. Programs are delivered via Chambers of Commerce, Regional Development Authorities, and industry associations. A new curriculum for Small Business Essential Skills was launched March 28, 2008.

### Targeted Initiative for Older Workers

The Targeted Initiative for Older Workers (TIOW) is a 2007–2009 federal-provincial/ territorial cost-shared initiative. In Nova Scotia, the funding amounts to \$2,743,828. It provides support to unemployed older workers, ages 55-64, in communities affected by significant downsizing or closures, to re-integrate them into the workforce. Programming is aimed at increasing the employability of these workers. To ensure that they remain active and productive labour market participants while their communities undergo adjustment. This two-year initiative will respond to the immediate needs of unemployed older workers while a feasibility study of measures for older workers is undertaken to inform a longer-term approach. 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.

Under this Initiative, the provinces and territories that choose to participate have the responsibility for identifying vulnerable communities, and for the projects' design and delivery. The participating provinces and territories then work with organizations in affected communities to develop the projects.

In Nova Scotia, approximately 200 unemployed older workers received help to find work, through the Targeted Initiative for Older Workers (TIOW). In collaboration with HRSDC, the province has worked with project sponsors to support older workers who fall outside the targeted age group and has provided support to TIOW participants over the age of 64. Thirteen projects were funded in 2007-2008 and were delivered by organizations across the province that support older workers. The support included employment assistance activities, essential skills upgrading, preparation for self-employment, and work experience. The goal of the projects is to re-integrate participants into the workforce or to encourage project graduates to take further training to start new careers, or continue looking for employment. Results are currently being tabulated.

In 2008–2009, a new call for proposals was issued and 17 were submitted. The approval process is underway to support TIOW projects until March 2009.

In addition to funding support, the Apprenticeship Training and Skill Development division also offers a resource to Nova Scotia career practitioners called *The Age Advantage Program: Transition Program for Older Workers.* The program consists of a facilitator's manual that comprises a series of 20 workshops designed to help displaced and unemployed older workers navigate life and work changes and to discover satisfying income earning activities for this stage of their lives. It is a tool that can be used to assist unemployed or underemployed older worker clients in the transition to gaining new employment.

During February and March 2008, training was offered to 34 career practitioners across the province in Sydney, Stellarton and Bridgewater. The training sessions were developed to introduce the program and provide the fundamentals necessary for practitioners to relate to the issues, challenges and opportunities older workers may encounter as they re-engage with the workforce or seek self-employment and to build delivery capacity across the province. This training is being widely used by Nova Scotia Career Resource Centres to build delivery capacity for career practitioners to assist clientele aged 55 and over.

The federal government recently announced a continuation of the TIOW beyond the initial two year period to 2012.

# Curriculum and Resource Development

In response to requests from small and medium sized business, two new curriculums were developed. The Essential Skills for Small Business curriculum was officially launched in March 2008 and is being piloted in several regions. The Communications for Supervisors curriculum has been developed and will be launched in the spring of 2008.

The three workplace education resource tools listed below were revised and launched in March 2008.

- Making It Work: Guide for Workplace/Workforce Project Teams
- Workplace Education Instructor Manual
- Instructor Administration Binder



# Promotion and Recognition

## Apprenticeship Celebration Event

Each year, the Nova Scotia Apprenticeship Board hosts two Apprenticeship Celebration Events. These events honour newly certified journeypersons who have successfully completed their apprenticeship training and obtained a Certificate of Qualification in their chosen trade. As apprenticeship is a partnership in training, these events also recognize the contributions of employers and mentors involved in training these individuals. Funding for these events is provided by our labour and industry partners.

### Apprenticeship Celebration Event – Digby

The Apprenticeship Celebration Event was held on Saturday, May 12, 2007 at the Digby Pines Golf Resort and Spa. There were approximately 125 people in attendance, of whom 21 were journeypersons who were graduated apprentices and received certificates of appreciation. Marjorie Davison, Director, Apprenticeship Training and Skill Development division, was the emcee for the evening and there were short addresses given by Colin Campbell (Apprenticeship Board); Stuart Gourley (Education); and Ron Farrell (NSCC).

The event was sponsored by: Local 56, Plumbers & Pipefitters Merit Contractors International Brotherhood of Electrical Workers, Local 625 Nova Scotia Power Oxford Foods TJs Electric Ltd. Skills Canada – Nova Scotia



Marjorie Davison, director, Apprenticeship Training and Skill Development, Department of Education, Troy Emmett, recipient of Apprentice Award of Excellence, Colin Campbell, chair, Apprenticeship Board.

The Mentor/Coach Award of Excellence was presented to Kevin Feener, owner of K & J Truck Center Ltd., in Middleton, Nova Scotia and Peter Doucette, a welding instructor at the Nova Scotia Community College, Burridge campus. The award recognizes an employer, supervisor, instructor or other mentor who has served as a positive role model in the trade, and demonstrated qualities of superior teaching, enthusiasm for the trade and a genuine interest in the progress of apprentices in their program. The Apprentice Award of Excellence was presented to Troy Emmett, a truck and transport mechanic with K & J Truck Center in Middleton. This award recognizes a newly certified journeyperson who has made outstanding contributions toward enhancing the professional image of the employer, supporting others in the workplace, demonstrating a strong work ethic, and being an active member of his/her community.

www.apprenticeship.ednet.ns.ca

Peter Greer, Colin Campbell, Minister Karen Casey, Bernie LaRusic, Donald Zwicker

### Apprenticeship Celebration Event – Halifax

The Apprenticeship Celebration Event was held on Saturday, October 27, 2007 at Pier 21 National Historic Site. There were approximately 250 people in attendance, of whom approximately 50 were newly certified journeypersons from the central and northern regions. The Director emceed this event.

The Minister of Education, Karen Casey, brought greetings from the Department and handed out plaques to past Board Chairs and one Vice Chair, and certificates to all of the newly certified journeypersons. The guest speaker was Patrick Fougere, a newly certified Cook. The recipients of the Mentor/Coach Award of Excellence were Rick Mackay of Simplex Grinnell and David Oulton of Marid Industries Ltd. The Apprentice Award of Excellence was presented to Everett Porter of Oulton Fuels Ltd. The event was sponsored by: Merit Contractors Carpenters' Union, Local 1588 Local 56, Plumbers & Pipefitters Boilermakers' Union Ironworkers, Local 752 Millwright Union, Local 1178 Dexter Construction IBEW, Local 625 Construction Association of Nova Scotia Nova Scotia Power MHPM Project Managers Heat & Frost Insulators, Local 116 Skills Canada – Nova Scotia

-Congratulations Apprentices!

The next Apprenticeship Celebration Event is being planned for May 2008 in Cape Breton.

## Ask For The Card Campaign

Nova Scotia currently has 61 designated trades of which nine are compulsory certified. In order to educate and assist the general public when contracting skilled trade workers 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 launched radio, television and print ads that included the slogan "Ask For the Card." Additionally, the division has developed culinary certification brochure which is aimed at employers, employees and students to promote apprenticeship and certification within the culinary field. The brochure will be distributed to all motel/hotel restaurant associations. schools and other culinary establishments throughout the Province.

## Marketing

A marketing and promotion strategy was developed in 2007–2008 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 to inform consumers about the benefits of hiring qualified tradespeople.

### Workplace Education Ambassador Awards

Adult learners who have improved their literacy skills and succeeded in workplace education, along with the literacy organizations and volunteers who support them, were honoured September 7th, 2007, at Nova Scotia's 17th annual International Literacy Day celebrations in Dartmouth. Workplace Education Ambassador Awards were presented to Nova Scotians who participated in literacy and upgrading programs in the workplace. The award recipients were celebrated for their commitment to lifelong learning through the promotion of, and participation in, workplace education initiatives. Each recipient received a \$200 gift certificate to attend programs offered by Nova Scotia Community College. The recipients were:

- Nicole Fiddes, Convergys, Truro
- Sarah Devine, Townsview Estates and Westside Villa, Truro
- Rosalie McAuley, Guysborough Memorial Hospital, CUPE Local 2525
- Ken Pool, Home Depot, Halifax
- Susan Rann, Sonja Hansen, Mike Francis, Art McNeil, Nicole Fiddes, Neela Mattatal, Scott DeCoste, Steve Davenport, Colleen O'Connor, Convergys project team, Convergys, Truro
- Gennie Himmelman, Elmsdale Lumber, Elmsdale, Hants Co.

### 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 contributions to Workplace Education. This award recognizes and celebrates their demonstration of leadership within the Workplace Education Initiative and their resulting contributions to the creation of a lifelong learning culture in Nova Scotia.



# Partnerships and Stakeholders

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 (AISC)

The Association of Industry Sector Councils is a collaboration of industry-based sector councils in Nova Scotia. It was federally incorporated in 2000 with the following industry sectors: Atlantic Home Building & Renovation, Automotive, Boat Building, Construction –Industrial-Commercial-Institutional, Forestry, Fisheries, Health Care, Tourism, and Trucking. 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 (AWENS)

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 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 cooperation 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 cooperative 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: Interprovincial Program Guides, Language Benchmarking of the Red Seal Trades, Evidencebased 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-thejob 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.

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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 his/her goal. The following chart indicated those organizations in each region of the province that are involved in delivering these individualized apprenticeship essential skills programs.

Region	Organization
Cape Breton	Association of Workplace Educators of Nova Scotia (AWENS) & Membertou Band Council
Central Region	Association of Workplace Educators of Nova Scotia (AWENS)
Metro Halifax	Association of Workplace Educators of Nova Scotia (AWENS)
Northern/Strait	Association of Workplace Educators of Nova Scotia (AWENS)
Southwestern	Association of Workplace Educators of Nova Scotia (AWENS)
Valley	Association of Workplace Educators of Nova Scotia (AWENS)

## Apprenticeship Essential Skills Programs

## Workplace Education Program Grants 2007–2008

There were 222 programs approved at 78 work sites totaling \$868,988.60 in grants awarded and \$939,784.27 in funds leveraged. The following chart represents the total number of programs funded 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	13	20	\$45,246.18	\$54,465.00
Central Region	12	34	\$88,125.60	\$195,973.00
Metro	21	68	\$411,212.62	\$342,219.00
Northern/Strait	11	43	\$178,532.86	\$146,382.00
Southwestern	12	30	\$74,056.54	\$79,232.00
Valley	9	27	\$71,814.80	\$121,513.27
TOTAL	78	222	\$868,988.60	\$939,784.27

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) ONA/ENA Seaview Manor Corporation	1
Association Touristique de Cheticamp	1
Automotive Sector Council	1
Baddeck Area Business and Tourism Association	1
Cape Breton Regional Municipality – Canadian Union of Public Employees (CUPE) local 759	1
Community Cares	4
Canadian Union of Public Employees (CUPE) – Cape Breton Victoria Regional School Board (CBVRSB)	3
Membertou Band Council	1
Municipality of the County of Inverness	2
New Waterford Employment Centre	1
New Waterford Rotary Club	2
Sydney Career Resource Centre	1
Sheet Metal Workers & Roofers Union, Local 56	1
13 Companies	20

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

Workplace	Education	Program	Totals -	Central	Region
workplace	Luucation	riogram	101015 -	Central	Region

Company Name	Number of Programs
Association of Workplace Educators of Nova Scotia (AWENS) – Apprenticeship Tutoring	2
Association of Workplace Educators of Nova Scotia (AWENS) – ONA/ENA – Corridor Community Options for Adults	1
Association of Workplace Educators of Nova Scotia (AWENS) –ONA/ENA – Peter Kohler Windows	1
Association of Workplace Educators of Nova Scotia (AWENS) – ONA/ENA – Royal LePage	1
Association of Workplace Educators of Nova Scotia (AWENS) – ONA/ENA – The Mira	1
Colchester East Hants Health Authority – Colchester Regional Hospital	1
Colchester Regional Development Agency	11
Convergys – Truro	3
Corridor Community Options for Adults	2
Hants Regional Development Authority	1
North Shore Community Development	1
Parkland Estates	2
Peter Kohler Windows	1
Royal LePage	1
The Mira Long Term Care Centre	4
Nova Scotia Trucking Human Resource Sector Council	1
12 Companies	34

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

## Workplace Education Program Totals – Metro

Company Name	Number of Programs
Atlantic Film Festival	3
Association of Workplace Educators of Nova Scotia (AWENS) ONA/ENA – MacTara Lumber	1
Association of Workplace Educators of Nova Scotia (AWENS) ONA/ENA – Hershey Moirs	1
Association of Workplace Educators of Nova Scotia (AWENS) ONA/ENA – Northwood Care Incorporated	1
Association of Workplace Educators of Nova Scotia (AWENS) ONA/ENA – Nautel Ltd.	1
Association of Workplace Educators of Nova Scotia (AWENS) ONA/ENA – Phoenix Youth Programs	1
Construction Association of Nova Scotia (CANS)	3
Centennial Hotels Ltd.	4
Colchester Regional Development Agency	1
Community Care Network Society	1
DRH Canvas & Marine	1
Elmsdale Lumber Co. Ltd.	2
Glades Lodge	2
First Impressions	1
Halifax Immigrant Learning Centre	1
Halifax Regional CAP Association (Job Search Services) – Moirs Transition	15
Hershey Canada (Miors)	16
Human Resources Development Association	1
Nova Scotia Colored Home for Children	1
Nautel Ltd.	2
Parkstone Enhanced Care	2
Pete's Frootique	1
Phoenix Youth Programs	1
Saint Vincent Nursing Home	3
Scotia Nursing Home Ltd.	1
WEE Society	1
21 Companies	68

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

Workplace Education Program Totals "Northern/orfait Region	
Company Name	Number of Programs
Association of Workplace Educators of Nova Scotia (AWENS) Apprenticeship Tutoring	2
Association of Workplace Educators of Nova Scotia (AWENS) – ONA/ENA – Trenton Works	2
Association of Workplace Educators of Nova Scotia (AWENS) – Math Tutoring – MacTara Lumber	1
Department of Transportation and Infrastructure Renewal Antigonish/ Guysborough	1
FutureWorx Antigonish	1
Glen Haven Manor	4
Guysborough Antigonish Strait Health Authority	2

Pictou Regional Development Commission (Trenton Works Transition Centre)

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

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

Guysborough House Holdings (Rare Bird Pub)

OLS – On-Line Support Antigonish

Trucking Human Resource Sector Council

Trenton Works

**11 Companies** 

1

22

4

1

2

43

### Workplace Education Program Totals – Southwestern

Company Name	Number of Programs
Acadia Centre for Small Business and Entrepreneurship (ACSBE)	5
Allendale Electronics	2
Association of Workplace Educators of Nova Scotia (AWENS) – Apprenticeship Tutoring	2
Association of Workplace Educators of Nova Scotia (AWENS) ONA/ENA – Yarmouth Argyle Home	1
Ark Industries	2
Dept. of Transportation and Infrastructure Renewal	2
North Queens Nursing Manor	2
OLS - Bridgewater	4
Second Story Women's Centre	1
Shelburne Association Supporting Inclusion – Mayflower Place	2
South Shore Labour Council ACSBE	1
WEE Society	3
Yarmouth – Argyle Home Support Services	3
12 Companies	30

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

## Workplace Education Program Totals – Valley

Company Name	Number of Programs
ACA Co-operative Ltd.	1
Annapolis Valley Work Activity Society Maple Leaf Transition	11
Association of Workplace Educators of Nova Scotia (AWENS) – ONA/ENA – Dykeland Lodge	1
Association of Workplace Educators of Nova Scotia (AWENS) – ONA/ENA – Wolfville Animal Hospital	1
Association of Workplace Educators of Nova Scotia (AWENS) – ONA/ENA – Pictou County Tourist Association	1
Association of Workplace Educators of Nova Scotia (AWENS) – ONA/ENA – KLJ Field Service Inc.	1
Dydeland Lodge	1
OLS – On-Line Support Kentville	6
The Crosbie House Society	1
The Flower Cart	2
Wolfville Animal Hospital	1
9 Companies	27

Please note: Valley includes West Hants, Kings, Annapolis, and Digby 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 them in terms of 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 education to all workplaces throughout Nova Scotia.

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 Classsroom	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
June 1, 2007	Apprenticeship Mentoring Toolkit	20
August 31, 2007	Document Use	7
October 26, 2007	Customizing Apprenticeship Training	14
March 7, 2008	Impact of Organizational Change & Technology	12
March 28, 2008	Essential Skills for Small Business	16
April 25, 2008	Labour Perspectives on Workplace Education	8
May 30, 2008	Communication Skills for Supervisors	28

### Certification and Professional Development Workshops

Program Type	Number of Programs
Workplace	196
Workers Transition	3
One Journey: Work and Learn	4
Older Worker	13
ONA Consultant	19

## Sectoral Breakdown

Sectoral Breakdown	Number of Programs
Healthcare	29
Trucking	3
Manufacturing	20
Construction	4
IT	17
Tourism/Hospitality	6
Retail	1
Non-Profit	104
Private Sector	9
Public Sector	19
Small Business	12

## Apprenticeship Training Fast Facts – Fiscal Year 2007–2008

- Since 1937, approximately 55 000 Certificates of Qualification issued
- 61 designated trades
- 4565 active apprentices
- Over 3200 employers participate in the Apprenticeship Program
- 48 employers have 10 or more registered apprentices
- 15 Joint Registration Agreements in effect
- 839 Certificates of Qualification issued
- 697 Interprovincial Red Seals issued
- · 2497 Certificates of Qualification renewed in compulsory certified trades
- 1440 new apprentices registered
- 116 registered as a Youth apprentice (under 20 years of age)
- Average age of new apprentices is 27.9 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%)
- 2540 apprentices received technical training
- 986 sections of in-class training offered
- Training in most programs available in-class or via the Internet
- 285 applications for certification received from trade qualifiers
- 258 trade qualifier applications processed
- 1299 examinations administered
- 1138 certification examinations written 66% pass rate
- Apprentices wrote 617 certification examinations 69% pass rate
- Trade qualifiers wrote 521 certification examinations 62% pass rate
- 1047 Interprovincial examinations administered 66% pass rate
- Apprentices wrote 570 Interprovincial examinations 69% pass rate
- Trade qualifiers wrote 477 interprovincial examinations 61% pass rate
- 135 progress examinations written 90% pass rate
- Apprentices wrote 121 progress examinations with a pass rate of 93%
- Non-apprentices wrote 14 progress examinations with a pass rate of 64%
- 26 practical examinations administered 100% pass rate

Description	Total
Active Apprentices	3919
Active Employers	3210
New Registrations – New Registrations – Summary	1440
– New Registrations – Youth Program – New Registrations – Average Age	124 27.9
Cancellation of Apprenticeship Agreements	367
Certificates of Qualification Issued	839
Certificate Renewals	2497
Technical Training	2540
Completions (Graduates)	454
Examinations Written – Progress Examinations – Certification Examinations – Practical Examinations	1299 135 1138 26
Interprovincial Red Seals Issued	697
Reinstatement of Apprenticeship Agreements	35
Section 30 Applications Received	285
Section 30 Applications Processed	260

## Active Apprentices

OCCUPATION	TOTAL	# MALE	%	# FEMALE	%
Agricultural Equipment Technician	4	4	100	0	0
Automotive Service Technician	523	508	97	15	3
Automotive Service Technician – Front End and Brakes	6	6	100	0	0
Automotive Service Technician – Service Station Mechanic	44	44	100	0	0
Boatbuilder	25	25	100	0	0
Boilermaker	54	52	96	2	4
Bricklayer	59	58	98	1	2
Carpenter	562	546	97	16	3
Construction Electrician	928	916	99	12	1
Cook	161	91	57	70	43
Gas Fitter	91	90	99	1	1
Heavy Duty Equipment Technician	52	52	100	0	0
Industrial Electrician	101	95	94	6	6
Industrial Mechanic (Millwright)	152	147	97	5	3
Instrumentation and Control Technician	42	40	95	2	5
Ironworker (Generalist)	44	44	100	0	0
Insulator (Heat & Frost)	4	4	100	0	0
Machinist	77	75	97	2	3
Metal Fabricator (Fitter)	22	22	100	0	0
Motor Vehicle Repairer (Metal and Paint)	32	31	97	1	3
Oil Burner Mechanic	124	124	100	0	0
Painter and Decorator	25	24	96	1	4
Plumber	349	344	99	5	1
Power Engineer	158	152	96	6	4
Powerline Technician	64	62	97	2	3
Refrigeration and Air Conditioning Mechanic	96	95	99	1	1
Refrigeration Plant Operator – Power Engineer	25	24	96	1	4
Restoration Stone Mason	6	5	83	1	17
Sheet Metal Worker	87	97	100	0	0
Sprinkler System Installer	46	46	100	0	0
Steamfitter-Pipefitter	310	295	95	15	5
Transport Trailer Technician	1	1	100	0	0
Truck and Transport Mechanic	218	216	99	2	1
Welder	72	67	93	5	7
TOTAL	4564	4392	96	172	4

## Active Apprentices – Youth Program

OCCUPATION	TOTAL	# MALE	<b># FEMALE</b>
Automotive Service Technician	32	32	0
Automotive Service Technician – Front End and Brakes	1	1	0
Automotive Service Technician – Service Station Mechanic	2	2	0
Boilermaker	2	2	0
Bricklayer	1	1	0
Carpenter	18	18	0
Construction Electrician	52	51	1
Cook	4	4	0
Heavy Duty Equipment Technician	2	2	0
Industrial Mechanic (Millwright)	3	3	0
Machinist	1	1	0
Motor Vehicle Repairer (Metal and Paint)	2	2	0
Plumber	9	9	0
Refrigeration Plant Operator - Power Engineer	1	1	0
Steamfitter-Pipefitter	6	6	0
Truck and Transport Mechanic	11	11	0
Welder	1	1	0
TOTAL	148	147	1

## New Registrations – Summary

NOTE: All data presented is for the 2007–2008 reporting year unless otherwise stated.

In 2007–2008, 1440 new apprentices and improvers were registered, of which 1384 were male and 56 female. Registrations in the Automotive Service Technician and Construction Electrician occupations accounted for 31.7% of all new registrations.

OCCUPATION	TOTAL	%	# MALE	# FEMALE
Automotive Service Technician	177	12.3	169	8
Automotive Service Technician (Front End and Brakes)	1	0.1	1	0
Automotive Service Technician (Service Station Mechanic)	14	1.0	14	0
Boat Builder	9	0.6	9	0
Boilermaker	16	1.1	15	1
Bricklayer	8	0.6	8	0
Carpenter	146	10.1	144	2
Construction Electrician	280	19.4	279	1
Cook	48	3.3	29	19
Gas Fitter	42	2.9	42	0
Heavy Duty Equipment Technician	16	1.1	16	0
Industrial Electrician	28	1.9	26	2
Industrial Mechanic (Millwright)	49	3.4	49	0
Instrumentation and Control Technician	16	1.1	14	2
Ironworker (Generalist)	17	1.2	17	0
Machinist	27	1.9	26	1
Metal Fabricator (Fitter)	5	0.3	5	0
Motor Vehicle Body Repairer (Metal and Paint)	14	1.0	13	1
Oil Burner Mechanic	22	1.5	22	0
Painter and Decorator	1	0.1	1	0
Plumber	117	8.1	112	5
Power Engineer	49	3.4	46	3
Powerline Technician (Lineman)	41	2.8	40	1
Refrigeration and Air Conditioning Mechanic	37	2.6	36	10
Refrigeration Plant Operator	6	0.5	6	0
Restoration Stone Mason	1	0.1	1	0
Sheet Metal Worker	18	1.2	18	0
Sprinkler System Installer	9	0.6	9	0
Steamfitter-Pipefitter	109	7.6	103	6
Transport Trailer Technician	1	0.1	1	0
Truck and Transport Mechanic	79	5.5	79	0
Welder	37	2.6	34	3
TOTAL	1440	100	1384	56

## New Registrations – Average Age

The average age of the 1440 apprentices who registered this year is 27.9 years.

OCCUPATION	TOTAL	AVERAGE AGE
Automotive Service Technician	177	26.7
Automotive Service Technician (Front End and Brakes)	1	19.0
Automotive Service Technician (Service Station Mechanic)	14	29.8
Boatbuilder	9	38.7
Boilermaker	16	26.4
Bricklayer	8	23.4
Carpenter	146	26.5
Construction Electrician	280	26.7
Cook	48	31.0
Gas Fitter	42	34.6
Heavy Duty Equipment Technician	16	24.0
Industrial Electrician	28	30.8
Industrial Instrument Mechanic	16	30.0
Industrial Mechanic (Millwright)	49	31.7
Ironworker (Generalist)	17	28.1
Machinist	27	24.6
Metal Fabricator (Fitter)	5	23.2
Motor Vehicle Body Repairer (Metal and Paint)	14	24.1
Oil Burner Mechanic	22	33.9
Painter and Decorator	1	38.0
Plumber	117	27.4
Power Engineer	49	36.1
Powerline Technician	41	28.2
Refrigeration and Air Conditioning Mechanic	37	27.9
Refrigeration Plant Operator - Stationary Engineer	6	35.0
Restoration Stone Mason	1	32.0
Sheet Metal Worker	18	30.3
Sprinkler System Installer	9	32.3
Steamfitter-Pipefitter	109	25.5
Transport Trailer Technician	1	34.0
Fruck and Transport Mechanic	79	25.4
Welder	37	27.2
TOTAL	1440	27.9

## Cancellations

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

REASON FOR CANCELLATION	NUMBER	PERCENTAGE
Employer Termination of Agreement Progress	76	.21
Unable to Locate	64	.17
Left the Province	54	.05
Not Trade Employed	43	.12
Insufficient Theory	39	.11
Transfer of Apprenticeship	30	.08
Left the Employer	27	.07
At own request	22	.06
Excessive Time in Trade	5	.01
Other	7	.02
TOTAL	367	100%

## Certificates of Qualification Issued

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 2007–2008, 839 Certificates of Qualification (CQs) were issued. Of these, 454 (64%) were issued to completed apprentices, and 355 (32%) were issued to trade qualifiers. The remaining 30 (4%) certificates were issued to Certificate of Qualification holders from other jurisdictions who qualified for Nova Scotia certification.

Certificates Issued	2002- 2003	2003- 2004	2004- 2005	2005- 2006	2006- 2007	2007- 2008	Change from Previous Year
Completed Apprentices	532	408	454	524	475	454	-21
Trade Qualifiers	241	200	223	201	242	355	+113
Certificate Holders from Other Jurisdictions	27	40	41	34	28	30	+2
TOTAL	800	648	719	759	745	839	+94

*Since 1937, a total of approximately 55,000 Certificates of Qualification have been issued in the Province of Nova Scotia.* 

## **Technical Training**

In 2007–2008, 2540 apprentices attended technical training at the Nova Scotia Community College. In addition, 421 apprentices registered for technical training on the Internet through the Virtual Campus and 7 apprentices accessed training through their labour organization.

Facility	2002- 2003	2003- 2004	2004- 2005	2005- 2006	2006- 2007	2007- 2008	Change from Previous Year
UCCB	299	233	205	N/A	N/A	N/A	
NSCC	1045	1218	1250	1770	1876	2112	+236
UA Plumbers & Pipefitters	27	23	51	30	19	7	-12
Virtual Campus (NSCC)	608	617	672	472	*380	421	+41
TOTAL	1979	2091	2178	2272	2275	2540	+265

\* This number is reduced from the previous years 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.

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)

OCCUPATION	GRADUATES	MALE	FEMALE
Automotive Service Technician	68	67	1
Automotive Service Technician (Service Station Mechanic)	3	3	0
Boat Builder	4	4	0
Boilermaker	9	9	0
Bricklayer	6	6	0
Carpenter	29	28	1
Construction Electrician	84	84	0
Cook	13	10	3
Gas Fitter	18	18	0
Industrial Electrician	15	15	0
Instrumentation and Control Technician	6	6	0
Industrial Mechanic (Millwright)	3	3	0
Machinist	10	10	0
Motor Vehicle Body Repairer (Metal and Paint)	4	4	0
Oil Burner Mechanic	14	14	0
Plumber	46	46	0
Powerline Technician	6	6	0
Refrigeration & Air Conditioning Mechanic	18	18	0
Sheet Metal Worker	3	3	0
Sprinkler System Installer	4	4	0
Steamfitter-Pipefitter	23	21	20
Truck and Transport Mechanic	32	32	0
Welder	27	27	0
TOTAL	454	447	7

## **Examinations Written**

During 2007–2008, a total of 1299 clients wrote various apprenticeship progress and certification examinations. Of that total, 135 clients wrote progress examinations, 1138 apprentices and trade qualifiers wrote certification examinations, and 26 practical examinations were administered in the Gas Fitter occupation.

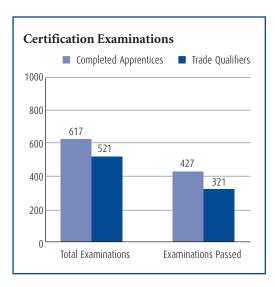
Examinations	2002- 2003	2003- 2004	2004- 2005	2005- 2006	2006- 2007	2007- 2008	Change from Previous Year
Progress Examinations	340	143	98	105	132	135	+3
Certification Examinations	1139	902	941	1080	1065	1138	+73
Practical							
Examinations	84	44	27	16	18	26	+8
TOTAL	1563	1089	1066	1201	1215	1299	+84

## **Progress Examinations**

A total of 135 progress examinations were written during 2007–2008. Apprentices wrote 121 examinations with a pass rate of 93% (113 passed). Non-apprentices, including pre-apprenticeship and placement candidates (individuals who challenge exams to determine their placement), wrote 14 examinations with a pass rate of 64% (9 passed).

## **Certification Examinations**

A total of 1138 clients wrote certification examinations during 2007–2008. Completed apprentices wrote 617 examinations with a pass rate of 69% (427 passed). Trade qualifiers wrote 521 examinations with a pass rate of 62% (321 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 632 Interprovincial Red Seals were issued to qualifying candidates during the calendar year 2007. Of this number, completed apprentices received 401 Red Seals and trade qualifiers received 231.



Red Seals Issued*	2002	2003	2004	2005	2006	2007	Change from Previous Year
Completed Apprentices	400	403	417	474	435	401	-34
Trade Qualifiers	173	137	165	111	276	231	-45
TOTAL	573	540	582	585	711	632	-79

\* 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 2007–2008, 239 trade qualifiers applied under Section 30 of the General Regulations to write certification examinations. Review Committees assessed 242 files (18 from previous year); 258 were approved, 2 were denied, and 15 applications are pending. It is estimated that each application requires 4 business days to process.

Applications	2002- 2003	2003- 2004	2004- 2005	2005- 2006	2006- 2007	2007- 2008	Change from Previous Year
Reviewed	250	287	138	223	226	242	+16
Approved	225	274	128	221	224	258	+34
Denied	25	13	10	2	2	2	NA

## Trade Qualification

A total of 355 trade qualifiers received certification under Section 30 of the General Regulations.

OCCUPATION	<b>TRADE QUALIFIERS</b>	MALE	FEMALE
Automotive Service Technician	12	12	0
Automotive Service Technician (Service Station Mechanic)	24	24	0
Boat Builder	46	46	0
Bricklayer	2	2	0
Carpenter	25	24	1
Construction Electrician	5	5	0
Cook	9	6	3
Gas Fitter Tech I	2	2	0
Gas Fitter Tech II	9	9	0
Gas Fitter Tech III	1	1	0
Hairstylist	4	0	4
Heavy Duty Equipment Technician	6	6	0
Industrial Electrician	3	3	0
Industrial Mechanic (Millwright)	13	13	0
Instrumentation and Control Technician	1	1	0
Insulator (Heat and Frost)	1	1	0
Ironworker (Generalist)	19	19	0
Machinist	2	2	0
Mobile Crane Operator	15	15	0
Motorcycle Mechanic	2	2	0
Motor Vehicle Body Repairer (Metal and Paint)	41	41	0
Oil Burner Mechanic	4	4	0
Painter Decorator	1	1	0
Plumber	1	1	0
Powerline Technician	1	1	0
Sprinkler System Installer	2	2	0
Steamfitter-Pipefitter	58	58	0
Truck and Transport Mechanic	12	12	0
Welder	34	34	0
TOTAL	355	347	8





Education Skills and Learning Branch