

START



START Program Guidelines

Nova Scotia Apprenticeship Agency

1 Introduction

The Apprenticeship START Program is administered by the Nova Scotia Apprenticeship Agency (the Agency).

The objective of the Apprenticeship START program is to encourage employers to register and employ apprentices and to encourage employers to support apprentices as they progress through their apprenticeship program.

The Apprenticeship START program continues to support employers who hire apprentices and enter into an apprenticeship agreement with apprentices from under-represented groups. The hiring and completion incentives are doubled to \$5,000 if the Nova Scotia employer hires and retains a diverse apprentice.

Apprenticeship START eligibility will be assessed based on each individual apprenticeship agreement.

Please read this entire Program Guideline Document for more information on the program. If you require any further information, please email the Agency at apprenticeshipstart@novascotia.ca

Expected Results

- Successful matches made between employers and employees, resulting in ongoing employment and gained work experience.
- An apprentice will progress through their apprenticeship program and achieve certification with the support from Nova Scotia employers.
- Apprentices will acquire the work experience needed for the benefit of both the employer and the employee. Resulting in sustainable labour market attachment and supply for employers.

2 Employer Roles and Responsibilities

Employers upon signing an apprenticeship agreement will:

- Develop, supervise, and provide valuable work experience.
- Accurately document the hours of practical experience and verify tasks completed by the apprentice in the apprentice's Record of Occupational Progress Book (logbook).
- Allow the apprentice to participate in the required technical training, take examinations, and re-employ the apprentice upon completion of training.
- Notify the Chief Operating Officer in writing within 15 days if the apprentice is suspended from the workplace or ceases to be employed, or if you as an employer are unable to provide the apprentice with practical experience or allow the apprentice to participate in technical training.

Employers should also be aware that:

- If your apprentice fails to progress within 18 months of signing an apprenticeship agreement, you will be removed from the START program.
- You must be willing to provide 35 hours or more per week to your apprentice unless the apprentice is attending technical training.
- All employers must be registered and in good standing with the Registry of Joint Stocks. Please inform your Industry Training Consultant (ITC) of your Registry of Joint Stocks number upon signing the apprenticeship agreement.

Note:

The Apprenticeship START program is intended to provide support to employers who hire apprentices who need work experience to both attain and maintain employment.

The Nova Scotia Apprenticeship Agency can choose to terminate an agreement at any time if there is a situation where the employer:

- is not providing appropriate work experience;
- the apprentice is not progressing;
- has an unsafe work environment; and/or
- is not using the program for its intent.

3 Eligibility Requirements

Apprenticeship START is available to employers who:

- Register a new or unemployed apprentice located anywhere in Nova Scotia (including the Halifax Regional Municipality, Truro, and Sydney).
- Register a diverse apprentice from an under-represented group. These employers will receive \$5,000 for the registration and \$5,000 for completion of the apprenticeship agreement, in addition to the funding for each level completed.

These under-represented groups include:

- Women in non-traditional trades (traditional includes Cook, Baker Hairstylist)
- African Nova Scotians,
- Aboriginal Nova Scotians,
- Immigrants, or
- Persons with physical disabilities

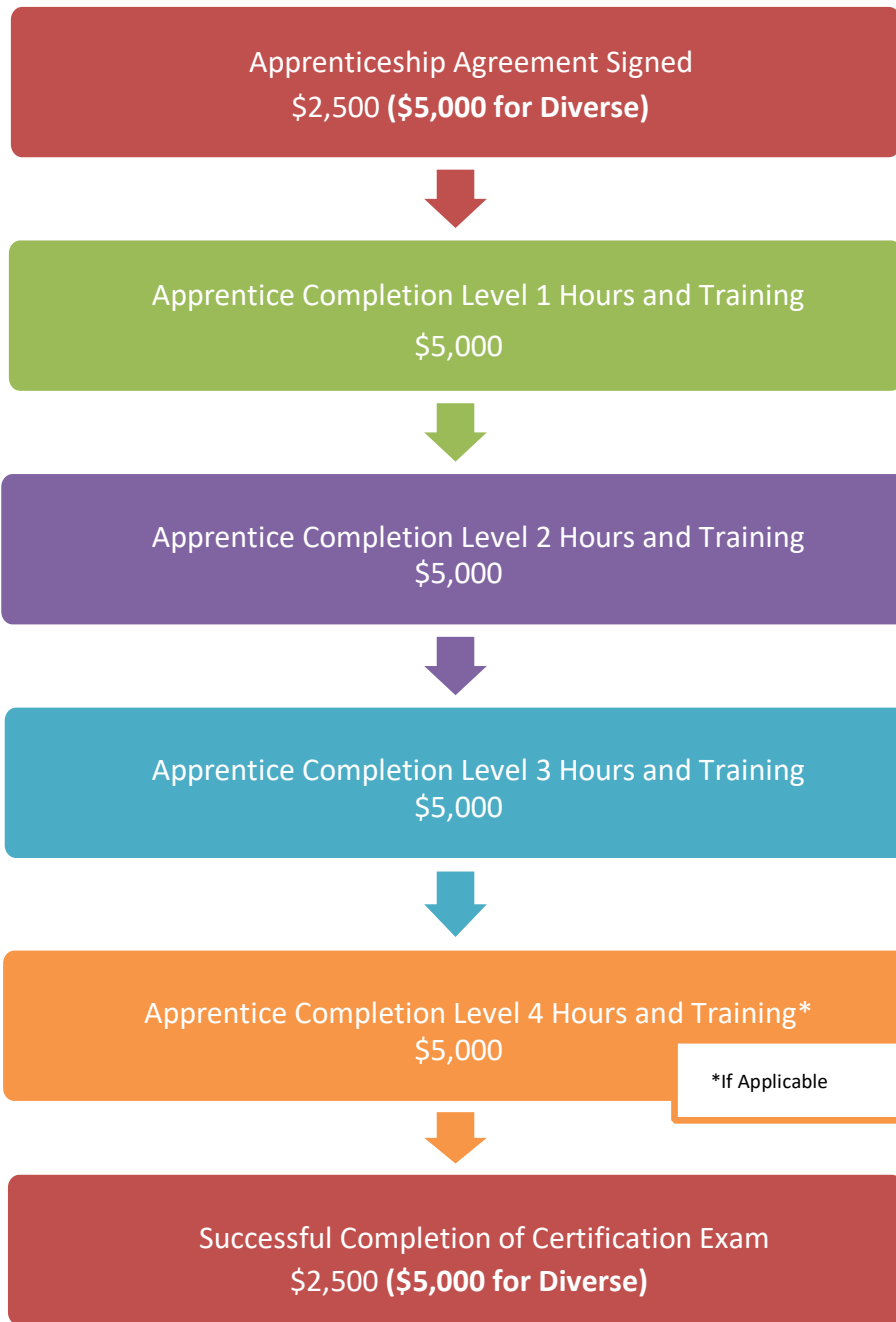
Note:

If you hire an apprentice who intends to challenge a level(s) of training, you would be eligible for the initial hiring incentive, but not eligible for the incentives for those levels deemed completed. You will be eligible for any level incentives your apprentice completes under your employ.

An employer is defined as any small or medium sized business who:

- has 10 apprentices or less;
- has a physical location in the province;
- is a social enterprise (business or organization operated for the purpose of addressing social, economic or environmental challenges);
- is a not-for-profit organization;
- otherwise determined by the Chief Operating Officer.

4 Funding Breakdown



Funding for each employer over the course of their apprentice's program could be up to \$30,000 depending on eligibility criteria.