

---

## ENGAGEMENT OF APPRENTICES ON PUBLICLY FUNDED CONSTRUCTION PROJECTS

### POLICY STATEMENT

---

#### POLICY STATEMENT

Contractors bidding on provincially-funded construction projects over \$1M must be engaged in the apprenticeship program. Further, contractors must commit to remaining engaged in the apprenticeship program for the duration of these projects. This is a joint initiative of the Nova Scotia Apprenticeship Agency, in partnership with the Department of Public Services and the Construction Association of Nova Scotia.

#### PURPOSE

This initiative aims to increase employer participation in apprenticeship training with a requirement for contractors to participate in the apprenticeship system when working on provincially-funded construction projects in Nova Scotia.

#### DEFINITIONS

‘Apprentice’ as defined in the *Apprenticeship and Trades Qualification Act*.

‘Contractor’ includes all prime and trade contractors or employers who work within a ‘designated trade’ as defined in the *Apprenticeship and Trades Qualification Act*.

#### SCOPE

1. All Government of Nova Scotia construction contracts over \$1M.
2. All construction work that falls within the scope of one or more of the designated trades as defined in the *Apprenticeship and Trades Qualification Act*.
3. All contractors whose portion of a bid is equal to or exceeds \$100,000.

#### APPLICATION

A Letter of Engagement will be issued by the Nova Scotia Apprenticeship Agency to contractors who meet the following requirements:

- Have all apprentices registered in any designated trade or have participated in a Youth Apprenticeship Program (I.E., Building Futures for Youth, Workit, etc.);
  - Although preferred, the registered apprentices do not have to be directly employed at the contract site.
  - An apprentice does not have to be registered in Nova Scotia to be considered. However, the contractor will be required to provide proof of the apprentice’s registration in another jurisdiction.

... 2

- Remain in compliance with the Apprenticeship and Trades Qualification Act and Regulations; and
- Provide a written commitment from the contractor to continue to employ apprentices during the period in which the contractor performs work under the contract.

## **EXEMPTION**

A Letter of Exemption will be issued by the Nova Scotia Apprenticeship Agency to:

- Any contractor who does not engage in work within a designated trade as defined in the Apprenticeship and Trades Qualification Act.
- Any contractor who employs less than three persons during the term of the contract.
- Any contractor who works in one of the designated trades where apprenticeship training is not offered.
- At the discretion of the Chief Operating Officer, Nova Scotia Apprenticeship Agency, any contractor who adequately demonstrates that he/she has limited ability to hire an apprentice may be eligible for an exemption.

## **PROCEDURES**

To be eligible for award of a contract, general contractors must submit, within 48 hours of a request by Transportation and Infrastructure Renewal, either a Letter of Engagement or a Letter of Exemption issued by the Nova Scotia Apprenticeship Agency.

General contractors are also responsible for ensuring that all subcontractors engaged in work in a designated trade, whose portion of the bid exceeds \$100,000, also submit a Letter of Engagement or a Letter of Exemption from the Nova Scotia Apprenticeship Agency. To be deemed compliant, general contractors will be responsible for providing the necessary documentation from subcontractors within 10 days of contract award or the subcontractor may be removed from consideration. The Nova Scotia Apprenticeship Agency will post those subcontractors who have a letter of engagement or exemption on our website at [www.nsapprenticeship.ca](http://www.nsapprenticeship.ca).

The Nova Scotia Apprenticeship Agency will issue Letters of Engagement to any employer who has apprentices registered in the Construction Sector. Employers should expect to receive those letters by January 1, 2019.

For those employers who need a letter of exemption or have not received a letter of engagement, an application form can be found at [www.nsapprenticeship.ca](http://www.nsapprenticeship.ca). The Nova Scotia Apprenticeship Agency will respond within 5 days. If the proponent needs to register an apprentice to meet the requirement, please contact the Agency at [apprenticeship@novascotia.ca](mailto:apprenticeship@novascotia.ca) at least 14 days prior to the deadline.