



Labour and Advanced Education

Application Guide

for

Designation of a Trade

under the

Apprenticeship and Trades Qualifications Act

And General Regulations



APPRENTICESHIP
NOVA SCOTIA

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INTRODUCTION

The following guide is designed to provide information/guidelines that will assist those involved in the application and review of the designation of a trade under the *Apprenticeship and Trades Qualifications Act and General Regulations*, Province of Nova Scotia. ***This document is intended to be a guide. The applicant is advised to consult the Act and Regulations.***

In designating a trade, the Minister of Labour and Advanced Education formally identifies the trade as appropriate for apprenticeship training and/or certification only. Designation serves as an authorisation for the Apprenticeship Training Division to co-operate with representatives from the designated trade to develop, and implement a certification process and possible program of training.

Any representative group or association within a trade/occupation can make a request for designation of the trade to the Minister of Labour and Advanced Education. Completion and submission of the Trade Designation Application form is required.

APPLICATION PROCESS

The application process is designed to collect information that will assist the Apprenticeship Board and the Minister of Labour and Advanced Education in the review of the application for trade designation.

The application must be in the approved form (attached). Additional copies of the form may be obtained from the Apprenticeship Board (AB) of the Department of Labour and Advanced Education. Completed application(s) are to be sent or delivered to:

Administrator, Apprenticeship Board
Department of Advanced Education
PO Box 578
2021 Brunswick Street
Halifax NS B3J 2S9
Telephone Number: (902) 424-0872
Email: apprenticeboard@gov.ns.ca

APPLICATION PROCESS

A. General Applicant Information

In **Section 1** of the Trade Designation Application form, the applicant (individual/association/group) must provide the name(s) of contact person(s) with their associated physical address(es), mailing address(es), e-mail address and telephone/fax number(s). In addition, the applicant(s) is/are required to include the name and contact information for of all members of the application committee/group along with identification of the industry each member represents.

In the third question of Section 1, the applicant must indicate if they were involved in a previous designation process. If the applicant indicates 'YES' details of the involvement in previous trade designation process(es) must be provided and attached to the application form.

B. Trade Information

Section 2 of the Trade Designation Application form requires the applicant (individual/association/group) to furnish the following information.

- 1) name of the proposed trade;
- 2) description of the trade including details on tasks/work performed. This description is to be identified as 'Appendix A' and attached to the completed application form. If an occupational analysis (provincial or federal) exists, the applicant is required to attached as 'Appendix B';
- 3) a list of all trade stakeholders identified by the applicant. Stakeholders are any individuals, businesses, associations or other groups who may have specific (significant) interest in the proposed trade for designation;
- 4) research findings associated with the current and future demand for workers in the proposed trade - attached as 'Appendix C';
- 5) details of the number of individuals currently working in the proposed trade or trades/occupations closely associated - attached as 'Appendix D'; and
- 6) details on whether the proposed trade for designation is currently regulated under any Federal/Provincial legislation - attached as 'Appendix E'.

C. Declaration

Section 3 of the Trade Designation Application form must include the name(s) and signature(s) of the applicant(s) (individual/association/group).

APPLICATION REVIEW PROCESS

A. Administrator/Subcommittee Review

Upon receipt of a Trade Designation Application form, the Administrator of the AB will review the application to determine if all the required information is included. Any omissions or errors identified, as a result of this initial review, will result in the return of the application to the applicant.

Once the Administrator has determined information requirements have been met, the application is forwarded to the AB and associated subcommittee. The subcommittee of the AB members will determine the completeness of information provided and whether any further action is required. If the application information is determined to be complete, the AB subcommittee will make a recommendation to the AB at the next scheduled AB meeting. If the AB determines that further information is required, the subcommittee will work with the applicant to meet the information requirement(s).

In instances where the AB determines it does not have sufficient ability to conduct a thorough review at the Administrator/subcommittee or Board levels, the AB may establish an ad hoc trade advisory committee to assist the review.

In the event an ad hoc committee is not established, the AB shall engage in an industry validation within 60 days of the last regularly scheduled AB meeting.

B. Ad Hoc Trade Advisory Committee Review

An Ad Hoc Advisory Committee (AHAC) may be established to review the application by engaging in, but not limited to, one or more of the following:

- A. conduct a poll/survey to determine industry support;
- B. assess the need for training within the proposed trade;
- C. assess the impact of trade designation;
- D. determine the availability and costs of suitable curriculum and examinations;
- E. determine the potential number of apprentices entering the trade annually;
- F. identify any overlap with existing trades;
- G. validate the information provided on Trade Designation Application; and prepare research/information for the Board.

The AHAC shall report the results of its review to the AB within 90 days of receipt of application.

C. Industry Validation

AB shall within 90 days of receipt of the AHAC report engage in a formal industry validation process. The consultation process may include the following:

- 1) Notification of public consultation in a local paper two weeks prior to the consultation. Such notification to include the location, date, times, and reason(s) for the consultation.
- 2) The AB may send out formal notice of “public consultations” to persons or groups it deems necessary.
- 3) The AB may hold up to four (4) public consultations across the province to allow individuals the opportunity to express their views on the application. Alternatively, individuals may submit their views on the application in writing to the AB.
- 4) Public consultations shall be chaired by an individual selected by the AB. Each presentation at a public consultation may be followed by questions directed to the presenter(s).
- 5) If requested, and at the AB’s discretion, any person, group or association may make a final presentation to the AB at the next regularly scheduled meeting of the AB or at a time agreed to by the individual, group or association and the AB.

D. Board Review

Upon completion of the industry validation process the AB may, at its next regular or at a specially convened meeting, carry out a final review of the application.

RECOMMENDATION PROCESS

Upon completion of the final review, the AB shall within 30 days:

- 1) Recommend approval of application in which case
 - i) the AB shall direct the Administrator to send a letter of recommendation to the Minister, and
 - ii) the Administrator, upon receipt of the Minister’s decision shall inform the AB and the applicant of the decision.

or

- 2) Recommend rejection of application in which case
 - i) the AB shall recommend to the Minister that the application be rejected, and

- ii) the Administrator, upon receipt of the Minister's decision shall inform the AB and the applicant of the Minister's decision.

The applicant(s) may, eighteen (18) months from the date of the Minister's decision, reapply for trade designation.

POST DESIGNATION PROCESS

- 1) The AB, in consultation with the Apprenticeship Training and Skill Development Division, may direct the AHAC to either review a curriculum if available or to review curriculum developed by a potential trainer or seek curricula from other jurisdictions.
- 2) The AB may direct the AHAC to assist the Apprenticeship Training and Skill Development Division in examination development.

Notwithstanding the review process set out above, the Minister may, upon receipt of the application from the Administrator of the Board determine whether the trade shall be designated.