

Compulsory Certification Application Guide

UNDER THE APPRENTICESHIP AND TRADES QUALIFICATIONS ACT

Occupation

Checklist (For internal use only):

Applicants name and contact number: _____

Trade name for Compulsory Certification: _____

Date application was received: _____

Date the Board was notified: _____

Industry committee meeting date(s): _____

Survey/consultation date: _____

Presentation to the Board date: _____

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Part I – Guidelines for Completing and Submitting the Application

TERMS AND DEFINITIONS

The following is an explanation of terminology used within this application document:

Board:	The <i>Board</i> is established under the Apprenticeship and Trades Qualification Act.
Compulsory certified:	A compulsory certified trade is one in which a person employed in the trade must either have a current Certificate of Qualification, be a registered apprentice or hold a temporary permit.
Designated trade:	The process of having an occupation designated by the Minister under the <i>Apprenticeship and Trades Qualifications Act</i> .
Employee:	A person who performs work for, or supplies services to, an employer for wages in a designated occupation.
Employer/Association:	Includes any person, firm, corporation, municipal authority or any organization or association, whether incorporated or unincorporated, employing persons in a designated occupation, and an owner of a one person business.

THE NOVA SCOTIA APPRENTICESHIP BOARD

The Nova Scotia Apprenticeship Board is an advisory board comprised of an equal number of employer and employee members who represent Nova Scotia's industry and is responsible for:

- Recommending proposed trade(s) for designation to the Minister and specifying trades as compulsory
- Advising the Minister and providing advice at the Minister's request on matters concerning Apprenticeship
- Serving as a final level of review for apprenticeship based disputes and appeals
- Performing such other duties/functions/responsibilities prescribed in the *Apprenticeship and Trades Qualifications Act and General Regulations*

For more information on the Board, visit our website at <http://apprenticeboard.ednet.ns.ca> or contact the Apprenticeship Board at 902-424-0872.

OVERVIEW OF THE PROCESS FOR SPECIFYING A COMPULSORY OCCUPATION

Responsibilities of the Applicant:

- To conduct demographic research about the occupation and complete the application form for submission to the Apprenticeship Board. Any applications which are received and deemed incomplete will be returned to the applicant. Applications will not be considered complete unless all supporting documents are included.
- To assist the Apprenticeship Board in additional research (i.e. industry support, training requirements, etc.) required for the application.
- To identify any known stakeholders who are in opposition to the application.
- To make a formal presentation to the Apprenticeship Board once all information has been compiled.

Part I – Guidelines for Completing and Submitting the Application

Responsibilities of the Apprenticeship Board Coordinator

- To ensure the application is complete and accurate including all supporting documentation.
- To conduct research on the impact of the application on the following:
 - Consumers
 - Public Health and Safety
 - Environment
 - Employers
 - Employees
- To verify the approval of the application will not adversely interfere with the Scope of Work for other occupations, designated or otherwise.
- To prepare legislative documents and submit to the Policy and Regulatory Impact personnel once approved by the Apprenticeship Board.

Responsibilities of the Apprenticeship Board:

- To review the completed application
- To hear presentation(s) from the applicant and stakeholders to determine and request any additional information required for evaluation of the application.
- To evaluate the application
- Make a recommendation to the Minister

Process:

1. Submit completed application to the Apprenticeship Board Coordinator.
2. During the next upcoming board meeting, the Coordinator will inform the board that an application has been received.
3. The Board Coordinator will work with the applicant to fill in any missing information from the document.
4. When the application is complete, the Board will be notified and permission will be requested to form an advisory committee to review the application and move forward.
5. A committee will be formed and will work together to address any issues and missing information.
6. A survey or another form of consultation may be conducted during the review process.
7. The Chair of the industry committee will present the application to the Apprenticeship Board.
8. The Board will discuss the application, presentation, committee work, survey and consultation results in a round-table format.
9. Following the discussion, the Board will make a decision and make a recommendation to the Minister or determine if more information is required from the ad hoc advisory committee.

Part I – Guidelines for Completing and Submitting the Application

BEFORE YOU BEGIN

Any individual(s), employee, organization or industry group may request an occupation be specified as compulsory. The information contained in this **completed** document will serve as the application to specify an occupation as compulsory in Nova Scotia.

In support of this application, applicants **may** be required to complete and/or assist in the following:

- i) Public meetings with employers, workers, unions, and associations throughout industry; and
- ii) A survey to determine commitment to apprenticeship and occupational certification.

Please complete Part II of the application, answering all questions **in detail**. If additional space is required, please use additional sheets. Return the completed application to:

**Nova Scotia Apprenticeship Board
Department of Labour and Advanced Education
2021 Brunswick Street
PO Box 578
Halifax, NS B3J 2S9**

PART II – Application for Specification of a Compulsory Occupation

CONTACT PERSON(S) FOR THIS APPLICATION

Name: _____

Company: _____

Address: _____

Phone: _____ **Business:** _____

Fax: _____ **Email:** _____

Name: _____

Company: _____

Address: _____

Phone: _____ **Business:** _____

Fax: _____ **Email:** _____

Name: _____

Company: _____

Address: _____

Phone: _____ **Business:** _____

Fax: _____ **Email:** _____

5) Identify any benefits and drawbacks relating to environmental protection if this occupation is specified compulsory?

6) Why should training be made mandatory for this trade?

7) Identify any other occupations where the current scope of work may be affected by specifying this occupation as compulsory.

PART II – Application for Specification of a Compulsory Occupation

ADDITIONAL INFORMATION

Use this space to include any information not covered above.

SUPPORTING DOCUMENTS

Copies of letters from the following people/groups that support this application should also be attached:

- Employees
- Employers
- Associations
- Unions
- Other Stakeholders

PART III – Application Review (To be completed by the Apprenticeship Board Coordinator and industry committee)

INDUSTRY CONSULTATION / SURVEY

(Apprenticeship Board to conduct survey or consultation to determine the following):

Based on a survey or consultation with stakeholders, either formal or informal, please indicate the following:

The number of employers currently working in this occupation. _____

The number of employees currently working in this occupation. _____

The number of apprentices currently registered in this occupation. (if applicable) _____

The number of employees currently certified in this occupation. (if applicable) _____

The number of employers supporting this application. _____

The number of employees supporting this application. _____

The number of employers opposing this application? _____

The number of employees opposing this application? _____

The number of employees represented by the applicant(s)? _____

The average age of employees currently working in the occupation? _____

The number of apprentices projected to be registered over the next 5 years? _____

PART IV – Apprenticeship Board

Criteria for Evaluation of the Proposed Compulsory Occupation

Procedure:

Each Board member will be given an opportunity to review the application package and rate each area individually.

Once individual evaluations are complete, a group discussion with all Board members will ensue and a consensus will be reached for the final score to be allotted to each criteria. Sections with N/A will be excluded from scoring.

The final score numbers will be totaled and considered by the Board in making its final decision regarding the application.

- A score of 59% or less will result in denying the application.
- Scores which fall between 60% - 85% will be considered and discussed by the Board. Final decision will be at the Board’s discretion.
- A score above 86% should be considered for designation. If the Board is not willing to recommend designation, a concrete rationale should be developed to support this decision.

Criteria to be Evaluated	Summary of Related Information from Application for Compulsory Designation	Rating Guidelines	Comments/Notes	Score (1-5)
The degree of employee support for compulsory designation		Rate the application based on the demonstration of employee support for compulsory designation. 0 = Majority of employees are opposed 1 - 2 = Limited employee support 3 - 4 = Moderate employee support 5 = High employee support		
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Criteria to be Evaluated	Summary of Related Information from Application for Compulsory Designation	Rating Guidelines	Comments/Notes	Score (1-5)
The impact on public health and safety		Rate the application based on the impact to public health and safety that will be realized by compulsory designation. N/A = Application demonstrates no impact 0 = Negative impact is demonstrated 1 - 2 = Limited positive impact 3 - 4 = Moderate positive impact 5 = High positive impact		
The impact on the environment		Rate the application based on the impact to the environment that will be realized by compulsory designation. N/A = Application demonstrates no impact 0 = Negative impact is demonstrated 1 - 2 = Limited positive impact 3 - 4 = Moderate positive impact 5 = High positive impact		
The impact on consumers/services		Rate the application based on the impact to consumers/services that will be realized by compulsory designation. N/A = Application demonstrates no impact 0 = Negative impact is demonstrated 1 - 2 = Limited positive impact 3 - 4 = Moderate positive impact 5 = High positive impact		
The process to monitor and enforce compliance		Rate the application based on the demonstration of a process to monitor and enforce compliance in the trade. 0 = No plan is outlined 1 - 2 = The proposed process will require an exorbitant amount of apprenticeship resources (i.e. staff and financial) 3 - 4 = The proposed process will require a moderate amount of apprenticeship resources (i.e. staff and financial) 5 = The proposed process will require a limited amount of apprenticeship resources (i.e. staff and financial)		

Criteria to be Evaluated	Summary of Related Information from Application for Compulsory Designation	Rating Guidelines	Comments/Notes	Score (1-5)
The improvement of trade worker's skill level		Rate the application based on the demonstration of improvements to the trade workers' skill level. 0 = No skill level improvement is demonstrated 1 - 2 = Limited improvement 3 - 4 = Moderate improvement 5 = High improvement		
The impact on employability of trade workers.		Rate the application based on the impact to employability of trade workers that will be realized by compulsory designation. N/A = Application demonstrates no impact 0 = Negative impact is demonstrated 1 - 2 = Limited positive impact 3 - 4 = Moderate positive impact 5 = High positive impact		
The impact on the Apprenticeship system.		Rate the application based on the impact on the Apprenticeship system that will occur. 0 = The Apprenticeship system will not be able to support the anticipated training requirements (i.e. costs, training seats). 1 - 2 = The Apprenticeship system will be burdened by the increased training requirements but it is manageable. 3 - 4 = The burden to the Apprenticeship system is minimal or the application indicates an acceptable plan to address issues related to training requirements. 5 = Little or no change is anticipated.		
The improvement of workplace safety related to the trade.		Rate the application based on the demonstration of improvements to workplace safety related to the trade. 0 = No workplace safety improvement is demonstrated 1 - 2 = Limited improvement 3 - 4 = Moderate improvement 5 = High improvement		
TOTAL :				

PART IV – Apprenticeship Board

RECOMMENDATION FROM THE APPRENTICESHIP BOARD:

VOTING:

As per minutes of _____

Signature of the Board Chair

Date