

MOTO Section Section

Vocational Education

Section

ADMINISTRATIVE

HANDBOOK

E96.65 .N67 N67 1965 c.I

Education Division Northern Administration Branch Department of Northern Affairs and National Resources Revised 1965

AMENDMENT RECORD SHEET - ADMINISTRATIVE HANDBOOK VOCATIONAL EDUCATION SECTION

E96.65 N67 N67

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PART I - GENERAL

1. PURPOSE

The purpose of this guide is to consolidate and set out clearly and concisely Departmental policies, authorities and administrative routines with respect to vocational education.

Administrative routines and delegation of authorities are designed to give field officers the greatest possible flexibility in the establishment and operation of vocational programs, consistent with the maintenance of policy control by head office. A further objective is to standardize the form of trainee and cost records maintained at various levels, in order to facilitate periodic evaluation of the program. Future changes in policies will be dealt with by appropriate amendments.

2. VOCATIONAL ORGANIZATION WITHIN THE DEPARTMENT

a. Duties of Officers

The vocational education service is an integral part of the line and staff organization of the Northern Administration Branch of the Department. As in the case of other services within the Branch it functions on behalf of both the Federal Government and the Territorial Government. The relationship between the two Governments is discussed in sub-section b.

The Head, Vocational Education Section of the Education Division, advises the Division Chief on matters of policy and on his behalf exercises policy and broad financial control over the programs being offered. He is responsible, in co-operation with the field staff, for evaluating the effectiveness of the work being done and provides a professional advisory service for field officers. His responsibilities include those of a provincial Director of Vocational Education, Director of

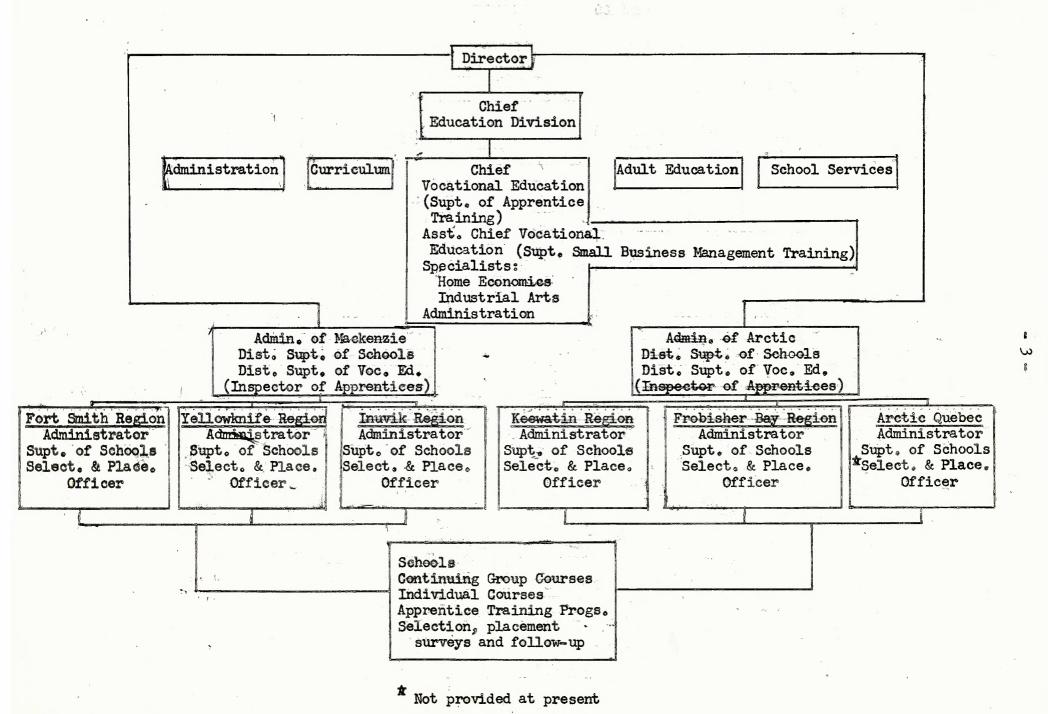
Apprentice Training, and provincial Supervisor of Industrial Arts,
Home Economics and Commercial Education.

The District Superintendent of Vocational Education is a staff officer for the District Superintendent of Schools. He is his adviser on all vocational matters arising within the District. In practice he co-ordinates and supervises the entire vocational and apprentice training program within the District and provides professional vocational advice and guidance for Regional Superintendents of Schools and school personnel.

The Regional Superintendent of Schools reports through the Regional Administrator on Vocational Education activities in his region, to the District office.

The Selection and Placement officer is responsible to the Regional Superintendent of schools for performing the following tasks: selecting trainees for courses, conducting job opportunity and labour force surveys, promotion of local employment, acting as Regional Employment Officer, placement of trainees on jobs after training, selecting and guiding apprentices, assisting in the social adjustment of trainees to wage employment and follow-up surveys. In some instances, the Selection and Placement officer may be instrumental in setting up a project or small industry that would provide local employment.

The vocational organization is outlined on the chart on page 3.



b. Federal - Territorial Relations

The Northwest Territories Act gives the Council of the Northwest

Territories legislative powers (including education) roughly analogous
to those enjoyed by a provincial legislature. These legislative powers,
however, do not extend to the administration of natural resources. By
agreement, the Federal Government assumes responsibility for the cost of
educating Indians and Eskimos and the Territorial Government assumes
responsibility for the cost of whites (all people including Eskimos and
Indians). Special arrangements prevail within organized school districts.

The general arrangements between the two Governments also provide that, for the most part, the Federal Government will supply the necessary civil service to carry out both Federal and Territorial functions. In the field of education, the Department of Northern Affairs and National Resources operates one ethnically integrated educational system on behalf of both Governments.

Parliament appropriates funds to meet the federal share of the cost of education (Indians and Eskimos) and the Council of the Northwest Territories appropriates funds to meet the Territorial share (white, Metis and others).

With few exceptions, all costs are met by the Department of Northern Affairs and National Resources in the first instance and the Territorial Government reimburses the Department for the costs attributable to pupils and trainees who are a territorial responsibility. The method followed in calculating the respective shares varies from one specific phase of the program to another.

3. PROGRAM

a. Application

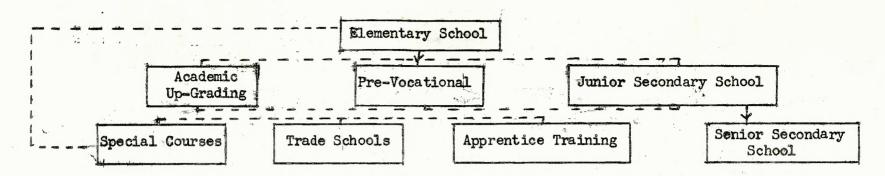
The N.W.T. vocational program has two phases relating to:

- (1) the adult with little or no previous schooling or training, and
- (2) the school age pupil who, because of interest and aptitude, selects vocational courses at the junior-senior secondary and post-secondary school level.

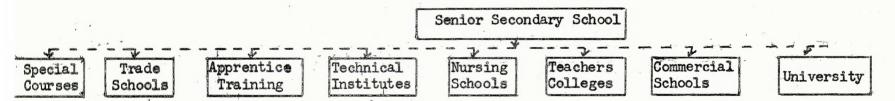
It is based on the following policy:

- (1) That equal opportunity be extended to all.
- (2) That programs of training be planned to improve participants*
 earning power regardless of academic level.
- (3) That provision be made for basic pre-vocational and vocational education which will lead to employment either within the Northwest Territories or in other parts of Canada.
- (4) That up-grading training and retraining be provided whenever and wherever possible.
- (5) That opportunity for social adjustment be considered in all training plans.
- (6) That academic up-grading be an integral part of all training programs wherever practicable.
- (7) That established guidance techniques be used in the selection of trainees for training and, upon graduation, in the placement of trainees in suitable occupations.

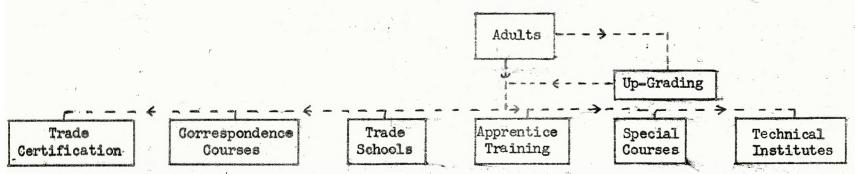
b. The following illustrates possible sequence of training:



Elementary school graduates may proceed direct to Special Courses, or may, before taking training, be given academic up-grading, pre-vocational training or secondary school education. The longer a person remains in school, the more effective should his vocational education and training be.



Senior Secondary School graduates may proceed to technical institutes, nursing schools, teacher training colleges, commercial schools, universities or to other post-secondary school level institutions. Trainees must meet the entrance requirements of the institution and course chosen.



An adult may proceed direct to any of the above training programs if in possession of entrance requirements. If not in possession of entrance requirements, an up-grading course may be provided.

c. Relationship to Employment

Up to the present, much effort has been directed toward the young adult with little or no education. An expanding population, with a decline in the traditional economic base resulting from a reduction in numbers of certain species of game together with lower prices for fur, among other things, are making it impossible for many young people to follow the traditional pursuits of their forefathers. It is therefore a matter of great urgency that everything possible be done to equip young adults with the basic skills necessary to enable them to participate, through wage employment, in the economic development of the north.

Because of their lack of previous schooling, <u>academic up-grading is an</u>
<u>essential part of vocational courses for many young adults</u>. Knowledge
of English is usually required as a condition of employment and varying
degrees of achievement in mathematics is a prerequisite to training in
many trades.

For the next few years, the vocational and pre-vocational program for young adults will continue to receive much attention. However, the emphasis will change as the number of children reaching the higher grade levels in the school system increases.

Because job opportunities in the north are not so diversified as in the south, it is most important that both the broad basic vecational program and the specific courses that make up that program be directed towards known or anticipated fields of employment. For those individuals who express an interest in leaving the north and who will have to compete in southern labour markets it is important that they receive basic education and training equivalent to provincial trainees.

In addition to training for specific trades or occupations in the usual vocational school programs there are also provided as integral parts of the vocational services assistance through exploratory courses to assess aptitude and interest, academic up-grading, candidate selection, service, promotion of local employment, job placement, counselling and guidance.

4. METHODS OF TRAINING

- a. Continuing Group courses in schools operated by the Department within the N.W.T. Examples of this are the courses offered in the Sir John Franklin School at Yellowknife, and Homemaking courses offered for adults in various centres where facilities have been provided. This training, including transportation and room and board where necessary, is provided without charge to the trainee.
- N.W.T. These courses frequently require the employment of an instructor under contract. This training, including transportation and room and board where necessary, is provided without charge to the trainee. In some instances it is desirable to provide additional counselling services for the trainees.
- or more persons "on-the-job" and the Department usually shares in the cost. The Departmental contribution must not exceed 50% of the total wage. This method may be used both inside and outside the Territories.

 (For further detail see page 17)

d. Individual Trainees on Course. Individuals possessing the entrance requirements may enroll in approved Technical and Trade Institutes and vocational training schools in the provinces. The full cost is met from Vocational Funds provided the program for each individual is approved and the course offering is not available in a N.W.T. school.

A policy respecting assistance for <u>University Education</u> has been established by the Northwest Territories Council. Full details of this policy will be found in the University Students Grants and Loans Ordinance. In brief, the policy adopted by the Council includes assistance to Indians, Eskimos and whites who are recent graduates from a secondary school by providing:

Outright Grants for: - (1) tuition and incidental expenses
(2) transportation

Loans: - Where necessary for board and room.

- e. <u>Industrial Arts</u>, Home Economics and Commercial These credit bearing courses are offered in various forms in N.W.T. schools but are not being considered in this booklet. Curriculum guides are available outlining these in-school courses. (See T.B. Minute 548237 and Home Economics Homemaking Administrative Handbook.)
- f. Apprenticeship An Apprentice Training Ordinance has been passed and standards of training have been set up to bring apprentices to a level equivalent to similar training provided in other parts of Canada.

5. SELECTION OF TRAINEES

a. Criteria

The success of any training program hinges to a very large extent on the selection of suitable candidates in the first instance. Before the selection process is commenced minimum requirements should be established. Some of the factors to be considered in establishing prerequisites for trainee selection are:

- (1) academic level of trainees as compared to training and job requirements
- (2) location of possible job opportunities and willingness of trainee to move to new locations.
- (3) age requirements

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- (4) basic skills or previous trades training required
- (5) physical condition necessary
- (6) attitude and emotional outlook

Having established the basic criteria, the following additional points must be considered in examining individual candidates.

b. Considerations

- (1) What is the family relationship? If he is to be absent for a considerable time, will hardships be inflicted? Will welfare assistance be required by the family? If so, can this be arranged by appropriate welfare officers?
- (2) How do the parents (wife, others) feel about his departure? Sometimes family separation nullifies the value of the training. Marital difficulties may arise or worries in other respects makes the trainee unable to concentrate on his course.
- (3) What are the candidate's motivations for taking training? Has another member of the family taken training previously?
- (4) What attitudes has the candidate displayed in employment? Can he adjust to the requirements of training and eventually to the requirements of the job?
- (5) What are the candidate's interests? Does the proposed training seem suitable with respect to his own wishes and ambitions?

- (6) Does the candidate fully understand what is involved?
- (7) Will he be content to take the training even though there is no possibility for immediate employment at the conclusion of training?

In selecting candidates for a course within any of the main groups, care should be taken to avoid assigning an individual to a situation that is far beyond his capabilities. Testing techniques and evaluation formulae must be developed and applied at the local level. In the meantime, it is necessary that selection officers develop an awareness of the practical rules of selectivity and use all the resources available to them to better the choice of candidates for training and placement.

6. FEDERAL-TERRITORIAL VOCATIONAL TRAINING AGREEMENT (See Appendix VIII)

The Federal Government, through the Department of Labour, offers all provinces substantial financial assistance (capital and operating) in their vocational programs, under the Federal-Provincial Technical and Vocational Training Agreement. In addition, a separate Apprenticeship Training Agreement provides for financial and other assistance in developing apprentice training programs. For the purposes of both the above agreements, the Yukon and the N.W.T. are each considered as a province.

To qualify for this assistance the provincial authority must enter into a formal agreement with the Federal Government (Department of Labour). These agreements (the Government of the N.W.T. has signed one) are uniform for all provinces and set out the general conditions under which federal grants will be paid. Among other things, they require the submission of certain statistics and cost data, consequently, reporting procedures, statistical and cost records have been designed to produce the information required.

As the Territorial Government assumes responsibility for the cost of training

whites only (not Indians or Eskimos but includes Metis and others) its claims for grants must be based on this category of expenditure.

The agreement divides vocational training into nine categories (called programs) and offers certain assistance under each. Following is a brief outline of the programs set out in the Agreement. For greater detail, reference should be made to the Agreement and the Regulation accompanying it. (Appendix VIII)

a. Program 1 - Vocational High School Training

This program covers those courses, given as an integral part of high school education in which at least one-half of the school time is devoted to vocational, trade, technical, commercial, or other courses designed to prepare students for entry into specific fields of employment. It may also include co-operative training programs in which students spend a minimum of 50% of their time on the job. In the N.W.T. Commercial training is the only course offered under this program at the present time.

b. Program 2 - Technician Training

This program provides training at a technical institute, occupational centre or trade school at the post-high school level to an agreed standard of qualification in the principles of science or technology and other fields with emphasis on the application thereof, except where university credit is the objective. Trainee prerequisites are secondary school completion with proficiency in language, mathematics and science, or junior matriculation or equivalent. Training may be in full time day classes for an average period of from two to three years. If training is by part-time day or evening classes or by correspondence course

it should lead to the same qualification as full-time classes. Courses must emphasize the understanding and application of mathematical, scientific, technological or other principles as the specific course may require. To date, the majority of trainees under this program attend the Northern or Southern Alberta Institutes of Technology in Edmonton and Calgary.

c. Program 3 - Trade and Other Occupational Training

This program provides for pre-employment training, up-grading or retraining of persons over the compulsory school age who require the training to develop or increase occupational competence or skills.

Instruction may be given in full-time, part-time, day or evening classes or by correspondence courses. Courses may be for the purpose of upgrading employed persons, pre-employment courses for those preparing to enter employment or retraining for those who wish to change their occupation. Courses may be offered in trade schools or institutes or special centres provided for the purpose. The training shall have an occupational objective with emphasis on improving skills and trade knowledge. Examples of this type of training carried out for N.W.T. trainees are:

- (1) pre-vocational courses at the Sir John Franklin School, and
- (2) courses for trainees sent to southern schools or institutions for commercial courses, nurses aides, hairdressing and others below the technician level.

d. Program 4 - Training in Co-operation with Industry

This is a program carried on in co-operation with industry for upgrading or retraining persons employed in industry, including management.

This is essentially an in-service training program that may be developed jointly by the province and one or more industries in an area. Training may be in a specialized process or skill related to the regular function of an employee, but courses shall include content designed to improve the occupational background and general efficiency of the employee in relation to the requirements and opportunities of the industry in which he is engaged. Industry sponsored apprenticeship is included as well as retraining of employees who would otherwise be displaced because of technological or other industrial changes. All courses conducted under the Small Business Management Program are included.

e. Program 5 - Training of Unemployed

This is a program for training or retraining of unemployed persons to improve employment opportunities and increase trade or occupational competence. Those eligible are generally defined as unemployed and unemployable persons, over sixteen years of age, whose opportunities for gainful employment would be definitely improved by the training prescribed. Training may be either of a refresher nature to previous employment or for employment in an occupation not previously followed. It will be noted that there is considerable similarity between program 3 and 5. The main distinction that can be made is that under program 5, training is being carried out to a specific and immediate job opportunity, whereas under program 3, it may not. In a case where a trainee applicant has left the regular school program within the past year, he should be considered as program 3. However, if he is at least 18 years of age, with at least one year out of school and unemployed for a period of time depending on circumstances, (generally six months but in cases where work is seasonal, one year) he should be considered unemployed and eligible under program 5. In most cases the applicant will be not only unemployed but unemployable until he takes training.

f. Program 6 - Training for the Disabled

A program for the technical vocational training, retraining or vocational assessment of any disabled person who, because of a continuing disability, requires training to fit him for employment in a suitable occupation. This program has not been used in the N.W.T. as trainees have been classified and trained through Welfare Rehabilitation programs.

g. Program 7 - Training of Technical and Vocational Teachers

A program to provide training in the art or science of teaching or supervising, or in the administration of technical or vocational programs at all levels whether in industry, vocational schools or institutes. Trainees must be occupationally competent persons. This has had only limited application in the Northwest Territories as full-time instructors are provided by the Department of Northern Affairs and National Resources rather than the Territorial Government to which this agreement applies.

h. Program 8 - Training for Federal Departments and Agencies

This program is where provincial facilities are used to train members

of the Armed Services or other Federal Government employees.

i. Program 9 - Student Aid

This program relates to trainees registered in full-time university courses leading to a degree (except theology) and nurses in training. Those who are taking teacher training (except technical and vocational teacher training program 7) have been placed in this group. Department of Labour assistance in this program is limited to a maximum of \$3,000 to the Territorial Government

APPLICATION TO N.W.T.

All financial assistance given by Department of Labour applies to whites only (not Indian or Eskime) and is recoverable according to the program as detailed in the Technical and Vocational Training Agreement (Appendix IX).

- 7. FEDERAL_TERRITORIAL APPRENTICESHIP TRAINING AGREEMENT (See Appendix VIII)

 The following is a brief outline of the agreement:
 - than two years or 4,000 hours of reasonably continuous employment unless exceptional circumstances warrant the establishment of an apprenticeship of not less than one year or 2,000 hours of reasonably continuous employment. This latter period must be approved by the Minister of Labour.
 - b. A register must be maintained of all apprentices, and records will also be kept showing the progress of each apprentice, the results of periodic tests and all matters affecting the proper completion of the individual's apprenticeship.
 - c. Each apprentice shall be provided with an approved program of trainingon-the-job and technical and related instruction.
 - d. Adequate standards of training must be maintained and periodic inspections or supervision of on-the-job training as well as technical and related instruction shall be carried out.
 - e. Periodic trade tests and a final examination on completion of the apprenticeship period shall be carried out and appropriate certificates issued to successful candidates.
 - f. Appropriate time credit shall be granted for previous experience or vocational training or its equivalent in the trade.
 - g. The content of courses and examinations shall be approved by the agency named to administer the program.
 - h. When training is given in a trade approved for apprenticeship, the course content shall be closely integrated and co-ordinated with apprenticeship for that trade.

- i. When full-time theory classes cannot be provided, arrangements shall be made for part-time classes or correspondence courses.
- j. A practical and theory program shall be drawn up for each trade, based on the national or other approved analyses of the trade.
- k. A tradesman's certification program may operate under this Agreement provided the candidates for examination have been employed in an apprenticeable trade for at least the same length of time as the term of apprenticeship in the trade.
- 8. TRAINING-ON-THE-JOB AGREEMENT T.B. Minute 599935 dated August 24, 1962. (Appendix VI)

Authority has been obtained for wage-sharing arrangements to be made with a private employer. Wage sharing involves a form of contract with the employer (see Form NANR 55-35 Appendix XIX) under the following terms and conditions:

- a. An agreed wage rate for learners is determined and payments are apportioned on a 50/50 basis. A sliding scale may be used if necessary but the Department's share must not exceed 50% of the total wage over the contract period.
- b. The contract may vary in length but will not exceed one year.
- c. The contract may be terminated for cause upon notice in writing.
- d. Transportation, meals and other expenses en route may be paid on behalf of a trainee if no other assistance is available to locate him on the job.

9. CONTRACT INSTRUCTORS AND COUNSELLORS - T.B. Minute 543557 dated June 9, 1959 (Appendix IV)

a. Instructors

Evening, part-time or substitute contract instructors may be employed by the District Administrator at reasonable hourly rates depending upon their qualifications and the rate required to obtain their services, provided that the total contract including transportation and allowances does not exceed \$1,000. Normally, the hourly rate range between \$2 and \$4 per hour.

The employment of a contract instructor - full-time or part-time - involving a total expenditure in excess of \$1,000 for wages, trans-portation and allowances, but under \$5,000 must be authorized by the Minister. Contracts in excess of \$5,000 must have the specific approval of Treasury Board. As the normal time required for the Branch to obtain this Treasury Board authority is from 1 to 3 months, it is important that this factor be considered when training projects involving the employment of instructors in this category are submitted.

b. Counsellors -

In some instances, particularly in the case of group courses outside the Territories, it may be necessary to engage a counsellor to look after the well-being of the trainees at times other than when they are receiving formal instruction. Proposals involving the employment of counsellors will be considered on the basis of their individual metits. Contracts up to \$1,000 may be let by the District Administrator. Payments to or on behalf of counsellors in excess of \$1,000 but under \$5,000 may be authorized by the Minister. Payments in excess of \$5,000 require specific Treasury Board approval and the same time referred to in (a) is pertinent.

Guidelines for Assistance to Training-in-Industry Projects

1. Training for Presently Employed Persons

This applies to training for regular on-going employees who have been on the payroll before training is provided and not to pre-employment or training for new employees.

a. Basic Training for Skill Development

This is looked upon as a "program of studies" rather than a training in one subject or skill. It includes mathematics, science and communication skills (oral and written) and may include other areas such as industrial safety, industrial organization or human relations. It is directed to the general up-grading of the labour force and should be related to definite objectives established by the province such as grade levels or other established levels for which the province grants certification of attainment or credits. Ad hoc courses to brush up in mathematics or science related to a specific occupation or a course in report writing would not be considered basic training for skill development. If the cost of this program is paid by the employer and a contribution to the employer's expenditure is made by the province, it would be carried on under Schedule 4 with a federal reimbursement of 75% of the province's contribution to industry's expenditure.

If it is carried on by the province and costs paid directly by the province it would then be under Schedule 3, with a federal reimbursement of 50% of the province's expenditures.

b. Retraining of Employed Workers

This applies to training in new skills and/or knowledge for workers

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whose jobs are to be discontinued and who will become unemployed unless training is provided for new jobs with the present employer or with a new employer.

If new machinery replaces existing machinery, or if new production techniques are to be used which require retraining, or if jobs are to be eliminated but there are other jobs which employees may take, then retraining is justified. However, in the process of retraining the employee should be offered more than highly specialized operator skills of a new job; he should be offered basic training for skill development or such supplementary training that will provide more flexibility and security of employment if his new job also disappears. Where workers have already reached a satisfactory level of basic education such as high school graduation this requirement would be waived, of course.

Under the following conditions the federal reimbursement to the province will be 75% under Schedule 4:

- (1) if training is carried on in industry at industry's expense;
- (2) if the province makes a contribution to industry's expense;
- (3) if the regional representative of the federal Manpower

 Consultative Service agrees with the need for retraining or

 if the training is requested by the Manpower Consultative

 Service as a result of a study undertaken by that Service.

 Otherwise the federal reimbursement is 50%.

c. Apprenticeship

An apprentice is considered an on-going employee who is committed

Amd't 1 Jan./66 to an organized program of on-the-job and related training in a skilled or technical occupation and leading to a generally recognized level of competence.

The cost of the on-the-job portion of training is not shareable but the cost of related classroom or correspondence study is shareable. The apprentice must be registered with the province and there is a written agreement outlining the training program and the commitment of the apprentice to follow the prescribed program.

If the cost of related classroom training is borne by the employer with a financial contribution by the province to the employer, the federal government will reimburse the province 75% of its contribution to industry. If the related classroom instruction is provided by the province the federal contribution of 50%.

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The federal government does not share in wages paid to apprentices or in allowances in lieu of wages while on the job, but will share with the province in allowances to apprentices while in related classroom training. If such related classroom work is provided by industry in the plant on a block-release arrangement, rather than on a day-release plan, the federal government will share in allowances or wages paid to the apprentice up to the amount of regular allowances paid by the province to apprentices while in provincial institutions.

d. Other Training in Industry for Regular Employees

The only training other than that listed above which is shareable

is that which broadens the knowledge or skill or an employee beyond those specialized techniques or knowledge required in the job being filled by the employee. Training in the general principles of supervision and management is shareable on a 50% basis. So would training in general subject areas such as metallurgy, hydraulics, instrumentation, general mechanics, electricity, etc. An example of training that is not shareable would be where an employer trains a machine operator to operate another single purpose machine in his shop or sends an employee on a familiarization course on a new machine or in a new technique which he plans to use in his own production process.

2. Training for Other Than Regular Employees

This applies in particular to new employees who have been newly hired and require training before becoming productive.

a. Training for Unemployed Persons

Where an employer establishes a training program for new employees referred by National Employment Service as unemployed persons, this can be shareable under Program 5 and the costs of training along with allowances in lieu of wages are shareable.

Normally the province will reimburse the employer up to 50% of his costs and the federal government will reimburse the province 75% of its share. The general practice has been for the province to pay 50% of the allowances or training wages and up to 100% of instructors' salaries, with the employer paying the other 50% of the allowances and providing space and equipment. On occasion the province may pay regular Program 5 allowances but only when it is strictly a training situation and no production takes place.

Amd't 1 Jan./66 The objective here is suitable employment for the unemployed worker and the same guidelines apply as for in-school training under Program 5, therefore specialized training, even on single purpose machines or in specialized techniques, are included. However, it is always preferable to include more general subject matter to increase the long-range value of the training.

b. Training in Industry for Physically Handicapped and Other Disadvantaged Workers

The same guidelines apply as for the unemployed except that the rate of federal participation is 50% if they are not 'unemployed', as defined in Schedule 5.

c. Initial Training for New Employees Other Than Unemployed or Other Specified Disadvantaged Persons

This would apply to persons recruited from the general labour market and first jobbers. The objective is to provide for normal turnover in employment and for expansion in the work force of an industry or plant, or for a new enterprise recruiting workers.

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Normally this is the objective of Programs 2 and 3 (technicians and semi-skilled or skilled workers). Therefore, the same guidelines apply to training in industry as apply to school-based training. For example, it would be expected that educational authorities would have a considerable part to play in the selection of trainees, just as they have in school-based programs, to ensure that there is no discrimination on the part of the employer. In other words, publicly assisted training in industry under Schedule 2 or 3 should be for the benefit of the public and should be supervised and operated in the same manner as training in publicly operated Trade Schools and Institutes of Technology, but the course content may be somewhat more specialized.

The federal government does not share in training new recruits in specialized single purpose occupations that apply only to the particular production process of an employer, except for plants located in designated areas. Even in such plants in designated areas it is preferable to provide training beyond the narrow limits of the specialized first job.

In other than designated areas the only training in which the federal government will share is that which provides a basis for long-range flexibility and security in employment.

3. Specialized Training

Specialized training may be described as any training that is so narrowly job-oriented that the trainee will become redundant through lack of skill if the job for which he is trained disappears. In a period of rapid change such specialized training should be largely the responsibility of the employer. Government financial assistance, however, can be justified if such specialized training is supplemented by skills and related knowledge that will enable the trainee to adapt readily to a new job should the one for which he is being trained disappears.

The objective of government financial assistance to training in industry is to provide a competent and flexible labour force. This can only be accomplished by encouraging and assisting in providing adaptability through a strong technical or industrial background of skill and knowledge.

In general, the following guidelines will apply but some relaxation will be given to the training of unemployed or other disadvantaged

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persons, to Basic Training for Skill Development programs, to retaining of these about to be laid off, and to training in established plants in designated areas.

- a. Training should be narrowly job-oriented.
- b. Training should provide for the long-range adaptability of the trainee or prospective long-term employment.
- c. There should be an organized training schedule with a clear statement of the skills and knowledge to be acquired.
- d. There should be competent persons in sufficient numbers to provide instruction apart from production supervisors.
- e. The province should provide adequate and competent supervision of all phases of instruction to ensure the quality of training and adherence to the schedule.
- f. There should be a competent provincial organization established to give approval to training in industry projects and to guard against establishment of competing programs in schools and in industry.

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- g. The employer should bear at least half the training costs exclusive of wages.
- h. The federal government will not share in costs of equipment for an industry centred program.

PART II - ADMINISTRATION

10. GENERAL

A sound administrative scheme requires, amongst other things a clear allocation of responsibility, authority and accountability; also routines and procedures designed to ensure adequate policy and financial control at the appropriate levels. The system must provide for the quick transmission of data necessary to meet day-to-day operating requirements and for a permanent record of pertinent facts about actions taken and the results thereof.

The purpose of this section is to consolidate and set out clearly certain administrative practices and procedures already in effect and to establish new ones in order to implement the foregoing principles.

11. ALLOCATION OF RESPONSIBILITIES BETWEEN BRANCH OFFICE IN OTTAWA AND THE DISTRICT OFFICES

Ottawa Office

Develop, approve and when necessary recommend for approval at a higher level all matters of policy relating to vocational education including Industrial Arts, Home Economics, commercial and higher education.

Exercise broad supervision over the vocational program.

Prepare curriculum and apprentice training guides.

Approve all training projects involving expenditures beyond limits which can be approved by District offices.

District Offices

Recommend vocational education policies including Industrial Arts, Home Economics, commercial and higher education.

Propose and approve (within limits) training projects and courses and recommend details of allowance rates, numbers of trainees, expenditures needed for various support items, and approved courses and projects.

Prepare course outlines.

Select trainees and arrange transportation and accommodation. Approve projects according to limits established keeping in mind responsibility and accountability of projects and funds.

Supervise training projects.

Approve and advise on standards of accommodation, equipment and supplies and other facilities for shops and home economics.

Approve estimates and staff requirements.

Provide substantiating information and statistics on training programs as required by the Minister, Deputy Minister, Commissioner, Treasury Board and other agencies or departments.

Prepare claims to the Territorial Government and the Department of Labour to recover shareable portions of expenditures.

Co-erdinate broad training programs with employment potential.

Co-ordinate activities between the two districts, Arctic and Mackenzie.

Evaluate, in co-operation with the field, overall vocational program.

Approve and assist in supervising in-service training of staff.

Recommend standards of accommodation, equipment and supplies.

Prepare estimates and recommend staff requirements.

Maintain individual records and data respecting trainees and courses or projects and prepare summaries of recorded information as required.

Carry out labour force surveys, employment opportunity surveys, promote local employment and act as employment agencies in northern regions.

Assist in evaluating the total program of selection, training and placement.

Assist in promoting in-service training of staff.

12. ADMINISTRATIVE PROCEDURES

The system has been designed to serve a multitude of purposes:

- a. to develop policy and programs at Ottawa based on District requirements,
- b. to provide flexibility for the field within limits of approval,
- c. to ensure adequate advance planning of a variety of vocational programs,
- d. to assist the field in maintaining financial control,
- e. to provide cost records of individual projects,
- f. to provide data for recoveries from the Territorial Government in respect of trainees other than Indian or Eskimo

- g. to provide data for claims to the Department of Labour on behalf of the Territorial Government,
- h. to standardize statistical data to facilitate evaluation of individual projects and the total program.

To accomplish the foregoing, a series of forms has been introduced. These forms provide space for the pertinent facts and will help to reduce memoranda.

13. CLASSIFICATION OF PROGRAMS

a. All training projects are to classified according to Program (Department of Labour categories - see pages 22 to 25) Kind of Training, Method of Training, and Location. These various classifications combined will be used to develop project identification. All pertinent information relative to a particular project will then bear the same identification and correlation will be easily obtained. Financial commitments, payment of accounts, maintenance of files and other records, follow-up and evaluation will be possible with continued improvement.

All training undertaken at present can be classified under one of the nine programs of the Technical and Vocational Training Agreement, apprenticeship, or under one of the other categories noted in the following column headed "Program". The "Kind of Training" will vary greatly. Some examples are given under this heading in the following table. The "Method" will always be one of the four shown. The column "Location" is self-explanatory. It is important to note that the examples on the following page must be read vertically. No horizonatal relationship is intended.

Program	Kind of Training	Method	Location
#2 Technician Training	Radio Operating Electrical	Individual	Inside N.W.T.
	Refrigeration	Terminal Group	Outside N.W.T.
#3 Trade and	Hairdressing		
Occupational	Nurses Aide	Training_on_	
•	Carpentry	the-job	
#5 Training of	Mechanics		
Unemployed	Building Construction Furniture Repairs	Apprenticeship	
#9 Student Aid	Fur Garment Making Teacher		
Apprenticeship	Nursing		
★ Blind	as was moreovan		
ACE And colon pales at ACC		+1.	

- Ar Deaf
- # Academic (outside)
- ** Retarded Children
 - funds but as a matter of administrative convenience are to be processed on vocational forms by vocational staff. Expenditures and records must be kept separately and distinct from vocational statistics.
- *** Note: No provision has been made here for the maintenance of retarded children outside the Northwest Territories as each case will be considered on its own merits.

For quick reference all projects will be numbered consecutively by the District Office. Mackenzie District projects will be identified by the letter "M" following the project number and Arctic District projects will be identified by the letter "A" following the number.

A project number will be assigned to each approved project. Numbering will be consecutive according to the date the submission is approved.

b. Examples:

Two Frobisher Bay Eskimo girls taking hairdressing at the Marvel Hairdressing School in Montreal -

Project No. Program Kind Method Location

1A #3 Hairdressing Individual Outside

The quick reference number is "lA"

A group carpentry course at Frobisher Bay

2A #5 Carpentry Terminal Group Inside

A group taking power plant operating at Barriefield

3A #5 Power Plant Op. Terminal Group Outside

A sewing course for 10 women at Yellowknife, September 1961.

1M #5 Sewing Terminal Group Inside

Two girls taking nurses aide training at Calgary

2M #3 Nursing Individual Outside

Two girls taking nurses aide training at Inuvik

3M #3 Nursing Individual Inside

Training on-the-job for a garage mechanic in Ottawa for an Eskimo from Baker Lake.

4A #5 Garage Mech. T.O.J. Outside

A sewing course for eight women at Fort Simpson

4M #3 Sewing Terminal Group Inside

A Rankin Inlet Eskimo is given training on-the-job in carpentry with a construction firm at Rankin Inlet

5A #5 Carpentry T.O.J. Inside

In the above examples you will note that project numbers have been assigned consecutively according to Districts. At the beginning of each new fiscal year numbering will continue in a consecutive manner.

Each District has its own series of project numbers.

The quick reference number "lA" "3A" "4M" etc. will serve as identification and all related correspondence should bear this reference.

The complete number for each project consists of the "quick reference number", number of the Department of Labour program under which the project is carried out, and the Division and Establishment Codings which are used to identify all expenditure against the project. These codings are as follows:

c. Division Codings

		Eskimo	Indian	Others
Program 1:	Vocational High School Training	23	24	25
2:	Technician Training	26	27	28
3\$	Trade and Other Occupational Training	29	30	31
4:	Training in Co-operation with Industry	32	33	34
5:	Training of the Unemployed	35	36	37
6:	Training for the Disabled	38	39	40
7:	Training of Technical and Vocational Teachers	41	42	43
8:	Training for Federal Departments and Agencies	44	45	46
98	Student Aid	47	48	49
•	Correspondence Courses	50	51	52
5	Apprenticeship	53	54	55
=	Special Vocational Courses	56	57	58

d. Establishment Codings

Courses held in Mackenzie District 500

Courses held in Arctic District 501

Courses held outside Northern Canada 502

An example of numbering would be: We will suppose that in the Mackenzie District the last number assigned to a project was 31M. A new project has been proposed to train Eskimos as technicians at an institute in Alberta. Therefore, numbers would be assigned as follows:

Quick Reference Number

Department of Labour Program

Division Coding (Program No. 2 - Eskimo)

Establishment Coding (Training ouside N.W.T.) -502

The above number would be written as - 32M2/26-502

All projects must be costed separately. Financial coding has been integrated into the system to permit quick identification of expenditures by programs.

A separate file is to be opened for each project.

Projects costing up to \$5,000 may be authorized and approved at District level with copies of all forms being sent to Ottawa for information purposes, except where

- 1. costs of hiring contract instructors or other persons exceeds \$1,000
- 2. District Superintendent of Vocational Education does not assume responsibility for projects.

14. COMPLETION OF FORMS

General

A copy of each of the forms is included at the back of the manual

It should be noted that instructions for the preparation

of each of the major forms have been provided on the reverse side. The

instructions should be read carefully whenever a form is to be used. The

forms are described briefly as follows:

a. <u>Vocational Project Approval Form (NANR 55-29)</u> (Appendix XIII) <u>Purpose:</u>

- (1) To standardize and simplify the form of presentation of training programs for policy and general approval.
 - (2) To assist field offices in maintaining financial control.
 - (3) To provide a ready means of transmitting pertinent information regarding training projects to all concerned.
 - (4) To establish a ready reference number for each project.

When Used:

- (1) To initiate all training projects, whether individual, trainingon-the-jeb or group except those continuing courses authorized
 and being carried on in schools operated by the Department.
- (2) To renew projects previously terminated.

Prepared by:

District Office and routed through District Accounts Officer for commitment of funds. If the total of the project is over \$5,000, or if the cost of hiring an instructor is over \$1,000, forms are submitted to Director for approval, otherwise approval is by District Administrator.

Distribution:

- (1) Projects approved by Director:

 three copies to Director (two approved copies returned to

 District, one of which is sent to Regional Office).
- (2) Projects approved in District Office:

 two copies to Director (one will be returned to District Office,

 one copy sent to Regional Office).

b. <u>Vocational Project Approval - Supporting Details (NANR 55-30)</u> (Appendix XIV)

Purpose:

To provide additional detail and background relating to some items included in the cost estimate outlined in the Project Approval Form.

When Used:

When a Project Approval Form lists costs for public utilities, rentals and purchases.

Prepared By:

District Office and attached to each copy (5 copies) of the Project Approval Form.

- c. Vocational Project Amendment Form (NANR 55-31) (Appendix XV)
 Purpose:
 - (1) To amend projects, previously approved, in respect of monetary provisions or number of trainees. The amendment may be an increase or decrease as per instructions on the back of the form.
 - (2) To revise financial commitments.
 - (3) To inform appropriate officers of changes in a proposed training project.

Prepared By: Same as for NANR 55-29

Distribution: Same as for NANR 55-29

d. Application for Training, Certification and Notice of Commencement Form

(NANR 55-32) (Appendix XVI)

Purpose:

- (1) To record the personal history of a candidate prior to training.
- (2) To provide notice of commencement of training by an individual.

When Used:

To be completed for any person being considered for training.

Prepared By:

- (1) Part A To be completed by person conducting interview.

 (Selection and Placement Officer or person acting in his stead.)
 - (a) To be recommended by Selection and Placement Officer or person acting in his stead.
 - (b) To be approved by District Vocational Superintendent for Vocational Trainees or by Superintendent of Apprentice Training for Apprentices.
- (2) Part B To be completed at District or Regional Office.

Distribution:

- (1) Regional Office Sends:
 - 2 copies to District Office when Part B completed in Region.
 - 3 copies to District Office when Part B not completed in Region.

 (In this case, District Office returns one copy to Region with Part B completed.)
- (2) District Office Sends:
 - 1 copy to Director with Parts A and B completed.

- e. Training Project Financial Summary Forms (NANR 55-33) (Appendix XVII)

 Purpose:
 - (1) To provide financial summaries on a quarterly or final basis by project and program.
 - (2) To enable unexpended funds committed to the project and program to be released for other purposes.
 - (3) To enable calculation of costs attributable to "others" and processing of recoveries from Territorial Government.
 - (4) To enable preparation of claims against the Department of Labour.

When Used:

- (1) Quarterly (June 30, Sept. 30, Dec. 31 and March 31) from date project is approved until project is completed.
- (2) Immediately on termination of project.

Note: Part A is always completed
Part B is always completed
Part C is completed for group training projects

Prepared by:

District Finance Office in co-operation with vocational Staff who are responsible for initiating the form's completion.

Distribution:

Director - 1 copy

District Office - 1 copy

Regional Office - 1 copy

14. f. Termination of Training Report (NANR 55-34) (Appendix XVIII)

Purpose:

- (1) To provide permanent record of trainee achievement and assessment by instructor.
- (2) To provide notice of completion of training.

Prepared By:

District office in consultation with course instructor, Selection and Placement Officer, training institution, or employer as the case may be.

Distribution:

Regional Office - 1 copy

District Office - 1 copy

Director - 1 copy

g. Training-on-the-Job Contract (NANR 55-35) (Appendix XIX)

Purpose:

To formally record and acknowledge arrangements with trainees and employers for training-on-the-job.

When Used:

All on-the-job training projects.

Prepared By:

Selection and Placement Officer.

Signed By:

Employer

District Administrator (or other person to whom authority has been delegated pursuant to Government Contract Regulations)

Distribution:

Selection and Placement Officer

District Administrator (signed copy)

Employer (signed copy)

Director (if not signed, names of signatures to be typed on form)

15. VOCATIONAL EXPENDITURES

a. General Authority

For the most part, project approval forms approved by or on behalf of the appropriate Branch officer (Director or District Administrator) will constitute authority for the field to make the expenditures set out thereon for the project. However, in approving these expenditures, the approving officer must be guided by the limits of authority granted by Treasury Board. In most respects the general authorities extended by Treasury Board are adequate to enable the Department to meet the requirements of its vocational program. Considerable flexibility is allowed and this is highly desirable. However, flexibility does impose an added responsibility or obligation on Departmental officers to ensure that the costs in respect of each training project are only those necessary to enable realization of the objective. For example, payment of excessive clothing allowances would be considered bad judgment on the part of a Departmental officer. Equally important might be the effect it would have on the trainee in that it could defeat our purpose of demonstrating to the individual that the skill he obtains through training is an important factor in obtaining better job and increased remuneration. Staff at various levels in the Department must understand their accountability in respect of publicly sponsored programs.

Following is a general outline of the expenditure authority extended to the Department by Treasury Board Minute 526397 dated February 6, 1958 (Appendix I).

- b. Tuition, supplies, books, student fees and rental of equipment

 for training purposes Actual reasonable expenditures.
- c. <u>Transportation of trainees</u> Cost of transporting a trainee from his place of residence to the place of training and return by the most economical means and route. When necessary, a trainee may be provided with a cash allowance sufficient to cover meals and accommodation en route.
- d. Personal allowances A single trainee is entitled to an allowance of up to \$30.00 per week, and a married trainee up to \$50.00 per week. These amounts cover room and board, street car or bus fares, and any other expenses of the trainee, including, in the case of a married trainee, maintenance of the trainee's wife and family. For a married trainee, it will be the responsibility of the District Superintendent of Vocational Education to decide the amount required by the trainee and the amount to be sent for the maintenance of the family. The method of payment will also be at his discretion. There will be instances where training will be carried out at military establishments where room and board will be provided at no cost to the trainee. In such cases, it will be the responsibility of the District Superintendent to decide the amount which should be deducted from the trainee's allowance to cover the value of this room and board. As a guide, it is suggested that the amount be an approximation of the normal charge for room and board which would be payable if the trainee was quartered in private accommodation.

15. e. Insurance Coverage for Trainees

Vocational trainees from the Northwest Territories are required to provide themselves with accident insurance coverage out of their monthly vocational training allowances. This coverage is similar to that offered to trainees in the provinces. The premium charged to each trainee is \$1.10 per month.

The policy is issued once per year at the commencement of coverage, and lists all trainees to be covered. At the commencement time of the policy each year, the names of the trainess are necessary, but during the year additions or deletions to this list are to be in terms of numbers of trainees only and will be made once per month. This initial list of trainees together with the monthly changes and the premium for that month are to be sent to the company by the District Superintendents of Vocational Education in Fort Smith and Ottawa.

Financial Arrangements

The Treasury Office requires a copy of the insurance policy entered into before cheques can be made payable to the company. As the allowances are paid by cheques (Receiver General) both at Ottawa — Fort Smith and through departmental bank accounts, the following procedure is to be followed. Where an allowance is paid through a bank account the total amount of the allowance is to be charged to the appropriation. However, \$1.10 should be credited to Suspense and the balance made payable to the trainee. The Suspense coding to be utilized is as follows:

Accident insurance premiums, vocational	<u>Vote</u>	Primary
trainees - Arctic District	495	80
Accident insurance premiums, vocational trainees - Mackenzie District	495	81

Under no circumstances are departmental bank account cheques to be issued in payment of the total premiums to the Company. Both Ottawa Treasury Office and the D.T.O. at Fort Smith will combine the amounts credited to Suspense on the bank accounts with the amounts credited to Suspense when allowances are paid by Receiver General cheques.

- f. Clothing The actual cost of providing necessary clothing not exceeding \$150 per year for any one trainee. Except in unusual circumstances the purchase of clothing should be supervised. Clothing should be practical to the circumstances of the training locality.
- g. Recreation programs When group training courses are conducted or supervised by Departmental representatives, expenditures may be incurred by the supervisor for the recreational purposes of the group not exceeding \$5 per month for each trainee enrolled and \$150 per month for each group course.
- h. Medical expenses When it is reasonably possible to do so, all trainees should be given medical examinations prior to their departure from the north. This would also apply within the Territories where the place of training is in a locality other than where the trainee resides. The Department of National Health and Welfare will provide medical services for trainees and care must be taken by course supervisors and others responsible for the welfare of trainees to ensure that the appropriate representative of I.N.H.S. is consulted in regard to all health problems. When the Trainee Information Form (NANR 55-32) is being completed it will be necessary for the person completing it to make a "yes" or "no" statement regarding the need for a medical examination. If the statement is yes then it will be necessary for some arrangement to be made. The details and procedures to meet this situation must necessarily be worked out in the field.

16. ACCOUNTING PROCEDURES

a. General

From the financial standpoint, the objectives of this administrative scheme are as follows:

- (1) to provide for the commitment of funds on a uniform project basis,
- (2) to provide accurate expenditure records by project,
- (3) to facilitate the production of periodic financial statements with the minimum detail required to permit
 - (a) specific and general administrative control over the vocational program by the responsible officer at each level:
 - (b) the processing of recoveries from the Territorial Government;
 - (c) the preparation of claims against the Department of Labour;
 - (d) the analysis and assessment of trainee costs in relation to the benefits accruing to the trainee.

Obviously, the role of the District Finance Officer is an important one as program decisions will frequently rest on the information supplied by him. Although this manual provides for a number of forms which have financial implications, Vocational Education staff is not in a position to lay down the system of internal records to be maintained by the District Finance Officer. The purpose has been to set out clearly the financial data required by officers responsible for the conduct of programs at each level and the form in which it should be transmitted to them. Vocational Education Officers must, therefore, work closely with District Finance Officers to develop and set up within the Finance offices the record systems necessary to enable them to provide the required information, based on detailed procedures laid down by Branch Administration.

The forms listed below have financial implications. District
Vocational Education Officers must ensure that the District Finance
Officers are familiar with them and their importance in the conduct
of the Vocational Education program:

- (1) Vocational Project Approval Form; (NANR 55-29)
- (2) Vocational Project Amendment Form; (NANR 55-31)
- (3) Training Project Financial Summary; (NANR 55-33)

In the case of "terminal group" projects, expenditures for such items as instructors, materials and supplies, rentals, etc., cannot be attributed directly to a specific trainee and therefore to a particular racial group. As expenditures by racial group are required, we intend to arrive at this figure by distributing the total expenditures in proportion to the trainee days attributable to each racial group.

On the other hand, all expenditures incurred on "individual" and "training-on-the-job" projects can be identified with specific trainees whose racial status is known. It is therefore possible to record actual expenditures by race at the time they are made.

b. Carry-over commitments from one fiscal year to another

At the close of a fiscal year, the District Finance Officer should automatically carry forward to the new year all outstanding commitments against approved projects.

c. Consolidated Statements

Although no specific provision has been made for a consolidated statement of expenditures by projects, it is thought that such a statement, at quarterly intervals, would be of great assistance to District Vecational Superintendents. In this regard, District Superintendents should consult their respective Finance Officers.

17. APPRENTICE TRAINING AND OCCUPATION CERTIFICATION DOCUMENTATION

a. Summary

This program is similar to those in the provinces and persons taking part in it are required to reach similar standards. To enable persons in the Territories who are either working at the scheduled occupations listed in the General Regulations of the Ordinance (Appendix XI) and wish to become certificated or who are desirous of taking part in the program as apprentices, the following information is provided.

This program applies to five types of persons:

- 1. those who wish to become apprentices but have less than the recommended level of education;
- those with the recommended level of education but no trade experience;
- 3. those with some experience or vocational training in the trade;
- 4. those who are now working as journeymen without certification;
- 5. those who are now working as journeymen with provincial certification.

Persons in the first two categories will apply to either the Inspector of Apprentices for the Mackenzie District at Fort Smith, N.W.T., the Inspector of Apprentices for the Arctic District at Ottawa, or the Superintendent of Apprentice Training, Ottawa, on the form provided, (NANR 55-32-Appendix XVI) requesting apprentice training. Further information will be provided to them following receipt of this application.

A person in category three will apply to the officers named above for a certificate of status, on the form provided. On receipt of this application it will be studied by the examining board for that occupation which will, on the basis of the information provided, allow a certain

amount of credit for the previous training or experience. This person will then be required to write an examination in the occupation at a level commensurate with the amount of credit granted, and if successful, will be granted a certificate at that level. This person if he chooses will complete the remainder of time required for the occupation as an apprentice.

A person in category four will apply on the same form as those in category three but will, if the examining board finds that he has more proven experience than that required for an apprenticeship in that occupation, be allowed to write the journeyman's examination. If he is successful, a Territorial Journeyman's Certificate will be issued; if he is unsuccessful he will not be permitted to attempt the examination again until such period of time as decided by the Superintendent. If he is successful at the second attempt a Journeyman's Certificate will be issued. If not, he may make one further attempt after an additional period of time has elapsed as decided by the Superintendent providing the applicant produces proof that he has completed a theory course (not less than 120 hours in length or equivalent) in his trade. If this third examination is not passed, no further examination may be taken.

A person already possessing a valid provincial Journeyman's Certificate will, upon application to any of the officers previously named, be issued with the appropriate Territorial Journeyman's Certificate upon confirmation of the validity of his present certificate.

All occupations under this program, irrespective of the length of training time required, will be divided into four equal parts with certificates, namely, 4th class, 3rd class, 2nd class and journeyman's,

being issued on successful completion of each part. A Beginner's

Certificate will be issued to all beginning apprentices and will not

require an examination. A nominal fee will be charged for all examina
tions and certificates granted to persons other than apprentices.

For each certificate to be issued the applicant must attain a satisfactory level both in practical and theoretical work. The practical standards will be recorded in a record book which will be kept by the employer, with entries made by either the employer or a designated person. During this practical work period the apprentice will be paid by the employer for services rendered at not less than the following rates:

Beginner's Certificate - 50% of Journeyman's rate
4th Class Certificate - 60% of Journeyman's rate
3rd Class Certificate - 70% of Journeyman's rate
2nd Class Certificate - 80% of Journeyman's rate
Journeyman's Certificate - 100% of Journeyman's rate

If the apprentice maintains a satisfactory standard of practical work during the appropriate one-quarter of the apprenticeship he will be recommended to attend a southern technical or trade institute for a theory course. All expenses for this theory course will be borne by the Government. Upon successful completion of the theory course the apprentice will be issued with the appropriate level of certificate.

After successfully completing the final phase of the apprenticeship, the apprentice will be issued with a Completion of Apprenticeship Certificate and will be allowed to write the Interprovincial Examination in his occupation. This Interprovincial Examination is written by all graduating apprentices in Canada in the appropriate occupations and

entitles those successful to have an Interprovincial Seal placed upon the Completion of Apprenticeship Certificate. This Interprovincial Seal ensures that the certificate is accepted without question in all provinces. It should be noted that only graduating apprentices are allowed to write this examination. Those persons applying for journeyman's status without having served an apprenticeship, if successful, can only receive a journeyman's certificate.

- b. Application for Certification (NANR 55-32) will be completed in detail for all candidates.
- dated the date the number of hours (if any) credit is established.

 If, as a result of this report an examination or certificate without examination is required, the Examining Board Report together with the Application for Certification will be forwarded to the Superintendent. If the amount of credit is reduced for any reason, a new Examining Board report will be prepared showing revised amount of credit. The report will be marked REVISION OF CREDIT and forwarded through the normal channels.

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(2) Revision of Credit

In recommending credit the Examining Board is stating that the applicant has reached the same standard as he would have done had he been an apprentice for the same length of time as recommended for credit. Therefore, if by the examination the applicant cannot prove that such credit is justified, then it cannot be granted. In revising credit, however, consideration

should be given, where a candidate fails the examination, to how close his actual examination mark is to the required examination mark. Such revision should be made as to make it possible Amd't 2 for the candidate to reach the required standard as soon as possible but in keeping with the regulations.

(1) Examinations will be sent to the Inspector of Apprentices on request. They shall be written under formal examination conditions at all times. The candidates shall not be allowed to bring any material into the examination room. Trade Codes if necessary will be supplied by the examination officer. No candidate shall be allowed to copy any examination questions on to other paper and remove them from the examination room.

- (2) Examination Interpreters are authorized for all examinations but their use shall be governed by the following regulations:
 - (a) The interpreter must be chosen by the examination officer.
 - (b) All interpreting will be done in the presence of the examination officer.
 - (c) The answers may be given to the interpreter by the candidate and then entered on the examination answer sheet by the examination officer, or
 - (d) the candidate, if his fluency in the English language is sufficient, may enter the answers himself.
 - (e) The candidate may not be assisted in the use of the national code applicable to his trade.
 - (f) All other requirements will be as for standard examination procedure.

e. Contract with Employer

- (1) If the applicant is employed and a beginner the contract will be signed by the applicant (and parent/guardian if applicant is under 21) and the employer. It will be dated the same date as the Examining Board report and show the number of hours to be served as of that date.
- (2) If the applicant does not meet the required academic standard and a special contract is being arranged under Section 6 of the Apprentice Training Regulations, (Appendix XII) the contract will have inserted at the end of Part I "Time spent on academic up-grading courses will not count toward this period".
- (3) (a) If the applicant is employed and applying for credit the contract will be signed by the applicant (and parent/guardian if applicant is under 21) and the employer. It will be dated the

- same date as the Examining Board report but the number of hours to be served will NOT be inserted.
- (b) If the applicant fails the examination and the amount of credit is reduced accordingly, a new Examining Board report will be prepared (marked REVISION OF CREDIT) but dated the same date as the original.

 Only after confirmation of the examination results and final establishment of credit will the number of hours to be served be inserted and the contract forwarded to the Superintendent.
- (4) If the applicant is unemployed and applying for credit, the contract will be signed by the applicant only (and parent/guardian if applicant is under 21). The procedure will then be as for 3 above except that the contracts when signed by the employer (when found) will show the date the applicant commenced employment and NOT the date of the Examining Board report.

(5) <u>Distribution</u>:

- (a) Original to Superintendent. On graduation, the original is returned to the apprentice.
- (b) Copies to apprentice, employer, Inspector.
- f. Contract with Commissioner will be prepared by the Selection and Placement Officer.
 - (1) If the applicant is employed and a beginner, the contract will be signed by the applicant (and parent/guardian if applicant is under 21). It will be dated the same date as the Examining Board report and show the number of hours to be served as of that date.
 - (2) If the applicant does not meet the required academic standard, complete as for e. (2).
 - (3) If the applicant is employed and applying for credit, the arrangement will be as for e. (3) except that the employer is not involved.

(4) If the applicant is unemployed and applying for credit, the arrangement will be as for e (4) except that the employer (when found) is not involved.

(5) Distribution:

- (a) Three copies sent to Commissioner for signature.
- (b) Original retained by Superintendent. On graduation, the original is returned to the apprentice.
- (c) One copy returned for apprentice, one copy returned for Inspector.
- g. Certificates will be issued according to Apprentice Training Regulations (Appendix XII).
 - (1) The first certificate (irrespective of level) issued to a person will be dependent on the amount of credit shown on the Examining Board report and the examination result (if written). In all cases, this certificate will bear the same date as the Examining Board report.
 - (2) Subsequent certificates will be issued when Section 4 of the Record Book has been completed by the Inspector and employer and the Record Book sent to the Superintendent or in the case of a person who is not an apprentice and according to the Apprentice Training Regulations entitled to a higher certificate after gaining further time credits, will be issued on receipt by the Superintendent of an Examining Board report so marked.
 - (3) <u>Identification Cards</u> will be issued on the same basis as certificates.

h. Record Books will be issued at the time the contracts are registered by the Superintendent. Two books will be issued bearing the same number. One copy will be issued to the employer and one will be retained by the Selection and Placement Officer. The Selection and Placement Officer will check the employer's copy at regular intervals and transfer the check-offs to his copy. When the apprentice attends a theory course only the employer's copy of the book will be sent to the school by registered mail. The school report will be transferred to the Selection and Placement officer's copy when returned by the school.

i. Dating of Documents

(1) Apprentice contracts, record books and certificates will all bear the same dates. This date will be the date on which the Examining Board is convened (shown on the Examining Board Report) and a recommendation for credit or a beginner's or journeyman's certificate without examination is requested. The date will hold irrespective of the length of time it may take to process any examinations or documentation. If the examination for credit is failed and the amount of credit reduced accordingly, the date used will still be that of the initial examining board, but the contracts and record books will show the revised number of hours still to be served. The reduction in credit will be notified to Ottawa office by means of an amended Examining Board Report so marked.

The only exception to this will be where an apprentice does not start his employment until some time after the Examining Board is convened. In this case, the contracts and record books will bear the date that the employment is commenced. This date of commencement will be signified to this office by a note to this effect attached to the contracts. The certificate, however, will still be dated the date of the Examining Board.

- (2) The date placed on further certification issued to apprentices will be the same date as is shown in Section 4 (Recommendation for Certificates of Status) of the Apprentice Record Book. Thus, irrespective of when the apprentice attends and qualifies on his theory course, the recommendation for a further Certificate of Status will not be made until the apprentice has completed the required number of hours in his occupation to qualify for promotion. There will be only two exceptions to this rule:
 - (a) Where an apprentice fails his theory course and as a result the period of apprenticeship is increased, the record book will show the date on which the requirement for promotion has been met (Section 4) and the certificate issued will show the same date.
 - (b) Where the employer and the Inspector of Apprentices recommend that the period of apprenticeship be reduced to four-fifths its length (as authorized in the Regulations), Section 4 of the record book will show the date appropriate to this reduction to four-fifths and if the recommendation is accepted by the Superintendent of Apprentice Training, the certificate issued will bear the same date.

j. Regulations for the Administration of Interprovincial Examinations

(1) Introduction

The interprovincial examinations are a series of examinations designed to provide a means of establishing a minimum standard of competency in a number of trade areas throughout Canada. It is the intent that successful completion of these examinations will be recognized by all the participating provinces and that no further proof of completion of apprenticeship will be required. An interprovincial seal on a "Completion of Apprenticeship" certificate will allow the holder to work in any province or territory in Canada without further examination in his trade.

(2) Eligibility

- (a) Interprovincial seals shall be awarded to apprentices who have:
 - (i) qualified for apprenticeship completion under Provincial Regulations, and
 - (ii) passed the approved interprovincial trade examination.
- (b) In the event of failure a candidate may rewrite the examination once after a minimum waiting period of six months. The edition of the examination attempted the second time may not be the one failed.
- (c) When a graduate apprentice applies to write the Interprovincial Examination in a province other than the one issuing him his original completion certificate;
 - (i) The eligibility of the candidate to write must be confirmed by the province which issued the completion certificate.
 - (ii) When eligibility has been established the province where application is made will administer the examination.

- (iii) The results of the examination will be forwarded to the original province along with his certificate of completion.
- (iv) The original province will affix the interprovincial seal and adjust its records accordingly.
- (v) All documents will then be returned to the candidate according to the procedure of the original province.
- (vi) If the candidate fails, the original province shall be notified so that its records may be completed.
- (d) Interprovincial examinations are available in the trades listed on page 51.

(3) Seals

- (a) The interprovincial seal shall be affixed to the provincial completion of apprenticeship certificate. It shall be stamped with a mechanical stamp and numbered.
- (b) A register of apprentices receiving seals shall be maintained by each province or territory in accordance with the numbering system used.

(4) Examinations

- (a) Each province shall assume the responsibility for producing one or more examinations and shall keep examinations amended and up-to-date for a five-year period. At each revision a minimum of 1/5 of the items are to be changed.
- (b) Where a trade analysis has been produced the interprovincial examination for that trade shall be based on the analysis.
- (c) The pass mark for all interprovincial examinations shall be
 70%. The difficulty of the examination is to be adjusted prior
 to use so that the examination will be valid at this pass mark.

- (d) The examinations shall be of the objective type and, although the provinces are responsible for the format of their examinations, for ease of administration and marking separate answer sheets are recommended.
- (e) The size of the examination booklet shall be approximately $8 \frac{1}{2^n} \times 11^n$.
- (f) Each province shall provide an answer key for each examination it produces. Other provinces shall not deviate from the key without prior permission from the province originating the examination.
- (g) Whenever a code is part of an examination a code book shall be provided for the candidate. The Canadian standard as laid down in such documents as the National Building Code shall be the basis for such questions and any confusion with local codes shall be avoided.
- (h) Each examination booklet shall be identified by a serial number of the form:

	A-64-103	
Province of Origin	Year of Edition	Individual Number
A - Newfoundland		H - Sask.
B - Nova Scotia		J - Alberta
C - P.E.I.		K = B.C.
D - N _o B _o		L - N.W.T.
E - Quebec		M - Yukon
F - Ontario		

G - Manitoba

(i) Each candidate answer sheet shall be identified with a candidates examination number of the form:

N.B. - 103

Province where written

Candidates Individual
Number

Each candidates answer sheet shall have entered on it the serial number of the question booklet used.

- (j) Completed answer sheets are to be made available for study and analysis at some central location.
- (k) In developing an answer sheet form consideration should be given, where numbers warrant, to the use of machines for marking and analysing.

(5) Security

- (a) The Director of Apprenticeship in each province shall be responsible for the distribution, use and return of the interprovincial examinations and shall make every effort to maintain the security and prevent any unauthorized use of the examinations.
- (b) Provinces may use the material on the interprovincial examinations for purposes of provincial journeyman certification other than completing apprenticeship, provided that all interprovincial identification is re-placed with provincial identification and further that it is in no way indicated that successful candidates have passed an interprovincial standard examination.

Interprovincial Examinations

- I Examinations leading to a Red Seal:
 - (a) Electrical Construction
 - (b) Motor Vehicle Repair (Mechanical)
 - (c) Plumbing
 - (d) Carpentry
 - (e) Sheet Metal
 - (f) Motor Vehicle Repair (Body)
 - (g) Heavy Duty
- II Examinations currently on trial basis:
 - (a) Bricklaying
 - (b) Radio and T.V.
 - (c) Painting and Decorating
 - (d) Refrigeration
 - (e) Millwright
 - (f) Machinist
- III Examinations in draft or under investigation:
 - (a) Instrument Repair
 - (b) Steamfitting/Pipefitting Trade
 - (c) Welding
 - (d) Industrial Electrician

PART III - POLICY

18. ELIGIBILITY

a. Academic Up-grading

Basic academic up-grading should be an integral part of every course. In many cases trainees will require basic academic skills up-graded before going into specific trade or technical training. This special academic up-grading may be provided for these trainees in southern vocational, trade or technical schools for trainees over 18 years of age provided it is not available for them in a N.W.T. school. Normal vocational assistance will be provided. Trainees under 18 years of age should receive their academic up-grading in northern schools but, if this is not possible, may be considered as special trainees in the above.

b. Training

Training should be given to any person until he has reached a level where he is considered competent and able to hold employment.

c. Re-Training

Re-training should be allowed for any person where advances in technology, changed circumstances in his present occupation, or the necessity to move to a new occupation, require him to gain additional knowledge in order to permit him to hold his job. Where this training is to be given by his employer, the expenditure of vocational education funds will be limited to transportation costs and allowances if the course is to be given at other than his normal place of work, and providing that neither of these is paid by the employer.

d. (1) Advanced Training

Advanced training should be allowed when advice is received from an employer that the applicant cannot be promoted without additional knowledge and that upon obtaining this knowledge his promotion is assured. The approving authority must also be satisfied that this knowledge can only be gained by means of a training course. Subject to 18 d. (2) (3).

- (2) Financial assistance will not be given to a person to attend a training course which is not approved for cost-sharing under the Technical and Vocational Training Agreement, the Apprentice Training Agreement, and a Record of Approval issued by the Department of Labour, unless prior approval in writing is obtained from the Department of Labour. Subject to 18 d. (3).
- (3) Where the applicant is a graduate of the in-school system of the Northwest Territories consideration will be given to their attending a course not acceptable to the Department of Labour for cost-sharing in a manner similar to that authorized under the university assistance program. All such requests must receive prior approval in writing.

19. ATTENDANCE AT PROVINCIAL SCHOOLS

District Superintendent of Vocational Education, is available in the Northwest Territories and the applicant is in school or has been out of school for less than one year and is under 18 years of age, no financial assistance will be given. If the applicant is over 18 years of age and has been out of school

Amd't 3 Jan./66 for more than one year, in such cases, financial assistance may be given.

(2) If a decision is made by the principal and the guidance counsellor of the last school attended that a pupil can obtain no further benefit from any of the Northwest Territories in-school programs and that the pupil has the ability to profit from a provincial vocational program, financial assistance may be given subject to paragraphs 19 b. and c.

b. Choice of Course

If a decision is made to send a trainee (pupil) out on a course, the trainee (pupil) will have the choice of which type of vocational course to take, but this choice must be acceptable to the Superintendent of Vocational Education and must be taken in light of the trainee's background, aptitude and abilities. Once this choice is made, the decision as to which training institution will be chosen will be made by the Superintendent of Vocational Education and approved by the District

- (8) TRAINING PROGRAM FOR FEDERAL DEPARTMENTS AND AGENCIES (G) Program 8.
 - (a) For training provided by the Province in skilled, semiskilled or other occupations for members of the Armed services, the Federal Government will contribute 100% of the cost of training.
 - (b) For training or training services, as requested by the Minister, for employment in a Federal Government department or agency, or for employment related to the activity carried on by such department or agency, the Federal Government will contribute up to 100% of the costs of training in accordance with regulations in Schedule 8, as may be approved by the Treasury Board of the Federal Government.

(9) STUDENT AID - (S.A.) Program 9.

Assistance to students at university and to nurses-in-training as provided under the Youth Training Act of 1939 and continued under the Vocational Training Co-ordination Act shall be continued with the federal contribution determined on the basis of an allocation approved by the Minister but in no case in excess of 50% of provincial expenditure, in accordance with regulations in Schedule 9.

6. Technical and Vocational Correspondence Courses

To provide instruction in the theory and practice of many occupations the Federal Government will contribute 50% of provincial costs of preparing, revising, printing and servicing of Provincial technical and vocational correspondence courses recommended by an interprovincial committee and approved by the Minister, provided the province receiving assistance makes its vocational correspondence courses available to residents of any other province at the same price charged for such courses to its own residents.

7. Capital Expenditures

"(1) Subject to the terms and conditions of this Agreement, the

Federal Government will contribute in respect of the capital
expenditure incurred by the Territory for approved training
facilities for all programs under this Agreement and the
Apprenticeship Training Agreement. Capital expenditure incurred
by the Territory includes grants made by the Territory to
municipalities or other public bodies for such training facilities and in accordance with the terms of this Agreement.

The contributions payable to the Territory shall be the aggregate of:

- (a) 50 per cent of the capital expenditure incurred by the Territory on training facilities;
- (b) 25 per cent of the capital expenditure incurred by the Territory on training facilities until the federal contributions payable to the Territory under this and the preceding paragraph reaches an amount of \$815,520 which is an amount equal to \$480 for each person in the 15-19 (inclusive) age group residing in the Territory as determined by the 1961 census; and
- (c) 25 per cent of the capital expenditure incurred by the Territory for the alteration of premises and the purchase of machinery and equipment for training under Program 5, after the additional federal contributions payable under paragraph (b) cease to be payable.

Capital expenditure incurred includes the cost of approved construction, purchase, addition or alteration of buildings or physical plant, the whole or that part of which has been completed Superintendent of Schools. He will choose an accredited institution that can give the best course at the least expense to the Government of the N.W.T.

c. Financial Assistance

If the applicant chooses to attend an institution other than the one selected by the Superintendent of Vocational Education, the financial assistance given shall be not more than would have been given had the applicant attended the school selected by the Superintendent and then only if the actual course to be taken is acceptable to the Superintendent.

20. RESIDENCE QUALIFICATION FOR TRAINEES

Other than in exceptional cases which will be treated individually on their merits, applicants for financial assistance to attend a vocational education course must have been bona fide residents of the Northwest Territories for a period not less than 12 months. Bona fide in this case is taken to mean that a permanent place of residence has been established within the Northwest Territories.

21. VOCATIONAL CORRESPONDENCE COURSES

Vocational correspondence courses shall be:

- a. Used only when other means of training are not easily available.
- b. Used with discretion and only after having the concurrence of the District Superintendent of Schools and appropriate field approval as reflected on project approval forms.
- c. Related directly to the work of the applicant or to his opportunity for advancement.

- d. Related to the fields of training relevant to the occupation of the applicant. (Initial training in these fields should be given through training-on-the job, apprenticeship, vocational, trade or technical schools or any other vocational education means that will place the the trainee closer to the job situation and under closer personal supervision.)
- e. Given full assistance on a recovery basis. Approved course fees should be paid initially by the applicant and be fully recoverable from vocational education funds on successful completion of the course.
- f. Given approval prior to the trainee beginning the course.

22. REPORTING OF VOCATIONAL TRAINEES

In addition to any other means that may be used of reporting trainees an Application for Training Form (NANR 55-37) will be submitted for each trainee. This includes all pupils registered in the in-school program who spend at least 50% of their time taking vocational subjects. For the purpose of calculating 50% of the time devoted to vocational subjects, academic subjects which are a necessary part of the vocational course shall be considered as vocational subjects and may include such courses as Mathematics, Science, and English provided these courses are closely related and of value to the vocational course. This applies to all courses; occupational, technical and commercial for both sexes. In all courses, District and Ottawa offices should have access to a detailed breakdown of courses of every trainee.

23. AUTHORIZATION FOR CHANGED OR NEW IN-SCHOOL VOCATIONAL COURSES IN THE N.W.T.

When a decision is made by District or Regional officers that a course in the in-school vocational program should be changed or a new course introduced, the following information must be sent to Branch headquarters in Ottawa:

- a. Detailed course outline
- b. Names of texts and reference books to be used
- c. Approximate grade level for each course
- d. Total time allotted to the course
- e. Shop facilities and equipment required
- f. Facilities and equipment available
- g. Qualifications of instructors teaching the course
- h. Possible number of trainees who will choose the course

This information when received will be checked by subject specialists and if recommended for approval by them and the Chief of the Education Division, acceptance of it from the appropriate provincial department of education (where required) will be sought. After this has been received, approval will be obtained from the Commissioner whose authority is required to authorize the permanent course of study. In some courses, it may be necessary to develop an experimental or interim course of study for trial before requesting approval from the Commissioner.

In cases where relatively minor changes are proposed on an experimental basis, these are not submitted to the Commissioner for approval. Such minor changes are approved by the Chief of the Education Division.

PART IV - AUTHORITIES

T.B. Minute 526397, February 6, 1958

The Board authorizes the payment of the following costs of vocational training of Eskimo and Indian residents of the Northwest Territories and of Eskimo residents of other parts of Canada with the exception of Labrador:

- (1) Cost of transportation of the trainee from his place of residence to the place of training, and return.
- (2) Cost of meals and other expenses en route.
- (3) Training costs including tuition fees, rental of equipment for training purposes, and purchase of necessary books and training supplies.
- (4) Cost of providing each trainee with a monthly allowance for incidental expenses, which includes local transportation costs and similar items of a casual nature.
- (5) Cost of providing suitable clothing for trainees where necessary, the cost of clothing for any one trainee not to exceed \$150.
- (6) Cost of providing each trainee with a monthly allowance to cover expenditures incurred for room, board and laundry.
- (7) Cost of providing a recreation program at vocational training courses and or projects conducted or supervised by the Department of Northern Affairs and National Resources, according to the needs of the trainees involved and at the discretion of the officer-in-charge, or the supervisor of training, as the case may be, the cost to be based upon a rate of \$5 a month for each student enrolled, provided the total cost does not exceed \$150 a month for each training project.

T.B. Minute 524616, February 6, 1958

The Board authorizes the payment of travelling and incidental expenses and the maintenance within Canada of Eskimos under the conditions set out below:

- (1) Eskimos who may be on relief but who, by removal to another area, may become employed and self-sustaining, these expenditures to be recoverable whenever possible, with discretion granted to the Director of the Northern Administration and Lands Branch to waive payment when in the public interest;
- (2) an Eskimo who is employed but whose income from his employment is less than the subsistence level of income and who, by removal to another place of residence can become more permanently self-supporting at a higher economic level, these expenditures to be recoverable whenever possible, with discretion granted to the Director of the Northern Administration and Lands Branch to waive payment when in the public interest;
- (3) those Eskimos who for various reasons may require placement in a location other than that in which they are ordinarily resident, involving expenditures for a boarding home, foster home, home for unmarried mothers or some other special consideration;
- (4) Eskimo children being moved to permanent adoption homes;
- (5) those Eskimos for whom employment in Southern Canada is being planned following hospitalization and whose adjustment to a new vocation it is believed will be furthered by a temporary visit to their homes and families;
- (6) those Eskimos for whom a rehabilitation programme has been planned but, because of inability to conform to the needs of the programme, have to be returned permanently to their homes;
- (7) the next-of-kin of an Eskimo who is a patient in a hospital and for whom the attending physician has recommended a visit by a close relative for the purpose of improving the morale of the patient, the authority in respect of these expenditures to extend to visits made since October 1, 1957.

T.B. Minute 548237, May 21, 1959

The Board recommends that authority be given for the following:

- (1) the provision of necessary training supplies and materials for vocational training projects up to a limit of \$10.00 per student per year when the training project is to be retained by the student as his personal property;
- (2) the sale of vocational training supplies and materials to vocational training students who construct projects which require more than \$10.00 worth of materials and are to be retained as the personal property of the student, the monies received to be payable to the Receiver General of Canada;
- (3) the supply free of charge to indigent students or trainees of training materials and supplies for projects to be retained as the personal property of the student, subject to a maximum of \$40 per student per year;

all chargeable to the Parliamentary Appropriation: "Northwest Territories and Other Field Services - Operation and Maintenance, including grants and contributions as detailed in Estimates".

T.B. Minute 543557, June 9, 1959

The Board approves payments, as detailed hereunder, for vocational education instructors and specialists employed to conduct short trade training classes and other vocational courses at locations in Northern Canada:

- (1) actual travelling expenses between the place of recruitment and the place of duty, for which the usual detailed accounts will be submitted;
- (2) transportation costs for the instructor's tools and other personal effects required in the execution of his duties;
- (3) provision of free board and lodging where departmental facilities are available at the place of duty, or actual living expenses in an amount not exceeding \$6 per day, for which the usual detailed accounts will be submitted, where departmental facilities are not available at the place of duty.

T.B. Minute 566174, June 29, 1960

The Board recommends that authority be granted to permit the Department of Northern Affairs and National Resources to sell, at an amount at least equal to the cost of materials used, articles which have been produced by trainees at Departmental vocational training courses and projects in the north, provided such articles are not required by the Department and that the proceeds of sale be payable to the Receiver General of Carada.

T.B. Minute 599935, August 24, 1962

The Board directs that Treasury Board Minute of February 6, 1958, T.B. 526397, authorizing the payment of certain costs of vocational training of Eskimo and Indian residents of the Northwest Territories and of Eskimo residents of other parts of Canada with the exception of Labrador, be amended by addition of the following costs of vocational training in order now to provide for on-the-job training contracts with employers on behalf of trainees:

- (8) Cost of on-the-job training where training on the job can be arranged with an employer. Payments to trainees may be shared with the employer on the following terms and conditions:
 - (1) Sharing of the payment to the trainee on an agreed learner's rate and calculated on the basis that each party will contribute approximately 50% of the payment during the contract period, with the Federal contribution not to exceed 50% over the total training period.
 - (2) The contract may vary in length from two to six months or longer, but a contract will not exceed one year.
 - (3) The contract may be terminated upon notice in writing if the training or the trainee prove unsatisfactory.

with cost of transportation, meals and other expenses en route as detailed in T.B. 526397 to be paid on behalf of such an on-the-job trainee only if no other assistance is available to locate him on the job.

T.B. Minute 620135, March 6, 1964

The Board

(1) approves that a deputy head may authorize the reimbursement of up to 50% of the tuition (excluding examination) fees incurred by an employee of the Public Service who undertakes an evening or a correspondence course, other than an English or French language training course or a course referred to in paragraph (2), when the deputy head

(a) prior to the course

- (i) is satisfied that the course is related to the employee's duties;
- (ii) is reasonably assured that the course should contribute to increasing the employee?s qualifications and performance in his work;
- (iii) has requested the employee to take the course;
- (b) on completion of the course certifies that
 - (i) the employee has successfully completed the examination; or
 - (ii) where the course does not call for an examination, that the employee has had reasonable attendance at the course; or
 - (iii) where the employee has missed the first examination, he has successfully completed a second examination, except that in such instances, the additional examination fee, if any, shall be paid by the employee;
- (2) directs that the following courses be excluded from paragraph (1):
 - (a) vocational training courses covered by the provisions of the Technical and Vocational Training Assistance Act;

- (b) courses covered by the provisions of the National Health Grants
 Programme; and
- (c) in-service language and other courses sponsored by the Civil Service Commission or other governmental agencies.

AN ORDINANCE RESPECTING VOCATIONAL TRAINING AGREEMENTS BETWEEN THE NORTHWEST TERRITORIES AND THE GOVERNMENT OF CANADA

- 1. This Ordinance may be cited as the Vocational Training
 Agreements Ordinance.
- In this Ordinance "vocational training" means any form of instruction the purpose of which is to fit any person for gainful employment or to increase his skill or efficiency therein, and without restricting the generality of the foregoing, includes instruction to fit any person for employment in agriculture, forestry, mining, fishing, construction, manufacturing, commerce, or in any other primary or secondary industry in Canada.
- 3. Subject to this Ordinance the Commissioner is authroized to enter into and execute on behalf of the Territories:
 - (a) an agreement with the Government of Canada covering such period as may be agreed upon which will provide that the Government of Canada will pay to the Government of the Territories for assistance to schools in which vocational training is carried on
 - (i) an annual grant of ten thousand dollars for each fiscal year ending March 31st during the term of such agreement,
 - (ii) an annual grant for each fiscal year ending March 31st during the term of such agreement, equal to the amount paid by the Commissioner for such purposes but not exceeding the amount that is that proportion of one million nine hundred and ten thousand dollars, that the number of people in the Territories of the ages fifteen to nineteen inclusive, as shown in the latest decennial census of Canada, bears to the number of people in all provinces of the said ages as shown in the said census, and

- (iii) a grant for capital expenditures in the period between

 September 1, 1953, and March 31, 1955, equal to the amount

 paid by the Commissioner for such purposes but not exceeding

 the amount that is that proportion of ten million dollars

 that the number of people in the Territories of the ages

 fifteen to nineteen inclusive, as shown in the latest decennial

 census of Canada, bears to the number of people in all

 provinces of the said ages as shown in the said census;
- be agreed upon which will provide that the Government of Canada will pay to the Government of the Territories, for training projects for apprentices approved by the Government of Canada, an amount not in excess of the amount paid by the Commissioner for such approved training projects during each fiscal year ending March 31st, and in any event, not in excess of such amount as the Governor in Council may determine for each fiscal year ending March 31st during the term of such agreement; and
- (c) an agreement with the Government of Canada covering such period as may be agreed upon which will provide that the Government of Canada will pay to the Government of the Territories for vocational training, an annual grant not exceeding such amount as the Governor in Council may authorize for each fiscal year ending March 31st during the term of such agreement.
- 4. (a) An agreement under this Ordinance may be varied or amended from time to time by agreement of the Government of Canada and the Commissioner.

- (b) A variation or amendment agreed to by the Government of Canada and the Commissioner under subsection (1) may
 - (i) increase the grant described in subparagraph (i) of paragraph (a) of Section 3 and payable pursuant to the agreement entered into under this Ordinance; and
 - (ii) may alter the formula for calculation of the maximum amounts of the grants described in subparagraphs (ii) and (iii) of paragraph (a) of section 3 and payable pursuant to the agreement entered into under this Ordinance.
- 5. The Commissioner is hereby authorized to do all lawful acts and exercise all lawful powers necessary for the purpose of implementing the obligations assumed by the Government of the Territories under any agreement entered into pursuant to this Ordinance.

Extract from "Technical and Vocational Training Agreement"

- 1. In this Agreement unless the context otherwise requires:
 - (a) "Minister" means the Minister of Labour of Canada and includes any person designated by the Minister to act for him under this Agreement;
 - (b) "technical and vocational training" means any form of instruction, the purpose of which is to prepare a person for gainful employment in any primary or secondary industry or in any service occupation or to increase his skill or proficiency therein, and, without restricting the generality of the foregoing, includes instruction for that purpose in relation to any of the following industries or occupations: agriculture, forestry, fishing, mining, commerce, construction, manufacturing, transportation or communications, or generally, any primary or secondary industry or service occupation requiring an understanding of the principles of science or technology and the application thereof, except where such instruction is designed for university credit;
 - (c) "training facilities" means buildings and physical plant, machinery and equipment used for technical and vocational training;
 - (d) the expression "capital expenditures" includes expenditures, to provide technical and vocational training facilities by way of construction or purchase of buildings, exclusive of land, and additions or alterations to existing buildings as well as items of machinery and equipment, including office equipment, required for all training programs under this Agreement and for the training of apprentices;
 - (e) "Provincial Director" means the provincial official appointed by the Province under paragraph 3 of the Agreement or the person designated by the Minister to act as Regional Director.

- 2. The province in consultation with the Federal Government will develop, organize and carry out training programs for the development of skilled manpower.
- 3. (a) The Province will establish an appropriate administrative organization under a qualified provincial official to comordinate the training programs provided under this Agreement. The provincial official appointed by the Province in this paragraph may also be designated by the Minister, with the approval of the Province, to act as Regional Director to provide liaison with the Federal Director of Training for the purposes of this Agreement.
 - (b) The Federal Government may appoint Regional Co-ordinators to act
 as representatives of the Technical and Vocational Training Branch
 to co-ordinate federal-territorial interests in Technical and
 Vocational Training.
- The Province will establish an advisory or consultative committee or board on the technical or vocational training of manpower, which shall meet regularly and on which there will be representation from employers, labour, provincial Departments of Education, Youth and Labour, the National Employment Service and the Regional Co-ordinator as well as such other federal departments or agencies as shall from time to time be agreed upon, as well as other departments and groups as may be deemed appropriate by the Province. Reports of meetings of advisory committees on training of manpower will be forwarded to the Vocational Training Branch, Department of Labour.

5. Programs

The programs undertaken by the Province, in consultation with the Federal Government, to promote the development of skilled manpower in Canada will include those set forth below.

The Federal Government will contribute financial and other assistance to these programs subject to the terms and conditions of this Agreement, its Appendix and Schedules, and to funds appropriated by Parliament.

The Federal Government will contribute to the creation of training facilities required for these programs on the basis set forth in paragraph 7 below.

The Federal Government will contribute to such other programs as are added by agreement between the parties hereto on such basis of contribution as is approved by the Governor General-in-Council.

(1) VOCATIONAL HIGH SCHOOL TRAINING PROGRAM - (V.H.S.) Program 1.

This program covers those courses, given as an integral part of high school education, in which at least one-half of the school time is devoted to technical, commercial and other vocational subjects or courses designed to prepare students for entry into employment by developing occupational qualifications. It may also include courses which provide students with an essential basis for further training after leaving regular high schools in accordance with regulations in Schedule 1.

The Federal Government will contribute to the operational costs of such programs and courses up to a total of \$15,000,000 to all provinces and territories during the six-year period April 1, 1961 to March 31, 1967 subject to the following conditions:

- (a) The annual contribution of the Federal Government shall not exceed \$3,000,000 in any one fiscal year;
- (b) the annual allotment for each province or territory shall be determined as follows:

- (i) an initial allotment of \$30,000 to each province and \$20,000 to each of the Yukon and Northwest Territories;plus
- (ii) the balance of the annual federal contribution divided among the provinces and the territories on the basis of the percentage of the number of persons, 15 to 19 years of age inclusive, residing in each province to the total number of persons in such age group in Canada as determined by the latest census.
- (c) The amount of the annual allotment to each province in accordance with the above formula shall be reported to the Province by the Minister and in no case shall the federal contribution exceed 50% of provincial costs;
- (d) the federal annual allotment provided under this program may be used at the discretion of the Province for
 - (i) actual provincial costs, or
 - (ii) authorized provincial grants for operating costs of approved technical and vocational secondary school programs and courses.
- (e) No part of the annual allotment may be used for capital expenditures:
- (f) the school programs or courses eligible for federal reimbursement shall be in accordance with regulations of Schedule 1.
- (2) TECHNICIAN TRAINING PROGRAM (T) Program 2.

This program will provide training at the Post-High School level, to an agreed standard of qualification in the principles

of science or technology and other fields with emphasis on the application thereof, except where such training is designed for university credit.

The Federal Government will contribute 50% of provincial costs of approved projects or programs, in accordance with regulations of Schedule 2.

(3) TRADE AND OTHER OCCUPATIONAL TRAINING PROGRAM - (T.O.) Program 3.

This program will provide pre-employment training, up-grading or retraining for persons over the compulsory school attendance age who have left elementary or secondary school, and who require such training to develop or increase occupational competence or skills.

The Federal Government will contribute 50% of provincial costs of approved programs in accordance with regulations of Schedule 3.

(4) TRAINING PROGRAM IN CO-OPERATION WITH INDUSTRY - (T.I.) Program 4.

A program to provide training, in co-operation with industry for up-grading or retraining for persons employed in industry, including management.

The Federal Government will contribute 50% of provincial costs of approved training programs, except for programs defined below. The Federal Government will contribute from February 1, 1964, 75% of territorial contribution to industry's expenditures for approved training programs within industry and which consist of:

(a) Basic Training for skill development in such subjects as mathematics, science and communication skills,

- (b) Apprenticeship, or
- (c) Retraining of employees who would otherwise be displaced because of technological or other industrial changes.
 All such programs to be established and operated in accordance with the regulations of Schedule 4.
- (5) PROGRAM FOR THE TRAINING OF UNEMPLOYED (M) Program 5.

A program for training or retraining of unemployed persons to improve employment opportunities and increase trade or occupational competence.

The Federal Government will contribute 75% of approved

Territorial costs except training allowances, for training carried
on in accordance with regulations in Schedule 5. The Federal
Government will contribute beginning February 1, 1964, 90% of
approved territorial training allowances paid to unemployed persons
while in training.

(6) PROGRAM FOR THE TRAINING OF THE DISABLED - (R) Program 6.

A program for the technical vocational training, retraining, or vocational assessment, of any disabled person who, because of a continuing disability, requires training to fit him for employment in a suitable occupation.

The Federal Government will contribute 50% of provincial costs of approved programs in accordance with regulations to Schedule 6c

(7) PROGRAM FOR THE TRAINING OF TECHNICAL AND VOCATIONAL TEACHERS - (T.T.) Program 7.

A program to provide training for occupationally competent persons in the art of science of teaching, supervising, or in the administration of technical or vocational training programs at all levels whether in industry, in vocational schools or in institutes.

The Federal Government will contribute 50% of provincial costs of approved programs in accordance with regulations in Schedule 7.

- (8) TRAINING PROGRAM FOR FEDERAL DEPARTMENTS AND AGENCIES (G) Program 8.
 - (a) For training provided by the Province in skilled, semi-skilled or other occupations for members of the Armed services, the Federal Government will contribute 100% of the cost of training.
 - (b) For training or training services, as requested by the Minister, for employment in a Federal Government department or agency, or for employment related to the activity carried on by such department or agency, the Federal Government will contribute regulations in Schedule 8, as may be approved by the Treasury Board of the Federal Government.
- (9) STUDENT AID (S.A.) Program 9.

Assistance to students at university and to nurses-in-training as provided under the Youth Training Act of 1939 and continued under the Vocational Training Co-ordination Act shall be continued with the federal contribution determined on the basis of an allocation approved by the Minister but in no case in excess of 50% of provincial expenditure, in accordance with regulations in Schedule 9.

(10) MANPOWER REQUIREMENTS AND TRAINING RESEARCH - Program 10

A program to stimulate and encourage research projects undertaken in the Province for providing information relating to technical and vocational training and manpower requirements including the improvement of training programs and methods and determination of manpower training requirements.

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The Federal Government will contribute 50% of provincial expenditures or grants of approved research projects, in accordance with regulations in Schedule 10.

6. Technical and Vocational Correspondence Courses

To provide instruction in the theory and practice of many occupations the Federal Government will contribute 50% of provincial costs of preparing, revising, printing and servicing of Provincial technical and vocational correspondence courses recommended by an interprovincial committee and approved by the Minister, provided the province receiving assistance makes its vocational correspondence courses available to residents of any other province at the same price charged for such courses to its own residents.

7. Capital Expenditures

Government will contribute in respect of the capital expenditure incurred by the Territory for approved training facilities for all programs under this Agreement and the Apprentice Training Agreement.

Capital expenditure incurred by the Territory includes grants made by the Territory to municipalities or other public bodies for such training facilities and in accordance with the terms of this Agreement.

The contributions payable to the Territory shall be the aggregate of:

- (a) 50 per cent of the capital expenditure incurred by the Territory on training facilities;
- (b) 25 per cent of the capital expenditure incurred by the

 Territory on training facilities until the federal contributions payable to the Territory under this and the preceding
 paragraph reaches an amount of \$815,520 which is an amount
 equal to \$480 for each person in the 15-19 (inclusive) age
 group residing in the Territory as determined by the 1961
 census; and

(c) 25 per cent of the capital expenditure incurred by the

Territory for the alteration of premises and the purchase
of machinery and equipment for training under Program 5,

after the additional federal contributions payable under
paragraph (b) cease to be payable.

Capital expenditure incurred includes the cost of approved construction, purchase, addition or alteration of buildings or physical plant, the whole or that part of which has been completed

- 23. All Records of Approval given by the Minister or the Federal Director of Vocational Training under prior agreements, that are still applicable to training under this Agreement, shall continue in effect after April 1st, 1961, unless specifically cancelled in writing.
- Where shareable expenditures provided for under this Agreement are of a general nature and cannot be identified with a particular program such expenditures may be claimed under Program 3.
- 25. Territorial grants or payments to municipal authorities for the purposes identified in Paragraph 5 of the Agreement or to associations organized for the purpose of developing and promoting activities which are directly related to the programs and objectives of this Agreement, provided that due recognition is given to the Federal Government contribution, and that each grant or payment is approved in advance by the Federal Director of Vocational Training.

Research

26. Provincial grants for research projects, made under Schedule 10, which are given prior approval by the Minister.

Progress payments may be made on behalf of approved research projects under Schedule 10 upon receipt of progress reports satisfactory to the Minister. Final payments will be made upon the acceptance of the final report by the Minister.

Amd't 5

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VOCATIONAL HIGH SCHOOL TRAINING PROGRAM (V.H.S.) Program 1

REGULA TIONS

- 1. The programs or courses of the regular secondary schools, including technical, vocational or composite high schools, which shall be eligible for federal contribution under this program are:
 - (a) Full-time courses having a minimum of 50% of school time spent in instruction preparing for an occupation, such instruction to include technical, trade or occupational practice and theory, mathematics, science and drawing.
 - (b) Co-operative training programs in which students spend a minimum of 50% of their time on the job.
- 2. The following courses or programs shall not be eligible:
 - (a) Industrial arts or manual training courses;
 - (b) Vocational courses which do not provide training in a single trade or occupation for at least half of the total training period;
 - (c) Courses which cover two or more unrelated occupational fields;
 - (d) Subjects of a technical, vocational or occupational nature which may be chosen as optional subjects in a high school course, e.g., home economics, typing, shopwork;
 - (e) Courses in which instruction is given in several trade and technical subjects such as in a "General Shop", rather than in unit shops;
 - (f) Technical or vocational training in composite high schools having a total enrolment, administration or facilities which would not make it possible to attain the objectives as outlined in the Agreement.
- 3. The Province shall submit, for the approval by the Federal Director,
 Vocational Training, a list, in such form as the Minister may require.

 of the schools and courses which comply with the above regulations.

or put in place, and approved machinery and equipment which has been delivered and put in place before April 1, 1967.

- (2) The Province shall submit to the Minister for prior approval each capital expenditure upon which it requests federal contribution, in such form as may be prescribed by the Minister.
- (3) Flans of buildings to be erected, purchased or altered shall be forwarded to the Director, Vocational Training Branch, Federal Department of Labour.
- (4) The Minister shall have the right, in his discretion, to reject any capital expenditures in whole or part, but he shall have no authority to impose alterations or amendments to any project submitted and approved by the Province.
- (5) No part of the Federal Government funds available for capital expenditures under this Agreement may be used for any of the following purposes;
 - (a) purchase of land;
 - (b) costs of financing capital projects;
 - (c) property taxes;
 - (d) legal, advisory or consulting fees and salaries, except architects⁹ and engineering fees related to capital projects;
 - (e) general shops or facilities used for Industrial Arts classes;
 - (f) costs resulting from damage to real or personal property or from loss of personal property.

8. Program Development and Reporting

- (a) To facilitate administration of this Agreement and to provide necessary information to the Federal Government, the Province agrees to submit to the Minister details concerning their programs in such form as the Minister may require. Revisions or changes in provincial plan and programs shall be reported on or before September 1st in each subsequent year.
- (b) The Province shall send to the Minister reports and statistics on technical and vocational training carried out in connection with this Agreement at such times and in such forms as shall be required by the Minister.

9. Advisory Council

The Federal Government shall provide, by way of the National Technical and Vocational Training Advisory Council, a forum for the discussion of matters pertaining to the development by training of Canada's manpower.

10. National Standards

To assist in the development of comparable levels of training and national standards throughout Canada the Federal Government in co-operation with the provinces and industry, will continue to develop Trade Analyses, Courses of Study, Information Sheets and other such materials.

11. Publicity

"The Territory agrees to publicize effectively its
technical and vocational training programs and opportunities
and to ensure that such publicity will provide appropriate
mention of the role of the Federal Government."

The

Federal Government will contribute in accordance with Appendix 1 to the provincial costs of publicity and will also provide publicity on a national basis.

12. Occupational Information

The Federal Government will continue to prepare and make available occupational information such as monographs, filmstrips or other materials which will be distributed by the Province throughout the secondary schools and in other training institutions for use by guidance personnel and students.

13. General

Whenever any question arises as to the liability of the Federal Government to contribute to any expenditure certified by the Province as having been incurred pursuant to the terms of this Agreement, the decision of the Minister in respect thereto, after consultation with the Province, shall be final and conclusive.

14. The Province will maintain full records of all expenditures and commitments made as well as all revenues and refunds received in respect of this Agreement, such records to be segregated from although reconciled with the continuing books of accounts of the Province, and will furnish such information and statements as the Minister may require.

"The Territory will permit access at all convenient times to such records, documents and files, directly or indirectly connected with the operation of this Agreement as may be deemed necessary by the Comptroller of the Treasury, the Auditor General of Canada, or other authorized officers of the Federal Government for the audit of expenditures under this Agreement."

15.

The Federal Government agrees to reimburse the province for expenditures incurred by making payment on monthly interim statements, based on approximate known expenditures, such statements to be certified by a senior official of the province — on the undertaking that at the end of each quarterly period a statement of actual expenditures will be submitted certified by the province and bearing an audit certificate of the provincial auditor. Such statements to be in a form as the Minister may direct.

16.

The Minister may, at any time after consultation with the Province, direct any examination in connection with any measures executed or being executed pursuant to this Agreement and the Province will facilitate, as fully as it can, every such examination.

17.

The selection of trainees for training under this Agreement shall be made without discrimination against or favour for any persons with respect to racial origin, religious views or political affiliation.

18.

The Appendix and the Schedules attached to this Agreement may be amended by written agreement between the Minister and the Province.

19.

This Agreement when signed by both parties shall have the effect of cancelling the following Agreements: - The Vocational and Technical Training Agreement No. 2 and the Special Vocational Training Projects Agreement previously entered into by the parties hereto.

20.

This Agreement shall be effective on and after April 1, 1961 and shall expire on March 31, 1967. However, except for approved capital expenditures the Agreement may be terminated by either party on six months, notice.

REGULATIONS RE SHAREABLE EXPENSES

The Federal Government will reimburse the Province at the percentage rate set out in the Agreement for expenditures as follows:

Re: Salaries

- Salaries of instructors or teachers actually engaged in the conduct of classes of training, whether employed full-time or part-time, at rates determined by the Province, or in accordance with the rates prevailing in the locality for persons of similar qualifications and experience, except where otherwise approved by the Federal Director of Vocational Training, subject to the condition that shop instructors shall have full trade or occupational competence e.g. journeyman, technician or professional engineer status and background of work experience and professional training.
- Salaries of principals, guidance officers or supervisors of training programs under this Agreement at rates determined by the Province.
- Salaries of the Provincial Director as defined in the Agreement and other special officers appointed to develop, administer, co-ordinate and supervise the training programs, if the terms of appointment of such persons have been given prior approval by the Federal Director of Vocational Training.
- Salaries or wages of necessary maintenance staff, clerical and office assistants engaged for the purpose of the training programs under the Agreement, when terms of engagement of such persons have been given prior approval by the Federal Director of Vocational Training.

Re: Travelling Expenses

- 5. Travelling expenses of:
 - (a) The Provincial Director or other special officers while engaged in a supervisory or administrative capacity by the Province under this Agreement, and in respect to whom the Federal Director of Vocational Training has approved this type of expense.
 - (b) Instructors and teachers under this Agreement, if approved by the Provincial Director or the Federal Director of Vocational Training.
 - (c) All out-of-town members of provincial committees required by the Agreement, while attending committee meetings, or in connection with the work of the committee, at rates provided by prevailing provincial travel regulations.
 - (d) Trainees under Programs 3, 4, 5, 6, 7, and 8 while proceeding from their place of residence to a training centre or returning therefrom, one round trip only unless otherwise approved by the Federal Director of Vocational Training (including in each case any necessary stopover expenses en route), (provided that payment for return fare of any trainees voluntarily leaving a training centre or discharged therefrom for misconduct), shall be made at the discretion of the Province. Transportation by air is permissible only:
 - (i) from the Yukon Territory, the Northwest Territories,
 - (ii) for trainees whose disabilities are such to make travel by air the most logical means of transportation.
 - or (iii) from points where travel by air is either less costly or under exceptional circumstances is the more practical or logical means of transportation.

- (e) Trainees under Program 6, for return trips from the place of training to the trainee?s home municipality at the close of each term or semester, if the course lasts twelve months or more. Trainees under Program 6 may be paid extra travelling expenses necessitated by disability.
- (f) Trainees under Program 6, involving local daily transportation as approved by the provincial selection committee.
- (g) Selected prospective vocational training students for vocational assessment under Program 6. Prior approval of the Federal Director of Vocational Training is required when the period of assessment is to exceed three weeks.

Re: Allowances

- 6. (a) Such monthly, weekly or daily training allowances as may be paid by the Province under Frograms 3, 4, 5, 6 or 8, if approved by the Province and the Minister. For trainees under Programs 5 or 6 who are in receipt of Unemployment Insurance benefit reduced weekly or daily training allowances may be paid equal to the difference between the Unemployment Insurance benefit and the weekly or daily allowances that would otherwise have been payable under this regulation.
 - (b) Trainees under Program 6 may be paid extra allowances necessitated by disability, if approved by the Federal Director of Vocational Training.
 - (c) Financial assistance provided by the Province for students in full-time programs under Programs 2 and 7, if approved by the Director of Vocational Training.

(d) Per diem allowances for non government members of provincial advisory committees or boards, authorized under this Agreement, at rates approved by the Minister.

Re: Equipment

- 7. (a) Rentals of machinery or equipment from a third party and necessarily used for any training under this Agreement, at rates approved by the Federal Director of Vocational Training.
 - (b) Where machinery or equipment needed for training under Program 8 is of such a nature that the Province is not willing to share in the purchase, the cost may be paid solely by the Federal Government, provided:
 - (i) prior approval to purchase has been obtained from the Federal Director of Vocational Training;
 - (ii) equipment so purchased shall be used solely for the training originally intended; and,
 - (iii) all items so purchased shall remain the sole property of the Government of Canada and must be plainly marked as such.
 - (c) Maintenance and repairs of any machinery and equipment used for the purposes of this Agreement;
 - (d) Shipping and installation charges on machinery and equipment used for any training under this Agreement, may be included as part of the rental or purchase costs of such items as the case may be.

Re: Premises

- Rentals of premises from third parties, where such premises are needed for training under this Agreement, and where adequate and suitable facilities are not available in provincially or federally—owned premises; all such rentals to be approved by the Federal Director of Vocational Training, on the recommendation of the Provincial Director.
- 9. Repairs to premises provided any one item of repairs costing over \$500 must be approved by the Federal Director of Vocational Training.
- 10. Where municipal or provincial school buildings and equipment for the use of which no rental is paid have been used for training under Program 8, payment may be made for the depreciation of such buildings and equipment at a rate or rates approved by the Minister based on the number of days? or hours? training given in each school.

Re: Materials, Supplies, Instructional Aids, etc.

11. Materials, training and office supplies, textbooks, films and expendable tools, curriculum developments, and other instructional aids necessary for the training programs operated under this Agreement,

Re: Fees

12. (a) The actual costs of training or tuition fees at rates usually charged by provincially or municipally-controlled or private schools, approved by or operating under provincial authority, or at such rates as may be approved by the Federal Director of Vocational Training.

- (b) Fees for vocational assessment provided under Program 6, if recommended by the provincial selection committee and approved by the Federal Director of Vocational Training.
- (c) Fees charged by universities or other institutions for training given under Program 7 and for technical and vocational training given under Program 6.

Re: Public Utilities

- 13. Light, heat, power, water, telephone installations and rentals, and necessary caretaking services in any training centre operated for the purposes of this Agreement.
- 14. Long distance calls and telegrams necessary for training under Program 8.

Re: Advertising and Printing

- 15. Printing costs of application forms and certificates, if in a form approved by the Federal Director of Vocational Training.
- Publicity and advertising in respect of training programs and projects, carried on under this Agreement, provided all such publicity and advertising adequately indicates that the program of training is carried on jointly by the Government of Canada and the Province, and such publicity and advertising is approved by the Federal Director of Vocational Training.

Re: Compensation and First Aid

17. Without admitting in respect to any accidents which may occur by reason of the operation of any program or projects authorized under this Agreement, assessments paid under the Workmen's

Compensation Acts or premiums of insurance paid to provide adequate coverage in the cases of accidents arising out of training carried on under this Agreement, but not to share in awards made under the Workmen's Compensation Acts or in damages resulting from accidents, in respect to persons providing instruction and persons receiving training under this Agreement, and persons properly upon the premises where any program or project under this Agreement is being conducted.

- 18. Emergency medical aid, other than hospitalization, supplied to trainees while living in residential schools or while in class training.
- 19. Maintenance and operation of first-aid facilities in training centres.

General

- 20. All revenue derived by the Province in respect to the operation of programs or training facilities provided under this Agreement, shall have the effect of reducing the provincial costs to which the Federal Government will contribute, except in Program 8.
- 21. Costs in respect to matters incidental to and in the same class of matter as the foregoing, if approved in writing by the Minister.
- When approval by the Minister or the Federal Director of Vocational
 Training is required under this Appendix, it shall be given in
 writing.

- 23. All Records of Approval given by the Minister or the Federal Director of Vocational Training under prior agreements, that are still applicable to training under this Agreement, shall continue in effect after April 1st, 1961, unless specifically cancelled in writing.
- Where shareable expenditures provided for under this Agreement are of a general nature and cannot be identified with a particular program, such expenditures may be claimed under Program 3.
- 25. Territorial grants or payments to municipal authorities for the purposes identified in Paragraph 5 of the Agreement or to associations organized for the purpose of developing and promoting activities which are directly related to the programs and objectives of this Agreement, provided that due recognition is given to the Federal Government contribution, and that each grant or payment is approved in advance by the Federal Director of Vocational Training.

VOCATIONAL HIGH SCHOOL TRAINING PROGRAM (V.H.S.) Program 1 REGULATIONS

- The programs or courses of the regular secondary schools, including technical, vocational or composite high schools, which shall be eligible for federal contribution under this program are:
 - (a) Full-time courses having a minimum of 50% of school time spent in instruction preparing for an occupation, such instruction to include technical, trade or occupational practice and theory, mathematics, science and drawing.
 - (b) Co-operative training programs in which students spend a minimum of 50% of their time on the job.
- 2. The following courses or programs shall not be eligible:
 - (a) Industrial arts or manual training courses;
 - (b) Vocational courses which do not provide training in a single trade or occupation for at least half of the total training period;
 - (c) Courses which cover two or more unrelated occupational fields;
 - (d) Subjects of a technical, vocational or occupational nature which may be chosen as optional subjects in a high school course, e.g., home economics, typing, shopwork;
 - (e) Courses in which instruction is given in several trade and technical subjects such as in a "General Shop", rather than in unit shops;
 - (f) Technical or vocational training in composite high schools having a total enrolment, administration or facilities which would not make it possible to attain the objectives as outlined in the Agreement.
- The Province shall submit, for the approval by the Federal Director,

 Vocational Training, a list, in such form as the Minister may require.

 of the schools and courses which comply with the above regulations.

TECHNICIAN TRAINING PROGRAM (T) Program 2 REGULATIONS

Eligibility

- Secondary school completion or graduation (technical, vecational or academic) or equivalent with proficiency in English or French, mathematics and science.
- 2. Junior matriculation or equivalent.

Training

- 3. Training may be given in full-time day classes extending for a period of two to three years, or approximately 2,400 hours.
- 4. Training may also be by part-time day or evening classes or by correspondence courses and should be at an equivalent level and lead to the same qualification as the full-time day course.
- 5. Training may be given in engineering, scientific, business or other fields requiring advanced theoretical and practical training, except where such instruction is designed for university credit.
- 6. Courses shall emphasize the understanding and application of mathematical, sicentific, technological or other principles as the specific course may require.

TRADE AND OCCUPATIONAL TRAINING PROGRAM (T.O.) Program 3 REGULATIONS

Eligibility

Trainees must:

- (a) be above compulsory school attendance age;
- (b) have left elementary or secondary schools; and
- (c) be capable of benefiting from and coping with the instruction.

Training

- 1. Instruction may be given in full-time, part-time, day or evening classes, day or block release, or by correspondence courses.
- 2. Training may be offered by way of:
 - (a) up-grading courses for employed persons who wish to increase their proficiency, to improve opportunities for continued employment and advancement;
 - (b) pre-employment courses for those preparing to enter employment;
 - (c) retraining courses for those who desire or find it expedient to change their occupation.
- 3. Programs may be offered in publicly operated trade schools or institutes, or special centres approved by the province.
- 4. Courses may consist of specialized portions of an occupation offered in short courses of five or more days or longer courses up to two years in duration, covering the complete analysis of an occupation.

 Basic courses in mathematics, science or communication skills necessary to prepare for or to progress in an occupation may be included.

- 5. Training provided shall have an occupational objective with emphasis on the development or improving of skills and techniques, including the related occupational and technical knowledge.
- 6. Pre-employment courses offered in trades or occupations approved for apprenticeship shall be effectively integrated and co-ordinated with the apprenticeship program for that trade or occupation.

TRAINING PROGRAM IN CO-OPERATION WITH INDUSTRY - PROGRAM (T.I.) PROGRAM 4

REGULATIONS

Section "A" - Up-grading or retraining of employed persons.

- Projects undertaken under this section shall be developed jointly between the Province and one or more employers or industries for the retraining or up-grading of employed persons.
- 2. Any person employed in the industry involved who is jointly selected by the industry and the Province and who can benefit from and cope with the training provided, shall be eligible.
- 3. Training may include:
 - (a) Up-grading to increase the efficiency and versatility of employees and to provide them with the opportunity to develop and make progress in their occupations.
 - (b) Retraining for those who for one reason or another find it necessary to learn new skills or occupations.
- 4. Training may be in a specialized process or skill related to the regular function of the employee, but courses shall include content designed to improve the occupational background and general efficiency of the employee in relation to the requirements and opportunities of the industry or the economy generally.
- 5. Training may be provided in public or approved private schools or in industrial establishments by means of full-time, part-time day or evening, day release, sandwich, or on-the-job type of program, or by correspondence courses.

- 6. Each project carried on under this Program shall be approved by the federal Director of Vocational Training. In making submissions for approval, the Province will provide the following information:
 - (a) Purpose or objective of the project.
 - (b) Name and location of industry or industries co-operating with the Province.
 - (c) Approximate number of employees involved.
 - (d) Outline of the content of the training project.
 - (d) Where the training is to be given.
 - (f) Financial arrangements involved.
- 7. In provinces where the Apprenticeship Training Agreement is in effect training programs for apprentices carried on under this appendix shall be subject to the regulations contained in the Apprenticeship Training Agreement.
- <u>Section **B**</u> Supervisory and Management Development and Small Business

 Management.
- 8. Training under this section shall be designed for those in supervisory or management positions or those showing the necessary aptitude and ability to make use of such training.
- 9. Courses may also be developed and provided in Small Business Management.
- 10. Training shall be under the supervision of a qualified training Officer and course content must be approved or prepared by the Technical and Vocational Training Branch.
- 11. Training must be given by instructors who have had direction, instruction or training in appropriate training methods.
- 12. Instructors must have recognized mastery of the field in which they are giving instruction.

PROGRAM FOR THE TRAINING OF THE UNEMPLOYED (M) PROGRAM 5 REGULATIONS

Eligibility

1. Those eligible shall be unemployed persons, who have previously been gainfully employed or seeking work, and if under 20 years of age have been out of the regular school system for at least 12 months, where such training is considered necessary to enable the individual to participate effectively in the labour force.

2. Trainees must be:

- (a) persons who are registered for employment with the National

 Employment Service and are recommended by the National

 Employment Service to the Province for training; or
- (b) unemployed persons from rural areas designated under the federal-provincial Agricultural Rehabilitation and Development Act agreement who are referred for training under the direction of the Rural Development Training Selection

 Committee consisting of the provincial Director of the Agricultural and Rural Development Administration and the federal Technical and Vocational Training representative;

 or unemployed persons who reside in an area designated by the Governor General in Council under the Department of Industry Act and who are referred for training by a committee approved by the Minister of Labour. All such persons accepted for training will be registered with the National Employment Service for employment before completing the course of training.

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3. The selection of trainees for courses of instruction shall be made by representatives of the Province from those referred for training by the National Employment Service or from those referred for training pursuant to sub-paragraph (b) of regulation 2 of this Schedule.

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4. Training for registered apprentices shall be given under the terms of a federal-provincial Apprenticeship Training Agreement and not under Program 5.

Advisory Committee

- 5. The Province shall have an advisory committee or committees representing employers, organized labour, federal and provincial governments, including the National Employment Service, whose duties shall include advising on:
 - (a) The needs for training of the unemployed;
 - (b) The nature and length of the course of training to be provided, having due regard to employment possibilities and occupational requirements.

Training

- 6. Training may be either of a refresher nature or for employment in an occupation not previously followed. Basic courses in such subjects as mathematics, science, English or French which are necessary to prepare an individual for entry into an occupation may be included.
 - (a) The normal length of full-time training shall be approximately six months, except for refresher courses and courses in those occupations where a shorter period would give adequate skill; but courses may be given up to a maximum length of twelve months in selected occupations or basic courses on the recommendation of the Province and with the approval of the federal Director of Vocational Training.
 - (b) Full-time classes shall provide at least 27 hours instruction per week in private schools or regular vocational schools, and approximately 35 hours in special training centres. The hours of instruction may be spread over 5 or 5½ days per week, to suit the convenience of the individual school.
- 7. Training may be given in (a) the regular municipal or provincial vocational schools; (b) private trade schools or business colleges approved by the Province; (c) special training centres established by the Province. So far as possible, use shall be made of existing facilities where such are deemed adequate by the Province.
- 8. (a) Where a class is commenced under this Program, there must be a minimum of 6 trainees in general attendance to qualify for federal government contribution to such a class.
 - (b) When any class is commenced under this Program, the Province shall immediately notify the federal Director of Vocational Training, on the prescribed form.

- 9. Trainees under this Program may be admitted to a class or course being conducted under any other program of a federal-provincial training agreement, and in such cases this Program shall be debited with the appropriate costs of their training estimated on a per capita per diem basis or regular tuition fees.
- 10. Training on-the-job may be provided when training in schools or training centres is not available. When training on-the-job is arranged, each case must have the approval of the federal Director of Technical and Vocational Training before the commencement of training.
 - (a) In all such cases, a form of agreement with the employer shall be used setting forth ~
 - (i) Nature of the occupation to be learned;
 - (ii) Length of probationary period;
 - (iii) Approximate length of training;
 - (iv) Schedule of wage payments, either (1) with a decreasing percentage paid under this agreement and a corresponding increasing percentage paid by the employer, or (2) a uniform percentage of wage payments over the total training period which will provide a percentage of wage payments not in excess of that paid by the employer.
 - (b) A monthly progress report shall be obtained by the Province in each case.

TRAINING OF DISABLED PERSONS PROGRAM (R) Program 6 REGULATIONS

Selection

- 1. (a) All cases for training under this Program shall be approved by a selection committee or committees appointed by the appropriate department of the Provincial Government consisting of at least three members one of whom shall represent the department concerned, one shall represent the National Employment Service, and the third shall be the Provincial Co-ordinator of Rehabilitation or his duly appointed representative;
 - (b) The selection committee shall have suitable medical evidence or epinion regarding the trainee's ability and limitations, to assure that neither the training program nor employment conditions following such training program will be detrimental to the trainee from a medical point of view;
 - (c) In all cases where the disability or limitations of the prospective trainee necessitate special provisions such as part-time training, shorter hours, periodic rest periods, or special working conditions, such as freedom from dust, moisture, etc., such special requirements shall be specified by competent medical authority before training is commenced.
 - (d) When requested by the selection committee persons who have been recommended for training may be referred to an approved agency or qualified individual for vocational assessment before final decision is made on the particular course of training in which such person will be placed. When the period of assessment is to exceed three weeks prior approval must be obtained from the Federal Director of Vocational Training.

Training

- 2. (a) Training may be given in full-time or part-time classes for periods not in excess of two years, unless prior approval is given by the Federal Director of Vocational Training for longer periods.
 - (b) Specialized training techniques may be employed where required because of disability, e.g., individual tutoring, home instruction, correspondence courses, etc.
- Training may be given in (a) the regular municipal or provincial vocational schools or institutes of technology; (b) private trade schools or business colleges approved by the Province; (c) special training centres established or approved by the Province; (d) universities; (e) in business or in industry, when approved by the Federal Director of Vocational Training. So far as possible, use shall be made of existing facilities where such are deemed adequate by the Province.
- 4. Where suitable training is not available in such institutions, an endeavour should be made to arrange for training on-the-job. When training on the job is arranged, each case must be reported to the Federal Director of Vocational Training within thirty days after approval by the selection committee.
 - (a) A form of agreement with the employer shall be used setting forth:
 - (i) Nature of the occupation to be learned;
 - (ii) Length of the probationary period;
 - (iii) Approximate length of training;
 - (iv) Schedule of wage payments, either with a decreasing percentage paid under such agreement and a corresponding increasing percentage paid by the employer, or a uniform

percentage of wage payments over the total training period which will provide a percentage of wage payments not in excess of that paid by the employer.

- (b) No agreement with the employer shall be made for a period longer than 12 months.
- (c) A monthly progress report shall be obtained by the Province in each case.
- or in an occupation or industrial establishment in which there is a recognized apprenticeship training plan, the disabled trainee shall, if possible, be trained under such apprenticeship plan with special provisions being made where necessary to compensate for disabling conditions.

Special Classes

6. Training classes organized specially for disabled persons may be organized where suitable classes or facilities are not available and where the number of trainees justifies this special provision, if recommended by the Province and approved by the Federal Director of Vocational Training.

TECHNICAL AND VOCATIONAL TEACHER TRAINING PROGRAM (T.T.) Program 7

REGULATIONS

Eligibility

- 1. Trainees must have:
 - (a) Full occupational competence in the field in which they are to give instruction, and
 - (b) Academic standing as required by the province.

Description of the Training

- Courses designed and organized for the training or up-grading of technical and vocational teachers, supervisors and administrators, with emphasis on techniques applicable to instructing or supervising of adults and the administration of technical and vocational training programs.
- 3. Training may include programs designed to keep teachers abreast of changes in occupational content and techniques.
- 4. Instruction may be given in full school year terms or in special short or summer school courses, or it may be organized as formal in-service training.
- Upon approval of the Federal Director of Vocational Training, external tours of service, workshops or institutes of a minimum of five days duration, attendance at national technical and vocational training conferences in Canada, or observation or study tours for administrators may be included.
- 6. Preference shall be given to programs which are established on a permanent or continuing basis and are associated with professional teacher training at a university.

- 7. On the recommendation of the Province and with the approval of the Federal Director of Vocational Training, this training may be given in:
 - (a) Special technical or vocational teacher training institutions;
 - (b) Special courses or programs for training such persons at a university or approved teacher training institution;
 - (c) Approved courses provided by industry;
 - (d) Training sessions organized to meet special situations or needs.

TRAINING PROGRAMS FOR FEDERAL DEPARTMENTS AND AGENCIES (G) Program 8

REGULATIONS

- 1. Full or part-time classes may be established to train tradesmen or workers for occupations as requested by any department of the Federal Government. The commencement of any such classes is contingent upon the Province being able to provide suitable training facilities.

 The duration of course and course content shall be as authorized by the Federal Director of Vocational Training after consultation with the Department of the Federal Government requesting the training.

 2. Training for classes authorized in accordance with Regulation 1 may
- 2. Training for classes authorized in accordance with Regulation 1 may be carried on in regular provincial or municipal schools or special training centres, where premises and equipment are or can be made available.
- 3. Instructors may be engaged for duty in training centres other than in regularly operated provincial schools on prior approval of the Treasury Board of the Federal Government.
- 4. Training for which the Federal Government contributes 100% of costs shall be restricted to personnel selected, referred or approved by the departments of the Federal Government requesting the training.
- 5. The department requesting the training may appoint liaison officers to work with the Provincial Director and the Directors of the training centres of the Province.
- 6. There shall be no authority for interference by officials of the Federal Government department concerned in the operation of any training centre. Any complaints regarding training shall be made by such appropriate official to the principal of the school concerned, or to the Provincial Director. If no satisfactory settlement can be made in the matter at issue it may be referred to the Federal Director of Vocational Training.

- 8. Where special equipment is required the branch of the services or the Federal Government department concerned will supply the equipment or assist the Province in its procurement.
- 9. The Province shall not be responsible for medical services, provision of board and lodging, payment of allowances or travelling expenses for members of the Armed Services or Federal Government employees.

STUDENT AID - PROGRAM (S.A.) Program 9 REGULATIONS

Eligibility

- 1. Those eligible for assistance shall be:
 - (a) Students registered in a full-time university course leading to a degree (other than theology);
 - (b) Nurses-in-training
 who, without such assistance, would be unable to undertake or
 continue with such a course, and who have decomonstrated satisfactory
 scholastic aptitude and progress.

Selection

2. Selection of students to receive assistance provided by this program shall be made by a provincial committee under the direction of the Department of Education and on which the Federal Government shall have the right of representation.

General

- No form of work shall be required from any student in return for aid under this program, other than diligent application to the course of studies for which he or she is enrolled.
- At the discretion of the Province, assistance may be given as a grant or as a loan or as a combination of both. All loans shall be administered by the Province which shall subsequently collect them, as far as possible. The Province shall refund to the Government of Canada one-half of collections in respect of loans in which the Federal Government shared.
- 5. The average amount and type of assistance and the purpose for which such assistance may be used shall be determined by the Province and approved by the Minister.

MANPOWER REQUIREMENTS AND TRAINING RESEARCH - PROGRAM 10 REGULATIONS

This Schedule includes projects and related activities designed to carry on research and investigation on the changing manpower requirements or needs of the economy and their implications for training, on the training needs of individuals, and on ways and means of improving training procedures and methods.

1. Projects and related activities which may be included:

- (a) Surveys, studies and investigations of manpower requirements, the changes taking place in labour market requirements and factors determining these changes;
- (b) Studies of existing training programs or activities to assess their technical, economic or social effectiveness;
- (c) Surveys, studies and investigations of the motivations, abilities and potentials of trainees;
- (d) Studies of training methodology, the application of learning theory and of course content;
- (e) Pilot action research specifically designed to test new training approaches, equipment and material;
- (f) Other surveys, studies and investigations which are directly related to specific training problems and needs.

2. Submission of Proposal:

Details of research projects shall be made for each project and where applicable contain the following information:

(a) Project Title

This should be concise, descriptive and specific, avoiding obscure technical terms.

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(b) Purpose of the Project

The question, problem or hypothesis to which the research is directed will be clearly identified. The possible significance of findings for training policy and action should be outlined.

(c) Research Design and Methodology

The proposal will outline fully the procedures to be followed and, when applicable to include information on sampling procedures, controls, types of data to be collected, and statistical analysis to be made. Where appropriate, plans for pretesting research procedures and instruments should be indicated.

(d) Research Schedule

The proposed time schedule for all key phases of the research project, such as planning, testing, collection, tabulation, analysis and report preparation.

(e) Personnel

The number and type of personnel to be used in the research project, and their respective responsibilities. The proposal should indicate what co-operation is being received from other interested and relevant agencies.

(f) Budget

Itemized estimate of the cost of the project including expenditures on salaries and wages, materials and supplies, travel, communications, printing, consultative or specialized services from other agencies and any other proposed expenditures.

3. Progress Reports

Progress reports shall be submitted as required by the Minister and shall set forth fully:

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- (a) The actual accomplishments to date on the projects;
- (b) Any significant changes from the original project proposal as approved by the Minister as to methodology, approach, scope, staff, time and cost; a detailed explanation of any such changes must be contained in the progress reports.

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APPRENTICESHIP TRAINING AGREEMENT

- 1. In this Agreement, unless the context otherwise requires, "Minister" means the Minister of Labour of Canada and includes any other person designated by the Minister to act for him in respect of this Agreement.
- 2. For the purposes of this Agreement, apprentice means a person who enters into a written agreement with an employer, an organization or such other person(s) as may be authorized by the Province to enter into such agreement, to learn a skilled trade or occupation through an apprenticeship program approved in accordance with the provisions of this Agreement.
- Apprenticeship, for the purposes of this Agreement, means a training program providing for an organized and balanced schedule of on-the-job experience and technical and related instruction designed to develop tradesmen or craftsmen to a specified minimum level of competence.
- 4. The Federal Government will pay to the Province contributions in respect of costs incurred by the Province and subject to the terms of this Agreement and Appendix "Y" herete and to the funds being appropriated by parliament, as follows:
 - (a) On behalf of approved apprenticeship training programs operated in accordance with Appendix "A" ~ 50% of approved provincial costs.
 - (b) On behalf of an approved program of tradesmen's examination and certification 50% of approved provincial costs except costs of administration, supervision or inspection relating to the annual or other periodic renewal of such certification.
 - (c) On behalf of approved co-operative programs with industry for employed persons, including advanced training or retraining for journeymen50% of approved provincial costs.

- 5. (a) The technical and related school instruction for apprentices participating in apprenticeship programs operated by the Province shall be given under Schedule 3 of the Technical and Vocational Training Agreement and provincial costs shall be shared in accordance with the provisions of the Technical and Vocational Training Agreement.
 - (b) The in-school training of employed persons other than apprentices as provided for in 4(c) of this Agreement shall be given under either Schedule 3 or 4, as may be appropriate, and provincial costs shared in accordance with the provisions of the Technical and Vocational Training Agreement.
- 6. Training allowances and travelling expenses for apprentices or other trainees undergoing training as provided for in paragraphs 5(a) and 5(b) of this Agreement shall be shared under and in accordance with Schedule 3 and Appendix I of the Technical and Vocational Training Agreement.
- 7. Apprentice training provided by employers, the costs of which are reimbursed in part by the Province, shall be shared under and in accordance with the provisions of Schedule 4 and Appendix 1 of the Technical and Vocational Training Agreement. Such training shall also be subject to the regulations in Appendix "A" of this Agreement.
- 8. It is agreed that the Province shall have an apprenticeship act or its equivalent in effect in the Province and shall designate an officer to be responsible for the administration of apprenticeship and other activities described in Appendix "A" hereto and carried on under this Agreement.

- 9. It shall be a condition precedent to any payment by the Federal Government under this Agreement that the training of apprentices and the operation of other approved programs related thereto shall be carried on by the Province in accordance with the regulations in Appendix "A" of this Agreement.
- 10. Whenever any question arises as to the liability of the Federal Government to contribute to any expenditure certified by the Province as having been incurred pursuant to the terms of this Agreement, the decision of the Minister in respect thereto, after consultation with the Province, shall be final and conclusive.
- The Province agrees to maintain full records of all expenditures and commitments made as well as all revenues and refunds received in respect of this Agreement, such records to be segregated from although reconciled with the continuing books of accounts of the Province, and will furnish such information and statements as the Minister may require. The Province will permit access at all convenient times to such records, documents and files, directly or indirectly connected with the operation of this Agreement, as may be deemed necessary by authorized officers of the Federal Government or Federal Parliament or the Auditor General for Canada for the audit of expenditure under this Agreement. The Province further agrees to retain for federal audit purposes original documents, records and vouchers for a minimum period of seven years.
- 12. The Federal Government agrees to reimburse the Province for expenditures incurred by making payment on monthly interim statements, based on approximate known expenditures, such statements to be certified by a senior official of the Province on the undertaking that at the end of

each quarterly period a statement of actual expenditures will be submitted certified by the Province and bearing an audit certificate of the provincial auditor. Such statements to be in a form as the Minister may direct.

- The Province agrees to establish and maintain advisory boards or committees as necessary to ensure adequate liaison with industry for the trades or occupations in which apprentices are trained under this Agreement and that the related technical course content is consistent with the needs of the trade and occupation. Such boards or committees shall be representative of the views of employers and workers and shall include representation from provincial Departments of Labour and Education.
- The Minister may, at any time, after consultation with the Province, direct any examination in connection with any measures executed or being executed pursuant to this Agreement and the Province will facilitate as fully as it can every such examination.
- 15. The Province undertakes to have as favourable classifications as possible created under the provincial Workmen's Compensation Act in respect of all apprentices in training under this Agreement while in school or on the job or in lieu thereof to carry a protection by insurance against accident to any such persons not covered by workmen's compensation.
- 16. The Province shall send the Minister reports setting forth such statistical and other information on courses and programs or otherwise relative to the carrying out of this Agreement in such form and at such times as the Minister may request.

- 17. All Records of Approval given by the Minister or the Federal Director of Technical and Vocational Training under prior Apprenticeship Agreements and which have application to this Agreement shall continue in effect under this Agreement unless specifically cancelled in writing.
- 18. The regulations of Appendices "A" and "Y" to this Agreement may be amended at any time by the Minister after agreement with the Province.
- 19. This Agreement shall be in force and effect from April 1, 1964 and shall expire on March 31, 1967, subject to prior termination on six months? notice in writing by either party.

Any program carried on under this Agreement shall conform to the following regulations:

- 1. For each trade or occupation approved for apprenticeship there shall be a stated length or term of apprenticeship determined in accordance with the requirements of the trade or occupation. This term shall not normally consist of less than two years of 4,000 hours of reasonably continuous employment.
- 2. In exceptional circumstances an apprenticeship term of less than two years but not less than one year or 2,000 hours of reasonably continuous employment may be established with the approval of the Minister subject to the following conditions:
 - (a) That satisfactory reasons have been provided for making an exception,
 - (b) that a detailed outline of the on-the-job and school training has also been submitted, and
 - (c) that the Province undertakes not to restrict the provision of school training opportunities, in the trade or occupation concerned, solely to persons who may be registered in the apprenticeship program.
- The Province will maintain a register of all apprentices participating in programs approved under this Agreement and will also keep records showing the progress of each apprentice, the results of periodic tests and all other matters affecting the proper completion of the individual's apprenticeship.
- 4. The Province shall be responsible for providing each apprentice with an approved program of training on-the-job and technical and related instruction.

- The Province will ensure that adequate standards of training are maintained through periodic inspections or investigations of training given apprentices on-the-job and of that provided in technical and related instruction.
- 6. The Province shall arrange for necessary periodic trade tests and a final test on completion of the apprenticeship period prior to granting journeyman or equivalent status. All apprentices passing such final test shall be given a provincial certificate.
- 7. Where an Interprovincial Standards Examination has been established each completing apprentice, in that trade, shall be allowed to write the examination and if he passes shall be awarded the appropriate seal on his certificate.
- 8. Appropriate time credit shall be granted for previous experience in the trade and for trade training in a vocational school or its equivalent.
- 9. The content of courses and examinations for related technical classes shall be prescribed or approved by the provincial Department of Labour or such other agency as may be named by the Province to administer the apprenticeship program in the Province.
- 10. When pre-employment training or other training is given, in a trade approved for apprenticeship, the Province will ensure that the course content is closely integrated and co-ordinated with apprenticeship for that trade.

- 11. Full-time classes excluding pre-employment courses, shall not exceed a total of three months for each year of the normal apprenticeship term.

 The distribution of this time through the apprenticeship shall be at the discretion of the Province.
- When full-time classes cannot be provided, arrangements shall be made for the operation of part-time classes (day or evening). When inclass training cannot be arranged correspondence courses may be substituted for or provided as a supplement.
- There shall be drawn up for each trade a curriculum, based on the national or other approved current analysis of the trade, setting forth the different parts of the trade to be covered on the job and the approximate length of time that should be spent on each part. An outline shall also be made for the class instruction in trade and related subjects, based on the same analysis and classes will be established by the Province in accordance with this outline for all apprentices at suitable times and places.
- The selection of trainees for training under this Agreement shall be made without discrimination against or favour for any persons with respect to race, national origin, colour, religion or political affiliation.
- The Province may, with the approval of the Minister, establish industrial apprenticeships whereby workers may be registered as apprentices, when employed in occupations relating to an industrial area of work. Such apprenticeships shall include basic training in related mathematics, science and communications as well as skill courses relating to the industry in which the apprentice is employed.

A schedule of varied work experience shall be arranged in cooperation with the employer(s) for the full period of apprenticeship.

In order to promote apprenticeship and develop the skills and technical competence of the labour force the Province may operate a tradesman's certification program under this Agreement provided that candidates for examination have been employed in an apprenticeable trade for at least the same length of time as the term of apprenticeship in the trade.

Regulations re Shareable Costs

Subject to the conditions in the Apprenticeship Training Agreement and Schedule "A" the Federal Government will reimburse the province at the percentage rate set out in the Agreement for provincial costs as follows:

Salaries and Board Fees

- Salaries of provincial officers appointed to develop, administer, coordinate and supervise approved programs under the Agreement if such
 officers and the terms of their appointment have been given prior
 approval of the Minister.
- Salaries or wages of necessary clerical or office assistants engaged for the purposes of the training or certification programs under the Agreement when the terms of engagement of such persons have been given prior approval by the Minister.
- Fees or allowances paid by the Province to members of the provincial Apprenticeship Committees or Boards with the prior approval of the Minister.
- 4. Fees or allowances paid to members of Trade or Examination Committees when such committees have been appointed by the Province and at rates approved by the Minister.

Travelling Expenses

Travelling expenses of the provincial officers while engaged in duties relating to the operation of programs under this Agreement and in respect of whom the Minister has approved this type of expense.

Travelling expenses of members of boards or committees appointed by the Province while attending meetings or in connection with the programs of this Agreement in accordance with prevailing provincial travel regulations.

Advertising and Printing

- 7. Printing costs of application and agreement forms, examinations, certificates or other printed materials required to carry on approved programs.
- 8. Advertising and publicity providing it indicates adequately that the program is carried on jointly by the Government of Canada and the Province and that the Minister has approved such expenditures.

Development of Examinations and Curricula

9. The provincial costs of developing and producing examinations, training aids and curriculum materials for training or certification in apprenticeship trades or occupations provided such costs are approved by the Minister.

Provincial Grants

Provincial grants to trade or employer groups or associations or other responsible bodies for the development or promotion of apprentice training activities provided such activities are substantially in accordance with the regulations and terms of this Agreement; that details of such programs or activities are approved by the Minister, and that where apprentices are trained in such activities they shall be registered with the Province.

Revenue

Any contributions, assessments or other revenue received by the

Province relative to programs shared under this Agreement shall be

used to reduce the federal and provincial contributions by equal

amounts.

General

12. All costs in respect of matters incidental to and in the same class as those deemed shareable in the foregoing, if approved in writing by the Minister.

AN ORDINANCE RESPECTING THE TRAINING OF APPRENCTICES

(Assented to November 20, 1963.)

Short Title,

- 1. This Ordinance may be cited as the Apprentice Training Ordinance.

 Interpretation.
- 2. In this Ordinance,
 - (a) "apprentice" means a person who has entered into an agreement with the Commissioner, pursuant to section 6, under which that person undertakes to pursue a course of training in a designated occupation; and
 - (b) "designated occupation" means an occupation designated in the Schedule or designated by the Commissioner by regulation.

Administration.

- 3. The Commissioner shall appoint a Superintendent of Apprentice Training who is charged with the administration of this Ordinance and who shall perform such duties and have such powers as the Commissioner, by regulation or otherwise, may direct.
- The Commissioner may appoint inspectors of apprentice training who shall act under the direction of the Superintendent of Apprentice Training and who shall perform such duties and have such powers as the Commissioner, by regulation or otherwise, may direct.
- 5. (1) A Board is hereby established, to be known as the Apprentice Advisory Board, and to consist of three members.
 - (2) The Superintendent of Apprentice Training shall be a member of the Apprentice Advisory Board and shall be chairman.
 - (3) The Commissioner shall appoint the other two members of the Apprentice Advisory Board, one of whom shall be an employer of persons in a designated occupation and the other an employee in a designated occupation, who shall hold office during pleasure.

- (4) The members of the Apprentice Advisory Board shall be paid such remuneration and compensation as may be determined by the Commissioner.
- (5) The Apprentice Advisory Board shall perform such duties and have such powers as the Commissioner, by regulation or otherwise, may direct.

Agreements.

- 6. (1) The Commissioner may enter into a written agreement with any person who
 - (a) wishes to pursue a course of training in a designated occupation;
 - (b) is at least sixteen years of age; and
 - (c) resides in the Northwest Territories,
 upon such terms and conditions as the Commissioner may think fit,
 to provide for the training of that person in a designated occupation.
 - (2) An agreement referred to in subsection (1) shall not be binding upon the parties unless it is in writing and is signed
 - (a) by the Commissioner,
 - (b) by the person who wishes to pursue a course of training in a designated occupation, and
 - (c) by such parent or guardian if such person is a minor and resides with his parent or guardian.
 - (3) An agreement entered into by a minor pursuant to this section shall be binding upon such minor as if he had been of full age and capacity at the time the agreement was entered into.
- 7_{ullet} The Commissioner may enter into an agreement with any person who
 - (a) wishes to employ an apprentice, and
 - (b) is capable of providing a course of practical training in a designated occupation,

upon such terms and conditions as the Commissioner may think fit, to provide for the practical training of an apprentice in that designated occupation.

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The Commissioner may make grants of money and provide goods or services to apprentices or to other persons employed in designated occupations, upon such terms and conditions as the Commissioner,

Regulations.

by regulation, may prescribe.

- The Commissioner may make regulations

 (a) designating occupations to which this Ordinance shall apply;

 (b) prescribing the qualifications necessary to become an apprentice
- prescribing the qualifications necessary to become an apprentice
 in any designated occupation and the manner of establishing those
 qualifications;
- (c) prescribing the duration, nature and scope of the practical and theoretical training to be received by an apprentice in any
- designated occupations
 (d) providing for changes in the duration, nature and scope of
- practical or theoretical training of apprentices who have had experience in a designated occupation before becoming apprentices;
- (e) prescribing the conditions under which agreements entered into pursuant to section 6 or 7 may be terminated or cancelled;
- and observed by an apprentice in respect of his employer;
 (g) prescribing the duties and obligations that shall be imposed

prescribing the duties and obligations that shall be imposed upon

- (g) prescribing the duties and obligations that shall be imposed upon and observed by an employer in respect of the apprentice
- (h) providing for the appointment of examining boards and prescribing the duties and remuneration of members of those boards;

become apprentices and persons employed in designated

providing for the examination of apprentices, persons wishing to

- occupations; and establishing the standards for such examination;

 (j) providing for the issuance of certificates of status, certificates of cates of completion of apprenticeship and other certificates of competence or proficiency, and prescribing the conditions for competence or proficiency, and prescribing the conditions for
- the issuance of such certificates;

 (k) providing for the issuance of identification cards and requiring the production of such cards under certain conditions;
- (1) providing for the recognition of certificates of occupational
 status or their equivalent, issued by any province of Canada,
 and prescribing the conditions for the issuance of certificates
 of status, certificates of completion of apprenticeship or other
 certificates of competence or proficiency to the holders thereof;
 (m) prescribing the working conditions, hours of labour and rates of
- (n) preseribing the powers and duties of the Apprentice Advisory
- Boards

 (o) prescribing the powers and duties of the Superintendent of
- Apprentice Training; (p) prescribing the powers and duties of the inspectors of apprentice
- prescribing the powers and duties of the inspectors of apprentice trainings
- (p) providing for inspection of the training of apprentices;
- training of apprentices;

providing for a system for recending the progress of the

(t) providing for the making of grants of money to apprentices and other persons employed in designated occupations, and prescribing

broviding for the keeping of records accessible to the publics

such grants and the manner of repayment of such grants;

- 9. (u) providing for the provision of goods or services to apprentices
 and other persons employed in designated occupations and prescribing the conditions for eligibility for such provision, the
 amounts to be provided and the manner of providing such goods or
 services:
 - (v) providing for the repayment of any grant made to an apprentice or
 to a person employed in a designated occupation, providing for the
 repayment of the value of any goods or services directed to an
 apprentice or to a person employed in a designated occupation and
 prescribing the conditions upon which such repayment shall be
 required and the manner in which such repayment shall be made;
 - (w) prescribing forms to be used for the purpose of this Ordinance and the regulations;
 - (x) requiring payment of fees and prescribing the amount of fees
 to be paid in respect of any agreement, examination, perusal or
 search of records, for the issuance of any certificate or other
 document or for any other service provided pursuant to this
 Ordinance or the regulations;
 - (y) prescribing a fine not exceeding five hundred dollars or imprisonment not exceeding six years or both such fine and imprisonment to be imposed upon summary conviction as a penalty for violation of a regulation made under this section; and
 - (z) generally for the carrying out of the purposes and to give effect to the provisions of this Ordinance.

General.

- 10. (1) All expenditures for the purposes of this Ordinance shall be paid out of money appropriated by the Commissioner in Council therefor.
 - (2) It is a term of every agreement entered into pursuant to this

 Ordinance providing for the payment of any money by the Commissioner

10. (2) that payment thereunder is subject to there being an appropriation of money by the Commissioner in Council for the purpose of discharging that commitment in the fiscal year in which the payment becomes due and is payable.

REGULATIONS GOVERNING THE TRAINING OF APPRENTICES IN THE NORTHWEST TERRITORIES

Short Title

- 1. These Regulations may be cited as the Apprentice Training Regulations.

 Interpretation
- 2. In these regulations,
 - (a) "apprentice" means a person accepted by the Commissioner for training in a designated occupation and who is a party to a subsisting agreement entered into with the Commissioner pursuant to section 18;
 - (b) "Apprentice Advisory Board" means the Board established pursuant to section 5 of the Ordinance;
 - (c) "certificate" means any certificate issued under these Regulations on which is indicated the designated occupation and the classification of the holder thereof;
 - (d) "employer" means an employer of a person or persons in the capacity of an apprentice or apprentices;
 - (e) "examining board" means any examining board appointed by the Superintendent pursuant to Section 8;
 - (f) "inspector" means an inspector appointed pursuant to section
 4 of the Ordinance;
 - (g) "Ordinance" means the Apprentice Training Ordinance;
 - (h) "Superintendent" means the Superintendent appointed pursuant to Section 3 of the Ordinance.

Application for Certificate

3. Every application for a certificate under these Regulations shall be made to the Suerpintendent in Form 1.

- 4. The application mentioned in section 3 of every applicant for apprentice training shall be accompanied by
 - (a) the certificate of a medical practitioner certifying that the applicant is physically capable of performing the work of the designated occupation selected by the applicant; and
 - (b) evidence satisfactory to the Superintendent that the applicant meets the minimum educational standards required in the designated occupation selected by the applicant.

Educational Standards

- 5. The educational standard of an apprentice in any designated occupation shall be equivalent to that required by the province in which the apprentice is to receive the actual training in that designated occupation.
- occupation but lacks the educational standing required for entering into an agreement of apprenticeship under the Ordinance, the Superintendent may prescribe a special course of combined education and apprentice training for that person, and an agreement may be entered into with the Commissioner accordingly for the purpose of enabling such person to obtain a certificate.

Examining Boards

7. Where an applicant for a certificate satisfies the Superintendent that he has received training or has been employed in a designated occupation the Superintendent will refer the application to an examining board.

- 8. (1) The Superintendent may appoint an examining board or boards.
 - (2) Every examining board shall consist of an inspector who shall act as chairman, a second person selected from among the employees in the designated occupation in respect of which the examination is to be conducted and a third person selected from among the employers in that designated occupation.
 - (3) Notwithstanding subsection (2), the Superintendent may establish an examining board consisting of only one person.
- 9. (1) The examining board shall,
 - (a) examine every application for a certificate referred to it pursuant to section 7, and if the examining board deems it necessary examine the applicant with regard to the contents of the application;
 - (b) recommend to the Superintendent what time, if any, be deducted from the period of apprenticeship set out in section 24 and the class of certificate to be given to the applicant:
 - (c) at the request of the Superintendent, conduct an examination to determine any applicant's or apprentice's occupational knowledge; and
 - (d) transmit to the Superintendent the results of the examination, the applications and all other related material.
 - (2) A member of the examining board, other than a federal or territorial government employee, may be paid a fee of \$7.50 per hour while examining applicants, their applications and conducting examinations and all out-of-pocket expenses incurred by such members, but in no case shall such fees, excluding expenses, exceed the sum of \$50. for any one day.

- 10. (1) Every apprentice or other person shall, in order to qualify for any certificate other than a beginner's certificate, pass an examination to a standard prescribed by the Superintendent.
 - (2) Every examination shall be in such form and shall be conducted and assessed in such manner as may be determined by the Superintendent.
- 11. The Superintendent may permit a person who does not possess a sufficient knowledge of English to take an examination with the assistance of an interpreter to be designated by the Superintendent.
- 12. (1) The Commissioner, upon the recommendation of the Superintendent given as a result of the assessment of the applicant's training and experience in the designated occupation in respect of which application is made, may issue a certificate in Form 2 to the applicant, or in Form 3 if the applicant is to be issued a journeyman's certificate.
 - (2) A certificate referred to in subsection (1) shall be for a classification no higher than that recommended by the examining board pursuant to Section 9.
- 13. Except with the consent of the Superintendent no person, within four months of passing an examination for any certificate, shall sit for an examination for a certificate of a higher class.
- 14. (1) Where an apprentice fails in any examination for a certificate the period of apprenticeship may be extended by the Commissioner upon the recommendation of the Superintendent for such further period as may be recommended by the Superintendent.
 - (2) Where a person other than an apprentice fails an examination for a certificate the Superintendent may permit such person to take a second examination at a place and time set by the Superintendent.

- 14. (3) Where an apprentice or other person fails in two consecutive attempts to pass an examination for a certificate, he shall not be permitted to take such examination again until he completes a further course of training prescribed by the Superintendent; but no apprentice or other person shall be permitted more than three attempts to pass such examination.
- Where a person whose examination result would entitle him to a higher class of certificate if he had more hours of experience in the designated occupation in respect of which the examination was given, such person shall be classified at a level no higher than his experience permits, but shall be entitled to the higher classification without further examination upon completing the hours of experience in such designated occupation required under section 24 for such higher classification.
- 16. (1) Where a person has been examined for a certificate and is not satisfied with the classification granted to him he may, within sixty days from receipt of the certificate, file a notice of appeal with the Superintendent against the classification.
 - (2) Upon receipt of the notice of appeal and the fee set forth in subsection (4), the Superintendent shall refer the appeal to an examining board other than the board which recommended the classification being appealed from, and such board shall enquire into the matter.
 - (3) The Superintendent, on the recommendation of the examining board, shall determine how the appeal is to be disposed of.
 - (4) The appellant shall pay a fee of twenty-five dollars for such appeal, and a fee of five dollars for any examination taken by him as a result of such appeal, but if the appeal results in the granting to the appellant of a certificate of higher classification than that under appeal, the fee for appeal and the fee for any examination taken pursuant to the appeal shall be refunded.

Apprenticeship Agreements

- 17. Every agreement of apprenticeship subsisting immediately prior to the date these Regulations come into force is subject to these Regulations.
- 18. Every applicant for apprentice training shall enter into an agreement in Form 4 with the Commissioner and in the case of an applicant with no certifiable training or experience, the Commissioner shall, upon execution of the agreement, issue a beginner's certificate in Form 5.
- 19. The Commissioner may refuse to enter into an apprenticeship agreement with any applicant.
- 20. (1) Every apprentice shall, before commencing employment, enter into an agreement with his employer in Form 6.
 - (2) A copy of every agreement entered into pursuant to subsection (1), shall be forwarded to the Commissioner forthwith.

Employment and Pay

- 21. (1) No employer shall employ any person as an apprentice unless he is, or has in his employ, a journeyman qualified in the same occupation for which the apprentice is to receive training.
 - (2) No employer shall employ more than one apprentice unless, for each apprentice, he has in his employ in the place where the apprentice is to be employed, one additional journeyman qualified in the same occupation for which the apprentice is to receive training.
 - (3) For the purposes of this section, a person employed in a designated occupation who possesses, in the opinion of the Superintendent, more experience in that designated occupation than is normally required to obtain a certificate of journeyman shall be deemed to be a journeyman.

- 22. Every employer shall pay to each apprentice in his employ wages at not less than the following rates:
 - (a) to the holder of a beginners certificate
 - (b) to the holder of a fourth class certificate
 - (c) to the holder of a third class certificate
 - (d) to the holder of a second class certificate

50% of the rate of the employer pays to a journeyman
60% of the rate the employer pays to a journeyman
70% of the rate the employer pays to a journeyman
80% of the rate the employer pays to a journeyman

- 23. Any dispute between an apprentice and his employer shall immediately be reported in writing to the Superintendent by the apprentice and the employer, and the Superintendent shall take such action as he considers necessary to settle such dispute.
- 24. (1) Subject to subsection (2), the period of apprenticeship in any designated occupation to obtain a certificate of a fourth class apprentice, a third class apprentice, a second class apprentice or a journeyman is equal to the number of hours shown in the appropriate column set opposite such designated occupation in the following table:

			4		£*
	Fourth Class	Third Class	Second Class	Journeyman's	1
Designated Occupation	Certificate	Certificate	Certificate	Certificate	
	hours	hours	hours	hours	total
¥ .*			Administrative control of the contro	0,4	
Carpenter	2,000	2,000	2,000	2,000	8,000
Clerk	1,500	1,500	1,500	1,500	6,000
Commercial Cook	1,500	1,500	1,500	1,500	6,000
Diesel Mechanic	2,000	2,000	2,000	2,000	8,000
Electrician (Construction)	2,000	2,000	2,000	2,000	8,000
Heavy Duty Equipment	•				: `
Mechanic	2,000	2,000	2,000	2,000	8,000
Heavy Duty Equipment		•			
Operator	1,000	1,000	1,000	1,000	4,000
Industrial Electrician	•	•	•	•	
(Plant Maintenance)	2,000	2,000	2,000	2,000	8,000
Industrial Mechanic	•		•	•	Amd t8
(Mine Maintenance)	2,000	2,000	2,000	2,000	8,000
Lineman	2,000	2,000	2,000	2,000	8,000 Jan./66
Machinist	2,000	2,000	2,000	2,000	8,000
Millwright	2,500	2,500	2,500	2,500	10,000
Motor Vehicle Repair (Body)	2,000	2,000	2,000	2,000	8,000
Motor Vehicle Repair					
(Mechanical)	2,000	2,000	2,000	2,000	8,000
Oil Burner Mechanic	1,500	1,500	1,500	1,500	6,000
Painter and Decorator	1,500	1,500	1,500	1,500	6,000
Pipe Fitter	2,000	2,000	2,000	2,000	8,000
Plumber	2 , 500	2,500	2,500	2,500	10,000
Sheet Metal Worker	2,000	2,000	2,000	2,000	8,000
Steam Fitter	2,000	2,000	2,0 00	2,000	8,000
Welder	1,500	1,500	1,500	1,500	6,000

- 24. (2) The Superintendent may deem an apprentice who has completed not less than four-fifth of the time required to be worked prior to being eligible for any certificate to have completed the total time required to be worked for such certificate.
- 25. (1) Upon completion of the period of apprenticeship prescribed by section 24, an apprentice shall, subject to section 10, be issued with a Certificate of Completion of Apprenticeship in Form 7.
 - (2) Every holder of a Certificate of Completion of Apprenticeship is entitled to a Journeyman's Certificate without examination.
- 26. (1) Subject to sub-section (2), a certificate issued pursuant to these regulations does not expire.
 - (2) The holder of a certificate who, for a continuous period of two years or more, is not employed in the designated occupation for which the certificate was issued may, upon the recommendation of the apprentice Advisory Board and with the approval of the Superintendent, be required

26. (2) to take an examination in such designated occupation, and if such person fails or refuses to take this examination, the Commissioner may cancel the certificate.

Apprentice Advisory Board

- 27. The Apprentice Advisory Board shall
 - (a) advise the Commissioner respecting the training of apprentices;
 - (b) recommend to the Commissioner any changes to the list of designated occupations in the Schedule to the Ordinance; and
 - (c) advise the Commissioner with respect to the organization and administration of the apprentice training program.

Administration

- 28. (1) The Superintendent shall issue to an apprentice an identification card and record book and to a journeyman an identification card showing the designated occupation and the classification thereon.
 - (2) A person issued with an identification card pursuant to subsection (1) shall produce it upon the request of his employer or an inspector.
- 29. Every employer shall complete and forward to the Superintendent such reports and record books as may be required by the Superintendent.
- 30. (1) The Superintendent or an inspector may make inspections of the training of every apprentice.
 - (2) At the request of the Superintendent or an inspector every employer shall produce for inspection at all reasonable times the records relating to the time worked by, and wages paid to any apprentice in his employ.

Fees

- 31. The following are the fees prescribed under these Regulations:
 - (a) for any examination taken under these Regulations by a person other than an apprentice and the issuance of a certificate thereafter \$5.00;

- 31. (b) for the perusal of an application and the granting of a certificate to the holder of a document issued by any person which, in the opinion of the Superintendent, is equivalent to such certificate \$2.00;
 - (c) for the issuance of any duplicate certificate, record book, or identification card \$2.00.

Offences and Penalty

- 32. Every person who
 - (a) gives false information in connection with his application referred to in section 3;
 - (b) falsifies an entry in a record book referred to in section 28;
 - (c) contravenes any of the provisions of sections 21 or 22; is guilty of an offence and liable on summary conviction to a fine not exceeding one hundred dollars or to imprisonment for a term not exceeding seven days or to both such fine and imprisonment.

APPLICATION FOR TRAINING CONTICE OF COMMENCE OF COMMENCE OF COMMENCE OF COMMENCE OF TRAINING CERT	CEMENT			CANADIEN ET D		TIONAL ES
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8. DECLARATION OF APPLICANT: - I declare that the foregoing information for training or certification.						
Je déclare que les renseignements les présentee l'autorisation de suivre u			cation.	Date	-	of Applicant du candidat
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Je, and I consent to the application. et j'acquiesce à la présente demande. Date	, tuteur de Signatura			Atteste q	ue les détalls ci-de	saus sont exacts
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REASON FOR REJECTION AND RECOMMENDATIONS

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RAISON DU REFUS D'ADMISSION ET RECOMMANDATIONS

INSTRUCTIONS

aussi à informer le candidat qu'il est admis au cours de elèves, ou elèves et apprentis en perspective. Elle sert La présente formule sert à consigner les antécédents des

ment, ou son suppléant). qui préside à l'entrevue (Agent de sélection ou de place-La Pattie "A" de la formule sera remplie par la personne

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DISTRIBUTION

Le bureau régional expédie:

est remplie dans la région, S copies au bureau de district, lorsque la Partie "B"

régional une copie avec la Partle "B" remplle.) (Dans ce cas, le bureau de district renvoie au bureau n'est pas remplie dans la région, 3 copies au bureau de district, lorsque la Partle "B"

I copie au directeur les PARTIES "A" et "B" remplies. Le bureau de district expédie:

> in Region 2 copies to District Office when Part "B" completed Regional Office sends:

Region, otherwise Part B is completed at the District

and Placement Officer if training is taking place in his

by the Superintendent of Apprentice Training,

(ii) Form is to be approved by the District Vocational

(i) Form is to be recommended by the Selection and

conducting an interview (Selection and Placement Officer

Part "A" of the form is to be completed by any person

ees or prospective trainees and apprentices. It is also

This form is to be used to record personal history of train-

used to give notice of commencement of training.

Placement Officer,

or person acting in his stead.)

Part "B" of the form is to be completed by the Selection

(iii) In the case of apprenticeship form is to be approved

Superintendent except in the case of apprenticeship,

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I copy to Director with PARTS "A" and "B" completed District Office sends:

NORTHWEST TERRITORIES

CERTIFICATE

This is to certify that	
has reached the required the	oretical and
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2.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Certificate in the Occupation	n of
• • • • • • •	
	Superintendent of Apprentice Training
	Commissioner of the Northwest Territories

NORTHWEST TERRITORIES

CERTIFICATE

This is to certify that	
has successfully reached the s	tandards required and
qualified by examination as a	
JOURNEYMAN	
	Superintendent of Apprentice Training
	Commissioner of the Northwest Territories
	Commissioner of the Northwest Territories
Date	No

THIS AGREEMENT made this

day of

, 19

BETWEEN

THE COMMISSIONER OF THE NORTHWEST TERRITORIES, herein called "the Commissioner",

OF THE FIRST PART,

AND

herein called "the Apprentice"

OF THE SECOND PART,

AND

herein called "the parent/guardian"

OF THE THIRD PART.

WITNESSETH that in consideration of the covenants and agreements herein contained, the parties covenant and agree as follows:

- l. The Apprentice will for a period of years commencing on the date of this agreement (herein called "the apprenticeship period") work in the occupation of (herein called "the designated occupation") for such employer as the Commissioner considers satisfactory.
- 2. The Apprentice and the Parent/Guardian will execute an agreement of Apprenticeship in the designated occupation with an employer in that designated occupation and, whenever necessary, will execute such transfers of the said agreement as may be required from time to time.
- 3. During the apprenticeship period the Apprentice will
 - (a) attend regularly for work in the designated occupation;
 - (b) attend regularly such educational classes as the Commissioner may designate;
 - (c) serve his employer faithfully, honestly and diligently; and
 - (d) take such examinations in the designated occupation as may be designated by the Commissioner.
- 4. The Parent/Guardian represents to the Commissioner that the Apprentice was born on the day of 19, and consents to the Apprentice entering into this agreement.
- 5. The Parent/Guardian will encourage and assist the Apprentice in the performance of his obligations hereunder.

- 6. The Commissioner will assist the Apprentice to obtain employment and instruction in the designated occupation.
- 7. During the apprenticeship period the Commissioner will
 - (a) pay all fees payable to any educational institution attended by the Apprentice at the request of the Commissioner;
 - (b) upon receipt of an invoice duly receipted, pay for all books and other instructional material allowed by the Commissioner and purchased by the Apprentice for the purpose of any educational classes or courses attended by the Apprentice at the request of the Commissioner;
 - (c) grant the Apprentice such sum for board and lodging as the Commissioner may deem sufficient during the time the Apprentice is in attendance at an educational institution at the request of the Commissioner; and
 - (d) pay to the Apprentice the cost of return transportation by the least expensive method to and from the place at which the Apprentice is to attend an educational institution.
- 8. If in the opinion of the Commissioner the Apprentice does not attend satisfactorily at such educational institution, or if the Apprentice terminates this agreement without the consent of the Commissioner, the Commissioner may require the Apprentice to reimburse the Commissioner with any part or all of the sums advanced to or paid on behalf of the Apprentice pursuant to section 7.
- 9. This agreement enures to the benefit of and is binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Commissioner of the Northwest Territories has hereunto set his hand and seal and the Apprentice and the Parent/Guardian have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED by the Commissioner of the Northwest Territories in the presence of	
AND by the Apprentice in the presence of) } }
AND by the Parent/Guardian in the presence of	\ } } }

NORTHWEST TERRITORIES

CERTIFICATE

	This is	to cer	tliy tha	IT			• •	
	has bee	n accep	ted as a	n apprent	ice in the	occupation		
	of	0 0 0 0					•	
	and is	hereby	awarded	a beginner	r's certific	cate.		
					Superinte	endent of Ap	prentice	Training
					Commissio	oner of the	Northwest	
Date						No		o o o

THIS AGREEMENT made this

day of

, 19

BETWEEN

hereinafter called "the Employer"

OF THE FIRST PART.

AND

hereinafter called "the Apprentice"

OF THE SECOND PART,

AND

hereinafter called the "Parent/Guardian"

OF THE THIRD PART

WITNESSETH:

- 1. The Apprentice will serve the Employer as his apprentice in the occupation of (hereinafter called "the designated occupation") for a period of years, commencing on the day of . 19
- 2. The Employer will accept the Apprentice as an apprentice for the period set forth in section 1.
- 3. The Apprentice will
 - (a) at all times keep the secrets of the Employer with respect to the business of the Employer;
 - (b) obey and execute all lawful and reasonable demands of the Employer or those duly placed in authority over him relating to the work to be performed by the Apprentice in the designated occupation;
 - (c) attend regularly for work at the place of business of the Employer, unless leave to absent himself therefrom has been granted by the Employer.
 - (d) attend such classes as may be decided upon for the purpose of receiving technical or other education;
 - (e) maintain in good and serviceable condition any goods, tools, or other property of the Employer used by the Apprentice.
 - (f) honestly and diligently serve the Employer and comply with the provisions of the Apprentice Training Ordinance and the Regulations made thereunder

- 4. (1) Subject to the sub-section (2), this agreement may be terminated by either the Employer or the Apprentice at any time during the 90 days next following the date hereof.
 - (2) If the Apprentice is a minor this agreement may not be terminated by the Apprentice without the prior written consent of the parent/guardian.
- 5. The Employer will instruct or cause to be instructed the Apprentice in the designated occupation by the best methods and means available to the Employer.
- 6. This agreement may be transferred by the Employer to another employer.
- 7. The Employer will pay the Apprentice remuneration at a rate not less than that prescribed by the Regulations made pursuant to the Apprentice Training Ordinance.
- 8. The Employer shall not require the Apprentice to work in excess of the hours of work each day prevailing in the designated occupation unless an emergency occurs.
- 9. The Employer will, without penalty or prejudice to the Apprentice, allow the Apprentice time off to attend such classes as may be required by the Commissioner of the Northwest Territories for the purpose of obtaining technical or other education.

In witness whereof the parties herein executed this agreement the

Employer (transferee)

Apprentice

Parent/Guardian

Witness

Witness

Witness

NORTHWEST TERRITORIES

COMPLETION OF APPRENTICESHIP

CERTIFICATE

Date .

This is to ce	ertify that	• • • • • • •		
has served for	or		years as an	
Apprentice .				
successfully	completed the	practical and the	eoretical	
training and	reached the st	andards required	to qualify	
as a				
•		• • • • • • •	•	
		Superintendent	of Apprentice Trainin	• • • • • • s
			the Northwest Territ	·····
			No	

DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES

VOCATIONAL PROJECT APPROVAL FORM

NOTE BEFORE COMPLETING PLEASE SEE INSTRUCTIONS ON THE BACK			PROJECT NO.:			
(I) PROGRAM			(2) TRADE O	R OCCUPATION		
(3) METHOD			(4) LOCATION			
(5) Estimated Enrolment:						
ESKIMO:	INDIAN:		OTHER:	13.	TOTAL:	
(6) Proposed Dates: Fram:			To:	•		
(7) ESTIMATED EX	PENDITURES			TION OF PROJEC	T: (see reverse side)	
Expenditures	Current Year 19 /19	Next Year 19 /19	+ Shew ra	te per month	++ Specify	
TRAINEES: Travelling Expenses						
Tuition, Supplies, Fees, etc.						
Room & Board, Allowances, etc.*						
Clothing						
Miscellaneous **						
INSTRUCTORS: (Contract) Salary *						
Allowances *						
Travel						
UTILITIES: Light, Heat, Water and Sewer		·				
RENTALS: Buildings & Equipment						
PURCHASES: Materials and Supplies						
CONSTRUCTION/ACQUISITION Buildings & Equipment						
Miscellaneous**						
TOTAL PER FISCAL YEAR		_	_			
TOTAL COST OF PROJECT	AVERAGE PER TRAINEE	<u> </u>				
ANTICIPATED REVENUE						
NAME AND ADDRESS OF INSTRUC	TOR IF KNOWN		-			
					•	
Deconder By			FUNDS COMM		RATE SHEET TO EACH COPY)	
PROPOSED BY:		•	FUNDS COMM	11160:		
DATE			DATE:		DISTRICT FINANCE OFFICER	
SUBMITTED BY:	RECOMMEN	DED BY:		APPROVED BY:		
DATE: TITLE	DATE		TITLE	DATE	TITLE	

INSTRUCTIONS

- 1. This form is to be completed for proposals to conduct group terminal courses; send a number of individuals on training courses; arrange "Training on the Job"; begin apprenticeship training; enrol a blind or deaf student; provide academic up-grading outside the N.W.T.
- 2. Complete the form giving sufficient information to support and explain the proposed project. Costs shown should be actual, where known, or carefully calculated approximations. If an expenditure is not anticipated under any heading or item a "nil" entry should be made.
- 3. A course outline should accompany the form where a recognized course is not being taken. Course outlines should include the subject topics to be covered and the time devoted to each topic. An outline may be brief but it must be in sufficient detail to allow evaluation of its worth.
- 4. The explanation should clearly state the purpose of the training and objectives that have been set; the employment prospects if any are known (particularly if there is an immediate employment goal); the follow-up training requirement (if applicable).

5. Signing Officers

	Projects under \$5,000.00 with Contract Instructor less than \$1,000.00	All Other Projects
Proposed by:	Selection and Placement Officer or District Vocational Superintendent	Selection and Placement Officer or District Vocational Superintendent
Submitted by:	District Vocational Superintendent	District Administrator
Recommended by:	District Superintendent of Schools	Chief, Vocational Education Section
Approved by:	District Administrator	Chief, Education Division, or Director of Branch

DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES

VOCATIONAL PROJECT APPROVAL

SUPPORTING DETAILS

Detail of Item		Current Year 19 - 19		Next 19	Year - 19
			-		

TOTALS

NANR55-30 (1-63)

Department of Northern Affairs and National Resources

Ministère du Nord canadian at das Ressources hatlanales

VOCATIONAL PROJECT AMENDMENT FORM

FORMULE DE MODIFICATIONS D'UN PROJET DE FORMATION PROFESSIONNELLE Projet No.

NOTE: Before completing please see instructio NOTA: Avant de remplir la présente formule, ili	ns on the back. re les instructions au	votac*				
(1) Program - Programme			upstion -	- Métier ou occupati	on	************
(3) Method Méthode		(4) Location — B	indrolt			
PURPOSE OF AMENDMENT OBJET DE LA MODIFICATION				CREASE MENTATION	DECREASE DIMINUTION	
To adjust Cost Estimate - Redresser les prévis	ions des fraist					
To adjust Enrolment - Rectifier le nombre d'ins	criptions:					
DETAILS OF AMENDMENT - DÉTAILS DE LA	MODIFICATION					
	*			•		
			14			
		,				
				EVIOUS	AMENDED	
SUMMARY - SOMMAIRE Expenditure Approval - Dépenses approuvées:			PRÉ	CÉDENT	MODIFIÉ	
Number of Trainces - Nombre d'élèves:			<u> </u>			
romes of Transces as Louising & Athles	Eskim	- Esquimaux				
	Indian	- Indiena				
	Others	- Autres		adamanan gerakan aran sagarah gerakan		
	Totals	- Totaux	<u></u>			
Proposed by Proposé part		Funds Committed	- Bommer	ongagdes:		
ata		Date	7	District	Agent de finance de district	
Submitted by Présenté pari	Recommended by — Re	<u> </u>		Approved by - Ap		
Date Title	Date	1	Title Tites	Date		Title Titre
E.1170	~P14		VICE	NAIA.		V TILE

INSTRUCTIONS

- 1. This form is to be submitted by the District Office-
 - (a) When the revised cost estimate of a project differs by more than 10% in total, up or down, from the initial costing submitted with the Project Approval Form.
 - (b) When the number of trainees differs from the number shown on the Project Approval Form.
- This form is intended for use where a change occurs
 in cost or number of trainees. It should not be used
 for a date change only. Ordinary postponements
 should be reported by memorandum.

3. SIGNING OFFICERS

	Projects under \$5,000.00 with Con- tract Instructor less than \$1,000,00	All Other Projects
Proposed by:	Selection and	Selection and
	Placement	Placement
	Officer or Dis-	Officer or Dis-
1	trict Vocational	trict Vocational
	Superintendent.	Superintendent.
Submitted by:	District Voca-	District Admin-
	tional Super-	istrator.
	intendent	Chief, Voca-
Recommended by:	District Super-	tional Educa-
	intendent of	tion Section.
	Schools	Chief, Educa-
Approved by:	District Ad-	tion Division,
	ministrator	or Director of Branch.

INSTRUCTIONS

- 1. Le Bureau de district se sert de la présente formule
 - a) lorsque les prévisions revisées des frais d'un projet différent par plus de 10 p. 100, en plus ou en moins, des prévisions initiales des frais indiquées dans la formule d'approbation d'un projet (NANR 55-29)
 - b) lorsque le nombre d'élèves diffère de celui qui paraît dans la formule d'approbation d'un projet. (NANR 55-29)
- 2. Se servir de la présente formule en cas de modification des frais ou du nombre d'élèves. Ne pas s'en servir pour indiquer un changement de date seulement. Se servir d'un mémorandum pour indiquer une remise ordinaire du projet à plus tard.

3. FONCTIONNAIRES AUTORISÉS À BIONER

	Projets inférieurs à \$5,000, les services d'un instructeur engagé à farfait pour moins de \$1,000	Tous autres projets
Proposé par:	L'agent de sé-	L'agent de sé-
	lection et de	lection et de
	placement ou	placement ou
	le surintendant	le surintendant
	de district de	de district de
	la formation pro- fessionnelle	la formation pro- fessionnelle
Présenté par:	Le surintendant de district de la formation pro- fessionnelle	L'administrateur de district
Recommandé par	Le surintendant de district de l'instruction	Le chef de la section de l'enseignement spécialisé
Approuvé part	L'administra- teur de district	Le chef de la Division de l'éducation ou le directeur de la Direction

DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES

VOCATIONAL PROJECT FINANCIAL SUMMARY

			A.		Quarterly		Final	Program No)
NOTE: Read ins	tructions on back	before compl	eting this for	m. Three	copies required	i.			
١.				Tatal	Eskima	Inc	lian	Other ,	
	Na. of trainees								
	No. successfully	completed trai	ning					·	
	Tatal actual days	ottended			,				
В.	· · · · · · · · · · · · · · · · · · ·		ACTU	AL PRO	JECT EXPEND	ITURE			
Type of Expenditure	Total Current Period	Total To Oate	Current	Eskima To	etal to Date	Current	Indian Tatal to Oate	Current	Other Total to Oate
Travelling Expenses									
Tuition								1	
Books, Fees, Supplies									
Incidental Allawances									
Raam and Beard									
Clathing									
Misc. *									
TOTAL									
C. INSTRUCTOR'S Salary						Remar	ks		
Allowances			* Specify.						
Travel									
Utilities, Light & Power									
Heating									
Hater & Sewer									
RENTALS: Buildings									
Equipment									
PURCHASES: Materials									
Const./Acquis.: Buildings									
Equipment									
Misc. *									
TOTAL									
Average Cost per Trainee									
Trainee day									
Cast — Eskimo									
Cast — Indian									
Cast — Other									
F	inance Officer			Vacatio	nal Superintenden	ıt	Admin	istratar af Mac	k./Arctic
	0-1-				Dete			n .	
	Oate				Date			Date	

INSTRUCTIONS

- 1. This form is to be used by the District Office to make an actual cost accounting of the various expenditures that occurred on behalf of individuals including Training on the Job and expenditures that occurred in connection with the project. For individuals complete Sections A and B only for group courses complete Sections A, B and C.
- 2. Racial breakdown is important for cost recoveries from the Department of Labour and this will be the first opportunity to give an actual count of trainees whereas the Project Approval Form is considered to indicate estimated numbers only.
- 3. Cost accounting should be provided by the District Finance Officer and should be an accurate and inclusive statement of expenditures. This is also most important for recovery purposes both from the Territorial Government and the Department of Labour.
- 4. Remarks should be concise but complete and recommendations should be made if further action by the Department is indicated.
- 5. The form should be signed by the District Finance Officer and by the Vecational Superintendent verifying the financial aspects, and the training aspects, then by the District Administrator for submission to the Director.

Distribution:

Director - 1 copy District Office - 1 copy Regional Office - 1 copy

Deportment of Northern Affairs and Notional Resources Ministère du Nord conodien et des Ressources notionales

TERMINATION OF TRAINING REPORT

Trade or Occupation - Métier ou occupation					
Praject Na. – Projet n ^o					

RAPP	ORT DE FIN	DE FO	RMATION	-	Project No Projet no				
NOTE: Read Instructions on by NOTA: Lire les instructions s				for mude					
rirst Name(s) - Prénom(s)		Last Nam	e - Nom de	famille	Training Centre - Centre de formatio	2			
Addresa — Adresse									
Formation complétée	Discontinu Discontinu			If training raisons	discontinued, give reasons — Dans le cas de	discontinuation, en donner les			
day - jour month - 1	nois ye	ear — anné	•						
Actual Attendance in Days ours de présence									
	OF PROGRESS -	- PROGRÈ	l S		FUTURE PLANS PRO	JETS D'AVENIR			
Assessment or Rating Cote	Exceilent	Good Bon	Fair Passabie	Poor Médiocre	Occupational Choice - Choix d'un métier	and and analysis of the second			
Course Rating Cours					(1)				
Suitability for Employment					(2)				
Aptitude à occuper									
un empioi					(3)				
ipioma, Certificate or Credits crédits accordés	lssued — Diplôm	e ou certi	ficat délivre	é ou	Further Education or Training Required Instruction ou formation supplementaire requise				
ate									
ecommandations									
te of Departure				Destination					
(day - month-	year) (jour	- mols - an		ocatmation.					
Purpose - To seek employmen			piacement de d'un emp	10.		er, specify			
Raison — Recherche d'un em POST					PLOI SUBSÉQUENT À LA FORMATION (s'	re raison, préciser ly a lieu)			
lame of Employer - Nom de l'e	· · · · · · · · · · · · · · · · · · ·				Address - Adresse				
tarting Date — A partir du					Nature of Work — Genre de travail	Salary/Wages (approx.)			
				-		Salaire/traitement (approx			
	onth-mois his training, stat		ar-année s) Si l'em	ploi n'a Pas	trait à la formation reçue, dire pourquoi				
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emarks — Remarques									
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day-jour month	-mois year-	anné e			Superint	endent - Surintendant			

INSTRUCTIONS

- 1. This form is to be completed in conjunction with the course instructor, Selection and Placement Officer or other person closely associated with the training project. If a trainee has been trained in a southern institution or by some other agency information may, of necessity, be obtained in another way and this form completed in the best way possible from that information.
- 1. Remplir la présente formule de concert avec l'instructeur qui a donné le cours, l'agent de sélection
 et de placement ou toute autre personne associée
 de près au projet de formation. Si un élève a reçu
 sa formation dans une institution du sud du pays ou
 par l'intermédiaire de quelque autre organisme, il
 faudra, de toute nécessité, obtenir les renseignements d'une autre façon et remplir la formule au
 mieux d'après les renseignements ainsi obtenus.

DISTRIBUTION

Director - 1 copy

District Office - 1 copy

Regional Office - 1 copy

Au directeur — 1 copie

Au bureau de district - 1 copie

Au bureau régional - 1 copie

DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES

TRAINING-ON-THE-JOB CONTRACT

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lame of Employers	-			Address of E	mployeri			
lind of Training:			en en en vertice antique en	Training Beg	ins:	Longths	Hours Worked	
							Per day	
				Day	Month Year	Wks. Months	Per Wk.	
		RATE OF PAY	andra varia optimise stransk en næstamligt verke oppin fyr ferfenni	1		SHADE OF	PAYMENTS	
PERIOD	Hrly/Wkly. or Mthly	Employer's Departmen		TOTAL TOTAL TAME PAYMENT		Emplayer's Share	Department's Share	
st Wks/Mos.								
nd Wks/Mos.								
d Wks/Mos.								
h Wks/Mos.								
OTALS			7/////					
					7			
				Signature:		Employer		
HE DEPARTMENT (1) to provide, if postuperintendent. (2) to make payment	racticable, part-tin	ne technicai inst	ructions or corre	spondence co	urse as recommen	ded by the Vocation	ol Training	
					90 , X - 37 -			
				Signature: _		Far Department		
RAINEE:	om considered to b	e on probation fo	orweeks a	nd will be wit	hdrawn if I or the	instructions prove u	nsatisfactory. 1	
I understand that I auderstand fully and	d accept the condi	tions of employm	ent.					

INSTRUCTIONS

- 1. The form is to be drawn up according to the terms negotiated with the employer.
- 2. The form should be signed by each of the parties concerned and the departmental signature should be within the person's authority with respect to financial authorizations.
- 3. The agreement must not exceed a period of twelve months.
- 4. Wage rates should be set by the rate determined most appropriate for a learner. Shared payments should be calculated to a 50% sharing over the period the agreement is in force. This may be either a straight 50% or by a sliding scale.
- 5. All payments to the trainee for wages should be paid by the employer on which Unemployment Insurance and Workmen's Compensation contributions must be paid. Departmental share of wages is to be paid on the basis of time statements submitted by the employer. The Department will not share in overtime payments.
- 6. Training may be terminated for cause by any party provided notice is given in writing.

Distribution:

Selection and Placement Officer
Trainee (signed copy)
District Administrator (signed copy)
Employer (signed copy)
Director (if not signed, names of signatures to be typed on form)

ANR 55-37 Location From		From To Enroll		colled Completed					Training Man-Days						
of Training	10	E.	I.	0.	Т.	E.	I,	0.	т.	E.	I.	0.	Т.	Remarks	
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Third Class

Second Class

APPRENTICE RECORD SHEET

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			Occupation:		
			Begrepher (pre-dominates and revenues to the Brown	and the state of t	
	Application		cord Book	Contracts Re	gistered
	Received	7	Issued	Commissioner	Employe
Date					
	Rec	cord Boo	k Checked - (1	Dates)	
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Record Book Sent	tos		Date	Purp	ose
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Certificates Issued	Number	Date	Certificat	es Issued Number	p Date

Interprov. Seal

MEMORANDUM FOR SUPERINTENDENT OF APPRENTICE TRAINING

Application for Certificate of Status

On(date)	an examining board was convened at
(place)	to examine of (name)
(address)	an applicant for a certifi-
cate of status in the occ	upation of
As a result of	its deliberations the board recommends
that this applicant be gr	ranted hours credit subject (number)
to successful completion	of an examination in the occupation at
the	class level.
Examination pap	ers required in this office by
(date)	· .
	Examing Board
Sgd.	Chairman
Sgd.	Member
"Sed	Memban