

# Vocational Education Section

## ADMINISTRATIVE

## HANDBOOK

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Education Division  
Northern Administration Branch  
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and Northern Development  
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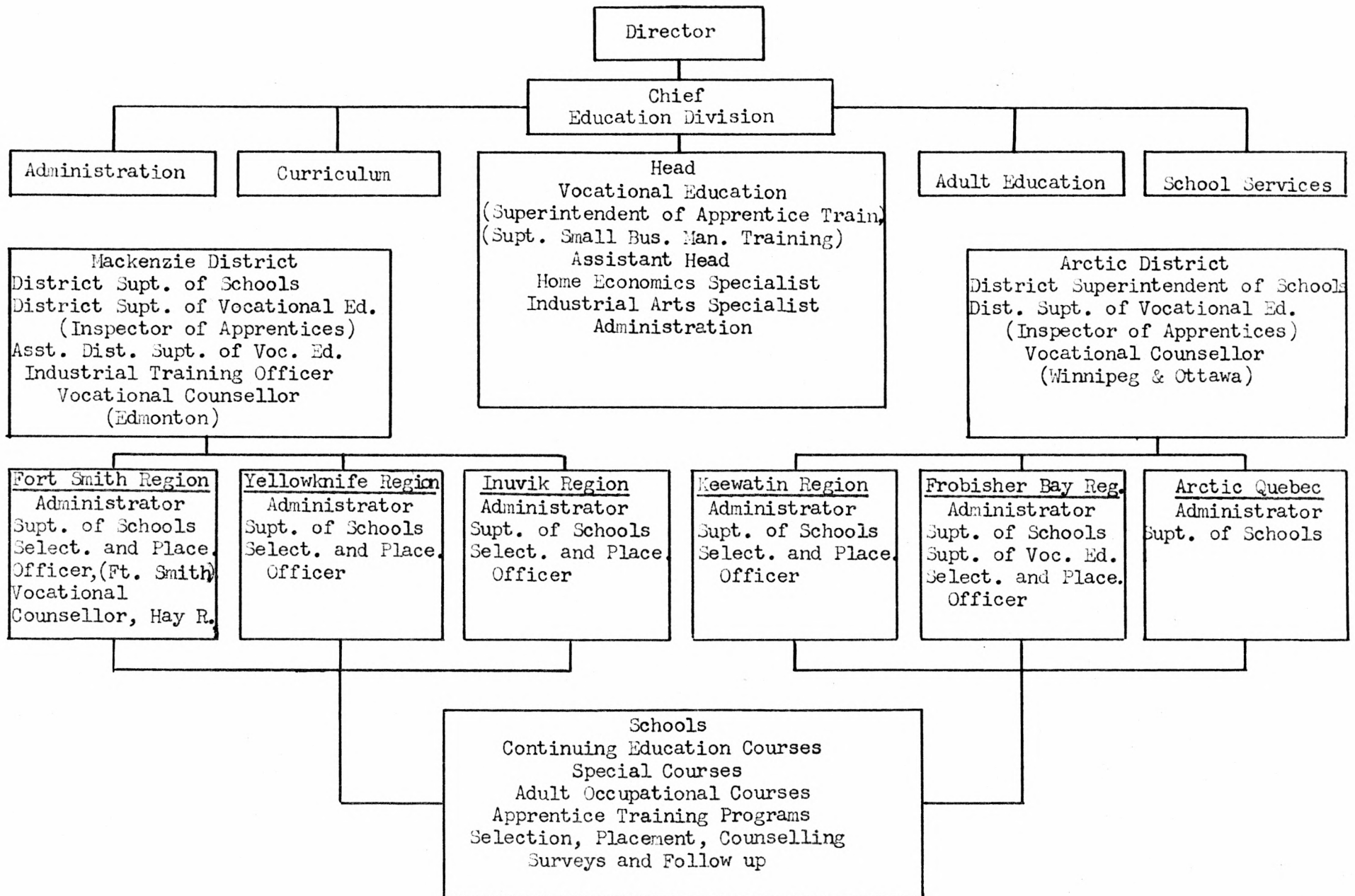
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PART I - GENERAL

1. PURPOSE

The purpose of this handbook 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. ORGANIZATION

a. Reporting Relationships

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 c.

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 Industrial Training (Apprenticeship, Occupational Certification), Supervisor of Industrial Arts, Home Economics and Commercial Education and Superintendent of Small Business Management Training. The Supervisors of Industrial Arts and Home Economics report to the Head of the Vocational Education Section on all matters pertaining to their responsibilities.

The District Superintendent of Vocational Education is a staff officer for the District Superintendent of Schools. He is his adviser on all vocational and employment matters arising within the District. In practice he co-ordinates and supervises the entire vocational education, apprentice training and occupational certification and employment program within the District and provides professional vocational advice and guidance for Regional Superintendents of Schools and school personnel. He works in close relationship with appropriate officers of the Canada Manpower Service.

The Industrial Training Officer is responsible to the District Superintendent of Vocational Education on all Training-in-Industry activities in the District.

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 reports through the Regional Superintendent of schools on those matters for which he is responsible. He is the adviser to the Regional Superintendent of schools on out-of-school vocational matters arising in the Region including employment, mobility and relocation, Apprentice Training and Occupational Certification. He works in close relationship with appropriate officers of the Canada Manpower Service.

The Vocational Counsellor reports through the Regional Superintendent of Schools or Vocational Education or direct to the District Superintendent of Vocational Education, depending on the appointment he holds. He works in close relationship with all schools, employers, other agencies in this field and all Canada Manpower Centres in his area of responsibility.

b. Duties

Head, Vocational Education (Superintendent of Apprentice Training; Superintendent of Small Business Management Training).

Under direction, develops, administers, supervises and evaluates the total vocational education program of the Northwest Territories and Arctic Quebec including formulating policy and programs with respect to Industrial Arts, Home Economics, Commercial and other vocational and occupational courses both in school and out of school for youth and adults; supervises and administers the apprentice training and occupational certification program, employment programs, and the Small Business Management Training Program; negotiates on behalf of the Government of the Northwest Territories, agreements

in the Manpower development field with other government departments and agencies; initiates and conducts research into all aspects of vocational education and manpower development as applied to the N.W.T.; represents the Northern Administration Branch and the Government of the Northwest Territories in vocational education matters, prepares reports and correspondence in connection with the foregoing; performs other related duties as required.

Industrial Arts Supervisor

Develop and co-ordinate the Industrial Arts Program in the schools remaining under the jurisdiction of the Federal Government in the Northwest Territories; prepare, evaluate and revise course outlines and materials for vocational education in the elementary, secondary and vocational schools, under the jurisdiction of the Federal Government in the Northwest Territories; advise on the vocational requirements of Industrial Arts and Vocational shop facilities, preparing specifications and standards for equipment and supplies; carry a responsibility for overall general supervision and policy development relating to the Industrial Arts programs; advise on timetabling and programming of courses, and to provide other consultant services as requested; assist Industrial Arts and Vocational teachers with their in-school programs; assist and advise superintendents on various out-of-school programs, including the Occupational Program; plan and arrange in-service training programs for Industrial Arts and Vocational teachers as requested; represent the Education Division at selected professional conferences; prepare magazine article relating to Industrial Arts, Vocational and Occupational programs in the Northwest Territories.

Home Economics Supervisor

Develop and co-ordinate the Home Economics Program in the schools remaining under the jurisdiction of the Federal Government in the Northwest Territories; prepare, evaluate and revise course outlines and materials for vocational education in the elementary, secondary and vocational schools, under the jurisdiction of the Federal Government in the Northwest Territories; carry a responsibility for overall general supervision and policy development relating to the Home Economics programs; advise on timetabling and programming of courses, and provide other consultant services as requested; assist Home Economics and Vocational teachers with their in-school programs; assist and advise superintendents on various out-of-school programs including the Occupational program; plan and arrange in-service training programs for Home Economics and Vocational teachers as requested; represent the Education Division at selected professional conferences; prepare magazine articles relating to Home Economics, Vocational and Occupational programs in the Northwest Territories.

District Superintendent of Vocational Education

(Inspector of Apprentices)

Under direction to supervise a vocational education program in a District of the Northwest Territories; assists in the development of and supervises various stages of vocational education programs related to trade and industrial, technical, commercial, distributive and service occupations and including in-school Industrial Arts, Home Economics and Commercial programs; conducts studies to determine

vocational education needs of populations in the Northwest Territories and analyses and evaluates existing vocational education programs; prepares standards and specifications relating to buildings, supplies, equipment and other training facilities; as required, develops and arranges for training projects to meet special vocational and rehabilitation training needs; supervises a job placement and follow-up service; prepares reports and correspondence; performs other related duties as required.

Industrial Training Officer

Under direction, is Industrial Training Officer for the Mackenzie District; develops, organizes, administers and supervises the apprentice training program and the occupational certification program for the Mackenzie District; analyzes northern occupations, developing those to be made apprenticeable or to be offered by training in industry; administers the occupational examination program for the Mackenzie District and is occupational examination officer; is responsible for the training-in-industry program for the Mackenzie District; carries out other related duties as required.

Regional Superintendent of Vocational Education

Develops vocational education programs in a Region; prepares recommendations to the District Office for courses and training projects; carries out close supervision on wage sharing agreements with private industry; advises the Regional Superintendent of Schools on vocational education matters; prepares correspondence and reports related to vocational education; develops vocational education programs to suit the requirements of the people in a Region; supervises all

training on the job situations to ensure that actual training is taking place; provides supervision and guidance to contract vocational instructors in a Region; carries out surveys to determine the vocational training requirements in a Region; maintains office routines and procedures, prepares work schedules for clerical staff, progress reports for Regional and District officers, prepares financial estimates and exercises budget control over vocational education programs in a Region; assists in co-ordinating vocational education into the total education program.

Selection and Placement Officer

Provides a selection, placement and employment service to all residents of a Region of the N.W.T. and a counselling and welfare service to vocational trainees and beginning employees placed in a training or employment situation by the Department; administers the Apprentice Training and Occupational Certification program at a Regional level; acts as Chairman of Examination Boards; serves on Vocational Training Advisory Committees; develops special training courses; arranges contracts for instructors and trainees on the job; advises and assists employers and supervisors in the government service and private industry and school authorities in resolving problems affecting the welfare and performance of their beginning employees or trainees; counsels beginning employees and trainees on personal problems; arranges and, where necessary, supervises extra curricular activities for beginning employees and trainees; makes arrangements for trainees or beginning employees in financial matters, accommodation, clothing, medical and similar items; performs other related duties as required.

Vocational Counsellor

Provides a counselling and welfare service to vocational trainees and beginning employees placed in a training or employment situation; interviews, tests and counsels both potential and beginning trainees and employees; serves on Advisory Committees; develops special training courses; arranges contracts for instructors and with employers for trainees on the job; advises and assists employers and supervisors in the Government service and private industry and school authorities in resolving problems affecting the welfare and performance of their beginning employees or trainees; counsels beginning employees and trainees on personal problems; arranges, and where necessary, supervises extra curricular activities for beginning employees and trainees; makes arrangements for trainees or beginning employees in financial matters, accommodation, clothing, medical and similar items; organizes public relations programs; performs other related duties as required.

c. 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 Others. 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.

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 (Others).

With few exceptions, all costs are met by the Department of Indian Affairs and Northern Development 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. Methods of Training

#### a. In-School Program

##### Homes Economics

Home Economics is available to all girls in Grades VII to XII. Students may specialize in either Fabrics and Dress or Foods and Nutrition at the senior secondary level. The emphasis of the junior secondary program is on education for family living, and the units, designed to meet the needs of northern students, include foods, clothing, child development, management, care of the sick, and care of the home and its furnishings.

##### Industrial Arts

Industrial Arts is available to all boys in the regular school program in Grades VII to XII.

Individual subjects include drafting, woodwork, transportation, metalwork and electricity.

In Grades X, XI and XII, additional subjects such as electronics, graphic communications and power mechanics are included.

This program has been developed to ensure that the specific and unique needs of northern students are being adequately satisfied.

#### Business Education

In some junior secondary schools typing may be offered as an optional subject in Grade IX.

#### Practical Programs in Homemaking, Industrial Arts and Related Activities

Practical programs in homemaking, industrial arts and related activities have been developed for the students who, through no fault of their own, may have become age-graded retarded. These programs are intended to meet a wide spectrum of needs ranging from those of pupils who, upon leaving school, will engage in wage employment, to those who will return to the land and through the traditional way of life seek a livelihood. Examples of units in the program are trapping and fur preparation, foods, clothing, care and use of firearms, outboard motors and oversnow vehicles.

#### Vocational High School

##### Business Education

A full business education program is available as part of the Vocational High School program to all senior secondary school students. (Students taking an academic course may also take commercial subjects on an option basis.)



### Technical and Vocational Courses

Technical courses leading to a high school diploma and entrance to Institutes of Technology, advanced placement in apprenticeship or employment are offered at the Sir John Franklin School, Yellowknife. Subjects offered are Carpentry 12, 22, 32, Motor Vehicle Repair 12, 22, 32, Heavy Duty Equipment Mechanics 12, 22, 32, Industrial Mechanics (Mine Maintenance) 12, 22, 32.

### Education for Service Occupations

Courses leading to a high school diploma and entrance to Institutes of Technology courses or advanced placement in apprenticeship or employment in the service occupation field are also offered at the Sir John Franklin School, Yellowknife. These courses are Dressmaking and Tailoring 12, 22, 32, Food Preparation 12, 22, 32, Laundering and Drycleaning 12, 22, 32, Beauty Culture 12.

Vocational High School courses are available to all students who have achieved Grade IX standing or an acceptable equivalent.

### Occupational Program

Some four junior and senior secondary schools in the Mackenzie District are offering occupational programs to boys and girls who have been unable, for any reason, to take the normal academic program. These occupational programs are experimental at this time but generally the participants spend 50% of their time in academic up-grading classes, and the other 50% of their time in subjects related to the service trades. The boys have a choice of such subjects as drafting, welding, small electrical appliance repair, sheet metal work, mechanics, building construction trades, mining trades or heavy duty equipment trades. The girls may take housekeeping, laundering, ward aide, clerical work and cooking. Work experience training is integrated with this program.

Upon successful attainment of an academic certificate, the pupils may elect to enter the formal academic program, take a course in a southern Canadian trade school or go direct to employment. This may be done through apprenticeship or by some other suitable means.

A similar program is available at the Churchill Vocational Centre for Arctic District residents.

Out of School Program

b. Continuing Education Program - Adult Occupational

Training Program

On leaving the In-School program students may take advantage of courses offered in the Out of School program.

Northwest Territories residents who are above the normal school age are also eligible to apply for these courses. Depending upon their academic background, residents may make application for assistance to enter:

- (a) a technical institute, or
- (b) a trade school.

The may also apply for:

- (a) apprenticeship,
- (b) certification in a skilled occupation, or
- (c) a special vocational course.

If they do not meet entrance requirements for any of the above, they may apply to take an up-grading course which will bring them to a level where they are able to enter one of the programs listed above.

### Academic Up-grading

These courses are offered in some southern Canadian vocational schools and are designed to bring a person from about the Grade VI level to the Grade VIII or IX level. They may also be offered in the Northwest Territories by special arrangement. Graduates are able to embark upon apprenticeship or other occupational programs. These courses are available to all residents meeting the minimum requirements.

### Special Vocational Courses

Courses are offered throughout the Northwest Territories to train the residents to take advantage of the natural resources of the area. Such courses include tourist guiding, log house building, fur garment manufacturing, boat building and repairing.

In addition, special vocational courses are held at establishments in southern Canada. These kinds of courses, which are normally short in length, are to train people to fill specific jobs such as diesel power plant operating or heavy equipment operating.

### Trade Schools

Attendance at southern Canadian trade schools is possible for residents who meet the entrance qualifications for the various trades taught. The academic requirements range from Grade VIII to Grade XII depending on the trade chosen, and the length of the courses varies from six months to three years. Graduation from these courses leads into either apprenticeship (with credit given for the trade school course) or into other employment.

### Training on-the-Job

In instances where, after a short period of training, a person can be considered competent to perform a task but this training is required to

be done on the job, an employer may be assisted financially by the Government to defray some of his expenses in the training of such person.

#### Apprenticeship

Under the Northwest Territories Apprentice Training Ordinance, a person in the Territories over the age of 16 years is eligible to become an apprentice in a skilled occupation. Education requirements for entrance vary from Grade VIII to Grade XII depending on the occupation chosen, but consideration can be given to persons who have not achieved this standard. The apprenticeships vary from two to five years in length with a period from four to ten weeks per year being spent in theory training. During the apprenticeships, each of which is divided into four equal phases, the apprentice is paid by the employer while working on the job. While attending theory courses, the expenses and allowances are paid by the Government. On successful completion of each phase, an increase in pay is granted by the employer. Pay ranges from not less than 50% of a journeyman's rate for a beginning apprentice, 60% for a fourth class apprentice, 70% for a third class apprentice, 80% for a second class apprentice, and 100% on completion of the apprenticeship. All examinations taken and certificates granted are on the same level as those granted by all Canadian provinces. A graduating apprentice who has successfully passed an inter-provincial examination is also entitled to have an inter-provincial seal placed on his certificate. This grants him complete recognition in all provinces.

#### Occupational Certification

A person who works at a skilled occupation is eligible to apply for certification in his occupation on the basis of the amount of proven experience

he has had in the occupation. An examining board will meet and after considering the application recommend that an applicant write for a certain class of certificate. If this class of certificate is below the journeyman level, a successful candidate may apply for enrolment in the Apprentice Training Program. Those persons achieving journeyman status will receive the same level of certificate as issued in all provinces. Persons already in possession of a valid journeyman's certificate may have a territorial journeyman certificate issued upon application and the payment of a small fee.

#### Correspondence Courses

Territorial residents not taking part in an in-school program may be eligible for financial assistance to take correspondence courses from recognized institutions, subject to certain conditions.

#### Business Education Courses

A person desirous of following a clerical career may obtain the necessary qualifications by attending a commercial course in a southern Canadian centre. These courses require a minimum of Grade X for standard clerical training and junior matriculation or better for secretarial training.

#### Small Business Management Courses

For businessmen in the north, courses are offered in all aspects of small business management. These courses are co-ordinated through the Chambers of Commerce or Board of Trade and are part of a Canada wide program.

#### Nursing

A person with senior matriculation or entrance requirements who is interested in the nursing profession may be eligible for assistance to take training in southern Canadian nursing training institutions.

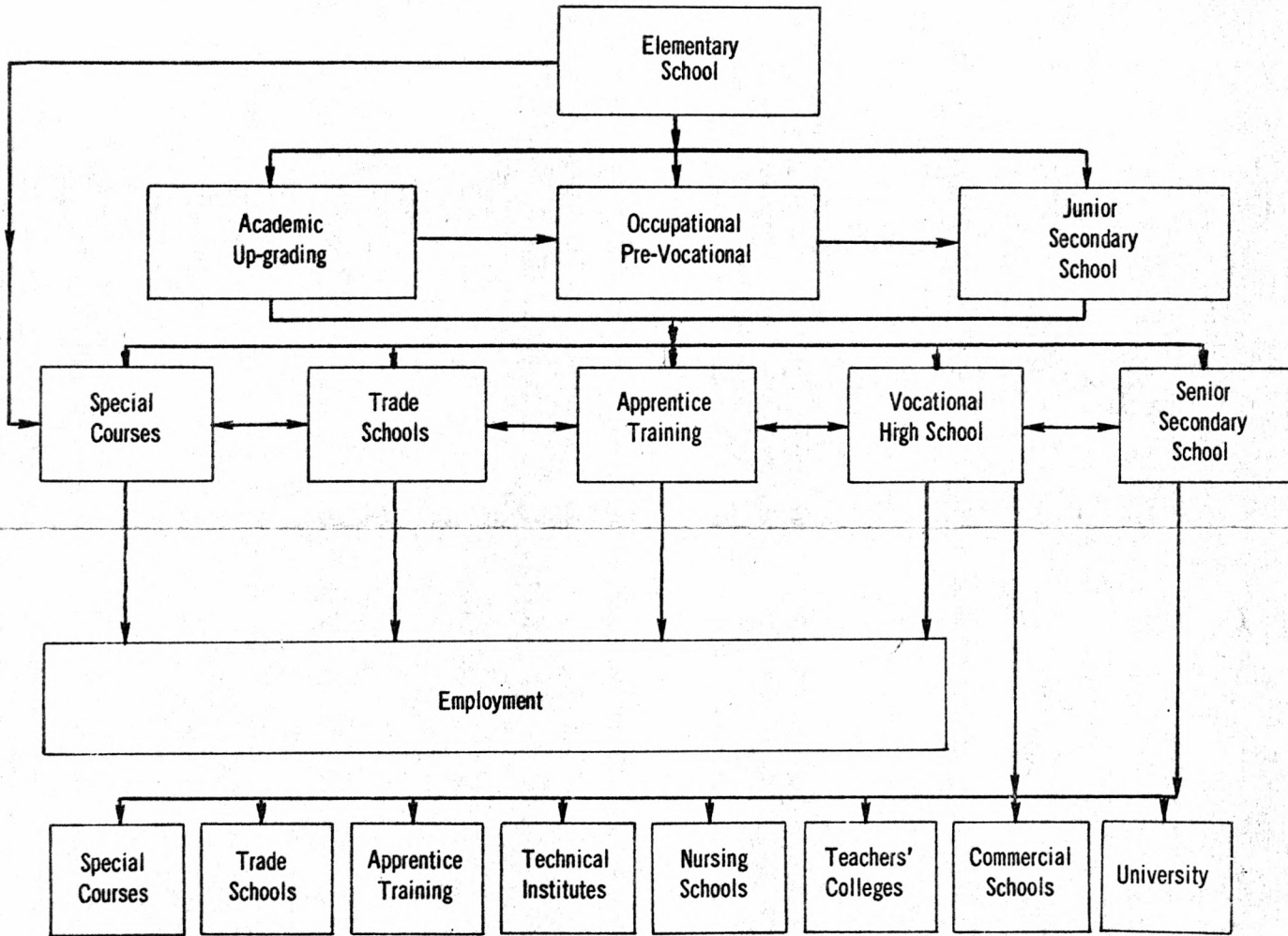
Technician Training

A person with senior matriculation or entrance requirements who wishes to train as a technician may apply for assistance to attend a southern Canadian Institute of Technology.

Teacher Training

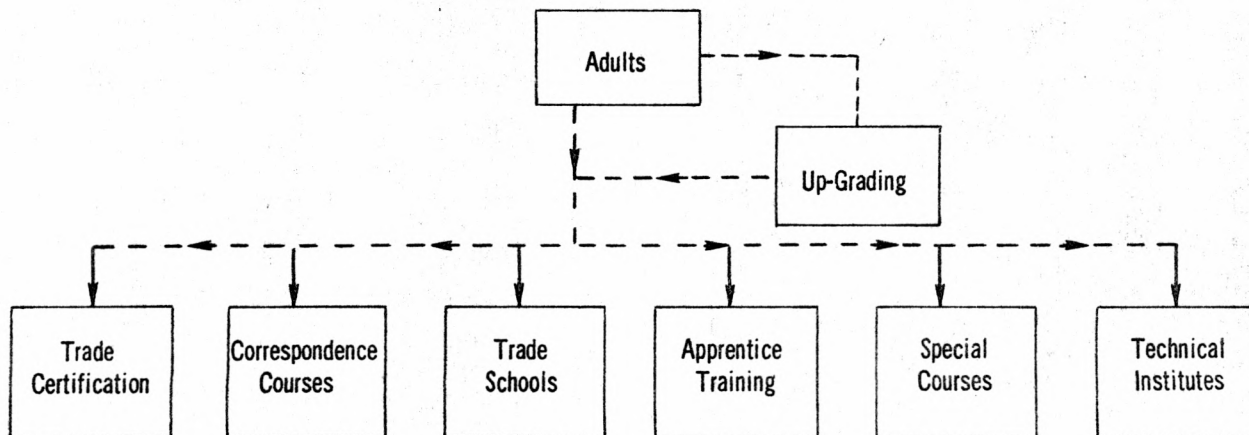
A resident wishing to attend a southern Canadian teacher training institution below the university degree level may be eligible for assistance providing he meets the academic entrance requirements.

**ORGANIZATIONAL CHARTS SHOWING TRAINING FOR EMPLOYMENT OPPORTUNITIES**



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.

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.

PART II - ADMINISTRATION

1. GENERAL

A sound administrative scheme requires, among 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 our clearly certain administrative practices and procedures already in effect and to establish new ones in order to implement the foregoing principles.

2. 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 the vocational education program including Industrial Arts, Home Economics, Commercial, Occupational Training, Vocational High School Courses, Continuing Education, Occupational Training for Adults, Apprentice Training and Occupational Certification, Small Business Management Training and Employment.

District Offices

Recommend vocational education policies including Industrial Arts, Home Economics, Commercial, Occupational Training, Vocational High School Courses, Continuing Education, Occupational Training for Adults, Apprentice Training and Occupational Certification, Small Business Management Training and Employment.



Exercise broad supervision over the vocational program.

Prepare curriculum and apprentice training guides.

Approve or recommend for approval by higher authority all training projects involving expenditures beyond limits which can be approved by District offices.

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

Approve District estimates and staff requirements. Prepare Head Office estimates and staff requirements.

Prepare and maintain statistical summaries of the training and placement programs.

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 place and counsel trainees and beginning employees and arrange transportation and accommodation.

Approve projects according to limits established keeping in mind responsibility and accountability of projects and funds.

Recommend standards of accommodation, equipment and supplies.

Prepare estimates and recommend 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 to recover shareable portions of expenditures.

Co-ordinate 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-training of staff.

Carry-out negotiations with all Federal Departments and Agencies.

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 in co-ordination with Canada Manpower Service.

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

Assist in promoting in-service training of staff.

Co-ordinate employment and training activities with field offices of Federal Departments and Agencies.

### 3. 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 standardize statistical data to facilitate evaluation of individual projects and the total program.

To accomplish the foregoing, a series of forms will be used. These forms provide space for the pertinent facts and will help to reduce memoranda. Whenever possible, the forms will be those used by the Canada Manpower Service.

4. CODING OF PROGRAMS

- a. All training projects are to be coded according to District designation, District or Regional Number, Program and Year. These various codes 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 for financial commitments, payment of accounts, maintenance of files and other records, follow-up and evaluation.
- b. Establishment Codings (effective April 1, 1968)

(1) District designation

Mackenzie District	M
Arctic District	A

(2) District or Region Number

Mackenzie District	1-99
Fort Smith Region	100-399
Yellowknife Region	400-699
Inuvik Region	700-999

Arctic District	1-99
Frobisher Region	100-399
Keewatin Region	400-699
Arctic Quebec Region	700-999

(3) Program

	<u>Eskimo</u>	<u>Indian</u>	<u>Other</u>
Occupational (In School)	30	40	50
Vocational High School	31	41	51
Continuing Education (Post High School Vocational)	32	42	52
Continuing Education (Not Post High School Vocational)	33	43	53
Apprenticeship (Not full Manpower financial responsibility)	34	44	54
Occupational Training for Adults (Not full Manpower financial responsibility)	35	45	55
Research (Vocational)	36	46	56
Other Vocational Education	37	47	57
Mobility and Relocation	38	48	58

c. Method of Coding

- (1) District designation will always be first
- (2) District or Region numbers will always be used in sequence
- (3) Every effort must be made to use correct program. Other Vocational Education (37, 47, 57) should rarely be used.
- (4) All projects must be costed separately. Financial coding has been integrated into the system to permit quick identification of expenditures by programs.
- (5) A separate file is to be opened for each project.

d. Project Authorization

- (1) 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 District Superintendent of Vocational Education does not assume responsibility for projects.
- (2) Projects costing over \$5,000 must be sent to Head Office for approval.

5. 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. Vocational Project Approval Form ( IAND 55-29) (Appendix J)

Purpose:

- (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 projects in which the Department has a financial responsibility, except those continuing courses authorized and being carried on in schools operated by the Department.
- (2) To renew projects previously terminated.

Prepared by:

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

Note: The name and ethnic origin of each trainee included in the project must be listed on this form. If sufficient space is not available they will be listed on an attached sheet of paper. If the names are not known at the time the Form 55-29 is submitted, they must be submitted as soon as known on Form 55-31 (Vocational Project Amendment Form).

Distribution:

(1) Projects approved by Director:

three copies to Director (two approved copies returned to District, one of which is sent to Regional Office).  
one copy to District Finance Office.

(2) Projects approved in District Office:

one copy to District Finance Office.  
one copy to Director.  
one copy retained in District.  
one copy sent to Regional Office.

b. Vocational Project Amendment Form (IAND 55-31) (Appendix K)

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 IAND 55-29

Distribution: Same as for IAND 55-29

c. Manpower Registration (Man 701M - Canada Manpower Division,  
Department of Manpower and Immigration (Appendix L)

Purpose:

- (1) To record the personal history of a candidate prior to employment or training.

Note: These forms do NOT apply to students taking Vocational High School or Occupational courses in the N.W.T. school system.

When Used:

To be completed for any person applying for training or employment.

Note: This form must be completed and attached to the Examining Board Report for each applicant for a Certificate of Status.

Prepared by:

Selection and Placement Officer or person acting in his stead.

- Note:
- (1) Ethnic origin will be indicated under DATE OF BIRTH
  - (2) Band or disc number will be entered immediately following SURNAME
  - (3) Need for Medical Examination or date and place of last Medical Examination will be entered in section - DESCRIBE ANY DISABILITY.
  - (4) If applicant is under 21 years of age and parent's or guardian's consent is required for training or employment to take place, the following statement must be entered and signed by the parent or guardian on the reverse side

of the form.

"I -----being the parent/guardian of  
-----confirm that the preceding particulars  
are correct and I consent to the application."

Date -----Signature -----Address-----

Distribution:

One Copy (Cardboard) to remain in Region

Two Copies (Paper) to accompany Form 55-29 (Vocational Project  
Approval Form) to District Office. (One copy to be forwarded  
to Director with Form 55-29).

- d. Report of Registered Clients and Vacancies - Male - Female  
(Form Man 757 Department of Manpower and Immigration/Department  
of Indian Affairs and Northern Development) (Appendix M & N)

Purpose:

To provide the Department of Indian Affairs and Northern  
Development and the Canada Manpower Service with a monthly report  
on the following:

Males (Blue Form)

- a. Employment Statistics
- b. Training Statistics D.I.A. and N.D.
- c. Training Statistics D. M. and I.

Female (Pink Form)

- a. Employment Statistics
- b. Training Statistics D.I.A. and N.D.
- c. Training Statistics D. M. and I.

When Used:

MONTHLY to submit statistics on employment and trainees. To reach Head  
Office not later than the 15th day of the following month.



Prepared by:

Regional Selection and Placement Officer or Vocational Counsellor.

Distribution:

Original to Canada Manpower Centre, Yellowknife, N.W.T.

Two copies to District Superintendent of Vocational Education,

(One copy to be sent by District Superintendent to Director)

One copy retained by Selection and Placement Officer or Vocational Counsellor.

- e. Examining Board Report (Application for Certificate of Status) ( Appendix O)

Purpose:

- (1) To provide a basis for decisions on issuing Certificates of Status.
- (2) To provide a permanent record of applications.

When Used:

To be completed for any person applying for a Certificate of Status.

Prepared by:

Chairman of the Examining Board.

Distribution:

Two copies to District Office (One copy to be sent to Superintendent of Apprentice Training for approval)

Note: This form must be accompanied by a completed Form Man 701M - Manpower  
Registration

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- f. Apprentice Record Sheet (IAND 55-38) (Appendix P).

Purpose:

To provide a permanent record of all persons in the Apprentice Training and Occupational Certification Program.

When Used:

1. When any action is taken on behalf of an Apprentice.
2. When any action is taken on behalf of an applicant for a Certificate of Status other than an Apprentice.

Prepared by:

Selection and Placement Officer (Regional Office)  
Inspector of Apprentices (District Office)

Distribution:

Nil.

g. Record of Training (IAND 55-37) (Appendix Q)

Purpose:

To provide the Selection and Placement Officer or Vocational Counsellor with a permanent statistical record of training in each specific area.

When Used:

At any time D.I.A. and N.D. trainees are sent on a course.

Prepared by:

Selection and Placement Officer, Vocational Counsellor or Vocational Administrator.

Distribution:

Nil.

h. Training-on-the-Job Contract (IAND 55-35) (Appendix R)

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 or Vocational Counsellor.

Signed by:

Employer

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

Distribution:

Selection and Placement Officer or Vocational Counsellor.

District Administrator (signed copy)

Employer (signed copy)

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

- i. Publicly-Operated Secondary Schools - Full-time Vocational Enrolment  
(DBS 7006-52.1: 24-8-67) (Appendix S)

Purpose:

To provide statistics on Vocational High School and in-school  
occupational students for the Dominion Bureau of Statistics and  
the Department.

When Used:

Annually. To be completed for enrolment as of the end of September.  
Data on completions relate to students who graduated or completed  
their courses in the preceding school year.

Prepared by:

Principal or person acting on his behalf.

Note: (1) All students who are spending 50% or more of their time in  
Vocational High School or Occupational subjects will be reported.  
This also includes commercial students.

- (2) Academic subjects that are specifically related to the Vocational or Occupational subjects taken by a student are considered to be Vocational or Occupational subjects and are included in the 50%.
- (3) Where Vocational High School students (boys and girls) are taking a number of five credit courses in Grade X, they should be reported under "Exploratory (Technical)". This will not apply to commercial students in Grade X who are spending approximately 50% of their school time in inter-related school subjects. They should be reported under commercial.
- (4) Where students are taking a Vocational course which is ten credits or more, this will be considered their major subject, irrespective of any other credit-bearing Vocational subject they are taking with less than ten credits. Statistics for those persons should be reported under their major subject.
- (5) Students taking Industrial Arts, Home Economics or Commercial as options in the academic program will not be reported.
- (6) All In-school Occupational students will be reported under terminal courses.
- (7) Where students spend part of the school year in a training in industry or business situation, the time so spent will be counted as part of their Vocational or Occupational course.

Distribution:

Three copies to District Office (Two copies will be sent to Director)

One copy retained by Principal.

j. Vocational Education - Report of Part-Time

Enrolment (DBS 7006-16.1) (Appendix T)

Purpose:

To provide statistics on Part-time enrolment in Vocational Education courses for the Dominion Bureau of Statistics and the Department.

When Used:

Quarterly. To be completed for the periods January - March, April - June, July - August, September - December of each year.

A nil return will be made when there is no part-time enrolment during a reporting period.

Prepared by:

Principal or person acting on his behalf.

- Note:
- (1) All courses leading to or involved in the achievement of Occupational Competence will be reported.
  - (2) Academic upgrading courses conducted in preparation for persons to take courses leading to occupational competence will be reported.
  - (3) Courses of a Vocational or Occupational nature e.g. Outboard Motor Repair, not leading specifically to employment will be reported.

Distribution:

Three copies to District Office (Two copies will be sent to Director).

One copy retained by Principal.

k. Vocational Education - Report of Full-Time Enrolment

(DBS 7006-1/4.1) Appendix U.

Purpose: To provide statistics on full-time enrolment in Vocational Education courses for the Dominion Bureau of Statistics and the Department.

Note: This will include all full-time courses except (1) those reported on Form DBS 7006-52.1 Publicly-operated Secondary Schools - Full-time Vocational Enrolment (Appendix S). (2) Theory courses for registered apprentices.

When Used:

Quarterly. To be completed for the periods January-March, April-June, July-August, September-December of each year.

A nil return will be made when there is no full-time enrolment during a reporting period.

Prepared By:

District Superintendent of Vocational Education.

Note: (1) All courses leading to or involved in the achievement of Occupational Competence will be reported, including academic up-grading preparatory to a vocational course.

(2) The block marked "School" will be ignored.

(3) The block marked "Location" will contain ".....District, NWT".

(4) The block marked "Principal" will contain the name of the District Superintendent of Vocational Education.

(5) The column marked "Name of Course" will contain

(a) The name of the course

(b) The name of the school giving the course (if given in a school) or the name of the instructor.

(c) The location of the course.

Distribution: Two copies to Director.

One copy retained by District Superintendent of Voc. Ed.

1. Vocational Education - Provincial Department Report of Enrolment (DBS 2-7006-15.1) (Appendix V).

Purpose:

To provide the Dominion Bureau of Statistics with complete statistics on Vocational Education Enrolment in the N.W.T.

When Used:

Quarterly. To be completed for the periods January-March, April-June, July-August, September-December of each year.

Prepared By:

Head, Vocational Education.

Distribution:

One copy to Dominion Bureau of Statistics.

One copy retained.

6. VOCATIONAL EXPENDITURES

a. General Authority

In approving 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 judgement 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. This applies only for those persons not accepted for assistance by the Canada Manpower Service.

- b. Tuition, supplies, books, student fees and rental of equipment for training purposes - Actual reasonable expenditures.



- c. Transportation of trainees - 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. In southern Canada rail will always be used unless overall costs of transportation including air travel would be the same or less than rail travel or if there are extenuating circumstances, such as a deadline for arriving.
- d. Personal allowances - A trainee is entitled to an allowance, dependent on his status. The amount covers 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 advise on 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.
- e. Insurance Coverage for Trainees  
Vocational trainees 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 trainees 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 for Insurance Coverage

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 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.

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.

- 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. Irrespective of this, the medical status and history of each trainee must be known and details supplied on all documentation. 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. The details and procedures to meet this situation

must necessarily be worked out in the field.

## 7. 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 Canada Manpower Service
  - (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.

District Vocational Education Officers must ensure that the District Finance Officers are familiar with all Vocational Education forms used and their importance in the conduct of the Vocational Education program:

- (i) Vocational Project Approval Form; (NANR 55-29)
- (ii) Vocational Project Amendment Form; (NANR 55-31)

In certain projects, particularly special courses, 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, this figure will be arrived at 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 Vocational Superintendents. In this regard, District Superintendents should consult their respective Finance Officers.

8. FINANCIAL ASSISTANCE FOR ADULTS AND REGISTERED APPRENTICES

- a. Registered apprentices who are employed adults and who fit the requirement of the Canada Manpower Service to be considered adults, i.e, a) out of the school system for not less than one year, b) at least one year past the normal school leaving age, c) in or available to the labour force for not less than three years, or have persons completely dependent upon them, are eligible for the payment of full training costs, transportation and allowances on the agreed scale established by the Canada Manpower Service (See e below).
- b. Registered apprentices who are employed and who are more than one year past the normal school leaving age, are considered adults for the purpose of the Occupational Training Act and are eligible for the payment of training costs and transportation but are not eligible for allowances from the Canada Manpower Service. Allowances will be as for f below.
- c. Registered apprentices who are employed but are less than one year past the normal school leaving age are not eligible for any financial assistance from the Canada Manpower Service. Allowances will be as for(f) below.
- d. Adults not Meeting Canada Manpower Service Requirements

Those persons who do not come under the in-school program or the continuing education program and who meet all the requirements of the Department of Manpower and Immigration Adult Training Regulations, but are not acceptable

to the Canada Manpower Service for financial assistance will be paid the allowances listed in f. below.

e. Adult Trainees Accepted by Canada Manpower Service for Payment of Allowances (including Apprentices)

	<u>Living at Home</u>	<u>Living Away From Home</u>
Person with no dependents	\$35 per week	\$50 per week
Person with one dependent	55 per week	70 per week
Person with two dependents	65 per week	80 per week
Person with three dependents or more	75 per week	90 per week

f. Adult Trainees Not Accepted by Canada Manpower Service for Payment of Training Allowances (including Apprentices)

	<u>Living at Home</u>	<u>Living Away From Home</u>
Person with no dependents	\$20 per week	\$35 per week
Person with one dependent	40 per week	55 per week
Person with two dependents	50 per week	65 per week
Person with three dependents or more	60 per week	75 per week

Note: Away from home allowances may be paid to a trainee living at home if the cost of living in the place where the training is being given is considered by the District Superintendent of Vocational Education to be high enough to warrant it.

g. Financial Assistance for Continuing Education Program

Financial assistance is provided for five categories of full-time students.

- (1) Students enrolled in courses for degree credit at recognized Canadian universities.
- (2) Students enrolled in recognized schools of nursing.
- (3) Students enrolled in recognized teacher training colleges.
- (4) Students enrolled in post-secondary courses of recognized technical institutes.

- (5) Students enrolled in pre-employment courses in recognized trade, vocational or technical schools or in special courses.

h. Assistance Available

- (1) Education costs including tuition fees, books, special equipment, supplies and special clothing and the cost of return transportation from the student's residence to the nearest centre where there is an institution offering the course desired.
- (a) First year students will be paid three dollars per day during the whole period of the course the student is enrolled.
- (b) Students repeating the first year of a course may be paid \$2.00 per day during the whole period of the course for which he is enrolled.
- (c) Students in second and succeeding years may be paid \$2.00 per day during the whole period of the course for which he is enrolled.
- (d) For all students where need is proven, a Canada Student Loan to cover costs in excess of the grants provided may be approved.
- (e) For students enrolling in courses not designated for purposes of Canada Student Loans and where need is proven, a supplementary allowance of \$1.00 per day during the period of the course for which the student is enrolled may be granted.
- (f) In special cases, if it can be shown that a student requires assistance beyond that provided by the above provision, additional assistance may be authorized in an amount appropriate to the student's circumstances.
- (2) Applicants must fulfill requirements of being domiciled in the Territories. Generally this requirement may be interpreted as meaning that the applicant or the parent or guardian of an applicant



shall have been a bona fide resident of the Territories prior to the date of the application for assistance.

- (3) Applicants must have been out of full-time studies at secondary schools and post-secondary institutions for not more than three years.
- (4) Applicants must be enrolled in, or qualified to enroll in a full-time course at university, other post-secondary institutions or in pre-employment courses.
- (5) Applicants who have received assistance under this program for four or more years are not eligible for further assistance.

10. TREASURY BOARD AUTHORITIES

T.B. Minute 524616, February 6, 1958 (Eskimo Mobility and Relocation)

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 high 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 program has been planned but, because of inability to conform to the needs of the program, 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 (Vocational Training Supplies)

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 (Vocational Instructors and Specialists)

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.

Explanatory Notes:

(1) 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 \$5,000.

The employment of a contract instructor - full-time or part-time - involving a total expenditure of up to \$5,000 for wages, transportation and allowances, may be authorized by the

District. 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 one to three months, it is important that this factor be considered when training projects involving the employment of instructors in this category are submitted.

(2) 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 merits. Contracts up to \$5,000 may be let by the District Administrator. Payments to or on behalf of counsellors in excess of \$5,000 require specific Treasury Board approval and the same time referred to in (1) is pertinent.

T.B. Minute 566174, June 29, 1960 (Sale of Articles Produced by Trainees)

The Board recommends that authority be granted to permit the Department of Indian Affairs and Northern Development 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 Canada.

T.B. Minute 526397, February 6, 1958 (Expenditures for Vocational Trainees)

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 Indian Affairs and Northern Development, 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 599935, August 24, 1962 (Training-on-the-Job)

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.

Explanatory Notes:

- (1) The contract with an employer must be made on Form IAND 55-35.
- (2) An agreed wage rate for learners must be determined. A sliding scale of payments may be arranged but the Department's share must not exceed 50% of the total cost over the contract period.

T.B. Minute 620135, March 6, 1964 (Correspondence Courses - Federal Employees)

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 Program; and
- (c) in-service language and other courses sponsored by the Civil Service Commission or other governmental agencies.

11. 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 )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;
- (2) 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 or other certification.

Persons in the first two categories will apply to either a Regional or District Office or to the Superintendent of Apprentice Training, Ottawa, requesting apprentice training. Further information will then be provided.



A person in category three will apply to the offices named above for a certificate of status. The application will be studied by the Examining Board which will, on the basis of the information provided, recommend a certain amount of credit for the previous training or experience. This credit may be for time spent in the occupation, theory courses taken or both, but in any case, full details will be given in the Examining Board Report. The person will then be required to write an examination in the occupation at a level commensurate with the amount of credit approved, 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 in the same manner 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 for 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 provided 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 offices previously named, and payment of the fee, 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 examinations 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 or to take a correspondence course in his occupation if an in-school course is not available. All expenses for this theory course will be borne by the Government. Upon successful completion of the theory course or the appropriate portion of the correspondence course, the apprentice will be issued with the appropriate level of certificate.

After successfully completing the final phase of the apprenticeship and passing the Interprovincial Examination in his occupation, if the occupation has been approved at the Interprovincial standard, or the Territorial Journeyman's Examination, the apprentice will be issued with a Completion of Apprenticeship certificate.

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. The Interprovincial Seal ensures that the certificate is accepted without question in all provinces. The candidate may elect to write the Northwest Territories Journeyman's examination in his trade, even though an Interprovincial examination is available. In such circumstances, Interprovincial Seals cannot be awarded. Those persons applying for journeyman's status without having served an apprenticeship, if successful, can only receive a journeyman's certificate, until such time as they have met the requirements of the Regulations applying to Interprovincial examinations for Journeyman.

b. Examining Board Reports (Application for Certificate of Status)

(1) Examining Board Reports will be completed for all candidates and 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 documentary proof, 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 new Examining Board report will be marked REVISION OF CREDIT and forwarded through the normal channels.

(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 for the candidate to reach the required standard as soon as possible but in keeping with the regulations.

c. Examinations (General)

- (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. Examinations may be given orally or with the aid of an interpreter provided all other requirements are met.

See p.149 for details.

- (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.

d. Fees for Members of Examining Boards

Section 9, Subsection (2) of the Apprentice Training Regulations authorizes payment of a fee of \$7.50 per hour to members of examining boards (other than federal or territorial employees) while examining applicants, and conducting examinations; the Section authorizes, in addition, the reimbursement of all out-of-pocket expenses incurred in performing the above-mentioned duties, but the fees, excluding the out-of-pocket expenses, cannot exceed \$50 for any one day.

The Apprentice Training Regulations were made by the Commissioner under the authority given him by Section 9 of the Apprentice Training Ordinance; therefore any payment of such fees and/or expenses shall be made from Northwest Territories Government funds.

For payment, the examiner must submit an account to the Inspector of Apprentices. The account should then be approved and forwarded to the Superintendent of Apprentice Training who will arrange for the Northwest Territories Government to issue a cheque.

e. Contract with Employer will be prepared by the Selection and Placement Officer or Vocational Counsellor

(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 F) 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) 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.
  - (4) 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 by inserted and the contract  
forwarded to the Superintendent.
  - (5) 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 three  
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.
  - (6) Distribution:
    - (a) Four copies to Superintendent. Original retained by  
Superintendent. On graduation, the original is returned  
to the apprentice.
    - (b) Superintendent returns copies for apprentice, employer,  
Inspector.
- f. Contract with Commissioner will be prepared by the Selection and  
Placement Officer or Vocational Counsellor.
- (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 the Superintendent for the Commissioner's 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 F).

- (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) Identification Cards 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 or Vocational Counsellor. The Selection and Placement Officer or Vocational Counsellor 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. Departmental Apprentices

(1) Filling Positions

- (a) Departmental apprentice positions may not be used for any other purposes. Incumbents of these positions must always be registered apprentices.
- (b) Trades apprentices must meet the requirements of the Apprentice Training Regulations (Appendix F).
- (c) Apprentices in Non-Trades positions must meet the requirements of the Apprentice Training Regulations (Appendix F) and Northern Service Trainee Regulations (Appendix G).
- (d) The Superintendent of Apprentice Training will be the deciding authority on the qualifications of an applicant to be a departmental apprentice.

(2) Documentation

- (a) Documentation will be completed for an applicant for a Departmental apprentice position in the same manner as for any other apprentice.
- (b) Departmental documentation will be completed by a Personnel representative at the same time as the apprenticeship documentation.

(c) For apprentices for whom the Northern Service Trainee Regulations (Appendix G) are applicable, all documentation (Apprenticeship and Departmental) will be processed at the same time through Personnel.

(d) Position numbers must be quoted on all documentation.

(3) Issue of Certificates

(a) On receipt of all apprenticeship documentation (Examining Board Report and Forms 4 and 6 (all copies), the Superintendent of Apprenticeship will issue the appropriate certificate.

(b) In the case of apprentices governed by the Northern Service Trainee Regulations (Appendix G), pay cannot be authorized until this certificate has been issued.

k. Regulations for 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 will be required. An interprovincial seal on a certificate will allow the holder to work in any province or territory in Canada without further examination in his trade.

(2) Eligibility

(a) Apprentices

(i) Interprovincial seals shall be awarded to apprentices who have:

(a) qualified for apprenticeship completion under Provincial or Territorial Regulations, and

(b) passed the approved interprovincial trade examination.

- (ii) 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.
- (iii) When a graduate apprentice applies to write the Inter-provincial Examination in a province or territory other than the one issuing him his original completion certificate;
  - (a) The eligibility of the candidate to write must be confirmed by the province or territory which issued the completion certificate.
  - (b) When eligibility has been established the province or territory where application is made will administer the examination.
  - (c) The results of the examination will be forwarded to the original province or territory along with his certificate of completion.
  - (d) The original province or territory will affix the interprovincial seal and adjust its records accordingly.
  - (e) All documents will then be returned to the candidate according to the procedure of the original province or territory.
  - (f) If the candidate fails, the original province or territory shall be notified so that its records may be completed.

(b) Journeyman

- (i) Each candidate must possess a valid Northwest Territories Journeyman's Certificate and have worked for not less than 12 months in the same trade since granting of this certificate before making application to attempt the Interprovincial Examination.
- (ii) The applicant must prove to the satisfaction of the Examining Board that he has worked at a sufficient variety of trade tasks to ensure an adequately broad background.
- (iii) The work experience listed in ii must be certified in a satisfactory manner. The certification must include proof that the applicant has worked for a reputable firm or firms which are known by the Examining Board as being able to provide the work experience required. If the proof of experience presented to the Examining Board is not considered satisfactory the applicant will be required to take a formal training course before attempting the examination.
- (iv) Should the candidate be recommended to attempt the Interprovincial Examination without first taking a training course he will be allowed one attempt. Should he fail this first attempt he will not be allowed a second until such time as he has taken a training course. Should he fail a second time no further attempts will be allowed.

(3) Granting of Interprovincial Seal

(a) Apprentices

Graduates of the Northwest Territories Apprentice Training Program will have the red seal attached to their Completion of Apprenticeship Certificate and their Journeyman's Certificate.

(b) Journeyman

Candidates who have not completed a formal apprenticeship and are successful in the Interprovincial Examination will have the red seal attached to their Northwest Territories Journeyman's Certificate.

(c) Issue of Seals

(i) Interprovincial seals affixed to Northwest Territories certificates will be stamped with a mechanical stamp and numbered.

(ii) A register of the issuance of seals will be maintained.

(4) Examination Requirements

(a) Examinations shall be kept amended and up-to-date for a five-year period. At each revision a minimum of 1/5 of the items will be changed.

(b) Where a trade analysis has been produced the interprovincial examination for that trade will be based on the analysis.

(c) The pass mark for all interprovincial examinations shall be 70%.

(d) The examinations will be of the objective type.

(e) No deviation from the marking key will be made without prior permission from the province originating the examination.

- (f) 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.
- (g) Each candidate answer sheet shall be identified with a candidate's examination number of the form:

N.B. - 103

Province or Territory where written

Candidates Individual  
Number

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

- (h) Completed answer sheets are to be made available for study and analysis at some central location.
- (i) Interprovincial examinations may not be given orally or with the aid of an interpreter.

(5) Security

- (a) The Director of Apprenticeship in each province or territory 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 or territories may use the material on the interprovincial examinations for purposes of provincial or territorial journeyman certification other than completing apprenticeship, provided that all interprovincial identification is replaced with provincial or territorial identification and further that it is in no way indicated that successful candidates have passed an interprovincial standard examination.

(6) Status of Interprovincial Examinations (October 1967)

<u>Exam</u>	<u>Originator</u>	<u>Red Seal</u>	
		<u>App. Only</u>	<u>Cert. Journeymen</u>
1. Bricklaying	B.C.	Yes	No
2. Carpentry	N.S.	Yes	Yes
3. Cooking	Alta.	No	No
4. Electrical Construction	Ont.	Yes	Yes
5. Hairdressers	Sask.	No	No
6. Heavy Duty Repair	B.C.	Yes	No
7. Heavy Equipment Operator	--	--	--
8. Industrial Electrician	N.S.	No	No
9. Industrial Mechanic	B.C.	Yes	No
10. Instrument Repair	B.C.	No	No
11. Ironworker	--	--	--
12. Lineman	Alta.	No	No
13. Machinist	N.B.	Yes	No
14. Motor Vehicle Repair (Body)	Sask.	Yes	No

<u>Exam</u>	<u>Originator</u>	<u>Red Seal</u>	
		<u>App. Only</u>	<u>Cert. Journeymen</u>
15. Motor Vehicle Repair (Mech.)	N.B.	Yes	Yes
16. Painting and Decorating	Alta.	No	No
17. Plumbing	Alta.	Yes	Yes
18. Radio and T.V. Repair	Sask.	Yes	No
19. Refrigeration	Ont.	Yes	Yes
20. Sheet Metal	Man.	Yes	Yes
21. Steamfitting	N.S. & N.B.	No	No

1. Security Precautions for Handling

Occupational Examinations

Because it is so important that the occupational examinations do not fall into the wrong hands, the following new procedures are to be used:

(1) General

- (a) All mail containing examinations must be registered.
- (b) All examinations being mailed must be placed in two envelopes. The manner in which the envelopes are addressed will vary slightly, according to whether the contents are examinations being sent to the field or are being sent from the field to Brancy headquarters.

(2) Examination being sent to field office

The outer envelope will bear the complete mailing address, plus the notation "To be delivered unopened to -----". The name of one of the following persons may be inserted after the word "to":  
District Superintendent of Vocational Education, a Departmental Selection and Placement Officer, or the person who will be supervising the writing of the examination. Unless advice is received otherwise, it will be addressed to the District Superintendent of Vocational Education.

The inner envelope will bear the complete mailing address, plus the notation "Examination paper, to be opened by ----- only at the time of the examination". "Length of paper - hours". The name of the candidate will be inserted after the word "by". (Along with the examination, the candidate will find a pre-addressed #16 envelope; when he has finished writing the examination, he is to place it in the pre-addressed envelope, seal the envelope, and give it to the examining officer).

( 3 ) Examinations being returned to Branch headquarters

The outer envelope will bear a complete mailing address, plus the notation "To be delivered unopened to -----". The name of one of the following persons will be inserted after the word "to": a Selection and Placement Officer (might be used where an Examining Officer at Aklavik wishes to forward completed examination to the Selection and Placement Officer at Inuvik), the District Superintendent of Vocational Education (for examinations being returned or forwarded from the Selection and Placement Officer), or Superintendent of Apprentice Training (for examinations being forwarded to Ottawa from District Office).

The inner envelope (in all cases where the examination has been written) will be the envelope the candidate received with his examination and will be pre-addressed for return to the Superintendent of Apprenticeship. It will have been sealed by the candidate when he finished writing the examination. Officers forwarding the examination need simply to place it in an appropriately addressed outer envelope. If the examination is being returned unused, the envelope which was to be opened by the candidate should be left sealed and be readdressed to the officer whose

name will be used on the outer envelope. (In many cases of this nature, the inner envelope will therefore have been readdressed twice by the time it returns to Ottawa - once by the Selection and Placement Officer, and once by the District Superintendent of Vocational Education.)

- (4) Security classifications will be omitted. i.e. The envelopes will not be marked "Secret" or "Confidential". (This change is being introduced in accordance with a recommendation from the Departmental Security Officer.)
- (5) Examination papers being held overnight shall be retained in a locked filing cabinet or safe to which only a very limited number of employees have access. At no time should the examination be seen by other than the following persons:

Superintendent of Apprentice Training and persons delegated by him, Superintendents of Vocational Education, and persons delegated by them,

Candidates during the time allotted for the examinations.

12. APPRENTICESHIP TRAINING UNDER THE OCCUPATIONAL TRAINING FOR ADULTS PROGRAM (D. M&I)

a. Call for Training

The required training places for indentured apprentices of the Northwest Territories will be arranged in various training centres and a "call to training" will be issued according to the time and place of training.

However, since communication and transportation, at best, is often times a problem in the N.W.T. the "call to training" will not be issued directly to the apprentice but will go through the Vocational Education Superintendent. An apprentice receiving a "call to training" may then be referred for training in the usual manner.

Undoubtedly, there will be apprentices who will wish to know in advance, if they qualify for allowances under the O.T.A. Program. This may be established by visiting a CMC office. Where apprentices are remotely located from a Canada Manpower Centre this may not be practical. Canada Manpower Service will therefore provide a questionnaire, which the apprentice may complete and forward to his CMC in order to ascertain with some degree of accuracy, eligibility for an amount of allowances.

b. Referrals for Apprentice Training - Canada Manpower Service Requirements

- (1) District Superintendent will supply Canada Manpower Service (Prairie Region) by August 31 with their requirements for the coming year, with a copy to Superintendent of Apprentice Training.
- (2) Canada Manpower Service will supply to the District Superintendent a schedule of training courses.
- (3) Using the schedule of training courses, the District Superintendent will select the courses to which apprentices are to be referred. At this point he will submit to Canada Manpower Service the name (s) of the apprentice (s), the course level (s) required and the date and location of training.
- (4) Canada Manpower Service will then provide the Director of Apprenticeship of the appropriate province and their Receiving Canada Manpower Centres with the necessary information so that accommodation is ensured and the necessary documentation may be completed when the apprentice reports for training.
- (5) The apprentice reporting for training must have in his possession a letter from the District Superintendent to the effect that he has been called to training. This should be available to the Receiving Canada Manpower Counsellor and to the Referring Canada Manpower Centre where there is one.
- (6) Financial Assistance will be provided by the Canada Manpower Service as stated on p. 39      Sec. 8 e, f & p. 71 Sec. 12a(6).

c. Referral Procedures as Agreed to with the Canada Manpower Service

(1) Introduction

Though there is a general commitment on the part of the Department of Manpower and Immigration to provide for training of apprentices under the Occupational Training of Adults Program, the training of individual apprentices will require proper authorization. However, this authorization may cover successive terms of school training until completion and achievement of journeyman status. To this end the necessary authorization form(s) shall flow back and forth between the territorial apprenticeship authority (Inspectors of Apprentices) on the one hand, and the training centre and the Canada Manpower Centre concerned on the other hand.

(2) Definitions

O.T.A.	Occupational Training of Adults.
C.M.C.	Canada Manpower Centre.
Authorizing C.M.C.	is the Canada Manpower Centre which originated requests for training.
Receiving C.M.C.	is the Canada Manpower Centre located in the place of the training centre and which will assume responsibility for the apprentice during school training and will have custody of the apprentice's personal file until completion of training.
Apprentice	is an indentured apprentice as defined in territorial apprenticeship legislation.
Apprenticeship Officer	is an officer of the territorial apprenticeship authority designated to deal with the school training of apprentices under the Occupational Training for Adults Program.

CMC Counsellor

will generally be the Canada Manpower Centre officer designated to deal with and authorize apprenticeship training.

Nominal Roll

is a list showing the course for which apprentices are being called in, its starting date and its duration, as well as the apprentices identified by name, address and Social Insurance Number. This nominal roll is prepared by the territorial apprenticeship authority.

(3) Forms

OTA 1

Training Authorization Form.

This form also serves to authorize training allowances and approve travel grants.

OTA 2

Change of Status Form.

This form establishes changes in the status of a trainee's eligibility for training allowances.

OTA 3

Registration and Attendance Form.

(4) Completion of OTA 1 Form

- (a) An OTA 1 Form needs to be completed for all apprentices who for the first time receive training under the OTA Program.
- (b) The territorial apprenticeship authority shall fill out these forms from their files and from information provided by the apprentices.
- (c) The (partially) completed forms will be appended to the copy of the nominal roll that is forwarded to the receiving CMC at least one week before the start of the course(s) concerned.
- (d) During the first day of the course(s) the CMC Counsellor will check registration and complete the OTA 1 forms authorizing training as well as approving training allowances and travel grants if applicable.

- (e) The CMC Counsellor will have custody of the OTA 1 Forms until completion of the course, at which time they will be returned to the territorial apprenticeship authority.
- (f) The Inspectors of Apprentices may arrange for the OTA 1 form to be completed by the CMC Counsellor when the apprentice arrives at the school. In such case the steps provided in paragraphs b-d will not be followed.

(5) Reuse of OTA 1 Forms

Authorization of training covers the duration of an apprentice's training period until achievement of journeyman's status. When an apprentice is called in for successive terms of school training his OTA 1 Form can be lifted from his file and simply appended again to the nominal roll on which his name appears.

(6) Completion of OTA 2 Form

- (a) Allowances will be paid to persons with "adult economic status" to provide income while taking training. The Department of Manpower and Immigration will recognize as having this status any person who is 12 months past the provincial school-leaving age, and who has not attended school on a regular basis for at least 12 months, and who
  - (i) has been a member of the labour force substantially without interruption for the past three years, or
  - (ii) has one or more persons wholly or substantially dependent upon him/her for support.
- (b) An OTA 2 Form needs to be completed for apprentices whose training has already been approved on an OTA 1 form but whose status with regard to eligibility for training allowances has changed.



(c) The territorial apprenticeship authority shall complete these forms from their files and from information provided by the apprentices, this to be verified with the apprentices' employers.

(d) The (partially) completed OTA 2 Forms will be attached to the apprentices' OTA 1 Forms as these are being sent to the receiving CMC with the nominal roll.

(e) As for 4f.

(7) Completion of OTA 3 Form

(a) This form is required for registration, keeping an attendance record and preparation of the training allowance payroll.

(b) The CMC Counsellor shall provide the training centre with the required forms well in advance of the course(s) and thereafter at two-week intervals.

(c) The school instructor(s) will keep attendance twice daily (morning and afternoon) and have the records available as agreed upon with the CMC Counsellor.

(d) Training allowances will be paid on the basis of attendance. However, any excused absence will be permitted if within the following limits:

(i) a statutory holiday,

(ii) a local holiday when the training centre is closed,

(iii) special leave, not exceeding three days plus any necessary travel time, for death or serious illness in the immediate family,

(iv) for sickness accumulated at the rate of  $1\frac{1}{4}$  days per month of course duration while a doctor's certificate is required for single absences exceeding three days.

(8) Substitution of Trainees

If an apprentice does not report for training as directed within two days of the start of the training course the territorial apprenticeship officer

will call in a substitute to fill the vacant training place. The officer will at the same time obtain from the receiving CMC the delinquent apprentice's OTA 1 Form for follow up and later recall for training.

(9) Drop-outs and Completions

If an apprentice drops out of his training program entirely the territorial apprenticeship officer shall so advise the CMC Counsellor who can then send the apprentice's OTA 1 Form to the CMC nearest to the apprentice's last-known address which may follow up the case with suitable counselling.

When an apprentice has completed his training and achieved journeyman status the territorial apprenticeship officer shall so advise the CMC Counsellor who can send the apprentice's OTA 1 Form to the CMC nearest to his last-known address with appropriate remarks.

(10) Distribution of Forms

OTA 1: White - Flows back and forth between territorial apprenticeship authority and receiving CMC.

Buff - Flows back and forth between territorial apprenticeship authority (Inspectors of Apprentices) and provincial training centre.

Pink - From receiving CMC to Treasury Officer.

Green - From receiving CMC to Mobility Officer.

OTA 2: Buff - Flows back and forth as appendix to OTA 1 Forms.

White - From receiving CMC to Treasury Officer.

OTA 3: White - From training centre to CMC Counsellor.

Pink - From training centre via CMC Counsellor to Treasury Officer.

Buff - Retained by training centre or territorial apprenticeship authority.

N.B. This distribution differs slightly from the distribution shown on the face of the forms concerned.

13. MEMORANDUM OF UNDERSTANDING BETWEEN DEPARTMENT  
OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT AND  
DEPARTMENT OF MANPOWER AND IMMIGRATION

The Department of Indian Affairs and Northern Development will, on a general basis, be required to carry out delegated Department of Manpower and Immigration authority until the Department of Manpower and Immigration is able to provide the staff and Canada Manpower Centres in the Northwest Territories. The Department of Indian Affairs and Northern Development will also have to provide co-ordination of Territorial-Federal functions until staff is available in the Government of the Northwest Territories to carry out its responsibilities.

Officers of the Department of Indian Affairs and Northern Development will undertake five functions on behalf of the Canada Manpower Service: referrals to employment, referrals to mobility assistance, referrals to Rehabilitation Services, referrals to training, and purchase of training courses.

a. General Areas of Responsibility

Department of Manpower and Immigration

- (1) Occupational Counselling of Adults.
- (2) Occupational Training of Adults, including  
Adult Apprentices.
- (3) Provision of Labour Market Information.
- (4) Provision of Occupational Training Information.
- (5) Recruitment and Placement of Workers in Jobs.
- (6) Consultative service for employers and employees.
- (7) Vocational Rehabilitation.

- (8) Mobility and Clearance.
- (9) Recommendations on capital assistance by grants  
or loans for training facilities.
- (10) Recommendations on research projects.

Department of Indian Affairs and Northern Development

- (1) Continuing Education, including Vocational, Technical,  
Trade and Pre-Employment Training for Youth.
- (2) Apprenticeship Training Program.
- (3) Provision and operation of training facilities.
- (4) Motivational Training and Counselling.
- (5) Referrals to Department of Manpower and Immigration  
for Occupational Counselling.
- (6) Research.

b. Organization, Channels of Communication, Authority, Etc.

To Support the Extension of Service Being Supplied by IA & ND

Channels of communication for all matters connected with the extension of service will be from and to IA & ND field units through their District offices at Fort Smith and Ottawa as applicable.

The CMC at Yellowknife will be the co-ordinating centre for matters in the Mackenzie District through the District Office D IA & ND in Fort Smith.

The CMC at Winnipeg will be the co-ordinating centre for matters in the Eastern Arctic through the District Office D IA & ND in Ottawa.

Routine problems are to be resolved through consultation and co-operation by field office units.

Matters requiring policy decision will be handled at Regional Office level (Manpower) in consultation with Head, Vocational Education - Northern Administration Branch, D IA & ND, Ottawa.

c. Procedures to Implement and Support the Extension of  
Service Being Supplied by IA and ND Personnel

(1) Referrals to Employment

Field Officers D IA & ND will be kept informed of all employment opportunities in Canada through provision of orders in clearance and the MAN 767(F) "Fortnightly List Of Orders in Clearance".

Field Officers D IA & ND will provide information on vacancies available in the N.W.T. to Manpower through CMC's in N.W.T. and Winnipeg.

The Manpower Division will take over the placement function from IA & ND as the former expands its service into the North. There is to be no duplication of effort.

The recommendation that Federal Departments and Crown Agencies working in Northern Areas establish an objective of filling 75% of northern positions with Northern residents by 1977, must be borne in mind in mind in Manpower Division Placement activities.

(2) Referrals to Mobility Assistance

The provisions of the Manpower Mobility Program applies to all qualified personnel regardless of the expenses involved in providing transportation from isolated points.

Where necessary, IA & ND Officers will provide transportation to qualified applicants for Mobility Assistance and reimbursement of such payments by the Manpower Division will be made.

(3) Referrals to Rehabilitation Assistance

Referrals to Rehabilitation Assistance for residents of the N.W.T. will continue to be provided by IA & ND Officers under the agreements and procedures.

(4) Referrals to Occupational Training for Adults

IA & ND will be responsible for the costs associated with the provision of training of N.W.T. residents ineligible for Occupational Training For Adults.

Referrals of N.W.T. applicants qualified for Occupational Training For Adults will be processed through IA & ND District Offices to the appropriate CMC.

(5) Purchase of Training

IA & ND requirements for Training Courses listed in the Manpower "Catalogue of Training Courses Available" that have not been purchased by Manpower will be processed through channels to the Regional Office (Manpower) for consideration.

IA & ND requirements for training courses not listed in the catalogue will be processed through channels to the Regional Office (Manpower) for consideration of purchase.

From time to time, it may be necessary for IA & ND to initiate, at short notice, without prior consultation with Chief, Manpower Training Services, special courses indigenous to the North. Under such circumstances, IA & ND will arrange and pay for such training. Reimbursement of the applicable expenses of conducting this type of course will be a matter for joint decision of representatives of both departments.

D IA & ND will be both a purchaser and a supplier of training acting on its own behalf or on behalf of the Government of the Northwest Territories. When D IA & ND organizes training courses, information on the nature and location of such courses is to be made known to the Chief, Manpower Training Services. These courses, departmentally organized for the Government of the Northwest Territories may be used as a training resource by Manpower, subject to conclusion of satisfactory financial arrangements. In such circumstances payments for the purchase of the training will be made by Canada Manpower Service to the Government of the N.W.T., D IA & ND will then claim from the Government of the N.W.T. for such expenses as it may have incurred.

d. Financial Procedures to Reimburse D IA & ND

For Advances Paid to Approved Referrals

In cases where it is necessary for D IA & ND to expend monies in support of approved and qualified referrals to Employment, Mobility Assistance, Occupational Training for Adults Assistance, etc., or for the Operation of Training Courses, procedures have been evolved for reimbursement of such expenditures. The basic procedures to be followed are outlined in Department of Manpower & Immigration Financial and Management Systems & Procedures, Section 50, Chapter 06, entitled "Transfer Of Funds To Other Government Departments."

e. Assistance and Guidance to N.W.T. Residents

Directed to Training and/or Employment in Urban Centres

D IA & ND will continue to be responsible through their resident staff or through their itinerant service for the provision of accommodation, guidance, counselling, etc., as required for N.W.T. residents directed or referred to employment, training, etc.

Consideration will be given to provision of office space, etc., to D IA & ND Officers working in the Prairie Region and engaged in providing this itinerant service to residents of the Northwest Territories.

f. Procedures to Review the Effectiveness of the Program and to Make any Adjustments Found Necessary in the Light of Experience

Review Procedures

A constant review of the effectiveness of this program will be maintained by the District Superintendents D IA & ND and the Manager of the associated Canada Manpower Centre.

Either department may initiate a joint conference at short notice to resolve problems as they arise.

PART III - POLICY

1. GENERAL

a. Application

The N.W.T. vocational education and employment programs are 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. 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 education, academic up-grading is an essential part of vocational courses for many young adults. 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 occupational 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 vocational 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 must be 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**.

## 2. 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.

- (4) basic skills or previous trades training received.
- (5) physical condition necessary.
- (6) attitude and emotional outlook.
- (7) any employment history.

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 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 applied at the local level. In addition, selection officers must use all the resources available to them to make the best possible choice of candidates for training and placement.

3. ELIGIBILITY FOR TRAINING

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. Retraining

Retraining 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 a job.

d. Attendance at Provincial Schools

- (1) If an applicant requests a course that, in the opinion of the 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 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 3e and 3f.

e. 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 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.

f. 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.

4. RESIDENCE QUALIFICATIONS 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.

5. 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 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.

6. REPORTING OF VOCATIONAL TRAINEES

All students registered in a program who spend at least 50% of their time taking vocational subjects are considered to be vocational students. 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.

7. AUTHORIZATION FOR CHANGED OR NEW IN-SCHOOL

VOCATIONAL COURSES IN THE NORTHWEST TERRITORIES

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.

8. EMPLOYMENT WITH FEDERAL DEPARTMENTS AND CROWN AGENCIES

- a. Federal departments and crown agencies working in northern Canada will:

- (1) Establish an objective of filling 75 per cent of their northern positions with northern residents by 1977.
- (2) Adopt a policy of training northern residents for northern positions through training-on-the-job, apprenticeship, or other means whereby both formal education and practical training may supplement each other to lead to gainful employment.
- (3) Consult Training and Selection and Placement Service Personnel of the Department of Indian Affairs and Northern Development to facilitate achieving the above objectives.



- b. Training positions for apprentices who will be trained and work in federal departments should be added to the establishments of those departments.

9. SELECTION FOR TRAINING IN INDUSTRY PROJECTS

See Adult Occupational Training Regulations (Appendix C); Training-on-the-job Agreement. (TB 599935 dated August 24, 1962); Payment of Vocational Training Costs (TB 526397 dated February 6, 1958); Payment of Vocational Instructors (TB 543557 dated June 9, 1959) for Authorities.

a. Training for 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.

(1) Basic Training for Skill Development

This is looked upon as a "program of studies" rather than a training in one subject or skill. It must include 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 candidate and should be related to definite objectives such as grade levels or other established levels. 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, a contribution to the employer's expenditure may be negotiated. If the costs are paid directly by government, negotiations will be conducted directly with the employer on his financial contribution.

(2) Retraining of Employed Workers

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

(3) Apprenticeship

An apprentice is considered an on-going employee who is committed 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. Apprentices must therefore be selected on the basis that they are considered capable of reaching the recognized level of competence.

The cost of the on-the-job portion of training is paid by the employer but the cost of related classroom or correspondence study is paid by the N.W.T. Government. The apprentice must be registered and be under a written agreement outlining the training program and the commitment of the apprentice to follow the prescribed program.

(4) Other Training in Industry for Regular Employees

The only training other than that listed above in which the cost is shareable with the employer is that which broadens the knowledge required in the job being filled by the employee. Training in the general principles of supervision and management is shareable as is 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.

b. Training for Other Than Regular Employees

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

(1) Training for Unemployed Persons

Where an employer establishes a training program for new employees the costs of training together with wages or allowances in lieu of wages are shareable. The general practice is for government 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. The objective here is suitable employment for the unemployed worker 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.

(2) Training in Industry for Physically Handicapped  
and Other Disadvantaged Workers

The same guidelines apply as for the unemployed.

(3) 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.

The same guidelines apply to this training in industry as apply to school-based training. For example, vocational education officers 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. Publicly assisted training in industry 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 may be somewhat more specialized.

The government does not normally share in the cost of training new recruits in specialized single purpose occupations that apply only to the particular production process of an employer, except in special circumstances. Even in these special circumstances it is preferable that training be provided beyond the narrow limits of the specialized first job. Sharing should only be considered when the training provides a basis for long-range flexibility and security in employment.

c. 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 persons, to Basic Training for Skill Development programs, to re-training of these about to be laid off, and to training in established plants in certain areas.

- (1) Training should not be narrowly job-oriented.
- (2) Training should provide for the long-range adaptability of the trainee or prospective long-term employment.
- (3) There should be an organized training schedule with a clear statement of the skills and knowledge to be acquired.
- (4) There should be competent persons in sufficient numbers to provide instruction apart from production supervisors.

- (5) Vocational education officers should provide adequate and competent supervision of all phases of instruction to ensure the quality of training and adherence to the schedule.
- (6) There should be a competent organization established to give approval to training in industry projects and to guard against establishment of competing programs in schools and in industry.
- (7) The government will not share in costs of equipment for an industry centred program other than possible payment for rental.

d. Agreements

No Training in Industry Program will be approved or expenditure of funds authorized without receipt by the Director of a signed agreement between an authorized officer of the Department and an authorized officer from the Industry or Employer in question.

THE ADULT OCCUPATIONAL TRAINING ACT (SUMMARY)

As of April 1, 1967, the Adult Occupational Training Act - Bill C-278 - with its supplementary Regulations covering Manpower Training, replaced the former Federal-Provincial Technical and Vocational Training Agreement. Significant items under the new Act are as follows:

Financial

Department of Manpower and Immigration

Contributions to Capital Costs

- (1) Agrees to pay, subject to agreement with the territory concerned, a portion of the capital expenditures incurred by that province for facilities for occupational training.

Contributions to Operating Costs

- (2) Agrees to pay to the territory 100% of the (a) costs incurred by the territory, or by a territorial or municipal authority, to provide training to adults in (i) an occupational training course, their enrolment in which was arranged by a Manpower officer (ii) an apprenticeship training program; the actual amount of the payments to be based on the ratio of Manpower approved trainees to the total number of trainees in the course, (b) costs incurred by an employer when he operates or undertakes to operate, an occupational training course for adults in his employ, designed to update their skills and thereby prevent loss of their employment.

Discontinued all Shared Cost Agreements

- (3) Discontinued all shared costs agreements under which it has paid to each province/territory part of (a) operating expenditures incurred by that province/territory for all Programs one to ten (b) capital expenditures, incurred by the territories for (i) new vocational high school (ii) renovations to existing vocational high schools (iii) purchase of buildings and their conversion to training areas for Programs One to Ten (iv) equipment for new and renovated vocational high schools and for adult training areas.

Who May Receive Training Allowances

To be eligible to receive training allowances henceforth, every adult being trained must either -

- (i) be an adult apprentice in an occupational training course, operated by a provincial or by a territorial or municipal authority OR
- (ii) be receiving training in an occupational training course in which he has been enrolled by a Manpower Officer, and who has been a member of the labour force, substantially without interruption, for a period of not less than three years or, failing this, have one or more persons, wholly or substantially dependent upon him for support, e.g. a child under 16 years of age or, over 16 and a full-time student at a school or university, a spouse whose income does not exceed \$25 a week, or a mentally or physically infirm person. To be considered a member of the labour force an adult had to be (i) self-employed in a job that required at least 24 hours a week or (ii) unemployed and seeking work or, (iii) disabled and receiving rehabilitation training or (iv) receiving training in an occupational training program or in a hospital or penal institution.

Unemployment Insurance Benefits

Under the new Act unemployment insurance benefits are not payable to an adult while he is receiving training in an occupational training course. There is no reduction in the amount of unemployment insurance benefit to which the adult is entitled. Under the former Agreement unemployment insurance benefits were considered part of the training allowance and future benefits reduced accordingly.



### Types of Training Programs

The Adult Occupational Training Act designates - other than apprenticeship programs - one course only, the occupational training course, defined as a course to provide any form of instruction other than that designed for university credit, the purpose of which is to provide a person with the skills required for an occupation or to increase his skill or proficiency therein.

Under the Federal-Provincial Agreement provision was made for ten different types of training programs. Among the most widely used were Program Four, Training in Co-operation with Industry; Program Five, Training of Unemployed; and of course Program One, Vocational High School Training.

### Who Controls Manpower Training Programs

The wording of the definition of "an Occupational Training Course" would seem to give broad scope to the Manpower Training Program: the question of course, is the interpretation. The sole interpreter - he who makes the decision as to whether or not, a course provides or increases skills or proficiency, he who makes the decision as to whether the applicant for training, takes this course, or another, at government expense or, in fact, no course at all, is the Manpower officer.

Under the former Agreement, the decision as to which Programs to offer was made, in practice, by the territorial authority, or in many centres in Canada, by the municipal school board, on the suggestion or advice presumably of the Advisory Committee aided and abetted by the local National Employment Service officers. The new legislation takes the initiative to provide federally-financed training programs away from the territorial or local education authority and gives it to the local Manpower officer.

Who May Take Courses

Under the new Act only adults - those whose ages are a year or more greater than the regular school leaving age in the province in which they reside - who have not attended regular school on a full-time basis during the past year, may, on application to a Manpower officer, be enrolled in an occupational training course. The former Federal-Provincial agreement, under Program Three, permitted those above compulsory school age who had left elementary or secondary school, to be enrolled in trade and occupational training programs; and under Program Five, permitted unemployed who had been out of school 12 months or more to enroll in a retraining program.

Major Changes in Training Allowance Eligibility

To sum up -

- (i) Under the new Act the unemployed adult, to be eligible to receive a training allowance while enrolled in an occupational training course, must have been in the labour force for a period of not less than three years, unless he is totally responsible for the support of a dependent. Under the former Agreement the unemployed adult had to be out of school one year only, to be eligible to enroll in a Program Five course and thus entitled to a training allowance.
- (ii) Housewives who have had less than 24 hours per week of paid employment outside the home for the past three years, are not entitled to receive training allowances while enrolled in an occupational training course unless they are totally responsible for the support of a dependent. Under the former agreement housewives were able to enroll in Program Five as unemployed and thus receive training allowances.

REGULATIONS PROVIDING FOR ASSISTANCE TO  
PERSONS WHO ARE MOVED FROM ONE PLACE IN  
CANADA TO ANOTHER PLACE IN CANADA IN  
CONNECTION WITH THE MANPOWER MOBILITY PROGRAM

For complete details refer to: Department of Manpower and Immigration,  
Canada Manpower Division, Operations Handbook, Part XIII.

Short Title

1. These Regulations may be cited as the Manpower Mobility Regulations, 1967.

Interpretation

2. In these Regulations,

- (a) "about to become unemployed", in relation to a worker, is descriptive of a worker who, though employed, has received written notice from his employer that he will become unemployed on a date specified in the notice;
- (b) "locality" means the area within which all points are, in the opinion of a manpower officer, within reasonable commuting distance from the place in relation to which the term is used;
- (c) "manpower officer" means an officer of the Department of Manpower and Immigration, designated by the Minister;
- (d) "Minister" means the Minister of Manpower and Immigration;
- (e) "suitable employment", in relation to a worker, means full-time employment in Canada that, in the opinion of a manpower officer, is in
  - (i) the usual occupation of the worker, or

- (ii) an equivalent occupation, taking into account the qualifications of the worker, and for which the wages and working conditions are equivalent to those prevailing for similar employment in the place where the employment is found;
- (f) "unemployed worker" means a worker who, in the opinion of a manpower officer, is without employment and seeking work; and
- (g) "worker" means a person who is eighteen years of age or over and who is a Canadian citizen resident in Canada, or who has been lawfully admitted to Canada for permanent residence.

#### Exploratory Grants

- 3. (1) The Minister may authorize a grant to or on behalf of a worker described in subsection (2) to assist him in seeking suitable employment in the closest area in Canada to the locality in which he resides in which there is, in the opinion of a manpower officer, good prospect of the worker's obtaining suitable employment.
- (2) A grant may be authorized under subsection (1) to a worker who is
  - (a) unemployed, or
  - (b) about to become unemployed,if, in the opinion of a manpower officer, the worker has little or no prospect of obtaining suitable employment in the locality in which he resides.

- (3) A grant authorized under subsection (1) shall not exceed
- (a) the actual cost of return transportation for the worker by the most appropriate economical means from the locality in which he resides to the area in Canada described in subsection (1); and
  - (b) a reasonable allowance determined by the Minister in respect of meals and overnight accommodation for the worker while in transit between the area in Canada described in subsection (1) and the locality in which he resides.
4. (1) Where a worker to whom or on whose behalf a grant has been authorized under section 3 or under this section has been unable to obtain suitable employment in the area in Canada to which he was required, as a condition of the grant, to go, and, in the opinion of a manpower officer,
- (a) the worker has exercised reasonable diligence in seeking such employment, and
  - (b) there is another area in Canada in which there is good prospect of the worker's obtaining suitable employment,
- the Minister may authorize a grant to or on behalf of the worker to assist him in seeking suitable employment in the area described in paragraph (b) that is closest to the area he is in at the time the grant is authorized.
- (2) A grant authorized under subsection (1) shall not exceed the aggregate of
- (a) the actual cost of transportation for the worker by the most appropriate economical means from the area he is in at the time the grant is authorized to the area to which he is required, as

a condition of the grant, to go and from that area to the locality in which he resides, and

- (b) a reasonable allowance determined by the Minister in respect of meals and overnight accommodation for the worker while in transit between the areas described in paragraph (a) and the latter of such areas and the locality in which he resides, minus the unexpended portion of any grant previously authorized in respect of the worker under this section or section 3.

Dependency Allowances

- 5. (1) A worker to whom or on whose behalf a grant has been authorized under section 3 or 4 is entitled, if he has dependents, to an allowance to assist him in the support thereof while he is seeking employment away from the locality in which he resides.
- (2) An allowance to which a worker is entitled under subsection (1) shall be paid weekly to or on behalf of the worker commencing on the day on which a grant to the worker is authorized under section 3 or 4 and ending with the earliest of the payment
  - (a) for the week in which the worker obtains suitable employment;
  - (b) for the week in which the worker returns to the locality in which he resides; or
  - (c) that results in the payment to or on behalf of the worker of four weekly payments under this section for the grant received by him under section 3 and each grant received by him under section 4.

- (3) Each weekly payment to or on behalf of a worker pursuant to this section shall be in an amount equal to the amount set out in column 3, 4 or 5 of Schedule B to the Adult Occupational Training Regulations that is appropriate to the number of dependents of the worker and the province or region of a province in which those dependents are resident.
- (4) For the purposes of this section, a person is a dependent of a worker if that person is
- (a) a child, connected by blood relationship, marriage or adoption to that worker, who is
    - (i) under sixteen years of age, or
    - (ii) over sixteen years of age and in full-time attendance at a school or university,and who is actually supported by that worker;
  - (b) the spouse of that worker, actually supported by him, whose income does not exceed twenty-five dollars a week; or
  - (c) a person who is mentally or physically infirm or without employment and seeking work and who is actually supported by that worker.

Relocation Grants

6. (1) Where
- (a) a worker is
    - (i) unemployed, or
    - (ii) about to become unemployed,in the locality in which he resides,

- (b) a manpower officer is satisfied that such worker
    - (i) has little or no prospect of obtaining suitable employment in the locality in which he resides, and
    - (ii) has obtained suitable employment outside such locality, and
  - (c) in the opinion of the manpower officer based on labour market information available to him, the suitable employment that the worker has obtained offers good prospects for continuing employment, the Minister may authorize a grant to or on behalf of the worker in accordance with subsection (2).
- (2) A grant authorized pursuant to subsection (1) shall not exceed the aggregate of such of the following amounts as the Minister considers appropriate, namely:
- (a) an amount equal to the aggregate of the actual cost of transportation for the worker and his dependents by the most appropriate economical means from the locality in which they reside to the place in Canada where the worker has obtained suitable employment and a reasonable allowance determined by the Minister in respect of meals and overnight accommodation for the worker and his dependents while in transit;
  - (b) an amount equal to the actual cost of moving the household and personal effects of the worker and his dependents including a mobile home if it is owned by the worker, but not including the cost of moving automobiles, trailers, boats and livestock from the worker's residence to a residence in the locality of the place in Canada where the worker has obtained suitable employment; and
  - (c) subject to subsection (3), an amount to assist in the re-establishment of the worker and his dependents in the locality of the place in Canada where the worker has obtained suitable employment.



- (3) A grant authorized under this section shall not include an amount to assist in the re-establishment of the worker and his dependents unless the worker resided in Canada for at least 12 months immediately preceding the day on which he applies for the grant, and any amount so included
- (a) shall not exceed the lesser of
    - (i) one thousand dollars, or
    - (ii) the aggregate of two hundred dollars in respect of the worker, two hundred dollars in respect of one dependent of the worker and one hundred dollars in respect of each additional dependent, and
  - (b) may be paid over a period determined by a manpower officer on the basis of the worker's resettlement needs, but not exceeding a period of six months from the day on which the grant to or on behalf of the worker is authorized.
- (4) A grant authorized under this section may be increased by five hundred dollars where the worker to whom the grant was made satisfies a manpower officer that
- (a) he resided in Canada for at least twelve months immediately preceding the day on which he applied for the grant;
  - (b) on the day he applied for the grant, he owned the house in which he resided; and
  - (c) within twelve months after moving to the locality of the place in which he obtained suitable employment, he sold the house referred to in paragraph (b) or purchased a house in the locality of the place in which he obtained suitable employment.

- (5) For the purposes of this section,
- (a) a worker is deemed to have owned the house in which he resided on the day he applied for a grant under this section if, on that day, he, a dependent of his or he together with a dependent of his
- (i) is the owner, according to the records of the proper land registry or land titles office of the land on which the house is located, whether or not such records indicate that the land is subject to one or more mortgages or hypothecs, or
- (ii) is, according to the records of the proper land registry or land titles office, purchasing or has purchased or is otherwise acquiring or has acquired ownership of the land on which the house is located; and
- (b) "dependent", in relation to a worker, means any person who is wholly or substantially dependent upon the worker for support, who lives in the same house as the worker and who will move with the worker if he receives a grant under this section.

#### Medical Examinations

7. The Minister may authorize a grant to or on behalf of any worker to whom a grant is made under section 3, 4 or 7 not in excess of the actual expense incurred for a medical examination if such an examination is required to enable the worker to obtain suitable employment.
- (a) advise the person of such opinion and the reason therefor; and
- (b) forthwith, upon the written request of the person, received within thirty days of the day on which he is advised under paragraph (a) that in the opinion of the manpower officer he is not eligible for a grant, refer the application to the Manpower Mobility Review Committee at the appropriate regional office of the Canada Manpower Division of the Department of Manpower and Immigration.

Manpower Mobility Review Committees

8. (1) The Minister shall appoint a Manpower Mobility Review Committee, consisting of three officers of the Canada Manpower Division of the Department of Manpower and Immigration, for each regional office of the Canada Manpower Division.
- (2) The Minister may, in respect of each member of a Committee appointed pursuant to subsection (1), appoint a person to act as his alternate and any person so appointed may, at the request of the member for whom he is an alternate, act instead of such member and when so acting an alternate shall be deemed to be a member.
- (3) It shall be the duty of each Manpower Mobility Review Committee to consider applications for grants under these Regulations that are referred to it under paragraph (b) of section 10 and to advise the Minister and the applicant of its opinion as to the applicant's eligibility for a grant under these Regulations.

Transitional

9. (1) The Manpower Mobility Regulations made by Order in Council P.C. 1965-2215 dated December 13, 1965 are revoked as of July 1, 1967.
- (2) Notwithstanding subsection (1), no loan, grant or other payment shall be made pursuant to the Manpower Mobility Regulations after April 1, 1967 except pursuant to the following sections thereof:
- (a) subsection (2) of section 3;

- (b) subsection (2) of section 7;
- (c) section 9; and
- (d) section 10.

Coming into Force

10. These Regulations shall come into force on April 1, 1967.

P.C. 1967-1021

ADULT OCCUPATIONAL TRAINING REGULATIONS

SCHEDULE

Short Title

1. These Regulations may be cited as the Adult Occupational Training Regulations.

Interpretation

2. For the purposes of the Act and these Regulations,
  - (a) "full-time instruction" when used with reference to an occupational training course means twenty-four hours a week or more of instruction;
  - (b) "instruction designed for university credit" means instruction that is part of a course of studies for the successful completion of which a university will grant a degree;
  - (c) "labour force" means that group of persons, whether in or out of Canada, who are
    - (i) self-employed, otherwise than as housewives, employed in the service of a person (including Her Majesty) or holding an office, which employment engages them for twenty-four hours or more a week and for which they expect to receive pecuniary remuneration or board, lodging and other benefits;
    - (ii) without employment and seeking work;
    - (iii) disabled and receiving rehabilitation training;
    - (iv) being trained in occupational training courses;and

- (v) in hospitals or penal institutions and who, except for their confinement therein, would be persons described in subparagraph (i) or (ii);
- (d) "part-time instruction" when used with reference to an occupational training course means less than 24 hours a week of instruction;
- (e) "regular school leaving age" means the age at which a person is no longer required by the law of the province in which he resides to attend school; and
- (f) "training on the job" means that form of instruction provided by an employer for an employee whereby the employee learns the skills required for a job by doing that job.

General

- 3. (1) Where during any relevant period
  - (a) a person ceased to be a member of the labour force and again became a member thereof within three months of the day on which he so ceased to be a member, and
  - (b) the period during which a person described in paragraph (a) was not a member of the labour force did not exceed in the aggregate 26 weeks, he shall, for the purposes of the Act, be deemed to have been a member of the labour force substantially without interruption for that period.
- (2) For the purposes of subsection (1), the period in which an adult was a member of the labour force shall be calculated from the day his eligibility for a training allowance is determined.

4. For the purposes of subparagraph (ii) of paragraph (b) of section 3 of the Act, a person shall be considered to be wholly or substantially dependent for support on an adult only if that person is
- (a) a child connected with that adult by blood relationship, marriage or adoption, and who is
    - (i) under sixteen years of age, or
    - (ii) over sixteen years of age and in full-time attendance at a school or university, and who is actually supported by that adult;
  - (b) the spouse of that adult, who is actually supported by that adult and who is
    - (i) mentally or physically infirm; or
    - (ii) providing care in a domestic establishment maintained by that adult to a child described in subparagraph (i) of paragraph (a) or to a person connected with that adult by blood relationship, marriage or adoption who is mentally or physically infirm; and
  - (c) a person who is mentally or physically infirm or without employment and seeking work and who is actually supported by that adult.
5. (1) An adult who, in the twelve-month period immediately preceding his enrolment in an occupational training course, has not attended school on a full-time basis for more than 140 hours shall, for the purposes of section 4 of the Act, be deemed not to have attended school on a regular basis for those twelve months.

- (2) For the purposes of making any determination under subsection (1), attendance by an adult in an occupational training course or attendance by such adult at school outside working hours while holding a full-time job, shall be deemed not to be attendance in school.

Training Costs

6. (1) The costs referred to in subsection (1) of section 5 of the Act shall be determined by dividing the sum of the costs set out in Schedule A incurred in providing a course described in that subsection by the greater of
- (a) the number of places for persons that the course was planned to provide, or
  - (b) the largest number of persons who were in training in the course on any day on which the course was given, and multiplying the result by the greater of
  - (c) the largest number of adults who were in training in the course on any day on which the course was given, whose enrolment was arranged by manpower officers, or
  - (d) the number of places in the course that were, pursuant to the contract entered into under that subsection, reserved for adults whose enrolment was arranged by manpower officers, minus the number of such places occupied by persons whose enrolment was not arranged by manpower officers.
- (2) The costs referred to in subsection (2) of section 5 of the Act shall be determined by dividing the sum of the costs set out in Schedule A incurred in providing a course described in that subsection by the greater of



- (a) the number of persons for which the course was planned, or
  - (b) the largest number of persons enrolled in the course on any day on which that course was given, and multiplying the result by the number of apprentices in that course who were adults.
- (3) The charges that may be paid for tuition or otherwise for the training of an adult enrolled in a course described in subsection (3) of section 5 of the Act shall be such charges as the Minister may authorize, not exceeding
- (a) the amount of the fee charged other persons taking the course; and
  - (b) the actual cost of supplies necessary for the training of that adult that are not covered by the fee.

Rates of Training Allowances

7. (1) The rates at which training allowances are payable to an adult described in section 7 of the Act who is residing in a province or region of a province set out in Column 1 of Schedule B, shall be the aggregate of the amounts set out opposite that province or region in Columns 2 to 6 of that schedule that are payable to him as an adult described in the headings to those columns.
- (2) For the purposes of Schedule B, a person is a dependant of an adult if that person is
- (a) a child, connected with that adult by blood relationship, marriage or adoption and who is
    - (i) under sixteen years of age, or
    - (ii) over sixteen years of age and in full-time attendance at a school or university and

- who is actually supported by that adult;
- (b) the spouse of that adult, actually supported by him, whose income does not exceed twenty-five dollars a week; or
  - (c) a person who is mentally or physically infirm or without employment and seeking work and who is actually supported by that adult.
8. (1) Training allowances shall commence to be paid on the first Friday following the day on which an adult eligible therefor commences a course of occupational training, and shall be paid thereafter not less frequently than every two weeks.
- (2) Where in any week an adult to whom a training allowance is payable did not receive training for at least five days, and was not excused therefrom by the person in charge of the course, the amount of the training allowance payable to him for that week shall be pro-rated on the basis of the number of days of instruction provided in that course in that week.
- (3) The Minister may authorize the payment of twenty-five dollars to an adult eligible for a training allowance the day he begins training in an occupational training course as an advance on the training allowances payable to him under the Act.

Average Hourly Earnings

9. For the purposes of section 9 of the Act, the average hourly earnings for a week of an adult described in that section shall be the amount obtained by dividing that adult's total earnings for the week from an employer described in that section by the total number of hours that adult was employed by that employer during that week.

SCHEDULE A

Costs that may be included in calculating costs  
of providing an occupational training course

Direct Costs

1. An amount in respect of salaries and other benefits paid to or on behalf of instructors, teachers and their assistants who are actually engaged in the provision of the occupational training course, not to exceed the aggregate of the following:
  - (a) the salaries of such persons;
  - (b) the amount paid by the employer of such persons in respect of supplementary benefits (except superannuation or pension benefits) provided to such persons under the terms of their employment;
  - (c) where it is provided under the terms of each such person's employment that the employer will pay in respect of superannuation or pension benefits for each such person a specific sum, or a sum determinable by reference to his salary, that sum; or
  - (d) where the employer provides a superannuation or pension benefit for each such person and makes contributions thereto, but the amount of the employer's contribution is not provided for as set out in paragraph (c), then an amount that shall not exceed the amount contributed thereto by each such person.
2. The cost of office and schoolroom supplies, materials and tools, text books, films and other teaching and training aids, furnished to adults taking the occupational training course.

3. Rental costs for premises used for the occupational training course and for machinery and equipment used therein or for such occupational training.
4. The travelling expenses, and other necessary expenses related thereto, of instructors and teachers while engaged in their duties related to the provision of the occupational training course.
5. Maintenance, repair and minor renovation costs in respect of furnishings, machinery, equipment and premises used for the occupational training course.
6. The costs of providing power, gas and water and other services used directly in the occupational training course.
7. The cost of paying interest on loans raised for the purpose of providing the occupational training facility in which the occupational training course is being or was carried on.
8. Such portion of the capital cost of furnishings, equipment, machinery and major tools used in the provision of the occupational training course, as would have been deductible by the owner thereof under the Income Tax Act, in computing his income thereunder (if such owner were taxable under that Act) if the rates provided in the regulations under that Act for that class of property were applied upon the capital cost of such property rather than on the undepreciated balance of the capital cost thereof.
9. Such expenses, not provided for in Items 1 to 8 above, as are wholly attributable to the operation of the occupational training course, subject to the written approval of the Minister.

Overhead Costs

10. An amount in respect of salaries and other benefits paid in respect of principals, vice principals, guidance officers, supervisors, librarians, and office and maintenance staffs, who are engaged at a training centre in support of the occupational training course, not exceeding the aggregate of the following:
  - (a) the salaries of such persons;
  - (b) the amount paid by the employer of such persons in respect of supplementary benefits (except superannuation or pension benefits) provided to such persons under the terms of their employment;
  - (c) where it is provided under the terms of each such persons's employment that the employer will pay in respect of superannuation or pension benefits for each such person a specific sum, or a sum determinable by reference to his salary, that sum; or
  - (d) where the employer provides a superannuation or pension benefit for each such person and makes contributions thereto, but the amount of the employer's contribution is not provided for as set out in paragraph (c), then an amount that shall not exceed the amount contributed thereto by each such person.
11. Travelling expenses and other necessary expenses related thereto of persons described in Item 10 while actually engaged in their duties related to the provision of occupational training courses.
12. General expenses incurred in the operation of a training centre in respect of the provision of occupational training courses, including light, heat, power, water, gas, cleaning supplies, building maintenance and office supplies, telephone service, Public Liability and Property Damage Insurance, first-aid and first-aid facilities and audit fees.

13. Expenses incurred in maintaining residences essential to the operation of the occupational training course that cannot be recovered through reasonable charges to the adult residents.

Capital Costs

14. Such portion of capital costs, not set out in Item 8 above, as may arise from the purchase or construction of the occupational training facility in or by means of which the course was conducted, including major renovations and rebuilding intended to lengthen its useful life or improve its usefulness, but excluding
- (a) the purchase price of the site on which any occupational training facility is constructed, and
  - (b) any part of such capital costs as have already been contributed to by Canada under any agreement made with the province under the Technical and Vocational Training Assistance Act, as would have been deductible by the owner of that facility under the Income Tax Act, in computing his income thereunder (if such owner were taxable under that Act) if the rates provided in the regulations under that Act for that class of property were applied upon the capital cost of such property rather than on the undepreciated balance of the capital cost thereof.

Administrative Costs

15. An amount in respect of provincial administrative costs being the aggregate of
- (a) an amount in respect of the salaries of provincial officers engaged in providing administrative, planning, supervisory and related support services required for the effective operation of the occupational training course that is proportional to the amount of time such officers are engaged

- during the year in providing such services; and
- (b) an amount not exceeding the total of the amount arrived at by the application of paragraph (a) in respect of the travelling expenses and of the stenographic, clerical and other costs required to support such officers while engaged in providing the services referred to therein.

Occupational Training Agreements Ordinance

Short Title            1.        This Ordinance may be cited as the Adult Occupational Training Agreements Ordinance.

Interpretation

Definitions            2.        In this Ordinance,

"Adult"                (a)        "adult" means a person whose age is at least one year greater than the regular school leaving age in the Territories;

"Manpower officer"    (b)        "manpower officer" means an officer of the Department of Manpower and Immigration designated by the Minister;

"Minister"             (c)        "Minister" means the Minister of Manpower and Immigration;

"Occupational training"    (d)        "occupational training" means any form of instruction, other than instruction designed for university credit, the purpose of which is to provide a person with the skills required for an occupation or to increase his skill or proficiency therein; and

"Occupational training course"    (e)        "occupational training course" means a course of occupational training that provides not more than 52 weeks of full-time instruction or 1,820 hours of part-time instruction.

Occupational Training Contracts

Contracts by Commissioner authorized            3.        The Commissioner may, on behalf of the Northwest Territories, enter into a contract with the Minister to provide for the payment by Canada to the Territories of the costs



incurred by the Territories, as determined pursuant to the contract, in providing training in

- (a) an occupational training course operated by the Territories to adults whose enrolment therein was arranged by a manpower officer; and
- (b) an occupational training course for apprentices operated by the Territories to adults whose enrolment therein was not arranged by a manpower officer.

Research Agreements

Research and  
development  
agreement

4. The Commissioner may, on behalf of the Northwest Territories, enter into an agreement with the Minister to provide for the payment by Canada to the Territories of contributions, not exceeding fifty per cent, in respect of the costs incurred by the Territories, as specified in the agreement, in undertaking

- (a) research in respect of occupational training, including research in respect of the changing needs of the economy for trained workers and the relationship between occupational training and the needs of the economy; and
- (b) projects for the development of occupational training courses and materials for such courses, including projects for the development of occupational training aids, examinations and standards.

General

Amendment of  
contracts

5. A contract or agreement entered into pursuant to this Ordinance may be amended

(a) with respect to the provisions of the contract or agreement in respect of which a method of amendment is set out in the contract or agreement, by that method; or

(b) with respect to any other provisions of the contract or agreement, by the mutual consent of the parties thereto.

Joint  
committees

6. The Commissioner may join with the Minister in the establishment of a joint committee to assess manpower needs in the Territories.

Transitional Agreement

Transitional  
agreement

7. The Commissioner may, on behalf of the Northwest Territories, enter into an agreement with the Minister to provide for the payment by Canada to the Territories of contributions in respect of the capital expenditures incurred by the Territories on occupational training facilities.

Idem

8. The Commissioner may, on behalf of the Northwest Territories, enter into an agreement with the Minister for the payment by Canada to the Territories of such contributions as may be determined pursuant to the agreement in respect of the costs incurred by the Territories in the period commencing April 1, 1967 and ending March 31, 1968, or such earlier date, in providing training under any technical or vocational training program described in the agreement to persons being trained on March 31, 1967.

Repeal

Repeal,  
R.O. 1956,  
c. 97

9. The Vocational Training Agreements Ordinance is repealed.

AN ORDINANCE RESPECTING  
THE TRAINING OF APPRENTICES

(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.
4. 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 16 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. 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.

#### Grants

8. 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, by regulation, may prescribe.

#### Regulations

9. The Commissioner may make regulations

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

(b) 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 occupation;

- (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;
- (f) prescribing the duties and obligations that shall be imposed upon and observed by an apprentice in respect of his employer;
- (g) prescribing the duties and obligations that shall be imposed upon and observed by an employer in respect of the apprentice employed by him;
- (h) providing for the appointment of examining boards and prescribing the duties and remuneration of members of those boards;
- (i) providing for the examination of apprentices, persons wishing to become apprentices and persons employed in designated occupations; and establishing the standards for such examination;
- (j) providing for the issuance of certificates of status, certificates of completion of apprenticeship and other certificates of 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;
- (l) 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 wages for apprentices;
- (n) prescribing the powers and duties of the Apprentice Advisory Board;
- (o) prescribing the powers and duties of the Superintendent of Apprentice Training;
- (p) prescribing the powers and duties of the inspectors of apprentice training;
- (q) providing for inspection of the training of apprentices;
- (r) providing for a system for recording the progress of the training of apprentices;
- (s) providing for the keeping of records accessible to the public;
- (t) providing for the making of grants of money to apprentices and other persons employed in designated occupations, and prescribing the conditions for eligibility for such grants, the amount of such grants and the manner of repayment of such grants;
- (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 months 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 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 Superintendent 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.
6. Where a person desires to take apprentice training in a designated 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.
  - (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.
15. 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 60 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 inquire 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 \$25 for such appeal, and a fee of \$5 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 beginner's certificate   | 50% of the rate of the employer pays to a journeyman |
| (b) to the holder of a fourth class certificate | 60% of the rate the employer pays to a journeyman    |
| (c) to the holder of a third class certificate  | 70% of the rate the employer pays to a journeyman    |
| (d) to the holder of a second class certificate | 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:

<u>Designated Occupation</u>	<u>4th Class</u>	<u>3rd Class</u>	<u>2nd Class</u>	<u>Journeyman</u>	<u>Total</u>
Aircraft Maintenance Engineer	2000	2000	2000	2000	8000
Carpenter	2000	2000	2000	2000	8000
Clerk	1500	1500	1500	1500	6000
Commercial Cook	1500	1500	1500	1500	6000
Diesel Mechanic	2000	2000	2000	2000	8000
Electrician (Construction)	2000	2000	2000	2000	8000
Engineering Technician	2000	2000	2000	2000	8000
Heavy Duty Equipment Mechanic	2000	2000	2000	2000	8000
Heavy Duty Equipment Operator	1000	1000	1000	1000	4000
Industrial Electrician (Plant Maintenance)	2000	2000	2000	2000	8000
Industrial Mechanic (Mine Maintenance)	2000	2000	2000	2000	8000
Launderer <u>or</u> Dry Cleaner	1000	1000	1000	1000	4000
Launderer and Dry Cleaner	2000	2000	2000	2000	8000
Lineman	2000	2000	2000	2000	8000
Machinist	2000	2000	2000	2000	8000
Millwright	2500	2500	2500	2500	10,000



<u>Designated Occupation</u>	<u>4th Class</u>	<u>3rd Class</u>	<u>2nd Class</u>	<u>Journeyman</u>	<u>Total</u>
Motor Vehicle Repair (Body)	2000	2000	2000	2000	8000
Motor Vehicle Repair (Mechanical)	2000	2000	2000	2000	8000
Northern Service Clerk	1500	1500	1500	1500	6000
Oil Burner Mechanic	1500	1500	1500	1500	6000
Painter and Decorator	1500	1500	1500	1500	6000
Partsman, Automotive	1500	1500	1500	1500	6000
Pipe Fitter	2000	2000	2000	2000	8000
Plumber	2500	2500	2500	2500	10,000
Refrigeration Mechanic	2000	2000	2000	2000	8000
Selection & Placement Officer	1500	1500	1500	1500	6000
Sheet Metal Worker	2000	2000	2000	2000	8000
Shipwright	2000	2000	2000	2000	8000
Steamfitter	2000	2000	2000	2000	8000
Welder	1500	1500	1500	1500	6000

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 subsection (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;  
or
  - (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.

NORTHWEST TERRITORIES

CERTIFICATE

This is to certify that . . . . .

has reached the required theoretical and

practical standard and is hereby awarded

a . . . . .

Certificate in the Occupation of

. . . . .

. . . . .  
Superintendent of Apprentice Training

. . . . .  
Commissioner of the Northwest Territories

Date . . . . .

No. . . . .

NORTHWEST TERRITORIES

CERTIFICATE

This is to certify that . . . . .  
has successfully reached the standards required and  
qualified by examination as a

JOURNEYMAN . . . . .

. . . . .  
Superintendent of Apprentice Training

. . . . .  
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:

1. 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 certify that . . . . .  
 has been accepted as an apprentice in the occupation  
 of . . . . .  
 and is hereby awarded a beginner's certificate.

. . . . .  
 Superintendent of Apprentice Training

. . . . .  
 Commissioner of the Northwest Territories

Date . . . . .

No. . . . .



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

NORTHWEST TERRITORIES  
COMPLETION OF APPRENTICESHIP  
CERTIFICATE

This is to certify that . . . . .  
has served for . . . . . years as an  
Apprentice . . . . .  
successfully completed the practical and theoretical  
training and reached the standards required to qualify  
as a

. . . . .

. . . . .  
Superintendent of Apprentice Training

. . . . .  
Commissioner of the Northwest Territories

ate . . . . .

No. . . . .

- 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 day and year first above written.

_____	_____
Witness	Employer
_____	_____
Witness	Apprentice
_____	_____
Witness	Parent/Guardian

Transfer of Agreement

With the consent of all the parties of this agreement the services of the Apprentice and the responsibilities of the Employer are hereby transferred to \_\_\_\_\_ this \_\_\_\_\_ day, 19 \_\_\_\_\_.

_____	_____
Witness	Employer (transferor)
_____	_____
Witness	Employer (transferee)
_____	_____
Witness	Apprentice
_____	_____
Witness	Parent/Guardian

The Honourable the Treasury Board

653716

CIVIL SERVICE COMMISSION

CF-4583

April 4, 1966

SUBJECT: NORTHERN SERVICE TRAINEE

PROPOSAL: To exclude positions in the class Northern Service Trainee from the operation of Section 11 of the Civil Service Act and to provide for the establishment of the rates of pay applying to positions in the class in the manner set out in Schedule A.

AUTHORITY: Section 74, Section 63(1) of the Civil Service Act.

SCHEDULE A

When an employee holding a position of Northern Service Trainee attains the qualification requirements set out in Column I hereunder, the rate of pay for the position he holds shall be the rate of pay calculated as set out in Column II hereunder opposite his qualifications:

<u>COLUMN I</u>	<u>COLUMN II</u>
Northern Service Trainee (Engineering Technician)	Rates are the rates for Assistant Technician 2 or equivalent grade as determined by the Civil Service Commission
A. High school graduation, preferably Senior Matriculation, and beginner's certificate in a course leading to qualifications equivalent to Technical Officer 2	Minimum rate
B. Fourth class certificate	Second rate
C. Third class certificate	Third rate
D. Second class certificate	Fourth rate

Note: Certificates to be issued by the Commissioner of the Northwest Territories at the beginning of the training and on satisfactory completion of each 12-month training period.

Northern Service Trainee (Clerical)

Rates are the percentage shown here-  
under of the minimum rate for Clerical  
and Regulatory, Special Level A grade  
as determined by the Civil Service  
Commission

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- |                                                                                                                                                                                                         |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| A. Completion of Grade IX in the northern school system, or an acceptable equivalent, and a beginner's certificate in a training course leading to qualifications equivalent to high school graduation. | 70% of minimum rate  |
| B. Fourth class certificate                                                                                                                                                                             | 80% of minimum rate  |
| C. Third class certificate                                                                                                                                                                              | 90% of minimum rate  |
| D. Second class certificate                                                                                                                                                                             | 100% of minimum rate |

Note: Certificates to be issued by the Commissioner of the Northwest Territories at the beginning of the training and on satisfactory completion of each nine-month training period.

Northern Service Trainee  
(Clerk 4, Selection and  
Placement Officer)

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Rates are the rates for Clerical and  
Regulatory, Level 2, or equivalent  
grade as determined by the Civil Service  
Commission

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- |                                                                                                                                                          |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| A. High school graduation and beginner's certificate in a course leading to qualification as Clerk 4 or equivalent in the selection and placement field. | Minimum rate |
| B. Fourth class certificate                                                                                                                              | Second rate  |
| C. Third class certificate                                                                                                                               | Third rate   |
| D. Second class certificate                                                                                                                              | Fourth rate  |

Note: Certificates to be issued by the Commissioner of the Northwest Territories at the beginning of the training and on satisfactory completion of each nine-month training period.

ADMINISTERING WRITTEN EXAMINATIONS

The Importance of Good Administration

1. An examination is expected, in a matter of two or three hours, to find out how much a candidate has achieved after months of intensive study and instruction as well as practical work. The examination is also the results of months of work on the part of item writers and its success as an evaluation will depend on proper administration.
2. Good examining includes and demands good administration. The Presiding Officer must make the conditions as ideal as possible. Make certain the room selected is adequately heated, ventilated, suitably lighted and free from interruptions and disturbances.

Who May Administer the Examination

The Inspector of Apprentices shall be responsible for assuring that the Presiding Officer is competent to carry out the duties required.

Where to Administer the Examination

1. All examinations should be held in a classroom.
2. In the event that a classroom is not available, the consent of the Regional Superintendent of Schools must be obtained to hold the examination elsewhere.
3. The Presiding Officer should make all arrangements for the use of such a room and see that all materials such as instruments, code books and interpreters if necessary, are provided.
4. When an interpreter is required, the examination should take place with the candidate, the interpreter and Presiding Officer only in the room.

Before the Examination

1. The Presiding Officer must check the examination envelope to see what additional materials are needed.
2. The Presiding Officer must be at the place of examination at least 15 minutes before the time set for the examination, to see that the room is ready, check that the desks contain no paper and see that any wall charts which may assist the candidate, are turned toward the wall or removed.
3. Seat the candidates in such a manner that they are unable to read the answer sheet of another candidate.
4. Ascertain the exact duration of each paper.

After the Examination

The Presiding Officer will deliver all papers and unwritten examinations to the Selection and Placement Officer, who in turn will forward them immediately to the District Superintendent of Vocational Education (Inspector of Apprentices) by registered mail.

The Presiding Officer will write a complete report of a candidate suspected of copying and attach the report to the candidate's invalidated paper.

5. At least 5 minutes before the examination is to begin, have the candidates place all books, notes and extraneous material at the back of the room.
6. The Presiding Officer will read the following:
  - (a) If during the writing of an examination it is necessary for a candidate to leave the examination room, he must be accompanied by an escort, otherwise he will not be allowed to return to the examination room.
  - (b) No additional time will be given to a candidate who arrives late or leaves the room during an examination.
  - (c) In cases where a candidate is suspected of copying, his examination shall be invalidated.
  - (d) No candidate shall enter the room after the expiration of one hour after the time set for an examination to begin and no candidate shall hand in his paper until the expiration of one hour.

The Examination

1. At least 2 minutes before examination time, hand out the examination and answer sheets. Booklets should be kept closed and answer sheets face down on the desk until all have received their copies.
2. Instruct the candidates to begin the examination.
3. Supervise the candidates carefully. Walk around the room frequently.

NO OTHER WORK IS TO BE DONE WHILE PRESIDING OVER AN EXAMINATION

4. Do not give an interpretation of any question.
5. Do not permit the candidates to talk or move about the room.
6. The Presiding Officer must not leave the examination room without providing a substitute.
7. At the expiration of the time the candidates will place their papers in an envelope, seal it and hand it to the Presiding Officer.
8. A candidate may hand in his paper before the expiration time but on no account should he be permitted to disturb the other candidates.



THE NORTHWEST TERRITORIES FINANCIAL ASSISTANCE PROGRAM  
FOR POST-SECONDARY EDUCATION  
CONDITIONS OF ASSISTANCE AND ADMINISTRATIVE DIRECTION

1. FINANCIAL ASSISTANCE PROGRAM

The Government of the Northwest Territories offers a plan of financial assistance for post-secondary education to qualified students residing in the Northwest Territories to assist them with their tuition, transportation and living expenses while attending university and other post-secondary institutions.

PERSONS ELIBIBLE FOR ASSISTANCE

Financial assistance is provided for five categories of full-time students.

- (i) Students enrolled in courses for degree credit at recognized Canadian universities.
- (ii) Students enrolled in recognized schools of nursing.
- (iii) Students enrolled in recognized teacher training colleges.
- (iv) Students enrolled in post-secondary courses of recognized technical institutes.
- (v) Students enrolled in pre-employment courses in recognized trade, vocational or technical schools or in special courses.

ASSISTANCE AVAILABLE

Qualified persons may apply for a grant to cover:

- (i) Education costs including tuition fees, books, special equipment, supplies and special clothing and the cost of return transportation from the student's residence to the nearest centre where there is an institution offering the course desired.

(ii) Board and lodging costs, while the student is attending university, college, technical institute or a special course, in the following amounts:

- for first year students, \$3.00 per day during the whole period of the course for which the student is enrolled,
- for students in second and succeeding years \$2.00 per day during the whole period of the course for which the student is enrolled.

(All students are expected to use their savings from summer earnings to help defray the cost of living expenses. Owing to the shorter vacation period, first year students will have less opportunity to earn during the summer prior to college entrance).

Where need is proven, a Canada Student Loan to cover costs in excess of the grants provided, may be approved. For students enrolling in vocational, pre-employment and special courses not designated for purposes of Canada Student Loans, and where need is proven, a supplementary allowance of \$1.00 per day during the period of the course for which the student is enrolled may be granted.

Where in special cases it can be shown that a student requires assistance beyond that provided by the above provisions, additional assistance may be authorized in an amount appropriate to the student's circumstances.

## 2. GENERAL REQUIREMENTS

(i) An applicant for financial assistance shall be in good health and of good character and shall establish in his application by his own declaration, and, if he is under 21 years of age, by that of his parent or guardian, his eligibility for financial assistance.

- (ii) Applicants must fulfill requirements of being domiciled in the Territories. Generally this requirement may be interpreted as meaning that the applicant or the parent or guardian of an applicant shall have been a bona fide resident of the Territories prior to the date of the application for assistance.
- (iii) Applicants must have been out of full-time studies at secondary schools and post-secondary institutions for not more than three years.
- (iv) Applicants must be enrolled in, or qualified to enroll in a full-time course at university, other post-secondary institutions or in pre-employment courses.
- (v) Applicants who have received assistance under this program for four or more years are not eligible for further assistance.

### 3. RESIDENCE REQUIREMENTS

To be eligible for assistance applicants may be either a resident of the Territories or a dependent child of a resident of the Northwest Territories. "Resident" shall be defined as a person who has been living in the Northwest Territories for not less than four months prior to the date of commencement of the course for which assistance is requested. Temporary absence from normal place of habitation need not cause loss of residence status.

As a general rule persons who come to the N.W.T. from points outside the Territories, to take up employment are not eligible. Their dependent children, however, are eligible to apply for assistance. Whether or not a person is a dependent is a question of fact which must be determined for each individual application.

4. ACADEMIC STANDING REQUIREMENTS

Applicants must have been out of full-time studies at secondary schools and post-secondary institutions for not more than three years.

Applicants enrolling at university for the purpose of taking a course of studies leading to a degree must have senior matriculation or equivalent standing.

Applicants enrolling in non-degree programs should have the entrance requirements of the institution or course they wish to attend.

Applicants enrolling in courses of post-secondary institutions outside the Territories which are equivalent to courses available in the Territories may not be eligible for assistance.

5. ENROLMENT REQUIREMENTS

Applicants enrolling in degree courses at university must enroll in a university or college which is a member of the National Conference of Canadian Universities and Colleges. Applicants enrolling in post-secondary institutions or courses must enroll in these institutions and courses approved by the District Superintendent of Schools.

6. PERIOD OF ELIGIBILITY

Applicants may receive financial assistance for not more than four academic years. One year only of a post-secondary program may be repeated if in the written opinion of the head of the institution attended such is desirable; for a repeated year financial assistance will be as for the second or succeeding year.

7. ADVISORY BOARDS

Applications for assistance are to be sent in the first instance to the District Superintendent of Schools, who may submit them to the Advisory Board appointed by the Commissioner and established to determine eligibility for assistance of particular groups of students, for recommendation to the Commissioner.

8. EDUCATION COSTS

The grant provided will include payment for the following education costs; tuition fees, books, special equipment and supplies and special clothing.

- (a) tuition fees - means the fees assessed by the university, school of nursing, teachers college, technical institute or other agencies which offer approved courses and which are nearest to the student's normal place of residence. Applicants who wish to take a similar course at another institution will be responsible for the amount of fees in excess of the above institutions.
- (b) Books - means textbooks authorized by the institution for the particular courses in which the applicant has enrolled.
- (c) special equipment and supplies - means specialized equipment and supplies which are essential for particular course work, e.g., medical and engineering supplies and equipment.
- (d) special clothing - means particular forms of clothing essential to course work such as a uniform for a student nurse.

9. TRANSPORTATION COSTS

This is the actual amount required to transport the student by the most practical and economical means at the beginning of the school year from his normal place of residence to the nearest institution offering the course in which he is enrolled and the completion of the school year

from that institution back to his residence. Applicants attending other institutions, if approved, will be responsible for travelling expenses in excess of the above.

10. BOARD AND LODGING COSTS

- (a) First year students will be paid three dollars per day during the whole period of the course the student is enrolled.
- (b) Students repeating the first year of a course may be paid \$2.00 per day during the whole period of the course for which he is enrolled.
- (c) Students in second and succeeding years may be paid \$2.00 per day during the whole period of the course for which he is enrolled.
- (d) For all students where need is proven, a Canada Student Loan to cover costs in excess of the grants provided may be approved.
- (e) For students enrolling in courses not designated for purposes of Canada Student Loans and where need is proven, a supplementary allowance of \$1.00 per day during the period of the course for which the student is enrolled may be granted.
- (f) In special cases, if it can be shown that a student requires assistance beyond that provided by the above provision, additional assistance may be authorized in an amount appropriate to the student's circumstances.

11. PROCEDURE IN APPLYING FOR ASSISTANCE

- (a) Application forms for grants may be obtained from the District superintendents of Schools from the Commissioner of the Northwest Territories, Yellowknife, or from the Education Division, Northern Administration Branch, Department of Indian Affairs and Northern

Development, Ottawa. Forms will also be available in schools of the Territories where students are enrolled in the senior secondary school grades.

- (b) Applicants who have completed their secondary education will submit application through the school Principal to the District Superintendent of Schools.
- (c) Applicants who are in attendance at a post-secondary institution or who have previously attended a post-secondary institution will submit application through the Head or Registering Official of the institution attended, to the District Superintendent of Schools.
- (d) Appropriate recommendations as required will accompany the application.
- (e) Formal applications properly completed on the required form must be submitted at the following times:
  - 1. Not later than May 30 for students enrolling in university or other post-secondary institution where the academic year commences in September.
  - 2. By October 31 for courses which begin the following January.
  - 3. As directed by the District Superintendent of Schools for all other courses.

12. NOTIFICATION OF DECISION AND PAYMENT OF GRANTS

- (a) Applicants will be notified when their applications have received final consideration.
- (b) Students will provide to the District Superintendent of Schools proof of acceptance at a university, school of nursing, teachers' college, technical institute or other approved courses before grants are paid.
- (c) Grants will be paid at the time and in the amounts required by the educational institutions or the transportation companies concerned.

- (d) Cheques for board and lodging costs will be sent to the Registering Official of the institution which the applicant is attending to be distributed when the applicant is enrolled and is in regular attendance in the year and course in respect of which the application was made.
- (e) Receipts, proper invoices or paid vouchers must accompany all claims for payment of accounts.



DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT  
 VOCATIONAL PROJECT APPROVAL FORM

NOTE BEFORE COMPLETING PLEASE SEE INSTRUCTIONS ON THE BACK

PROJECT NO.:

(1) PROGRAM	(2) TRADE OR OCCUPATION:
(3) METHOD	(4) LOCATION

(5) Estimated Enrolment:			
ESKIMO:	INDIAN:	OTHER:	TOTAL:

(6) Proposed Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

(7) ESTIMATED EXPENDITURES		
Expenditures	Current Year 19 /19	Next Year 19 /19
<b>TRAINEES:</b>		
Travelling Expenses		
Tuition, Supplies, Fees, etc.		
Room & Board, Allowances, etc.*		
Clothing		
Miscellaneous **		
<b>INSTRUCTORS: (Contract)</b>		
Salary *		
Allowances *		
Travel		
<b>UTILITIES:</b>		
Light, Heat, Water and Sewer		
<b>RENTALS:</b>		
Buildings & Equipment		
<b>PURCHASES:</b>		
Materials and Supplies		
<b>CONSTRUCTION/ACQUISITION</b>		
Buildings & Equipment		
Miscellaneous**		
<b>TOTAL PER FISCAL YEAR</b>		
<b>TOTAL COST OF PROJECT</b>	<b>AVERAGE PER TRAINEE</b>	
<b>ANTICIPATED REVENUE</b>		

(8) EXPLANATION OF PROJECT: (see reverse side)

\* Show rate per month      \*\* Specify

NAME AND ADDRESS OF INSTRUCTOR IF KNOWN

(IF NECESSARY ATTACH SEPARATE SHEET TO EACH COPY)

PROPOSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

FUNDS COMMITTED: \_\_\_\_\_

DATE: \_\_\_\_\_ DISTRICT FINANCE OFFICER

SUBMITTED BY:	RECOMMENDED 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

VOCATIONAL PROJECT  
AMENDMENT FORM

FORMULE DE MODIFICATIONS D'UN  
PROJET DE FORMATION PROFESSIONNELLE

Project No.  
Projet N°

NOTE: Before completing please see instructions on the back.  
NOTA: Avant de remplir la présente formule, lire les instructions au verso.

(1) Program - Programme

(2) Trade or Occupation - Métier ou occupation

(3) Method - Méthode

(4) Location - Endroit

PURPOSE OF AMENDMENT  
OBJET DE LA MODIFICATION

INCREASE  
AUGMENTATION

DECREASE  
DIMINUTION

To adjust Cost Estimate - Redresser les prévisions des frais:



To adjust Enrolment - Rectifier le nombre d'inscriptions:



DETAILS OF AMENDMENT - DÉTAILS DE LA MODIFICATION

SUMMARY - SOMMAIRE

PREVIOUS  
PRÉCÉDENT

AMENDED  
MODIFIÉ

Expenditure Approval - Dépenses approuvées:



Number of Trainees - Nombre d'élèves:

Eskimo - Esquimaux



Indians - Indiens



Others - Autres



Totals - Totaux



Proposed by - Proposé par:

Funds Committed - Sommes engagées:

Date

District  
Finance Officer

Agent de finance  
de district

Submitted by - Présenté par:

Recommended by - Recommandé par:

Approved by - Approuvé par:

Date

Title  
Titre

Date

Title  
Titre

Date

Title  
Titre

## 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.
2. 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

	<u>Projects under \$5,000.00 with Con- tract Instructor less than \$1,000.00</u>	<u>All Other Projects</u>
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, Chief, Vocational Education Section.
Recommended by:	District Superintendent of Schools	Chief, Education Division, or Director of Branch.
Approved by:	District Administrator	

## INSTRUCTIONS

1. Le Bureau de district se sert de la présente formule
  - a) lorsque les prévisions révisées 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 memorandum pour indiquer une remise ordinaire du projet à plus tard.

### 3. FONCTIONNAIRES AUTORISÉS À SIGNER

	<u>Projets inférieurs à \$5,000, les services d'un instructeur en- gagé à forfait pour moins de \$1,000 compris</u>	<u>Tous autres projets</u>
Proposé par:	L'agent de sélection et de placement ou le surintendant de district de la formation professionnelle	L'agent de sélection et de placement ou le surintendant de district de la formation professionnelle
Présenté par:	Le surintendant de district de la formation professionnelle	L'administrateur de district
Recommandé par:	Le surintendant de district de l'instruction	Le chef de la section de l'enseignement spécialisé
Approuvé par:	L'administrateur de district	Le chef de la Division de l'éducation ou le directeur de la Direction

M	F	V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	OCCUPATIONAL CODE							
CODE			OCCUPATIONS																					
			1																					
			2																					
			3																					
FULL PDSTAL ADDRESS																	TELEPHONE NO.		REG. DATE		REG. DATE			
																	OWN <input type="checkbox"/> OTHER <input type="checkbox"/>		19 . . . . .					
AGE ..... YRS.				WEIGHT ..... LBS.				HEIGHT ..... FT. .... IN.				MARITAL STATUS			ND. OF DEPENDENTS		LANGUAGES SPDKEN WRITTEN		ENG. <input type="checkbox"/>		FR. <input type="checkbox"/>		DHTER <input type="checkbox"/>	
CIRCLE HIGHEST YEAR OF EDUCATION CDPLMNTD AND GIVE DEGREES RECEIVED																	DHTER TRAINING DR COURSES CDPLMNTD							
GRADE SCHDDL				HIGH SCHOOL				UNIVERSITY				DEGREES												
1 2 3 4 5 6 7 8				9 10 11 12 13				1 2 3 4 5 6 7																
YEAR HIGHEST EDUCATION CDPLMNTD 19 .....																	LICENCES OR TRADE CERTIFICATES (INCLUDING DRIVING LICENCES)							
IF MEMBER OF A UNIDN DR PRDFFSSIONAL ASSDCIATION. GIVE THE NAME AND LOCAL NUMBER.																								
DESCRIBE ANY DISABILITY																								
IF NEEDED FOR WRKR, DD YOU HAVE				TDDLS LICENCE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> ND <input type="checkbox"/> ND				AUTDMDDBILE <input type="checkbox"/> YES <input type="checkbox"/> ND <input type="checkbox"/> ND				CHECK WORK DESIRED												
HDBBIES (DCCUPATIONALLY SIGNIFICANT)				LOCALITY WHERE PREFER TD WORK				PERMANENT <input type="checkbox"/>				TEMPORARY <input type="checkbox"/>				FULL TIME <input type="checkbox"/>				PART TIME <input type="checkbox"/>				
HDBBIES (DCCUPATIONALLY SIGNIFICANT)				LOCALITY WHERE PREFER TD WORK				WILL WORK SHIFT <input type="checkbox"/>				HOURS AVAILABLE.....												
FOR VETERANS ONLY	CHECK SERVICE				THEATRES OF SERVICE				PENSION DISABILITY				REGIMENTAL NO.											
	1914 WAR .....								YES <input type="checkbox"/> ND <input type="checkbox"/>				SERVICE IN ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FDRCE <input type="checkbox"/>											
	1939 WAR .....								YES <input type="checkbox"/> ND <input type="checkbox"/>				HIGHEST RANK											
	KDREA .....																							
TRADE OR SPECIALIST QUALIFICATION RECEIVED DURING SERVICE																								
DESCRIBE LONGEST AND MOST IMPORTANT JOBS. BEGIN WITH MOST RECENT IMPORTANT JOB.																								
NAME OF FIRM																	GIVE JOB TITLE AND DESCRIBE DUTIES SPECIFICALLY							
ADDRESS																								
NATURE OF BUSINESS																								
LENGTH OF JDB				DATE ENDED				PAY				HDURS												
NAME OF FIRM																	GIVE JOB TITLE AND DESCRIBE DUTIES SPECIFICALLY							
ADDRESS																								
NATURE OF BUSINESS																								
LENGTH OF JDB				DATE ENDED				PAY				HDURS												
NAME OF FIRM																	GIVE JOB TITLE AND DESCRIBE DUTIES SPECIFICALLY							
ADDRESS																								
NATURE OF BUSINESS																								
LENGTH OF JDB				DATE ENDED				PAY				HDURS												
DESCRIBE ANY OTHER IMPORTANT EMPLOYMENT																								
(ALSD USE REVERSE)																	SIGNATURE OF APPLICANT							

INITIAL		COMMENT AND ADDITIONAL EMPLOYMENT INFORMATION							DATE

DATE	ORDER NO.	EMPLOYER	OCCUPATION	RATE	REF. BY	RESULT		

REFERRALS							
DATE	INITIAL	RESULT	DATE	INITIAL	RESULT		

NOTICE OF REINTEVIEW

IND 55-40 (12-67)

C.M.C. No.	As at:
Location:	
Signature:	

DEPARTMENT OF MANPOWER AND IMMIGRATION  
**REPORT OF REGISTERED CLIENTS AND VACANCIES**  
**MALE**  
 DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

REGISTERED CLIENTS BY AGE GROUP	Under 20			20-24			25-44			45-64			65 and over			Totals		
	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O

APPENDIX M

DEPARTMENT OF MANPOWER AND IMMIGRATION

**REPORT OF REGISTERED CLIENTS AND VACANCIES**

**MALE**

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Location:

Signature:

REGISTERED CLIENTS BY AGE GROUP (MONTHLY)	Under 20			20-24			25-44			45-64			65 and over			Totals		
	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O

FT - Clients seeking full-time work.

PT - Clients seeking less than full time work

OCCUPATIONAL		REGISTERED CLIENTS																		REGISTERED VACANCIES																	
		WITHOUT EMPLOYMENT						EMPLOYED						IN TRAINING									LABOUR FORCE STATUS UNKNOWN						TOTAL								
		FT			PT			E			I			O			M & I		IA & ND				E		I		O		E		I		O				
		E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	E				I	O	E	I	O	E	I	O	E	I	O	E	I	O	
<b>GRAND TOTAL</b>																																					
<b>PROFESSIONAL, TECHNICAL &amp; MANAGERIAL</b>																																					
001	Architectural .....																																				
002	Aeronautical engineering.....																																				
003	Electrical engineering .....																																				
005	Civil engineering .....																																				
006	Ceramic engineering .....																																				
007	Mechanical engineering .....																																				
008 to 019	All other - Architecture & engineering .....																																				
020 to 029	Math. & physical sciences .....																																				
040 to 049	Life sciences .....																																				
050 to 059	Social sciences .....																																				
070 to 074	Medicine.....																																				
075	Registered Nurses .....																																				
077	Dietitians .....																																				
078 & 079	All other - Medicine & health .....																																				
090	College & Univ. education .....																																				
091	Secondary sch. education .....																																				
092	Primary & K'garten education.....																																				
094 to 099	All other - education .....																																				
100 to 109	Museum, library & archival sciences .....																																				
110 to 119	Law & jurisprudence .....																																				
120 to 129	Religion .....																																				
130 to 149	Writing & art .....																																				
150 to 159	Entertainment .....																																				
160 to 169	Admin. specializations .....																																				
180 to 189	Managers & officials, N.E.C. ....																																				
191 to 194	Agts., Rad. Ops., sound rec. & reproduct'n .....																																				
195	Social & welfare work .....																																				
196 to 199	All other - Managerial, prof. & tech. ....																																				
Sub-total .....																																					
<b>CLERICAL AND SALES - CLERICAL</b>																																					
201 & 202	Secretaries & stenographers .....																																				
203	Typists .....																																				
204 to 209	Office clerks, general .....																																				
210 to 212	Bookkeepers, cashiers & tellers .....																																				
213 to 219	Office appliance & E.D.P. Ops. ....																																				
221 to 229	Material & Prod. recording .....																																				
230 to 234	Messengers, mail clerks & postal workers .....																																				
235 to 236	Telephone & telegraph Ops. ....																																				
237 to 249	All other - Info., message distribution & clerical .....																																				
Sub-total .....																																					
<b>CLERICAL AND SALES - SALES</b>																																					
250 - 259	Salesmen, services .....																																				
260 - 289	Salesmen & salespersons, commodities.....																																				
290	Sales clerks.....																																				
291 & 292	Peddlers & routemen .....																																				
293	Canvassers & solicitors .....																																				
294 to 297	Auctioneers, shoppers, demonstrators & models .....																																				
298	Display men & window trimmers.....																																				
299	All other - merchandising .....																																				
Sub total.....																																					



C.M.C. No.	Location:	As at:
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FT - Clients seeking full-time work.

PT - Clients seeking less than full time work

OCCUPATIONAL		REGISTERED CLIENTS															REGISTERED VACANCIES								
		WITHOUT EMPLOYMENT						EMPLOYED			IN TRAINING									LABOUR FORCE STATUS UNKNOWN			TOTAL		
		FT			PT			E I O			M & I			IA & ND						E I O			E I O		
		E	I	O	E	I	O	E	I	O	E	I	O	E	I	O				E	I	O	E	I	O
<b>SERVICES</b>																									
301 to 309	Domestic service .....																								
310 & 311	Hostesses & waiters .....																								
312	Bartenders .....																								
313 to 315	Chefs & cooks .....																								
316 to 319	All other - food & bev. preparation .....																								
320 to 329	Lodging & related service .....																								
330	Barbers .....																								
331 to 333	Manicurists, hairdressers and cosmetologists .....																								
334 & 335	Masseurs & bath attendants .....																								
338	Embalmers & rel. occupations .....																								
339	Other - barbering, cosmetology and related services .....																								
340 to 349	Amusement & recreational service .....																								
350 to 359	All other - personal service .....																								
361 to 364	Cleaning, pressing & dyeing .....																								
365 to 369	All other - apparel & furnishings serv. ....																								
371 & 272	Guards & watchmen .....																								
373	Firemen, fire department .....																								
375 to 377	Policemen, sheriffs & bailiffs .....																								
378 & 379	Armed forces & other protective services .....																								
381 to 389	Building & related services .....																								
Sub-total .....																									
<b>FARMING, FISHING, FORESTRY &amp; RELATED</b>																									
401 to 409	Plant farming .....																								
411 to 419	Animal farming .....																								
421 to 429	Gen. farming & related occupations .....																								
431 to 439	Fishery & related occupations .....																								
441 to 449	Forestry .....																								
451 & 452	Hunting trapping & related .....																								
461 to 469	Agricultural service .....																								
Sub-total .....																									
<b>PROCESSING</b>																									
500 & 501	Electroplating & dip-plating .....																								
502 to 509	All other - metal processing .....																								
510 to 515	Ore refining .....																								
518	Moulders, coremakers & rel. Foundry .....																								
519	All other - ore refining & foundry .....																								
520 to 524	Food & tobacco processing .....																								
525	Slaughtering, breaking, curing & rel. ....																								
526	Cooking & baking .....																								
529	All other - processing of food, tobacco and related .....																								
530 to 539	Processing paper & rel. materials .....																								
540 to 549	Processing petroleum, coal, gas & rel. ....																								
550 to 555	Processing chemicals, plastics, paint, etc. ....																								
556	Casting & moulding (plastics) .....																								
557	Extruding occupations (plastics) .....																								
558 & 559	All other - processing chemicals, plastics, paint, etc. ....																								
560 to 569	Wood preserving, seasoning & rel. ....																								
570 to 579	Processing of stone, clay, glass & rel. ....																								
580 to 589	Processing leather, textiles & rel. ....																								
590 to 599	All other - processing .....																								
Sub-total .....																									



C.M.C. No.	Location:	As at:
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FT - Clients seeking full-time work.

PT - Clients seeking less than full time work.

OCCUPATIONAL		REGISTERED CLIENTS														REGISTERED VACANCIES								
		WITHOUT EMPLOYMENT						EMPLOYED				IN TRAINING							LABOUR FORCE STATUS UNKNOWN			TOTAL		
		F T			P T							M & I		I A & N D					E I O		E	I	O	E
		E	I	O	E	I	O	E	I	O	E	I	O	E	I				O	E	I	O	E	I
<b>STRUCTURAL WORK</b>																								
300	Riveters .....																							
301	Fitting, bolting, screwing & rel. ....																							
304 & 805	Tinsmiths, cop'smiths, sh. metalwork & boiler-makers .....																							
306 to 809	All other - metal fabricating .....																							
310 to 819	Welders, flame cutters & rel. ....																							
320 to 829	Electrical assembling, installing and repairing .....																							
340 to 841	Constr. & maintenance painters and paperhangers .....																							
342	Plasterers & rel. occupations .....																							
343 & 844	Waterproofers, concrete finishing & related .....																							
345 to 849	All other - painting, plastering and cementing .....																							
350 & 851	Excavating, grading & drainage .....																							
352 & 853	Concrete & asphalt paving .....																							
359	All other - excavating, grading, paving and related .....																							
360	Carpenters and related .....																							
361	Brick & stone masons & tile setters .....																							
362	Plumbers, gas fitters, steam fitters & related .....																							
363	Asbestos & insulation workers .....																							
364	Floor laying and finishing .....																							
365	Glaziers and related .....																							
366	Roofers and related .....																							
369	All other - construction .....																							
391 to 899	Structural work occupations, N.E.C. ....																							
Sub-total .....																								

C.M.C. No.	Location:	As at:
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FT - Clients seeking full-time work only.

PT - Clients seeking less than full-time work.

OCCUPATIONAL		REGISTERED CLIENTS															REGISTERED VACANCIES											
		WITHOUT EMPLOYMENT						EMPLOYED			IN TRAINING									LABOUR FORCE STATUS UNKNOWN			TOTAL					
		FT			PT			E	I	O	E	I	O	M B I		IA & ND				E	I	O	E	I	O	E	I	O
<b>MISCELLANEOUS</b>		E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O
900 to 902	Concrete mixing and dump truck drivers																											
903 & 904	Tractor trailer drivers .....																											
905 & 906	All other - truck drivers .....																											
909	All other - motor freight occups. ....																											
910	Railroad transportation .....																											
911	Water transportation .....																											
912	Air transportation .....																											
913	All other - passenger transpt'n. ....																											
914	Pumping & pipeline transportation .....																											
915	Attendants & servicemen, park. lots & ser. facilities .....																											
919	All other - transportation .....																											
920	Packaging .....																											
921	Hoisting and conveying .....																											
922	Moving and storing materials .....																											
929	All other - packaging and materials handling .....																											
930	Boring, drilling, cutting and related (minerals) .....																											
931	Blasting .....																											
932	Loading and conveying .....																											
933	Crushing .....																											
934	Screening and related .....																											
939	All other - extraction of minerals .....																											
940	Timber cutting and related .....																											
941	Log inspecting, grading, scaling and related .....																											
942	Log sorting, gathering, storing, and related .....																											
949	All other - logging .....																											
950	Stationary engineers .....																											
951	Firemen and related .....																											
952	Gen. Trans., and distrib. of electrical power .....																											
953	Production & distribution of gas .....																											
954	Filtration, purification and distribution of water .....																											
955	Disposal of refuse and sewage .....																											
956	Distribution of steam .....																											
957	Transmission of communications .....																											
959	All other - production and distribution of utilities .....																											
960 to 962	Production & projection of motion pictures .....																											
963	Radio and T.V. production .....																											
964 to 969	All other - amusement, recreation and motion picture .....																											
970 to 979	Graphic art work .....																											
	<b>Sub-total</b> .....																											
Summary	All .....																											
Uncoded	All .....																											
Entry	4 or 5 digit .....																											
	Tempory layoffs .....																											

APPENDIX N

Graphic art work	10-879
All other - engraving, texturing and printing plants	10-009
Radio and T.V. production	10-007
Production & protection of motion pictures	10-982
All other - production and distribution of utilities	
All other - production and distribution of	
Transmission of communications	
Distribution of steam	
Disposal of refuse and sewage	
Purification of water	
Purification, production and distribution of water	
Sub-total	
Female	
Male	
Total	

REGISTERED CLIENTS BY AGE GROUP	E	I	O	Under 20	E	I	O	20-24	E	I	O	25-44	E	I	O	45-64	E	I	O	65 and over	Totals
---------------------------------	---	---	---	----------	---	---	---	-------	---	---	---	-------	---	---	---	-------	---	---	---	-------------	--------

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT  
**FEMALE**  
 REPORT OF REGISTERED CLIENTS AND VACANCIES

DEPARTMENT OF MANPOWER AND IMMIGRATION

Signature: \_\_\_\_\_

Location: \_\_\_\_\_

C.M.C. No. \_\_\_\_\_ As at: \_\_\_\_\_

IANO 55-48(12-67)

C.M.C. No. As at:

Location:

Signature:

DEPARTMENT OF MANPOWER AND IMMIGRATION

REPORT OF REGISTERED CLIENTS AND VACANCIES

FEMALE

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

REGISTERED CLIENTS BY AGE GROUP (MONTHLY)	Under 20			20-24			25-44			45-64			65 and over			Totals		
	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O

FT - Clients seeking full-time work.

PT - Clients seeking less than full time work

OCCUPATIONAL		REGISTERED CLIENTS															REGISTERED VACANCIES								
		WITHOUT EMPLOYMENT						EMPLOYED			IN TRAINING				LABOUR FORCE STATUS UNKNOWN					TOTAL					
		FT			PT			E I O			M & I		IA & ND		E I O					E I O					
Code	Title	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O
<b>GRAND TOTAL</b>																									
<b>PROFESSIONAL, TECHNICAL &amp; MANAGERIAL</b>																									
001	Architectural .....																								
002	Aeronautical engineering.....																								
003	Electrical engineering .....																								
005	Civil engineering .....																								
006	Ceramic engineering.....																								
007	Mechanical engineering .....																								
008 to 019	All other - Architecture & engineering....																								
020 to 029	Math. & physical sciences .....																								
040 to 049	Life sciences .....																								
050 to 059	Social sciences .....																								
070 to 074	Medicine.....																								
075	Registered Nurses .....																								
077	Dietitians.....																								
078 & 079	All other - Medicine & health .....																								
090	College & Univ. education .....																								
091	Secondary sch. education .....																								
092	Primary & K'garten education.....																								
094 to 099	All other - education .....																								
100 to 109	Museum, library & archival sciences .....																								
110 to 119	Law & jurisprudence .....																								
120 to 129	Religion .....																								
130 to 149	Writing & art .....																								
150 to 159	Entertainment .....																								
160 to 169	Admin. specializations .....																								
180 to 189	Managers & officials, N.E.C. ....																								
191 to 194	Agts., Rad. Ops., sound rec. & reproduct'n																								
195	Social & welfare work .....																								
196 to 199	All other - Managerial, prof. & tech. ....																								
Sub-total.....																									
<b>CLERICAL AND SALES - CLERICAL</b>																									
201 & 202	Secretaries & stenographers .....																								
203	Typists.....																								
204 to 209	Office clerks, general .....																								
210 to 212	Bookkeepers, cashiers & tellers .....																								
213 to 219	Office appliance & E.D.P. Ops.....																								
221 to 229	Material & Prod. recording .....																								
230 to 234	Messengers, mail clerks & postal workers																								
235 to 236	Telephone & telegraph Ops. ....																								
237 to 249	All other - Info., message distribution & clerical .....																								
Sub-total .....																									
<b>CLERICAL AND SALES - SALES</b>																									
250 - 259	Salesmen, services .....																								
260 - 289	Salesmen & salespersons, commodities....																								
290	Sales clerks.....																								
291 & 292	Peddlers & routemen .....																								
293	Canvassers & solicitors .....																								
294 to 297	Auctioneers, shoppers, demonstrators & models .....																								
298	Display men & window trimmers.....																								
299	All other - merchandising .....																								
Sub total.....																									

C.M.C. No.	Location:	As at:
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FT - Clients seeking full-time work.

PT - Clients seeking less than full time work

OCCUPATIONAL Code                      Title		REGISTERED CLIENTS															REGISTERED VACANCIES							
		WITHOUT EMPLOYMENT						EMPLOYED				IN TRAINING				LABOUR FORCE STATUS UNKNOWN				TOTAL				
		FT			PT							M B I		IA & ND		E I O				E I O				
		E	I	O	E	I	O	E	I	O	E	I	O	E	I	O				E	I	O	E	I
<b>SERVICES</b>																								
301 to 309	Domestic service .....																							
310 & 311	Hostesses & waiters .....																							
312	Bartenders .....																							
313 to 315	Chefs & cooks .....																							
316 to 319	All other - food & bev. preparation .....																							
320 to 329	Lodging & related service .....																							
330	Barbers .....																							
331 to 333	Manicurists, hairdressers and cosmetologists .....																							
334 & 335	Masseurs & bath attendants .....																							
338	Embalmers & rel. occupations .....																							
339	Other - barbering, cosmetology and related services .....																							
340 to 349	Amusement & recreational service .....																							
350 to 359	All other - personal service .....																							
361 to 364	Cleaning, pressing & dyeing .....																							
365 to 369	All other - apparel & furnishings serv. ....																							
371 & 272	Guards & watchmen .....																							
373	Firemen, fire department .....																							
375 to 377	Policemen, sheriffs & bailiffs .....																							
378 & 379	Armed forces & other protective services .....																							
381 to 389	Building & related services .....																							
Sub-total .....																								
<b>FARMING, FISHING, FORESTRY &amp; RELATED</b>																								
401 to 409	Plant farming .....																							
411 to 419	Animal farming .....																							
421 to 429	Gen. farming & related occupations .....																							
431 to 439	Fishery & related occupations .....																							
441 to 449	Forestry .....																							
451 & 452	Hunting trapping & related .....																							
461 to 469	Agricultural service .....																							
Sub-total .....																								
<b>PROCESSING</b>																								
500 & 501	Electroplating & dip-plating .....																							
502 to 509	All other - metal processing .....																							
510 to 515	Ore refining .....																							
518	Moulders, coremakers & rel. Foundry .....																							
519	All other - ore refining & foundry .....																							
520 to 524	Food & tobacco processing .....																							
525	Slaughtering, breaking, curing & rel. ....																							
526	Cooking & baking .....																							
529	All other - processing of food, tobacco and related .....																							
530 to 539	Processing paper & rel. materials .....																							
540 to 549	Processing petroleum, coal, gas & rel. ....																							
550 to 555	Processing chemicals, plastics, paint, etc. ....																							
556	Casting & moulding (plastics) .....																							
557	Extruding occupations (plastics) .....																							
558 & 559	All other - processing chemicals, plastics, paint, etc. ....																							
560 to 569	Wood preserving, seasoning & rel. ....																							
570 to 579	Processing of stone, clay, glass & rel. ....																							
580 to 589	Processing leather, textiles & rel. ....																							
590 to 599	All other - processing .....																							
Sub-total .....																								

C.M.C. No.	Location:	As at:
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FT - Clients seeking full-time work.

PT - Clients seeking less than full time work.

OCCUPATIONAL		REGISTERED CLIENTS															REGISTERED VACANCIES								
		WITHOUT EMPLOYMENT						EMPLOYED			IN TRAINING									LABOUR FORCE STATUS UNKNOWN			TOTAL		
		FT			PT			E I O			M B I			I A B N D						E I O			E I O		
		E	I	O	E	I	O	E	I	O	E	I	O	E	I	O				E	I	O	E	I	O
<b>MACHINE TRADES</b>																									
600	Machinists & related occupations .....																								
601	Toolmakers & related occupations .....																								
602	Gear machining occupations .....																								
603	Grinding, honing and other abrading occupations .....																								
604	Lathe & other turning occupations .....																								
605	Milling & planing occupations .....																								
606	Boring occupations .....																								
607	Sawing .....																								
609	<b>All other - metal machining occs.</b> .....																								
610 to 612	Forging .....																								
613	Sheet & bar rolling .....																								
614 & 615	Extruding, drawing, punching and shearing .....																								
616 to 619	Fabricating, forming and <b>All other - metal working</b> .....																								
620 to 625	Motorized vehicle repair .....																								
626 to 639	Machinery mechanics & repairmen .....																								
640 to 649	Paper working occupations (conv.) .....																								
650 to 659	Printing & bookbinding (covering bks.) .....																								
660	Cabinet makers .....																								
661	Patternmakers, wood .....																								
662 to 669	<b>All other - woodworking</b> .....																								
670 to 679	Machining stone, clay, glass & rel. .....																								
680 to 682	Machining yarn, thread & cordage .....																								
683	Weavers & related occupations .....																								
684 to 689	<b>All other - textile occupations</b> .....																								
690 to 699	<b>All other - Mach. trade occupations</b> .....																								
<b>Sub-totol</b> .....																									
<b>BENCH WORK</b>																									
700 to 709	Fabrication assembly and repair of metal prod. ....																								
710 to 719	Fabrication and repair of precision equipment .....																								
720 to 729	Assembly and repair of electrical equipment .....																								
730 to 739	Fabrication & repair of prod. of assorted materials .....																								
740 to 749	Painting, decorating & related .....																								
750 to 759	Fabrication & repair of plastics, rubber, etc. ....																								
760 to 762	Cutting, shaping & assembling wood products .....																								
763	Fabrication & repair of furniture .....																								
764 to 769	<b>All other - fabrication &amp; repair of wood products</b> .....																								
770 to 779	Fabrication & repair of sand, stone, clay, etc., prod. ....																								
780	Upholstering, etc. ....																								
781	Layingout, marking, cutting and punching .....																								
782	Hand sew., mend., embroiderers, knitters & related .....																								
783	Fur working .....																								
784	Fabrication & repair of hats, caps, gloves, etc. ....																								
785	Tailors & dressmakers .....																								
786 & 787	Sewing machine operators .....																								
788 & 789	<b>All other - fabrication &amp; repair of textile, leather</b> .....																								
790 to 799	<b>All other - bench-work occupations</b> .....																								
<b>Sub-totol</b> .....																									





C.M.C. No.	Location:	As at:
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FT - Clients seeking full-time work only.

PT - Clients seeking less than full-time work.

OCCUPATIONAL		REGISTERED CLIENTS															REGISTERED VACANCIES							
Code	Title	WITHOUT EMPLOYMENT						EMPLOYED				IN TRAINING				LABOUR FORCE STATUS UNKNOWN			TOTAL					
		FT		PT								M & I		IA & ND		E	I	O						
		E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I	O	E	I
<b>MISCELLANEOUS</b>																								
900 to 902	Concrete mixing and dump truck drivers																							
903 & 904	Tractor trailer drivers .....																							
905 & 906	All other - truck drivers .....																							
909	All other - motor freight occups. ....																							
910	Railroad transportation .....																							
911	Water transportation .....																							
912	Air transportation .....																							
913	All other - passenger transpt'n. ....																							
914	Pumping & pipeline transportation .....																							
915	Attendants & servicemen, park. lots & ser. facilities .....																							
919	All other - transportation .....																							
920	Packaging .....																							
921	Hoisting and conveying .....																							
922	Moving and storing materials .....																							
929	All other - packaging and materials handling .....																							
930	Boring, drilling, cutting and related (minerals) .....																							
931	Blasting .....																							
932	Loading and conveying .....																							
933	Crushing .....																							
934	Screening and related .....																							
939	All other - extraction of minerals .....																							
940	Timber cutting and related .....																							
941	Log inspecting, grading, scaling and related .....																							
942	Log sorting, gathering, storing, and related .....																							
949	All other - logging .....																							
950	Stationary engineers .....																							
951	Firemen and related .....																							
952	Gen. Trans., and distrib. of electrical power .....																							
953	Production & distribution of gas .....																							
954	Filtration, purification and distribution of water .....																							
955	Disposal of refuse and sewage .....																							
956	Distribution of steam .....																							
957	Transmission of communications .....																							
959	All other - production and distribution of utilities .....																							
960 to 962	Production & projection of motion pictures .....																							
963	Radio and T.V. production .....																							
964 to 969	All other - amusement, recreation and motion picture .....																							
970 to 979	Graphic art work .....																							
	<b>Sub-total</b> .....																							
Summary	All .....																							
Uncoded	All .....																							
Entry	4 or 5 digit .....																							
	Tempory layoffs .....																							

EXAMINING BOARD REPORTApplication for Certificate of Status

On \_\_\_\_\_ an examining board was convened at

\_\_\_\_\_ to examine \_\_\_\_\_

an applicant for a certificate of status in the occupation

of \_\_\_\_\_

The board recommends that the applicant be granted:

- a. A certificate at the \_\_\_\_\_ level by transfer of existing certification in accordance with the Apprentice Training Regulations Section 12. (Proof of certification supplied).
- b. \_\_\_\_\_ hours credit subject to successful completion of an examination in the occupation at the appropriate level, in accordance with the Apprentice Training Regulations, Sections 10 to 15 and 24.
- c. A Beginner's Certificate with \_\_\_\_\_ hours credit, in accordance with the Apprentice Training regulations, Sections 4 and 24.

Examining Board

Sgd. \_\_\_\_\_ Chairman

Sgd. \_\_\_\_\_ Employer's Member

Sgd. \_\_\_\_\_ Employee's Member





**TRAINING-ON-THE-JOB CONTRACT**

**NOTE:** Read instructions on back before completing this form. Four copies required.

Project No. \_\_\_\_\_

First Name: _____	Last Name: _____	Band or Disc. No.: _____	Age: _____
-------------------	------------------	--------------------------	------------

Name of Employer: _____	Address of Employer: _____
-------------------------	----------------------------

Kind of Training: _____	Training Begins:	Length:	Hours Worked
	Day _____ Month _____ Year _____	Wks. _____ Months _____	Per day _____ Per Wk. _____

PERIOD	RATE OF PAY			TOTAL TIME	TOTAL PAYMENTS	SHARE OF PAYMENTS	
	Hrly/Wkly. or Mthly	Employer's Share	Department's Share			Employer's Share	Department's Share
1st.— Wks/Mos.							
2nd.— Wks/Mos.							
3rd.— Wks/Mos.							
4th.— Wks/Mos.							
<b>TOTALS</b>							

I AGREE (1) to instruct Trainee in occupation or trade shown  
 (2) to pay the premiums for Workman's Compensation and Unemployment Insurance  
 (3) to forward attendance reports and wage accounts to: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Employer

**THE DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT AGREES:**  
 (1) to provide, if practicable, part-time technical instructions or correspondence course as recommended by the Vocational Training Superintendent.  
 (2) to make payments NOT exceeding the total amount shown above for Department's Share.

Signature: \_\_\_\_\_  
 For Department

**TRAINEE:**  
 I understand that I am considered to be on probation for \_\_\_\_\_ weeks and will be withdrawn if I or the instructions prove unsatisfactory. I understand fully and accept the conditions of employment.

Signature: \_\_\_\_\_

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)

DOMINION BUREAU OF STATISTICS

Education Division

OTTAWA, CANADA

**PUBLICLY-OPERATED SECONDARY SCHOOLS – FULL-TIME VOCATIONAL ENROLMENT**

Name of school	
Location of school – (city, town or municipality)	Province
Name of principal	Signature of reporting school official

**HOW TO COMPLETE THIS FORM**

1. This form is to be completed in the fall of each year for each school offering vocational courses at the Grade 9 level or higher.
2. The form is to be completed in triplicate. One copy will be retained by the school and two copies forwarded to the official in charge of vocational high school training in the provincial Department of Education.
3. Enrolments are to be reported as of the end of September. Data on completions relate to pupils who graduated or completed their course the preceding school year.
4. Each pupil is to be reported on this form **once only**, so that total enrolment represents the total number of pupils in vocational courses, **without duplication**.
5. A vocational pupil, for purposes of this report, is defined as one who spends 50 per cent or more of his school time on vocational or related subjects.
6. This form is to be completed by the principal (or someone acting on his behalf) during the month of October, and should be forwarded to the provincial official not later than November 15th.
7. If your school has no pupils enrolled in vocational courses, complete the identifying entries (name of school, province, etc.) and write "NIL" across the "Enrolment" section of the report.
8. New schools, or others which have recently introduced vocational courses, and therefore have no completions to report, are asked to write "NIL" across the "Completions" section of this form.

**DEFINITIONS AND CLASSIFICATIONS OF COURSES**

**Special courses** refers to ungraded courses offered to students, usually following completion of an academic course, such as the one or two-year special commercial courses for students who have obtained their junior matriculation. The post-secondary first year institute of technology course offered in a few secondary schools is also in this category.

**Terminal courses** refers to courses designed for over-age students, slow learners or others not expected to benefit from the regular graded courses. These may be in special schools set up for such training or may be part of the total program in regular vocational secondary schools.

**Completions** should include all graduates from the graded and special courses, together with those who complete a prescribed terminal course.

**Business and commercial** includes all business administration and management courses, retailing and merchandising, typing, stenography and office practice, computer programming, etc.

**Other industrial and mechanical** includes auto body repair, auto servicing, diesel, agricultural and aircraft mechanics, industrial foods and food processing, industrial and paper chemistry, industrial physics, technician training and general technology courses.

**Other construction trades** includes pipe trades (steamfitting, plumbing, etc.), trowel trades (masonry, bricklaying, etc.), painting, plastering, air conditioning and refrigeration, heating and ventilation, and other similar courses.

**Other personal services** includes dry cleaning, tailoring, dressmaking, sewing and design, shoe repairing, upholstery, janitorial services, restaurant and food services, and similar courses.

**Medical and community services** includes hospital services, nursing assistants, dental assistants, welfare and social work, sports and recreation, library assistant, and similar courses.

**Other applied arts** includes photography, graphic arts, printing, fashion arts, visual and performing arts, musical instrument repair, jewellery, handicrafts, broadcasting, journalism, etc.

**General vocational.** This category is to be used sparingly and only for broad vocational training which overlaps two or more of the main fields indicated above.

**Occupational or pre-employment.** These are "introduction to work" courses restricted to students in terminal courses.



## ENROLMENTS AND COMPLETIONS

Type of course, and Sex	Full-time fall enrolment										Number of pupil successfully completing the final year of their course in the preceding school									
	Graded courses					Special courses		Terminal courses			Total enrolment	From:								
	IX	X	XI	XII	XIII	Year		Year				Graded courses	Special courses	Terminal courses						
						1st	2nd	1st	2nd	3rd										
Business and commercial .....	M																			
	F																			
Industrial and mechanical trades:																				
Machine shop and general mechanics .....	M																			
	F																			
Automotive mechanics .....	M																			
	F																			
Drafting (industrial) .....	M																			
	F																			
Electricity and electronics .....	M																			
	F																			
Welding and sheet metal .....	M																			
	F																			
Other industrial and mechanical .....	M																			
	F																			
Construction trades:																				
Architectural drafting .....	M																			
	F																			
Carpentry, woodworking and building construction.	M																			
	F																			
Other construction trades .....	M																			
(excluding electric wiring)	F																			
Agriculture, fisheries, forestry, mining, or other primary industries.	M																			
	F																			
Personal services:																				
Barbering, hairdressing and beauty culture.	M																			
	F																			
Home economics .....	M																			
	F																			
Other personal services .....	M																			
	F																			
Medical and community services .....	M																			
	F																			
Applied arts:																				
Commercial art .....	M																			
	F																			
Other applied arts .....	M																			
	F																			
General vocational .....	M																			
	F																			
Exploratory (technical) .....	M																			
	F																			
Exploratory (commercial) .....	M																			
	F																			
Occupational or pre-employment .....	M																			
	F																			
<b>TOTALS</b> .....	M																			
	F																			
	T																			

School

Location



D.B.S. code	Name of course	Nu of l instr F w
(a)	(b)	(c)

DOMINION BUREAU OF STATISTICS

Education Division

OTTAWA - CANADA

VOCATIONAL EDUCATION - REPORT OF PART-TIME ENROLMENT

School 	Principal	Report for (mark the appropriate boxes) Sept. - Dec. .... <input type="checkbox"/> 1967 ..... <input type="checkbox"/> Jan. - Mar. .... <input type="checkbox"/> 1968 ..... <input type="checkbox"/> Apr. - June ..... <input type="checkbox"/> 1969 ..... <input type="checkbox"/> July - Aug. .... <input type="checkbox"/> 1970 ..... <input type="checkbox"/>
Location 	Signature of reporting official	

PART-TIME ENROLMENT - (excluding registered apprentices)

D.B.S. code	Name of course	Number of hours instruction per week	Length of course (in weeks)	Year of course 1st, 2nd etc. for courses of more than 1 year	Enrolment inventory										Total student (trainee) days for the period
					Sex M or F	Enrolled end of previous period	New enrolments during period	Discontinued during period	Completed course during period	Enrolled end of period	O.T.A. trainees		Provincial students		
											Number at end of period	Total trainee days	Number at end of period	Total student days	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	
<b>TOTALS .....</b>															

School

Location

D.B.S.  
Code

Name of course

(a)

(b)

**VOCATIONAL EDUCATION - REPORT OF FULL-TIME ENROLMENT**

School		Principal	<b>Report for: (Mark the appropriate boxes)</b> Sept. - Dec. .... <input type="checkbox"/> 1967 ..... <input type="checkbox"/> Jan. - Mar. .... <input type="checkbox"/> 1968 ..... <input type="checkbox"/> Apr. - June .... <input type="checkbox"/> 1969 ..... <input type="checkbox"/> July - Aug. .... <input type="checkbox"/> 1970 ..... <input type="checkbox"/>
Location		Signature of reporting official	

FULL-TIME ENROLMENT - (excluding registered apprentices)

D.B.S. Code	Name of course	Length of course - in weeks	Year of course 1st, 2nd, etc. - For courses of more than 1 year	Enrolment inventory											
				Sex M or F	Enrolled end of previous period	New enrolments during period	Discontinued during period	Completed course during period	Enrolled end of period	O.T.A. Trainees		Provincial students		Total student (trainee) d. for the period	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)		
TOTALS.....															

Province
Type of training (training of disabled, training in ind

DBS Code	Name of course	

DOMINION BUREAU OF STATISTICS  
Education Division  
OTTAWA - CANADA

**VOCATIONAL EDUCATION - PROVINCIAL DEPARTMENT REPORT OF ENROLMENT**

Province <span style="float: right;"><input style="width: 20px; height: 15px; border: 1px solid black;" type="checkbox"/></span>	Reporting official	<p style="text-align: right; margin: 0;"><b>Report for (check the appropriate boxes)</b></p> <p>Sept. - Dec. .... <input type="checkbox"/> 1967 ..... <input type="checkbox"/></p> <p>Jan. - Mar. .... <input type="checkbox"/> 1968 ..... <input type="checkbox"/></p> <p>Apr. - June .... <input type="checkbox"/> 1969 ..... <input type="checkbox"/></p> <p>July - Aug. .... <input type="checkbox"/> 1970 ..... <input type="checkbox"/></p>
Type of training (training of disabled, training in industry, etc.) <span style="float: right;"><input style="width: 20px; height: 15px; border: 1px solid black;" type="checkbox"/></span>		

**FULL-TIME AND PART-TIME ENROLMENT - (excluding registered apprentices)**

DBS Code	Name of course	Name of school or industrial establishment where course is conducted	DBS Code	Full-time or part-time - (Mark "F" or "P")	Number of hours instruction per week - (Part-time courses only)	Length of course - (in weeks)	Year of course 1st, 2nd, etc. - (for courses of more than 1 year)	Is this a post-secondary level course? (Jr. Matric. or equivalent for admission) "Yes" or "No"	Enrolment inventory					
									Sex - M or F	Enrolled end of previous period	New enrolments during period	Discontinued during period	Completed course during period	Enrolled end of period

**TOTALS** .....