

What are my responsibilities when training apprentices?

You are responsible for:

- signing a Contract of Apprenticeship with the apprentice and forwarding it to the nearest Career Development Centre to be registered by Alberta Advanced Education and Career Development;
- providing on the job training to the apprentice under the supervision of a certified journeyman or a qualified tradesperson;
- paying the apprentice's wages;
- providing time away from work so that the apprentice can complete the required formal instruction;
- maintaining the apprentice's record book.

What are my apprentice's responsibilities?

Your apprentice is responsible for:

- completing the required on the job training as assigned by you or the supervisor;
- attending and successfully completing the required formal instruction;
- successfully completing the required examinations;
- carrying his or her apprentice identification card at all times while at work and producing it on request.

For more information on investing in apprenticeship contact:

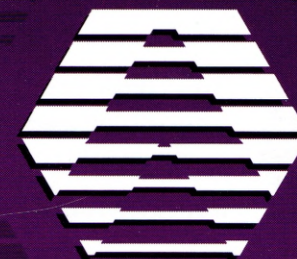
the nearest Career Development Centre.
Call **310-0000** to be connected toll free.

or

the Career Information Hotline at
1-800-661-3753 (toll free)
(Edmonton 422-4266).

Alberta's Apprenticeship Trades

Agricultural Mechanic (R)	Machinist (R)
Appliance Serviceman (C) (R)	Millwright (R)
Auto Body Mechanic (C) (R)	Motorcycle Mechanic (C) (R)
Automotive Service Technician (C) (R)	Painter and Decorator (R)
Baker (R)	Partsman (R)
Boilermaker (C) (R)	Plumber (C) (R)
Bricklayer (R)	Power Lineman (R)
Cabinetmaker (R)	Power System Electrician
Carpenter (R)	Printing and Graphic Arts Craftsman
Concrete Finisher (R)	Pre-Press/Press
Communication Electrician	Bindery
Construction Craft	Bindery II
Network Craft	Recreation Vehicle Mechanic (C)
Cook (R)	Refrigeration and Air Conditioning Mechanic (C) (R)
Crane & Hoisting Equipment Operator	Roofer (R)
Boom Truck Operator (C)	Sawfiler
Mobile Crane Operator (C) (R)	Circular Sawfiler
Tower Crane Operator (C)	Sheet Metal Worker (C) (R)
Electrical Rewind Mechanic (R)	Sprinkler Systems Installer (R)
Electrician (C) (R)	Steamfitter - Pipefitter (C) (R)
Electronic Technician (C) (R)	Structural Steel and Plate Fitter (R)
Elevator Constructor (C)	Tilesetter
Floorcovering Installer (R)	Tool and Die Maker (R)
Gasfitter - First Class (C)	Transport Refrigeration Mechanic
Glassworker (R)	Water Well Driller
Hairstylist (C) (R)	Welder (C) (R)
Heavy Equipment Technician (C) (R)	
Instrument Mechanic (R)	
Insulator (R)	(C) - compulsory certification trade. A person working in this trade must be a registered apprentice or a certified journeyman
Ironworker (C) (R)	(R) - Interprovincial Standards Red Seal Trade.
Metal Building Systems Erector (C)	
Landscape Gardener	
Lather-Interior Systems Mechanic (R)	
Locksmith	



Invest in your Business ◆ Invest in Apprenticeship

*Excellence Through
Training and Experience*

Alberta

ADVANCED EDUCATION AND
CAREER DEVELOPMENT



Your business can benefit by participating in Alberta's apprenticeship system.

What is Alberta's apprenticeship system?

Alberta's apprenticeship system consists of a number of partnerships among employers, journeymen, apprentices and government. Through these partnerships, training and standards are developed and maintained for over 22,000 apprentices a year in 50 designated trades.

What is apprenticeship training?

Apprenticeship training is a combination of on the job training and formal instruction that teaches trade knowledge and skills.

About 80% of an apprentice's training takes place on the job under the supervision of a certified journeyman or a qualified tradesperson. The other 20% of the apprentice's training is provided at, or through, a training establishment. This instruction covers theory and new techniques in the trade. Most apprenticeship programs are between two to four years in length.

How can I invest?

To invest in Alberta's apprenticeship system, you can:

- employ certified journeymen or qualified tradespeople, depending on the trade;
- train registered apprentices;
- contribute to the development of training and standards by participating on the industry advisory committees.

What is the return on my investment?

Participating in Alberta's apprenticeship system can provide:

✓ **quality training**

Apprenticeship training is developed by tradespeople - employers and employees - who ensure that it is current with today's technology and workplace needs.

✓ **improved customer satisfaction**

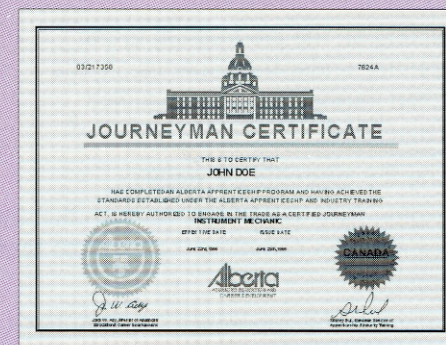
The high quality trade standards of the apprenticeship system lead to satisfied customers.

✓ **greater competitive edge**

Quality standards plus improved customer satisfaction equals a greater competitive edge.

Recognition

Apprentices who complete their apprenticeship program achieve journeyman status and receive an *Alberta Journeyman Certificate*. When displayed, these nationally and internationally recognized certificates let your customers know your staff are well trained.



Each year you employ a registered apprentice, you may request the *Apprenticeship Emblem of Excellence*. This window decal shows your customers that you actively support and are dedicated to apprenticeship training and high quality trade standards.

