

# Designated Occupations

A New Approach to  
Training and Certification



*Excellence Through  
Training and Experience*

**Alberta**  
ADVANCED EDUCATION AND  
CAREER DEVELOPMENT



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# Designated Occupations —

## A New Approach to Training and Certification

Increasingly companies and industries\* of all shapes and sizes are identifying training as a priority. To improve their competitiveness, meet the needs of a global market, or help their employees adapt to the new methods from the old, employers are looking for effective well-recognized training.

In Alberta, establishing a designated occupation is a new way of making training and certification available to address human resource issues such as the following:

*Industry representatives meet to discuss a joint venture in a new market. Their biggest problem is a lack of consistent training standards across the industry.*

*An association surveys its members. Training varies greatly within the association's membership and the credibility of the occupation must be upgraded.*

*A human resource planning team determines the skill training necessary for all employees after major retooling. More automation is planned. More training is needed, particularly in the use of automated systems.*

*A manufacturing employer is expanding. Screening applicants is proving difficult because of a wide range of experience, little formal training, and no recognizable credentials.*

*A company is experiencing high levels of employee turnover. Workers view the job as dead-end, yet they are a vital component of the business. There is a need to improve their outlook and career path.*

### What is a designated occupation?

A designated occupation is an occupation that has been approved by the Minister of Advanced Education and Career Development under the *Apprenticeship and Industry Training Act* on the recommendation of industry. It has established job skills and competencies, standards of performance, and training. When a trainee achieves the standards of performance that are established for the designated occupation, the Minister grants an Occupational Certificate to the trainee. The certificate is recognized throughout the province as an achievement of competency for that occupation.

\* see Definitions, page 8.

Business planning

Occupational standards

Human resources  
planning

Recruitment and  
selection

Career development

Definition of a  
designated occupation

Occupational certificate



**Benefits to employers****Why establish a designated occupation?**

For employers, associations or labour organizations, a designated occupation provides:

- training that meets industry's need to develop a skilled and mobile workforce and that improves the competitiveness of the entire industry,
- greater ease in recruiting, promoting and compensating employees, because of consistent training,
- the potential to focus on specific issues, such as safety training, as required.

**Benefits to employees**

For employees, a designated occupation provides:

- recognition of achieved standards in the form of an occupational certificate,
- greater mobility and skill transferability within their occupation and their industry,
- increased opportunities for career development based on industry recognized training,
- improved job satisfaction and increased self-esteem,
- increased confidence that appropriate training has been obtained.

**Voluntary participation**

Participation in a designated occupation is voluntary. Employee wage rates are not regulated. Participation is not a requirement to be able to continue working.

**Establishing a designated occupation****How is a designated occupation established?**

After requesting information about the process of establishing a designated occupation, industry decides:

- what job skills and competencies are necessary to perform the tasks, activities and functions in the proposed designated occupation,
- what training will be provided to develop the trainees' skills and competencies,
- what standards of performance will be established, and how the standards will be measured,
- how the training will be delivered,
- how industry will monitor the training and standards of performance.



Advanced Education and Career Development provides consulting services to industry throughout the application process.\* In many cases, industry requires assistance in making contact with training establishments, industry or training partners, and training development experts, as well as assistance in developing the application.

## Who should apply to establish a designated occupation?

Any industry may benefit from establishing a designated occupation. A designated occupation may be established for a specific company or for an entire industry.

Industry submits an application for a designated occupation to the Minister of Advanced Education and Career Development.

## What should be included in an application?

Generally, an application should include:

- an indication of industry support for the proposed designated occupation,
- an outline of the job skills and competencies that would be required,
- an outline of the training that would be required,
- an indication that there is a need for new, improved or consistent training.

## What happens to the application?

The Minister reviews the application and forwards it for review to:

- the Alberta Apprenticeship and Industry Training Board,
- government departments and agencies that may be affected.

The Board forwards the application to:

- other employers, associations, provincial apprenticeship committees, or people in the industry, if they might be affected by or interested in the application.

The Minister may ask the Board to establish a provisional committee with equal representation of employers and employees who are knowledgeable about the occupation. The provisional committee's role is to make recommendations to the Board about the job skills, competencies, tasks, activities, functions, training and standards of performance of the proposed designated occupation, and proposes an occupation regulation.

\*referrals to other departments and agencies may be provided where appropriate

### Consulting services

### Who should apply

### Submission of an application

### Application outline

### Review of an application

### Provisional committee



**Additional information**

Where necessary, the Board may request additional information from industry about the application, or set in motion a process to acquire additional information from the public or specific groups.

**Board recommendation**

The Board will recommend to the Minister either approval or rejection of the application.

**Decision**

The Minister decides whether or not to approve the application to establish a designated occupation.

**Development and delivery of training****Who develops the training?**

Industry funds the development and delivery of the training. Training may be of long or short duration, classroom or on-the-job, mostly practical or highly theoretical, according to the needs of the designated occupation. Training may be delivered by training establishments or by the employer.

**Occupation regulation****What happens when the designated occupation is established?**

The Board, with the approval of the Minister, will establish an occupation regulation that governs the standards and requirements for training and certification in the occupation.

**Occupational training committee**

The Board may appoint an occupational training committee with equal representation of employers and employees to:

- make recommendations to the Board about training and certification in the designated occupation,
- monitor the training and the progress of the trainees.

**Occupational certificate****What happens when a trainee achieves the standards of the designated occupation?**

When the trainee has completed the training and achieved the standards of the designated occupation, an Occupational Certificate is granted.



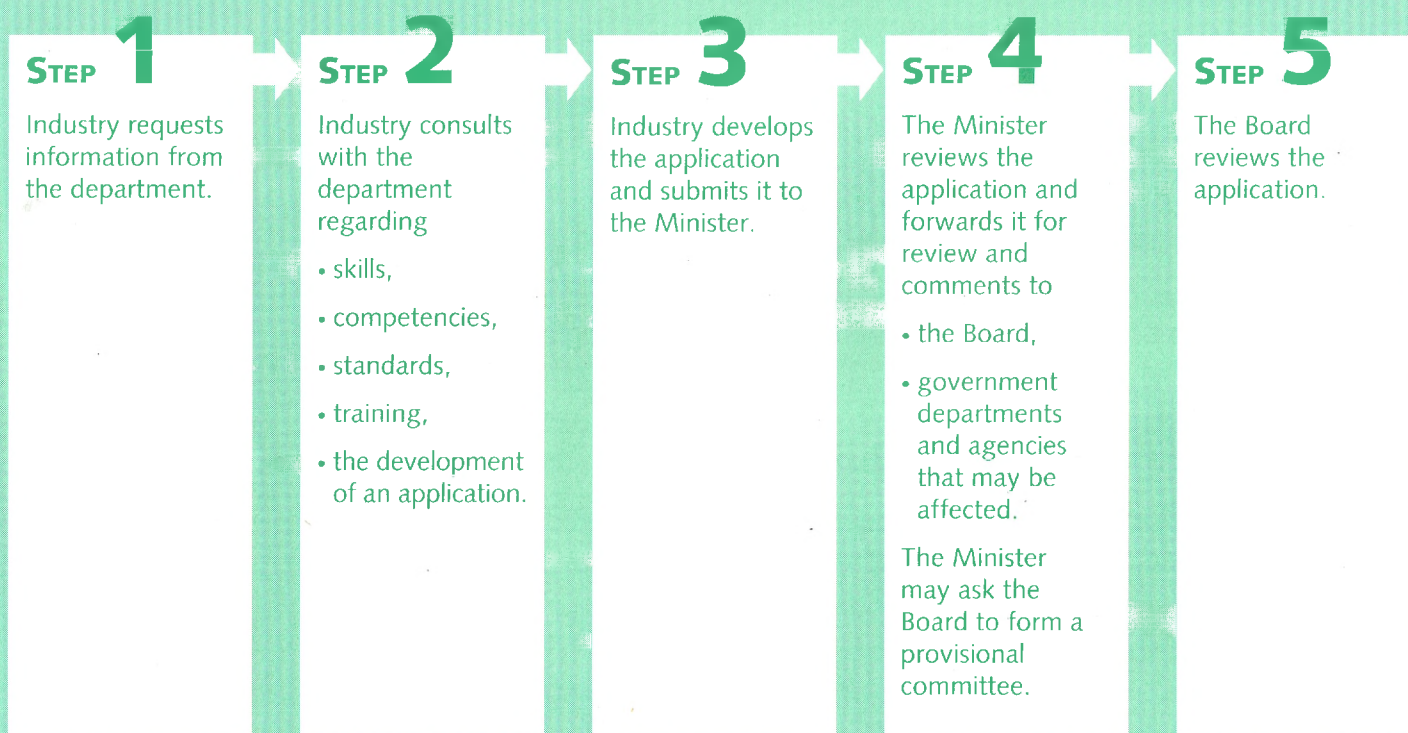
## When applying for a designated occupation:

1. Give the *name* of the proposed designated occupation.
2. Give the *contact name, address and telephone number*.
3. *List the employers, associations, labour organizations and individuals* who have been consulted regarding the proposed designated occupation. Include:
  - contact names and titles,
  - addresses, phone numbers, and fax numbers.
4. Attach letters that *indicate support* for the application. Support must be shown by each of the following groups:
  - employers and supervisors of the occupation,
  - employees within the occupation,
  - associations or labour organizations within the occupation.
5. Indicate the *effect and benefits* of a designated occupation on the public, and employers and employees working in the occupation. Consider issues such as safety, worker mobility, costs, customer service, training standards and training quality.
6. Indicate if this occupation has been *designated elsewhere* and its effect on that labour market.
7. Outline a *skills profile*. This is a description of the job skills and competencies required to perform the tasks, activities and functions of the proposed designated occupation.
8. Outline a *training plan*. This is a description of the proposed training involved, including the scope and duration of the training.
9. Identify any *dangerous substances, equipment and techniques or practices* that may be used in this occupation and ensure that proper training is outlined in the training plan.
10. Outline a business plan for maintaining the training and standards of performance of the occupation.

### Application procedure



# Process for Establishing a Designated Occupation



## Note:

Between steps 5 through 7, the Minister, the Board or the department may require additional information from the applicant, or may put in place surveys, public hearings or committees to obtain additional information.

May 1995



## STEP 6a

The Board forwards the application for review to

- employers,
- associations,
- provincial apprenticeship committees, where appropriate.

AND

## STEP 6b

When established, the provisional committee develops the proposed

- tasks, activities, functions and standards of performance,
- occupation regulation.

## STEP 7

The Board receives and reviews

- comments about the application,
- the recommendations of the provisional committee.

## STEP 8

The Board recommends that the Minister approve or reject the application.

## STEP 9

The Minister accepts or rejects the Board's recommendation and advises

- the Board,
- the applicant and the department.



**Definitions****Definitions:**

- Industry:** employers, employees, industry groups, associations, and labour organizations
- The Board:** the Alberta Apprenticeship and Industry Training Board. The Board is made up of employers and employees who represent trades and occupations. It operates under the authority of the *Apprenticeship and Industry Training Act*
- The Department:** Advanced Education and Career Development, responsible for the administration of apprenticeship and industry training
- The Minister:** the Minister of Advanced Education and Career Development, responsible for the administration of apprenticeship and industry training under the authority of the *Apprenticeship and Industry Training Act*

**For more information****For more information or assistance in developing an application, please contact:**

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 10th Floor, Commerce Place  
 10155 – 102 Street  
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**Forward completed applications to:**

The Minister  
 Advanced Education and Career Development  
 229 Legislature Building  
 Edmonton, Alberta  
 T5K 2B6



Copies of the *Designated Occupation Administration Regulation*, Alberta Regulation 391/91 and the *Designation of Trades and Occupations Regulation*, Alberta Regulation 387/91 are available from:

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Edmonton, Alberta T5G 2Y5  
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