

Apprenticeship and Industry Training Act

Designation of trades and occupations

Information Package

April 2011

**Government
of Alberta** ■



Contents

SUBJECT	PAGE
<i>Purpose of this package</i>	1
<i>Steps in making application</i>	1
<i>Review of applications</i>	1
Introduction	2
Trades.....	2
Designated occupations.....	3
Guidelines for making application	
Trades – Optional certification and compulsory certification trades.....	4
Compulsory certification trades.....	7
Designated occupations.....	9
Appendices	
1 Decision Tree.....	11
2 Comparison of optional and compulsory certification trades and designated occupations.....	12

Purpose of this package

The purpose of this package is to:

- provide information that will help industry decide whether to apply for designation as an optional certification trade, a compulsory certification trade or a designated occupation under the *Apprenticeship and Industry Training Act*.
- provide guidelines to assist in the preparation of an application, or request, for designation and the supporting documentation.

Steps in making application

1. Decide which category of designation is being applied for. Consider the differences and determine which, if any, might best meet industry's needs.
2. Determine if there is industry support for the proposed designation.
3. Prepare a letter applying for designation and the supporting documentation using the criteria and guidelines on the following pages.
4. Contact the Senior Manager, Emerging Trades and Occupations, at (780) 427-5753 for more information or visit www.tradesecrets.org.
5. Send the completed application to:

Honourable Greg Weadick
Minister of Advanced Education and Technology
324 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Review of applications

1. Applications for designation and their supporting documentation will be reviewed for completeness. The applicant will be contacted as soon as possible concerning any additional information needs or matters requiring clarification.
2. Applications and their supporting documentation will be reviewed first by Alberta Advanced Education and Technology. Other Alberta government departments and other governments may be consulted. The department will provide background information to the Alberta Apprenticeship and Industry Training Board (board) to assist it review the application.
3. The board will make its recommendations to the Minister of Advanced Education and Technology based on its review of the application and supporting documentation against the criteria for designation.
4. Applicants need to be aware that:
 - (a) any designation, or changes to existing designations, are subject to a government review process required for all new and amended legislation and regulations, through the Government of Alberta's commitment to regulatory reform.
 - (b) before any trade or occupation is designated, the source and availability of funds to support that trade or occupation will have to be determined.
 - (c) the designation of a compulsory or optional certification trade requires the agreement of the Minister and the Lieutenant Governor in Council (Cabinet and the Lieutenant Governor); a designated occupation requires the agreement of the Minister.

APPRENTICESHIP AND INDUSTRY TRAINING ACT

INTRODUCTION

The *Apprenticeship and Industry Training Act* provides for the designation of trades and occupations in three categories - compulsory certification trade, optional certification trade and designated occupation. Designation as any one of the three provides for recognition of skills and competencies to industry standards. However, there are major differences in the focus and outcomes of designation as well as the criteria for being designated in a specific category.

TRADES

A **trade** is an occupation designated under the *Apprenticeship and Industry Training Act* by the Lieutenant Governor in Council on the recommendation of industry, the Alberta Apprenticeship and Industry Training Board and the Minister of Advanced Education and Technology. A trade may be designated as either a compulsory certification trade or an optional certification trade. A trade has industry-established job skills and competencies and a training program called an apprenticeship program

An **apprentice** is an individual who has met the requirements to enter the apprenticeship program for a designated trade; has signed a contract with an employer who is willing to hire and train him or her; and has had the contract registered with the Apprenticeship and Industry Training sector of Advanced Education and Technology. When an apprentice achieves the standards of performance and completes the apprenticeship program, the Minister of Advanced Education and Technology grants a Journeyman Certificate to the apprentice.

An **apprenticeship program** is a combination of on-job-training and work experience under the guidance of a certified journeyman or qualified tradesperson (80%) and technical training in the theory, technologies and skills related to each trade (20%). Both are required to complete an apprenticeship program. Most apprenticeship programs are three or four years in length. Apprentices sign a contract of apprenticeship with their employer that is registered with the Apprenticeship and Industry Training sector of Advanced Education and Technology.

Apprenticeship starts with an employer willing to hire, pay and train an apprentice – and with an individual choosing a trade and finding that employer. If an employer hires an apprentice, the employer must provide a supervising journeyman. The employer must provide the apprentice with appropriate training for the trade, be prepared to release the apprentice for periods of technical training, maintain a record book and pay wages to the apprentice in accordance with the regulations for that trade.

Government funds most of the cost of technical training. Government also provides other support. For example, the development of course outlines and the provision of support to the industry advisory network are funded by government. Regulations govern the requirements for employer to register apprentices, wages paid to apprentices on the job, and the ratio of journeymen to apprentices on the job.

Compulsory certification trades

To work in a compulsory certification trade a person must either hold a trade certificate or be a registered apprentice in the trade. An employer wishing to hire persons to work in the trade must hire only certified journeypersons in that trade or individuals who are registered apprentices in the trade. Trades designated as requiring compulsory certification usually involve work where public and worker safety could be at risk.

Optional certification trades

In optional certification trades, there is no requirement to be certified in a trade to work in that trade. An individual is permitted to work in an optional certification trade if his or her employer believes that he or she has the skills and knowledge expected of a certified journeyperson in the trade. Employers may employ uncertified journeypersons and use uncertified journeypersons to supervise and train apprentices on the job.

A person who is learning the trade is expected to participate in an apprenticeship program.

DESIGNATED OCCUPATIONS

A designated occupation is an occupation that has been designated under the *Apprenticeship and Industry Training Act* by the Minister of Advanced Education and Technology on the recommendation of industry and the Alberta Apprenticeship and Industry Training Board. Designated occupations have established competencies. When an individual demonstrates the standards of competence, the Minister grants an occupational certificate. Participation in a designated occupation is voluntary and a certificate is not required by law for an individual to work in the occupation.

Applicants for certification in a designated occupation may achieve the required competencies in many ways. Some designated occupations may have formal training; some may have only work experience; and some may have a combination of formal training and work experience. Industry is responsible for most of the costs. Government may fund the development and maintenance of certification standards and assessment tools. Government does not provide or fund the cost of formal training.

GUIDELINES
for making application for designation under the
Apprenticeship and Industry Training Act

TRADES

OPTIONAL CERTIFICATION AND COMPULSORY CERTIFICATION TRADES

Criteria for the designation of trades, both optional and compulsory certification trades

When the board reviews applications for designation as a trade, it will consider:

1. the extent of industry support for the proposed designation;
2. the need for apprenticeship training in the proposed trade (combination of work experience and formal training), *and the following, as applicable:*
3. the range of skills and extent of technical knowledge required to work in the proposed trade and industry's desire to train for or recognize those skills and knowledge.
4. whether the proposed trade would provide for a viable career.
5. the degree to which the skills and technical knowledge required for the proposed trade overlap with those required for existing trades, including the potential for duplication of existing training or certification in any other occupation.
6. whether the designation of the proposed trade would require further authorization or approval by other government departments or agencies.
7. the impact the proposed designation would have in Alberta and other provinces and territories.
8. whether the estimated annual number of new apprentices entering the proposed trade could sustain a viable training program.

When preparing an application for designation as either an optional or a compulsory certification trade, include the following information (pages 3 – 5) in support of the criteria.

Note: there are additional criteria for the designation of compulsory certification trades.

1. The extent of industry support for the proposed designation.

- (a) Describe the composition of the industry, including, but not limited to, the various sectors that make up the industry, names of employer and employee associations.
- (b) Provide a list of individuals and companies/associations involved in the development of the application. Include the group or sector they represent.
- (c) Indicate to what extent all sectors, groups, associations, employers and employees within the industry support the application. Describe the process used to determine industry support and provide a report of the results.

2. The need for apprenticeship training (combination of work experience and formal training) within the proposed trade

- (a) Indicate if there are existing programs of study or training programs in the proposed trade in Alberta, the scope of the programs, and why the programs do not meet industry's requirements.
- (b) Indicate how workers in the proposed trade currently receive training.

And the following, as applicable:

3. The range of skills and extent of technical knowledge required to work in the proposed trade and industry's desire to train for or recognize these skills and knowledge.

- (a) Describe the skills and knowledge required to perform the main functions of the proposed trade.
- (b) Describe how the training standards will be (i) measured (ii) kept current.
- (c) Indicate the entry level educational requirements for the proposed trade.
- (d) Provide a description of the technical knowledge, type and scope of training required to perform the tasks of the trade.
- (e) Indicate the estimated length of technical and on-the-job training required.

4. Whether the proposed trade would provide for a viable career.

- (a) Indicate historical employment rates of workers in the proposed trade and projections for the future. Include seasonal fluctuations, if applicable.

5. The degree to which the skills and technical knowledge required for the proposed trade overlap with those required for existing trades, including the potential for duplication of existing training or certification in any other occupation.

- (a) Is there an overlap between the proposed trade and any existing trade? Explain the overlap, including whether there is an overlap in the training required; the skills and competencies required to perform the work of the trade, and the scope of the trade.
- (b) Indicate whether there is any duplication of training or certification between the proposed trade, and any other occupation. Describe the duplication.
- (c) Describe the results of any consultation conducted with any other trade or occupation about this application for designation.

- 6. Whether the proposed trade would require further authorization or approval by other government departments or agencies.**
- (a) Indicate whether the designation of the proposed trade would require approval or authorization from any other government department or agency. For example, would it need to be approved or regulated under the *Safety Codes Act*, *Occupational Health and Safety Act*, or *Professional and Occupational Associations Registration Act*?
 - (b) Indicate whether there has been any discussion with industry or government officials in other provinces or territories with respect to the impact of designation under the *Agreement on Internal Trade* or the *New West Partnership Trade Agreement* (British Columbia, Alberta and Saskatchewan).
- 7. The impact of the proposed designation would have in Alberta and other provinces and territories.**
- (a) Indicate the effect the designation of the proposed trade would have on the Alberta apprenticeship and industry training system and the Alberta labour market, including
 - (i) individuals
 - (ii) employers
 - (iii) the general public.For example, would it cause wages to rise? What effect would it have on those people currently working in the trade? Would employers be willing to employ workers who had training and certification in the proposed trade? How would it benefit the general public?
 - (b) Indicate if the trade is designated or recognized, or if the workers in the proposed trade are certified anywhere else in Canada
 - (c) Indicate whether there is a potential for national standards or recognition. Explain it.
- 8. Whether the estimated annual number of new apprentices entering the proposed trade could sustain a viable training program.**
- (a) Indicate the approximate annual number of new apprentices that could require training. Describe how this estimate was determined.
 - (b) Describe how industry's willingness to support technical training would be demonstrated.

There are additional criteria for the designation of compulsory certification trades. These are described on pages 6 - 7.

COMPULSORY CERTIFICATION TRADES

Criteria for the designation of compulsory certification trades

When the board reviews applications for designation as a compulsory certification trade, it will consider, in addition to the criteria for the designation of all trades, *all* the following:

1. the degree of risk of harm to workers from the improper application of the materials and methodology of the proposed trade.
2. the degree of risk of harm to the public from
 - (a) the improper application of the materials and methodology of the proposed trade.
 - (b) the activity or product produced by the proposed trade.
3. the demonstrated need for proven competency to perform the work of the proposed trade due to the presence or use of any or all of the following:
 - (a) dangerous substances.
 - (b) dangerous or destructive equipment.
 - (c) dangerous techniques or practices.
4. the extent of industry support for the proposed compulsory certification designation.

When preparing an application for designation as a compulsory certification trade, include, in addition to the information provided under the criteria for the designation of all trades, the following information.

1. The degree of risk of harm to workers from the improper application of the materials and methodology of the proposed trade.

- (a) Indicate the types of situations where worker(s) are injured or put in danger by the materials and methodology of the proposed trade.
- (b) Indicate the frequency and severity of events involving materials, equipment and practices where worker(s) are injured or put in danger.

2. The degree of risk of harm to the public from
• **the improper application of the materials and methodology of the proposed trade.**
• **the activity or product produced by the proposed trade.**

Indicate the types of situations where persons other than the worker(s) are injured or put in danger by the improper application of the materials or methodology of the proposed trade

Indicate the frequency and severity of events involving materials, equipment and practices where persons other than worker(s) are injured or put in danger.

3. The demonstrated need for proven competency to perform the work of the proposed trade due to the presence or use of any or all of the following:

(a) Dangerous substances.

- (i) Indicate what substances commonly used in the trade might be considered dangerous and what harm they might cause.
- (ii) Indicate the frequency of instances where injury or health concerns resulted from these substances.

(b) Dangerous or destructive equipment.

- (i) Indicate the equipment or tools commonly used in the trade that might be dangerous or destructive and what harm they might cause.
- (i) Indicate the frequency of instances where injury or health concerns resulted from these equipment or tools.

(c) Dangerous techniques or practices.

- (i) Indicate the techniques or practices commonly used in the trade that might be dangerous and what harm they might cause.
- (ii) Indicate the frequency of instances where injury or health concerns resulted from these practices.

4. The extent of industry support for the proposed compulsory certification designation.

- (a) Indicate the reasons provided by those who support the application for compulsory certification.

DESIGNATED OCCUPATIONS

Criteria for the designation of occupations

When the board reviews applications for designation as an occupation, it will consider:

1. the extent of industry support for provincially recognized standards of competency.
2. whether provincially recognized standards of competency result in a demonstrated benefit to workers and the Alberta workforce.
3. the range of skills and knowledge required to be competent in the occupation.
4. the degree to which the tasks of the occupation overlap with the tasks of any existing designated trade or occupation.
5. the impact the designation would have in Alberta and other provinces and territories.
6. whether the proposed designated occupation would provide for a viable career.

When preparing an application for a designated occupation, include the following background information in support of the criteria.

1. The extent of industry support for provincially recognized standards of competency

- (a) Describe the composition of the industry, including, but not limited to, the various sectors that make up the industry, names of employer and employee associations.
- (b) Provide a list of individuals and companies/associations involved in the development of the application. Note the group or sector they represent.
- (c) Indicate to what extent industry has been involved in the development of the application. Describe the process used to determine industry support and provide a report of the results.
- (d) Describe the extent of opposition to the application and the specific concerns. Describe whether the concerns are related to certification or jurisdiction.
- (e) Demonstrate the understanding that training is not a requirement under a designated occupation.
- (f) Indicate how industry's willingness to pay the administration and certification costs for the occupation is demonstrated.

2. Whether provincially recognized standards of competency result in a demonstrated benefit to workers and the Alberta workforce.

- (a) Describe the benefit of provincial recognition to the worker, the employer and to society.
- (b) Identify the competencies that would be recognized by provincial certification.

- 3. The range of skills and knowledge required to be competent in the occupation.**
 - (a) Describe the general skills and knowledge that people in the occupation require. Describe how these skills and knowledge are identified. Describe the standards applied.
 - (b) Indicate how the standards of achievement of competence could be measured and kept current (updated).
 - (c) Describe the need to recognize existing skills held by workers in the occupation.
 - (d) Indicate whether there is a shortage of workers who have the necessary skills.
 - (e) Describe how people usually obtain the skills and knowledge they require to work in the occupation.

- 4. The degree to which the tasks of the occupation overlap with the tasks of any existing designated trade or occupation.**
 - (a) Indicate whether there are any competency based certification programs or training programs in this occupation.
 - (b) Indicate whether there are any existing recognized certificates available for workers in the proposed occupation. If there are, indicate who issues the certificates and why the certification program(s) fall short of industry's needs.
 - (c) Describe how the proposed designated occupation credential would fit with the existing credential.
 - (d) Indicate whether the proposed occupation is recognized or certified anywhere else in Canada. If it is, indicate where and describe the recognition or certification.
 - (e) Indicate whether there is a potential for national standards and recognition.

- 5. The impact the designation would have in Alberta and other provinces and territories.**
 - (a) Describe the impact designation may have on the industry, and on the workers within the occupation.
 - (b) Describe the benefits of designation to the worker, the employer and to society.
 - (c) Indicate whether there has been any discussion with industry or government officials in other provinces or territories with respect to the impact of designation under the *Agreement on Internal Trade* or the *New West Partnership Trade Agreement* (British Columbia, Alberta and Saskatchewan).

- 6. Whether the proposed occupation would provide for a viable career.**
 - (a) Indicate the number of people currently working in the occupation and how many employers there are in the industry.
 - (b) Describe the projected outlook for employment in the proposed occupation.

APPENDICES

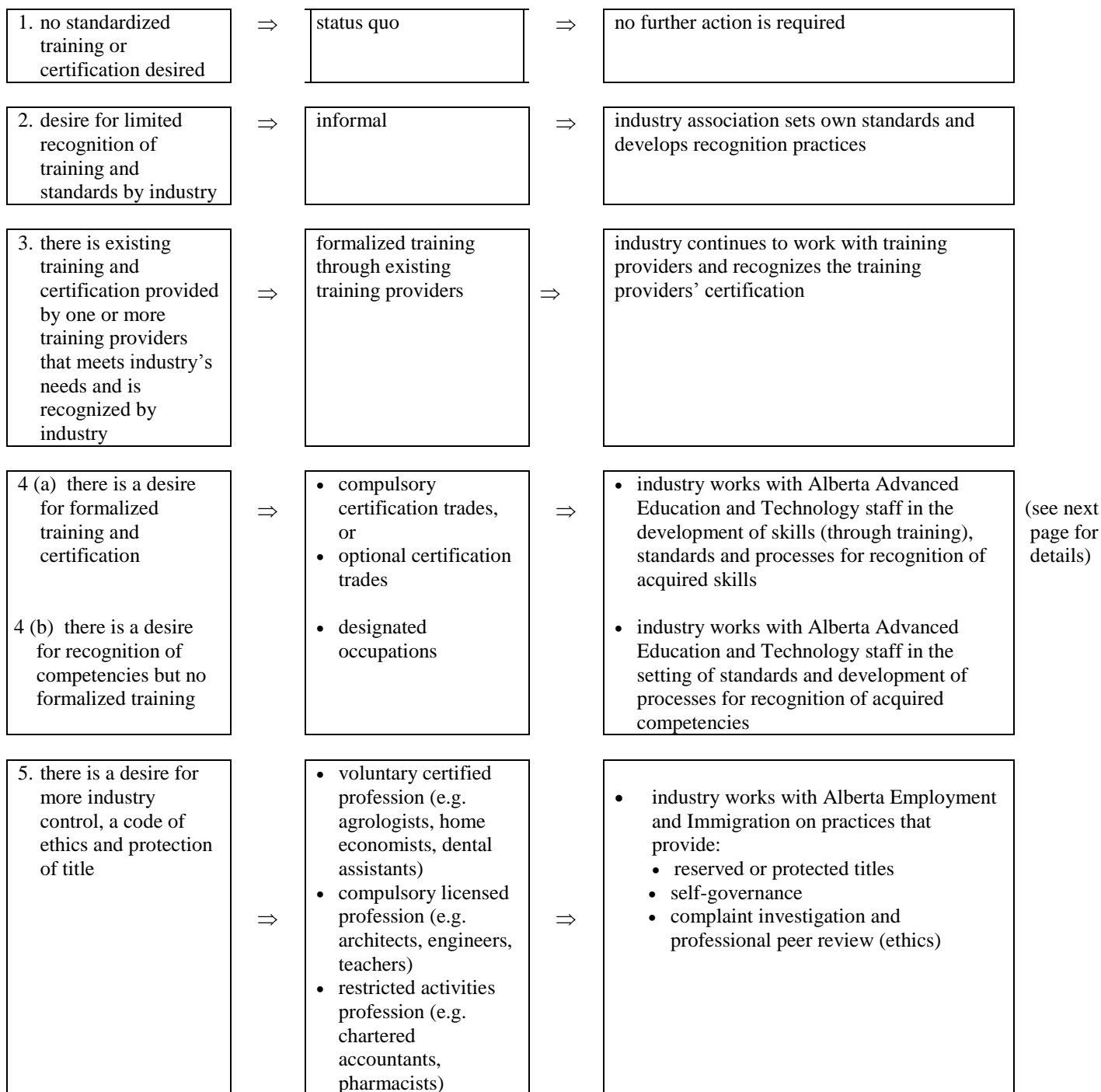
- 1 Decision Tree (which option works best for industry)**
- 2 Comparison of optional and compulsory certification trades and designated occupations**

Decision tree

Industry or Occupational Group
has a desire for standards of performance and/or consistent training and/or recognition of competence but may or may not be clear on what their needs are



options available



Comparison of optional and compulsory certification trades and designated occupations

	TRADES		DESIGNATED OCCUPATIONS
	OPTIONAL CERTIFICATION	COMPULSORY CERTIFICATION	
Focus	<ul style="list-style-type: none"> Development of skills (through training) and recognition of having acquired them. Process and outcomes are prescribed in legislation <ul style="list-style-type: none"> contract of apprenticeship time requirements - <ul style="list-style-type: none"> length of apprenticeship program and hours of on-the-job training months and hours of work experience for recognition of competencies training 	<ul style="list-style-type: none"> Development of skills (through training) and recognition of having acquired them. Process and outcomes are prescribed in legislation <ul style="list-style-type: none"> contract of apprenticeship time requirements - <ul style="list-style-type: none"> length off apprenticeship program and hours of on-the-job training months and hours of work experience for recognition of competencies training 	<ul style="list-style-type: none"> Primarily recognition of acquired skills and competencies. Learning acquired through various methods. Some development of skills through training and recognition of having acquired them. Process and outcomes are prescribed by legislation in some occupations, but not others <ul style="list-style-type: none"> learning agreement not prescribed time requirements prescribed in some occupations training prescribed in some occupations
Established/ designated	<ul style="list-style-type: none"> by Lieutenant Governor in Council (Order in Council) 	<ul style="list-style-type: none"> by Lieutenant Governor in Council (Order in Council) 	<ul style="list-style-type: none"> by Minister (Ministerial Order)
Criteria for designation	<ol style="list-style-type: none"> the extent of industry support for the designation. need for apprenticeship training (combination of work experience and formal training) based on the following factors, if applicable: <ul style="list-style-type: none"> the range of skills and extent of technical knowledge required to work in the proposed trade and industry's desire to train for or recognize these skills and knowledge. whether the proposed trade would provide for a viable career. the degree to which the skills and technical knowledge required for the proposed trade overlap with those required for existing trades, including the potential for duplication of existing training or certification in any other occupation. whether the designation of the proposed trade would require authorization or approval by another government department or agency. the impact of the proposed designation would have in Alberta and other provinces and territories. whether the estimated annual number of new apprentices could sustain a viable training program. 	<ol style="list-style-type: none"> the extent of industry support for the designation. need for apprenticeship training (combination of work experience and formal training) based on the following factors, if applicable: <ul style="list-style-type: none"> the range of skills and extent of technical knowledge required to work in the proposed trade and industry's desire to train for or recognize these skills and knowledge. whether the proposed trade would provide for a viable career. the degree to which the skills and technical knowledge required for the proposed trade overlap with those required for existing trades, including the potential for duplication of existing training or certification in any other occupation. whether the designation of the proposed trade would require authorization or approval by another government department or agency. the impact of the proposed designation would have in Alberta and other provinces and territories whether the estimated annual number of new apprentices could sustain a viable training program. 	<ol style="list-style-type: none"> the extent of industry support for provincially recognized standards of competency. whether provincially recognized standards of competency result in a demonstrated benefit to workers and the Alberta workforce. the range of skills and knowledge required to be competent in the occupation. the degree to which the tasks of the occupation overlap with the tasks of any existing designated trade or occupation. the impact the designation would have in Alberta and other provinces and territories whether the proposed designated occupation could provide a viable career. any other factor the Alberta Apprenticeship and Industry Training Board considers relevant.

Comparison of optional and compulsory certification trades and designated occupations

	TRADES		DESIGNATED OCCUPATIONS
	OPTIONAL CERTIFICATION	COMPULSORY CERTIFICATION	
Criteria for designation (con't)	<p>3. any other factor the Alberta Apprenticeship and Industry Training Board considers relevant.</p> <p><u>no additional criteria</u></p>	<p>3. any other factor the Alberta Apprenticeship and Industry Training Board considers relevant.</p> <p><u>Additional criteria for compulsory designation</u></p> <ol style="list-style-type: none"> 1. the degree of risk of harm to workers from the improper application of the materials and methodology of the proposed trade. 2. the degree of risk of harm to the public from <ul style="list-style-type: none"> • the improper application of the materials and methodology of the proposed trade. • the activity or product produced by the proposed trade. 3. the demonstrated need for proven competency to perform the work of the proposed trade due to the presence or use of any or all of the following: <ul style="list-style-type: none"> • dangerous substances. • dangerous or destructive equipment. • dangerous techniques or practices. 	<p><u>no additional criteria</u></p>
Outcome of Designation	<ul style="list-style-type: none"> • right to title (certified [name of trade]) • contract of apprenticeship required by legislation (learning/training agreement) • supervision of apprentices detailed in legislation • trade regulation may prescribe <ul style="list-style-type: none"> • ratio of journeypersons to apprentices • wage percentages to be paid to apprentices • individual can work in trade if has skills and knowledge expected of a certified journeyperson • applicant for certification demonstrates competencies by having followed the process for training prescribed in legislation or meeting the time requirements and completing the examinations prescribed in legislation 	<ul style="list-style-type: none"> • right to title (certified [name of trade]) • contract of apprenticeship required by legislation (learning/training agreement) • supervision of apprentices detailed in legislation • trade regulation may prescribe <ul style="list-style-type: none"> • ratio of journeypersons to apprentices • wage percentages to be paid to apprentices • individual must be certified or a registered apprentice to work in trade (others may work under certain circumstances [e.g. students, applicants for certification]) • applicant for certification demonstrates competencies by having followed the process for training prescribed in legislation or meeting the time requirements and completing the examinations prescribed in legislation 	<ul style="list-style-type: none"> • no right to title • a learning agreement is not required by legislation • supervision not detailed in legislation • occupation regulation cannot prescribe <ul style="list-style-type: none"> • ratios • wage percentages • no restriction on who can work in occupation • applicant for certification acquires competencies in different ways, depending on the occupation. A process may be prescribed in legislation or it may be required by the relevant occupation, industry

Comparison of optional and compulsory certification trades and designated occupations

	TRADES		DESIGNATED OCCUPATIONS
	OPTIONAL CERTIFICATION	COMPULSORY CERTIFICATION	
Responsibilities of Individual	<ul style="list-style-type: none"> • <u>Apprentice</u> <ul style="list-style-type: none"> • participate in and complete requirements of apprenticeship program (maintain record book, attend technical training, pass exams) • <u>Other</u> <ul style="list-style-type: none"> • achieve certification by demonstrating attainment of the number of hours and months of work experience in the trade prescribed in legislation and providing confirmation of work experience from employers 	<ul style="list-style-type: none"> • <u>Apprentice</u> <ul style="list-style-type: none"> • participate in and complete requirements of apprenticeship program (maintain record book, attend technical training, pass exams) • <u>Other</u> <ul style="list-style-type: none"> • achieve certification by demonstrating attainment of the number of hours and months of work experience in the trade prescribed in legislation and providing confirmation of work experience from employers 	<ul style="list-style-type: none"> • apply for recognition of skills (certification) • attain competencies by <ul style="list-style-type: none"> • meeting the requirements prescribed in legislation, or • following a process required by the relevant occupation or industry.
Responsibilities of Employer	<ul style="list-style-type: none"> • sign contract of apprenticeship • provide appropriate training and supervision of apprentices • release apprentice for technical training • maintain record book • pay wages in accordance with trade regulation, if applicable, otherwise <i>Employment Standards Code</i> 	<ul style="list-style-type: none"> • sign contract of apprenticeship • provide appropriate training and supervision of apprentices • release apprentice for technical training • maintain record book • pay wages in accordance with trade regulation, if applicable, otherwise <i>Employment Standards Code</i> 	<ul style="list-style-type: none"> • not applicable* • not applicable* • not applicable* • not applicable* • pay wages in accordance with <i>Employment Standards Code</i> <p>*employers may have these responsibilities in some designated occupations but the responsibilities will not be prescribed in legislation.</p>
Role of industry	<ul style="list-style-type: none"> • ask for designation • participate on provincial and local apprenticeship committees appointed by board • identify training standards, requirements for certification, course outlines and assessment process (through provincial apprenticeship committees and board) • recognize holders of trade certificates • not applicable 	<ul style="list-style-type: none"> • ask for designation • participate on provincial and local apprenticeship committees appointed by board • identify training standards, requirements for certification, course outlines and assessment process (through provincial apprenticeship committees and board) • recognize holders of trade certificates • not applicable 	<ul style="list-style-type: none"> • ask for designation • participate on occupational committees established or recognized by the board • identify competencies to be recognized, requirements for certification, assessment process (through occupational committees and board) • recognize holders of occupational certificates • financially support the identification, development and administration of training, if applicable, as required by the relevant occupation, industry

Comparison of optional and compulsory certification trades and designated occupations

	TRADES		DESIGNATED OCCUPATIONS
	OPTIONAL CERTIFICATION	COMPULSORY CERTIFICATION	
Responsibilities of Department	<ul style="list-style-type: none"> • register apprentices • issue certificates and maintain register of those certified • monitor training programs, standards • provide for technical training • provide secretarial support to local and provincial apprenticeship committees and support for the development and maintenance of training and certification standards, course outlines, assessment tools • ensure industry support for designation, by assisting in the development and implementation of, or conducting, an industry survey 	<ul style="list-style-type: none"> • register apprentices • issue certificates and maintain register of those certified • monitor training programs, standards • provide for technical training • provide secretarial support to local and provincial apprenticeship committees and support for the development and maintenance of training and certification standards, course outlines, assessment tools. • ensure industry support for designation, by assisting in the development and implementation of, or conducting, an industry survey 	<ul style="list-style-type: none"> • not applicable • issue certificates and maintain register of those certified • monitor standards • not applicable • provide secretarial support to occupational committees established by the board, and support for the development and maintenance of certification standards, competency profiles, assessment tools • ensure industry support for designation, by assisting in the development and implementation of, or conducting, an industry survey