

Apprenticeship and Industry Training is responsible for educating stakeholders and enforcing the *Skilled Trades and Apprenticeship Education Act* and regulations

Apprenticeship and Industry Training (AIT) conducts site visits and inspections to monitor compliance with legislation under the *Skilled Trades and Apprenticeship Education Act* (STAEA / act).

AIT Officers

AIT officers work with organizations and individuals to:

- Promote AIT programs,
- Counsel and educate on compliance issues or concerns and obligations of apprentices, sponsors, and mentors,
- Investigate complaints,
- Visit work locations, and
- Ensure compliance and court orders are followed.

Site Visits

AIT officers visit worksites to:

- Provide information about Alberta's apprenticeship system;
- Follow up on cancelled or rejected applications; and
- Ensure tradespersons and companies comply with the act.

Section 30 of the act authorizes designated AIT officers to enter the premises or location where an apprentice is working or receiving instruction or where an individual is performing an activity in a designated trade to:

- Inspect the premises or location,
- Inspect any document, record, or object relevant to compliance with the act,
- Make inquiries of any person regarding any matter relevant to compliance with the act, and
- Take photographs or video recordings of any relevant records or objects, or remove them to make copies or take photographs.

Examples of Non-compliance

... for a company

- Directing or allowing an employee to perform a restricted activity when that individual does not fall within the class of persons authorized to perform the restricted activity (*Section 23(5) of the act*)
- Failing to adhere to the apprentice-to-mentor ratio as defined in Schedule 2 of the Apprenticeship Education and Industry Training Program Regulation
- Paying wages to an apprentice at a rate less than is required by Schedule 1 of the Apprenticeship Education and Industry Training Regulation
- Failing to provide adequate mentorship to an apprentice (*Part 4 of the Apprenticeship Education and Industry Training Program Regulation*)

...for an individual

- Impeding efforts of an AIT officer to carry out the duties of an AIT officer (*Section 27 of the act*)
- Using the terms "journey person" or "certified" or "trade certificate" to misrepresent that a person is qualified to work in a trade (*Section 23(1) of the act*)
- Representing that a person holds a trade certificate when they do not, or that a person is permitted to work in a designated trade when they are not (*Sections 23 (2) & (3) of the act*)
- Performing restricted activities without falling into the prescribed class of individuals authorized to perform the restricted activities (*Section 23(4) of the act*).

Working in a Designated Trade

To perform restricted activities within a designated trade, an individual must fall into one of the classes of individuals set out in Schedule 2 of the Designated Trades and Restricted Activities Regulation.

Authorized classes of individuals include those who:

- Hold a recognized trade certificate issued from a recognized regulatory authority (tradesecrets.alberta.ca/recognized-credentials)
- Are an apprentice in the trade and hold an approved apprenticeship education agreement (AEA) with a sponsor, or have an active application for approval of an AEA (tradesecrets.alberta.ca/begin-an-apprenticeship),
- Have an active application for an Alberta trade certificate (tradesecrets.alberta.ca/become-certified), or
- Are in accordance with an authorization or exemption under Section 13 of the Designated Trades and Restricted Activities Regulation.

In certain trades, individuals who possess the skills and knowledge expected of an individual who holds a trade certificate, in the opinion of the employer, are also authorized.

A full list of authorized classes of individuals in a trade can be found in the trade profile at tradesecrets.alberta.ca/trades.

Compliance Order

An AIT officer is authorized to issue a compliance order directing any person who is contravening the act or regulations to comply within a specific timeframe and in accordance with specific directions.

If that person refuses or fails to comply with a compliance order, the AIT officer will apply for a court order requiring the person to comply with the act.

Penalties for Non-Compliance

The court may assign a fine of up to \$15,000 for first offence and a fine of up to \$50,000 for second and subsequent offences.

The Minister may suspend or cancel a person's trade certificate or apprenticeship registration:

- if the certificate has been altered, obtained by misrepresentation or fraud, was improperly issued due to an administrative error, or has been used by someone other than the certificate or apprenticeship education agreement holder.
- if there has been an irregularity in the taking of an assessment required under the act.

On the recommendation of the Alberta Board of Skilled Trades, the Administrator may also suspend or cancel a person's trade or occupational certificate or apprenticeship agreement if the person fails to demonstrate or maintain an acceptable standard of knowledge or skill in their designated trade.

If the circumstances warrant (such as fraudulent activity), charges may also be pursued under the Criminal Code of Canada.

For more information

visit [Tradesecrets.alberta.ca/compliance](https://tradesecrets.alberta.ca/compliance)

or call the Apprenticeship and Industry Training Information Line:

1-800-248-4823

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