

Apprenticeship and Industry Training Act

Apprenticeship Program Order

Board Order 1/2009

Consolidated to September 1, 2017

NOTE

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Apprenticeship and
Industry Training

APPENDIX

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Table of Contents

Definitions.....1
Achievement of standards2
Record book2
Entrance requirements.....2
Assessment of skills and knowledge in a trade2
Credit for advanced standing in an apprenticeship program2
Approval to enter apprenticeship program3
Dual apprenticeship4
Registered Apprenticeship Program4
Modified apprenticeship program.....4
Progress in an apprenticeship program5
Excess hours of on the job training.....6
Requirements to advance.....6
Requirements to complete an apprenticeship program6
Early completion of an apprenticeship program7
Requirements to complete plumber, gasfitter-Class B apprenticeship program7
Recognition of programs8
SCHEDULE Section 2 - 1

Definitions

1 In this Order,

- (a) "Act" means the Apprenticeship and Industry Training Act;
- (b) "apprenticeship program" means a program of training in a designated trade
 - (i) that is approved by the Board and under which an apprentice receives formal instruction and on the job training, and
 - (ii) that is governed by a contract of apprenticeship that is registered under the Act
- (c) "Board" means the Alberta Apprenticeship and Industry Training Board;
 - (c.1) "educational requirements" means the completion of specified high school courses or Canadian General Educational Development tests;
 - (c.2) "entrance examinations" means examinations used to determine a person's preparation for an apprenticeship program;

Apprenticeship Program Order 1/2009

- (d) "Executive Director" means the Executive Director appointed under the Act;
- (e) "on the job training" means the training provided to an apprentice by the apprentice's employer or supervisor and includes those circumstances under which an apprentice acquires skill and knowledge by means of work experience gained during the apprentice's apprenticeship program;
- (f) "record book" means a record book issued in respect of an apprenticeship program in which the progress of an apprentice is to be documented and includes the materials or documentation known as the 'blue book';
- (g) "technical training" means the formal instruction and technical courses, or any combination of them, that are part of an apprenticeship program;
- (h) "trade regulation" means, in respect of a designated trade, the regulation under the Act that prescribes the undertakings and the tasks, activities and functions that come within that designated trade.

Achievement of standards

- 2** The Board, in consultation with the applicable provincial apprenticeship committee,
- (a) sets or recognizes the examinations that are required to measure the achievement of standards under this Order, and
 - (b) determines the standards that are to be achieved.

Record book

- 3** The record book that is issued to an apprentice is to be in a format approved by the Board on the recommendation of the applicable provincial apprenticeship committee.

Entrance requirements

- 4** **(1)** The Board requires that a person, except a person who wishes to participate in a registered apprenticeship program, complete the minimum entrance requirements set out in the Schedule to this Order for the applicable designated trade prior to entering into an apprenticeship program.
- (2)** Apprentices will not be permitted to attend technical training until the minimum entrance requirements have been satisfied.

Assessment of skills and knowledge in a trade

- 5** The Executive Director, by examination or otherwise, may assess the skills and knowledge of a person who wishes to become an apprentice in a designated trade and who purports to have previous experience or training in respect of the tasks, activities and functions.

Credit for advanced standing in an apprenticeship program

- 6** **(1)** Where
- (a) a person has taken training or acquired experience, or both, that has been recognized by the provincial apprenticeship committee as being in whole or in

Apprenticeship Program Order 1/2009

part equivalent to the technical training or on the job training that is required in an apprenticeship program,

- (b) the Executive Director has received a recommendation in accordance with section 11(1) of the Apprenticeship Program Regulation from the employer of a person who is an apprentice or a prospective apprentice that credit for previous experience with respect to the tasks, activities or functions in a designated trade be granted to that person, or
- (c) the Executive Director has assessed under section 5 a person's skills and knowledge in respect of the tasks, activities and functions in a designated trade,

the Executive Director may

- (d) grant to the person credit for
 - (i) training or experience recognized by the provincial apprenticeship committee,
 - (ii) previous experience recognized by the person's employer, or
 - (iii) the person's skills and knowledge established pursuant to an assessment under section 5,

and

- (e) determine the level at which the person may enter into the apprenticeship program or to which the person may move.

(2) If advised by an employer under section 11(2) of the Apprenticeship Program Regulation that credit granted to an apprentice or prospective apprentice should be reduced, the Executive Director must reduce the credit to the amount the employer considers appropriate.

(3) Where the Executive Director grants credit to a person, the Executive Director may, subject to subsection (3), do one or more of the following

- (a) reduce the number of periods of apprenticeship to be served,
- (b) reduce the length of a period of apprenticeship to be served,
- (c) reduce the number of hours of on the job training that must be acquired,
- (d) reduce the amount of technical training that must be completed.

(4) The Executive Director must not reduce the term of apprenticeship in a designated trade to less than 12 months except where a person has, in the opinion of the Executive Director, successfully participated in an apprenticeship program in that trade.

Approval to enter apprenticeship program

7 (1) Notwithstanding section 4, if a person does not meet the educational requirements for the applicable trade, the Executive Director may allow that person to enter into the apprenticeship program.

(2) A person who enters an apprenticeship program under subsection (1) is not eligible to engage in the technical training required under the apprenticeship program until the apprentice meets the educational requirements applicable to that person's apprenticeship program.

Apprenticeship Program Order 1/2009

(3) The Executive Director may allow an apprentice who enters an apprenticeship program under subsection (1) a period of time commencing on the day that the person enters into the apprenticeship program to meet the educational requirements applicable to that person's apprenticeship program.

(4) For the purposes of subsection (3), the Executive Director may, depending on the circumstances, prescribe a period of time of not less than 90 days nor greater than 365 days within which a person must meet the educational requirements applicable to that person's apprenticeship program.

Dual apprenticeship

8 (1) A person may enter into an apprenticeship program and be an apprentice in two or more designated trades at the same time.

(2) Where a person is an apprentice in two or more apprenticeship programs at the same time, other than under section 16, the apprentice must meet the requirements of each apprenticeship program.

Registered Apprenticeship Program

9 (1) Where a person is taking courses for the purpose of meeting the entrance requirements, upgrading or acquiring a high school diploma and that person's employer or prospective employer meets the requirements set out in the Apprenticeship Program Regulation, for that trade, that person may enter an apprenticeship program in respect of a designated trade.

(2) While participating in a registered apprenticeship program, an apprentice

(a) must participate in on the job training of the type that is required under the applicable trade regulation,

and

(b) may

(i) by means of high school courses, receive instruction in respect of theoretical or technical topics that are applicable to the apprenticeship program, or

(ii) with the approval of the apprentice's parents, school and employer, engage in the technical training provided under the applicable trade regulation.

(3) An apprentice who has been participating in a registered apprenticeship program may, on meeting the entrance requirements, or on ceasing to take courses for the purpose of up-grading or acquiring a high school diploma, continue to be an apprentice in the apprenticeship program under the applicable trade regulation.

Modified apprenticeship program

10 (1) Notwithstanding anything else in this Order or the Apprenticeship Program Regulation, if

(a) in the opinion of the Executive Director, exceptional, unique or abnormal circumstances exist in a particular situation that limits a person's ability to enter into or successfully complete an apprenticeship program in a designated trade, and

Apprenticeship Program Order 1/2009

- (b) in the opinion of the Executive Director, the person's general capabilities are such that the person will with training be able to successfully work in or perform the tasks, activities or functions in the designated trade,

the Executive Director may modify the requirements of the apprenticeship program in that trade in order to accommodate that person.

(2) If the Executive Director modifies the requirements of an apprenticeship program, the Executive Director may prescribe terms or conditions to the carrying out of that modified apprenticeship program.

Progress in an apprenticeship program

11 (1) In this section, "progress" means the demonstration of activity in an apprenticeship program that would lead an apprentice to completion of a period of apprenticeship or the apprenticeship program including

- (a) meeting the entrance requirements within the time allowed,
- (b) registering for, and attending, technical training or upgrading,
- (c) challenging a required examination,
- (d) submitting an updated record book indicating completion of the required hours of on the job training,
- (e) transferring a contract of apprenticeship from the Executive Director to an employer in the trade.

(2) An apprentice is expected to progress in the apprentice's apprenticeship program and complete that program in a timely manner.

(3) The Executive Director may continue the registration of an apprentice who

- (a) is unable to meet all the requirements of the entire apprenticeship program and is therefore unable to progress in the apprenticeship program, but
- (b) is functioning at a level with which the person who employs the apprentice is satisfied

provided

- (c) the apprentice's employer has recommended that the apprentice continue to be registered, and

- (d) the apprentice, to the satisfaction of the Executive Director,

- (i) demonstrates one or more of the following

- (A) inability to successfully complete technical training,
- (B) inability to pass an exam after several attempts,
- (C) inability to learn English,

or

- (ii) has a medical or psychological assessment indicating that the apprentice has impediments to the apprentice's ability to

- (A) successfully complete technical training,
- (B) pass an exam after several attempts,
- (C) learn English.

Excess hours of on the job training

12 (1) Where at the end of a period of an apprenticeship program an apprentice has acquired more hours of on the job training than are required for that period, the Executive Director may, subject to subsection (2), credit those excess hours of on the job training against the number of hours of on the job training that are required for the next subsequent period of the apprenticeship program.

(2) The number of excess hours of on the job training that may be credited under subsection (1) against the number of hours of on the job training that are required in the next subsequent period of an apprenticeship program

- (a) is not to exceed 480 hours, and
- (b) may only be credited if at the end of the period to which they are to be credited the apprentice has not completed the number of hours of on the job training that are required for that period.

Requirements to advance

13 (1) An apprentice cannot advance from one period of an apprenticeship program to the next subsequent period of the apprenticeship program until

- (a) the apprentice has successfully
 - (i) acquired the on the job training required for that period,
 - (ii) completed the technical training required for that period, and
 - (iii) completed all the examinations required for that period,
- (b) the date for the completion of that period has expired, and
- (c) the Executive Director has endorsed the fact that the apprentice has completed all the requirements for that period.

(2) Notwithstanding subsection (1) and subject to section 14, the Executive Director, on the recommendation of the person who employs an apprentice, may by examination assess the skills and knowledge of an apprentice who does not wish to attend the technical training for a specific period of apprenticeship.

(3) The Executive Director may grant credit for the apprentice's skills and knowledge established pursuant to an assessment under subsection (2) and reduce the amount of the on the job training that must be completed by the apprentice.

Requirements to complete an apprenticeship program

14 (1) In order to complete an apprenticeship program and be granted an Alberta Journeyman Certificate, an apprentice must, with respect to the apprenticeship program,

- (a) have completed the term of apprenticeship that is applicable to that apprentice,
- (b) in the opinion of the Executive Director, have successfully completed all the requirements required pursuant to the technical training,
- (c) have successfully completed all examinations that are required to be taken, and
- (d) with respect to the on the job training,

Apprenticeship Program Order 1/2009

- (i) be given a satisfactory report by the apprentice's direct supervisor that the apprentice has successfully completed the on the job training requirements, or
- (ii) satisfy
 - (A) the local apprenticeship committee in the designated trade, or
 - (B) the provincial apprenticeship committee in the designated trade if there is not a local apprenticeship committee in that designated trade,that the apprentice has successfully completed the on the job training requirements.

(2) The minimum requirements for completing an apprenticeship program are successful completion of

- (a) a contract of apprenticeship that is at least 12 months long,
- (b) the amount of on the job training prescribed by the applicable trade regulation for the final period of apprenticeship and a satisfactory report from the apprentice's direct supervisor,
- (c) a minimum of
 - (i) one period of technical training required for the applicable apprenticeship program, or
 - (ii) credit for previous completion of a program of training, a course of training or program of study granted under section 6(1), and
- (d) the required examinations for each period of apprenticeship.

Early completion of an apprenticeship program

15 Notwithstanding section 14, an apprentice, in the final period of the apprentice's apprenticeship program may, on application, complete that apprenticeship program before the end of the term of the apprenticeship program that is applicable to that apprentice if the apprentice has successfully:

- (a) attended and completed all of the required technical training;
- (b) completed all of the required examinations;
- (c) obtained at least the minimum number of hours of on the job training prescribed for the final period, including a satisfactory report from the apprentice's direct supervisor; and
- (d) in the opinion of the Executive Director, had on the job training in the broad scope of the trade.

Requirements to complete plumber, gasfitter-Class B apprenticeship program

16 (1) Notwithstanding sections 8 and 14, a person who is both an apprentice in the plumber trade and, by virtue of section 14 of the Gasfitter Trade Regulation (AR 279/2000), an apprentice in the gasfitter-Class B branch of the gasfitter trade, will not, unless the apprentice meets the requirements of subsection (1), be granted an Alberta Journeyman Certificate in the plumber trade until the apprentice successfully completes the apprenticeship program in the gasfitter-Class B branch of the gasfitter trade.

Apprenticeship Program Order 1/2009

(2) An apprentice under subsection (1) who does not successfully complete the apprenticeship program in the gasfitter-Class B branch of the gasfitter trade may be granted an Alberta Journeyman Certificate in the plumber trade if, in the opinion of the Executive Director, the apprentice is not capable of successfully completing that program and is aware of the implications of not holding a trade certificate in the gasfitter-Class B branch of the gasfitter trade.

Recognition of programs

17 Where a training program, a course of training or a program of study is

- (a) available in another jurisdiction, and
- (b) in the opinion of the applicable provincial apprenticeship committee is the equivalent of an apprenticeship program in a designated trade

the provincial apprenticeship committee may recommend to the Board that the training program, course of training or program of study be recognized as being equivalent to an apprenticeship program in a designated trade.

SCHEDULE

Entrance Requirements for Apprenticeship Programs

The Apprenticeship and Industry Training Board (Board) requires that individuals, other than students who are participating in a Registered Apprenticeship Program, complete the minimum entrance requirements for the applicable designated trade before they enter an apprenticeship program. Apprentices will not be permitted to attend technical training until the minimum entrance requirements are satisfied.

The minimum entrance requirements include the choice of educational requirements, identified by specific high school courses or Canadian General Educational Development (GED) tests, or entrance examinations.

Many employers require apprentices to have a high school diploma.

The Board has approved four categories of entrance requirements as shown in the table below. Use this table to determine the **minimum entrance requirements** and the **recommended high school courses** for each trade listed on the following pages.

| | Category of Entrance Requirements | | | |
|--|--|--|--|---------------------------------|
| | A | B | C | D |
| Minimum Entrance Requirements | Completion of: - English 10-2 - Math 10-3 OR equivalent OR A pass mark in all five Canadian General Educational Development (GED) tests OR Entrance Exam | Completion of: - English 20-2 - Math 20-3 - Science 10 OR equivalent OR Entrance Exam | Completion of: - English 10-2 - Math 10-3 - Science 10 OR equivalent OR A pass mark in all five Canadian General Educational Development (GED) tests OR Entrance Exam | See trade in the following list |
| Recommended High School Courses | Alberta High School Diploma with: <ul style="list-style-type: none"> • English 30-2 • Math 30-3 • Physics 20 OR Chemistry 20 OR Science 20 • Related Career and Technology Studies courses | Alberta High School Diploma with: <ul style="list-style-type: none"> • English 30-2 • Math 30-3 • Physics 30 OR Chemistry 30 OR Science 30 • Related Career and Technology Studies courses | Alberta High School Diploma with: <ul style="list-style-type: none"> • English 30-2 • Math 30-3 • Physics 20 OR Chemistry 20 OR Science 20 • Related Career and Technology Studies courses | See trade in the following list |

| Trade | Category of Entrance Requirements |
|--|--|
| Agricultural Equipment Technician | B |
| Appliance Service Technician Appliance Service Technician Commercial Appliance Service Technician | B |
| Auto Body Technician Auto Body Prepper Auto Body Refinisher Auto Body Repairer | C |
| Automotive Service Technician | B |
| Baker | A |
| Boilermaker | B |
| Bricklayer | A |
| Cabinetmaker | A |
| Carpenter | A |
| Communication Technician | B |
| Concrete Finisher | A |
| Cook | A |
| Crane and Hoisting Equipment Operator Mobile Crane Conventional Mobile Crane Hydraulic Mobile Tower Crane Boom Truck Wellhead Boom Truck | A |
| Electrical Motor Systems Technician | B |
| Electrician | B |
| Elevator Constructor | B |
| Floorcovering Installer | A |
| Gasfitter Gasfitter-Class A Gasfitter-Class B | B |
| Glazier | A |
| Hairstylist | A |
| Heavy Equipment Technician Heavy Duty Equipment Mechanic (Off Road) Truck and Transport Mechanic Transport Trailer Mechanic | B |
| Industrial Mechanic (Millwright) | B |
| Instrumentation and Control Technician | D Completion of: - English 20-2 - Math 30-3 - Physics 30 and Chemistry 30 OR equivalent OR Entrance Exam For recommended high school courses, see category B and replace "Physics 30 OR Chemistry 30 OR Science 30" with "Physics 30 AND Chemistry 30" |
| Insulator (Heat and Frost) | A |

| Trade | Category of Entrance Requirements | |
|---|--|--|
| Ironworker Ironworker (Metal Building Systems Erector) Ironworker (Structural/Ornamental) Ironworker (Reinforcing) | A | |
| Landscape Horticulturalist | C | |
| Lather (Interior Systems Mechanic) | A | |
| Locksmith | A | |
| Machinist | C | |
| Metal Fabricator (Fitter) | A | |
| Motorcycle Mechanic | B | |
| Natural Gas Compression Technician | B | |
| Outdoor Power Equipment Technician Power Equipment Recreational Equipment | C | |
| Painter and Decorator | A | |
| Parts Technician | A | |
| Plumber | B | |
| Powerline Technician | B | |
| Power System Electrician | B | |
| Recreational Vehicle Service Technician | C | |
| Refrigeration and Air Conditioning Mechanic | D | Completion of: - English 30-2 - Math 30-3 - Physics 20 OR Chemistry 20 OR equivalent OR Entrance Exam For recommended high school courses, see category B and exclude "Science 30" |
| Roofer | D | No Minimum Entrance Requirements For recommended high school courses, see category A |
| Rig Technician | D | No Minimum Entrance Requirements For recommended high school courses, see category A |
| Sheet Metal Worker | A | |
| Sprinkler Systems Installer | B | |
| Steamfitter-Pipefitter | B | |
| Tilesetter | A | |
| Transport Refrigeration Technician | B | |
| Water Well Driller | A | |
| Welder Welder Wire Process Operator | A | |