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Regulations Governing
Apprenticeship Training

Approved by:
The Board of Trustees
LIUNA, Local 1059 Training Fund

Foreword

Apprenticeship training in the Province of Ontario is undergoing considerable change. This change is prompted by the need to keep pace with technological changes in industry, the need to be competitive, an ageing workforce, and the desire to be efficient and effective in meeting the needs of the apprentice. The Board of Trustees of the Labourers International Union of North America (LIUNA), Local 1059 Training Trust Fund has taken a proactive role towards meeting those needs by establishing a series of quality apprenticeship programs for the construction industry. We feel that this set of regulations and any accompanying plan of training will lay the groundwork to meet both the demands of industry and the needs of the apprentice.

The plan that follows is a comprehensive one. It recognizes that apprenticeship training begins when a student first registers at our training institution and/or signs a Contract of Apprenticeship with the Local Apprenticeship Committee (LAC), and continues until such time as the apprentice has completed all of the required technical training and has received the required industry experiences necessary to function as a full-fledged Journey person. This plan also recognizes the need to provide flexible access to training based on the needs of the employer and the apprentice while, at the same time, recognizing the end goal is to complete the requirements for Certification.

It is realized that change in all facets of education and industry is continuous and sometimes rapid. This change will necessitate the review of this document on a continuous basis to ensure that the current needs of industry and apprentices are being satisfied. Through the establishment of Local Apprenticeship Committees (LACs) the Training Trust Fund will receive regular input from industry advisory committees, as well as input from those involved in the administration and delivery of the training. Due to the fact that the Training Trust Fund has representatives from employers and employees we feel that we are in a better position to coordinate the linkages between in-school and on-the-job training. We are confident that the youth of our province who elect to pursue one of our apprenticeable occupations within the construction industry will receive high quality training and thus will be prepared to compete for jobs anywhere.

The establishment of this apprenticeship program meets the needs of industry by providing a mechanism to make our workers more productive and our contractors more competitive.

Labour Trustees

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CONDITIONS GOVERNING APPRENTICESHIP TRAINING

1.0 GENERAL

The following general conditions will apply to all apprenticeship training programs as approved by the Board of Trustees of the Labourers International Union of North America (LIUNA), Local 1059 Training Trust Fund. Where the occupation requires additional conditions it will be noted in the specific plan of training for that particular sector.

2.0 ENTRANCE REQUIREMENTS

2.1 Entry into the occupation as an apprentice requires:

The completion of designated first year courses specific to the occupation

OR

Indenturing into the occupation by the Local Apprenticeship Committee (LAC) which agrees to provide the appropriate training and work experiences as outlined in the plan of training

OR

Enrolment in a program of studies that includes all entry and advanced level skills and required work experiences as approved by the Local Apprenticeship Committee (LAC)

AND Be a minimum of 16 years of age and have a minimum numeracy and literacy level of grade 12

2.2 Mature students may be registered at the discretion of the Local Apprenticeship Committee (LAC). A mature student is defined as one who has reached the age of 19 and has been out of school for at least one year and who can demonstrate the ability and the interest to complete the requirements for Certification

2.3 At the discretion of the Local Apprenticeship Committee (LAC), credit towards the apprenticeship program may be awarded to an apprentice for previous work experience and/or training as validated through prior learning assessment

2.4 An Application for Apprenticeship training form must be duly completed

3.0 TERMINATION OF REGULATIONS

Should this agreement be terminated, any indentured apprentices at the time of the notice shall continue to have the plan of training applied to them by all parties to the agreement for the duration of their apprenticeship.

4.0 TERMINATION OF A CONTRACT OF APPRENTICESHIP

The probationary period for each contract of apprenticeship will be the first 90 days of employment. The contract of apprenticeship with the apprentice may be terminated, at any time, by the Local Apprenticeship Committee (LAC) for proper and sufficient cause. In this situation the apprentice will automatically have his/her membership within LIUNA, Local 1059 terminated and all rights attached thereto.

5.0 WAGES FOR APPRENTICES

5.1 For the duration of each Apprenticeship Training Period the apprentice shall be paid a progressively increased schedule of wages as set out in **Schedule A**.

5.2 A Period of Apprenticeship shall be based on the Plan of Training for each apprenticeable occupation as set out in **Schedule A**.

5.3 Every apprentice who has been granted credits for occupational experience or occupational training shall be paid the wage rate of an apprentice who has completed a similar period of apprenticeship under a Plan of Apprenticeship Training as established by the Local Apprenticeship Committee (LAC).

6.0 TOOLS

Apprentices shall be required to obtain personal hand tools as (and when) specified by the Local Apprenticeship Committee (LAC).

7.0 PERIODIC ASSESSMENTS

7.1 Every apprentice shall submit to such occupational assessments as the Local Apprenticeship Committee (LAC) shall direct. If after such occupational assessments the apprentice is found to be making unsatisfactory progress, his/her rate of wage shall not be advanced as provided in Section 5 until his/her progress is satisfactory to the LAC and his/her date of completion shall be deferred accordingly. Persistent failure to pass required assessments shall be a cause for a termination of his/her Apprenticeship, participation in this plan of training, and/or membership in LIUNA, Local 1059.

7.0 PERIODIC ASSESSMENTS (CONT.)

7.2 Upon receipt of reports of accelerated progress of the apprentice, the LAC may

shorten the term of apprenticeship and advance the date of completion accordingly. However, it is understood in the contract of apprenticeship that there is a minimum number of hours required to reach proficiency whether or not the apprentice is capable of advancing earlier. It is also understood that the apprentice will only have to work the minimum number of hours to reach that proficiency if he/she is capable of doing the work to a level satisfactory to the LAC.

8.0 CERTIFICATION

- 8.1** Apprentices must complete the number of on-the-job hours earned, complete their log book, and must successfully complete both levels of trade school which will result in a Certificate of Apprenticeship (C. of A.) being issued by the Ministry of Advanced Education and Skills Development (MAESD).
- 8.2** Once the C. of A. is issued, the apprentice must then write the Provincial exam to receive a Certificate of Qualification (C. of Q.)

9.0 MEMBERSHIP IN LIUNA - LOCAL 1059

Membership in LIUNA, Local 1059 shall not be offered to the apprentice until the probationary period elapses.

10.0 HOURS OF WORK

All hours worked in the performance of duties related to the designated apprenticeship occupation will be credited towards the completion of the term of apprenticeship. Appropriate documentation of these hours must be provided in the designated logbook.

11.0 COPIES OF THE CONTRACT OF APPRENTICESHIP

The Local Apprenticeship Committee (LAC) shall provide copies of the Contract of Apprenticeship to all signatories to the document and any regulatory Ministry or Body.

12.0 RATIO OF APPRENTICES TO JOURNEY PERSONS

The ratio of Apprentices to Journey persons (Members of Local 1059) normally shall be determined through the collective bargaining process or as set out in the **Schedule B** of these regulations.

13.0 RELATIONSHIP OF THE PLAN OF TRAINING TO A COLLECTIVE BARGAINING AGREEMENT

Collective agreements take precedence over any conflicting conditions outlined in any plan of training or contract of apprenticeship. The Local Union, Local Apprenticeship

Committee (LAC), Employers and Apprentices agree that this document forms part of the applicable Collective Agreement and is enforceable accordingly.

14.0 EMPLOYMENT, RE-EMPLOYMENT AND TRAINING REQUIREMENTS

- 14.1** The plan of training requires Apprentices to attend regularly their place of employment.
- 14.2** The plan of training requires Apprentices to regularly attend training programs for that occupation as prescribed by the Local Apprenticeship Committee (LAC).
- 14.3** Under the plan of training, the employer is required to keep each apprentice employed as long as work is available and in accordance with **Schedule B** and/or the applicable collective agreement.
- 14.4** The employer will permit each apprentice to attend regular training programs as prescribed by the LAC.
- 14.5** Apprentices will only be employed in the specific sector of his or her apprenticeship indenturement. Employers shall have no right to name request an apprentice unless such apprentice is unemployed, the employers ratio has not been met, the apprentice is indentured in the employers sector and the employer is signatory to this agreement.

15.0 APPEALS TO CONDITIONS GOVERNING APPRENTICESHIP TRAINING

- 15.1** Local 1059, Employers or Apprentices wishing to appeal any of the conditions contained herein must do so in writing to the Local Apprenticeship Committee (LAC) within 30 days of the date they first became aware of the particular issue they wish addressed.
- 15.2** Decisions of the Local Apprenticeship Committee (LAC) may be appealed to the Trustees of the LIUNA, Local 1059 Training Trust Fund whose decisions are final with the exception of Article 4.0, Article 9.0 and Article 14.5.

16.0 LOG BOOKS

Apprentices must have their log book completed in a timely manner to attest to their work place experiences and to facilitate their receiving a Certificate of Apprenticeship from MAESD.

17.0 ROLES AND RESPONSIBILITIES OF STAKEHOLDERS IN THE

APPRENTICESHIP PROCESS

An effective apprenticeship system involves a number of stakeholders playing significant roles in the training of apprentices. This section captures, in a broad sense, these roles, responsibilities and obligations to achieve a Certificate of Apprenticeship and Qualification.

Apprentices

- ▶ to only accept, or seek employment, from employers bound to this agreement and in the sector the apprentice is indentured to
- ▶ to complete all required technical training courses as approved by the Local Apprenticeship Committee (LAC)
- ▶ to accept employment as directed by the Local Union/LAC
- ▶ to complete all required work experiences in combination with the required hours and to ensure that the work experiences are well documented in his/her assigned log book
- ▶ to approach apprenticeship training with an attitude and commitment that fosters the qualities necessary for a successful career as a qualified Journeyman in construction
- ▶ to obtain the required hand tools as specified by the Local Apprenticeship Committee (LAC) for each period of training of the apprenticeship program
- ▶ to become knowledgeable and abide by all statutory and employer safety policies or laws
- ▶ to abide by the Constitution and Bylaws of LIUNA - Local 1059
- ▶ to become familiar with the applicable collective agreement
- ▶ to progress through the apprenticeship program in a dedicated manner making every effort to complete trade school, log book, required hours and the Provincial exam

Employers

- ▶ to provide high quality work experiences in an environment that is conducive to learning and a culture of safety
- ▶ to remunerate apprentices as set out in **Schedule A** or the Collective Agreement governing each individual occupation
- ▶ to provide feedback to the Local Apprenticeship Committee (LAC), the LIUNA - Local

1059 Training Trust Fund Trustees and Apprentices in an effort to establish a process of continuous quality improvement

- ▶ where appropriate, and as required, to release apprentices for the purpose of returning to a training institution to complete the necessary technical courses
- ▶ where appropriate, and as required, to release apprentices for the purpose of placing them with another employer who is able to provide the range of competencies required for the apprentice to reach Journey person status
- ▶ to ensure that work experiences of the apprentices are documented (via the logbook)

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- ▶ to provide a learning environment of high quality
- ▶ to provide the necessary student support services that will enhance an apprentice's ability to be successful
- ▶ to participate with other stakeholders in the continual updating of programs
- ▶ to administer and ensure that employers and apprentices recognize, understand and abide by this agreement
- ▶ make and change appointments to the Local Apprenticeship Committee (LAC)

Local Apprenticeship Committee (LAC)

- ▶ each LAC shall not have fewer than six (6) voting members consisting of equal numbers of representatives of employers and of employees. A quorum shall consist of three (3) members with representation of at least one (1) person from each party. Representatives may vote the full contingent of their respective group in cases of absenteeism.
- ▶ terms of appointment shall be for a period of three years unless otherwise decided by the Trustees of LIUNA, Local 1059 Board of Trustees. Upon expiration of the first term, a member may be reappointed for another term of three years.
- ▶ each LAC is responsible for electing a Chair from its voting membership for a term of one (1) year. The position of Chair shall alternate annually between employer and employee representatives. The Chair is responsible for:
 - convening meetings and preparing an agenda although invitations for the agenda

items should be extended to all members, both voting and non-voting, prior to the meeting.

- ensuring that all meetings are conducted effectively and efficiently while making sure that all members are afforded an opportunity to express their views.
 - coordinating the preparation of the annual report.
- ▶ each LAC shall have a Training Consultant (TC) appointed by the District Manager of the Ministry of Advanced Education and Skills Development (MAESD). This consultant is to act as a representative of the Director and to provide a direct communication link between the LAC and the Ministry. This Ministry representative will serve as a non-voting member.
 - ▶ each LAC has the power to appoint non-voting members to the Committee to serve as resource people
 - ▶ to establish, maintain and coordinate the Apprenticeship Program as outlined in each Plan of Training
 - ▶ has the power to indenture the number of apprentices as outlined in **Schedule B**
 - ▶ has the power to approve or reject a specific employer's participation in the plan with cause
 - ▶ to promote apprenticeship training in construction as a viable career option to prospective apprentices and other appropriate stakeholders such as career guidance counsellors, teachers, parents, etc.
 - ▶ to establish and maintain a protocol with the Board of Trustees of the LIUNA, Local 1059 Training Trust Fund, Local 1059, Employers, Apprentices and other appropriate stakeholders to ensure the quality of the apprenticeship training program
 - ▶ to ensure that all apprentices are appropriately registered and records are maintained as required
 - ▶ to schedule all necessary technical training periods for apprentices to complete requirements for certification
 - ▶ to administer assessments
 - ▶ to set policies to ensure that the provisions of the specific Apprenticeship Training Program are implemented and supported
 - ▶ to ensure that advisory and assessment committees are established and maintained
 - ▶ appointments to the Local Apprenticeship Committee (LAC) are made and changed from time to time by the Board of Trustees of LIUNA, Local 1059 Training Trust Fund

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- ▶ to administer this agreement and assure compliance of same

Ministry of Advanced Education and Skills Development

- ▶ shall appoint a Training Consultant (TC) to serve as a non-voting member of each Local Apprenticeship Committee (LAC)
- ▶ the TC shall act as a representative of the Director of the Ministry and provide a direct communication link between the Committee and the Ministry
- ▶ the TC shall serve as a resource person to the LAC by:
 - keeping the Committee apprised of new programs
 - keeping the Committee apprised of revised standards
 - keeping the Committee apprised of apprenticeship events
 - placing the Committee on the mailing list of bulletins, newsletters, etc.