

INTRODUCTION

The Local Apprenticeship Committee/Joint Apprenticeship Council selection, induction and training of all apprentices employed by the electrical contractors who are signatory to Local Union 586, International Brotherhood of Electrical Workers. Its main functions are:

- A.** Plan and carry out a programme of supplementary practical training.
- B.** Mediate problems or misunderstandings that may arise between apprentices and their employers or the Union with respect to his/her contract of apprenticeship.
- C.** Maintain suitable working records for each apprentice.
- D.** Maintain liaison with the Ontario Ministry responsible for apprenticeship training.

1. Education Standards

An Ontario Grade 12 Secondary School Certificate, including Grade 12 level mathematics or equivalent, will be required to qualify. Preference will be given to those applicants with mathematics, science or electrical specialities background.

2. Inquiries

Candidates for electrical trade apprenticeship may ask for information and counselling at one of the following locations:

- Ontario Ministry Responsible for Apprenticeship
1355 Bank Street, Suite 703
Ottawa, Ontario. K1H 8K7
Tel: 731-7100
- Local Union 586 (IBEW)
1178 Rainbow Street
Gloucester, Ontario. K1J 6X7
Tel: 741-5664
- Local Apprenticeship Committee/Joint Apprenticeship Council
86 Greenfield Avenue
Ottawa, Ontario. K1S 0X7
Tel: 238- 1124
- An electrical contractor

3. Application

Candidates who wish to make an application for Apprenticeship must contact the Local Apprenticeship Committee/Joint Apprenticeship Council for an appointment.

The following procedures will be observed by the LAC/JAC office:

- A. Have candidates complete and sign the approved application form.
- B. Procure proof of education from applicant.
- C. Explain to applicant the necessary steps to become an apprentice electrician as prescribed by the Apprenticeship and Tradesmen's Qualification Act and Regulations.
- D. Additional procedures as determined by the LAC/JAC.
- E. It will be the candidate's responsibility to advise the LAC/JAC of any change of address.
- F. Candidates will be requested to sign a release form allowing the LAC/JAC access to the apprentices trade school results.

4. Aptitude Tests

If the candidates application is satisfactory, he will be requested to write an aptitude test. (There will be a nominal sitting fee required to write the test). It will be necessary to pass this test in order to process this application further, and results will be forwarded when completed.

5. Eligibility

Upon successful completion of all the above requirements and a thirty (30) hour safety programme, candidates will become eligible for a probation apprenticeship. It is the responsibility of the LAC/JAC to locate an employer with an opening for an apprentice.

6. Ontario Ministry Responsible for Apprenticeship

Upon completion of a probationary period and Electrical Construction 1 (see item 12 below), the applicant will be referred to the Ministry of Education and will be required to enter into a contract of apprenticeship with the LAC/JAC. The Ministry administers the Apprenticeship and Tradesmen's Qualifications Act.

Some of the Ministry's functions are as follows:

- A. The preparation of contracts between apprentices and the LAC/JAC of Ottawa.
- B. Transfer of contracts when required.
- C. Assist the LAC/JAC with scheduling.
- D. Notify and supervise the writing of examinations for certificate of qualification.
- E. Issue certificates of qualification.
- F. Provide assistance and counselling to the LAC/JAC when required.

7. Contractor's Participation

Electrical contractors will be asked to assist by following the procedures outlined below:

- A. Provide the LAC/JAC with any reports requested from time to time.
- B. Refer any disciplinary measures to the LAC/JAC for assistance.
- C. Report apprentices suitability to the LAC/JAC prior to termination of probationary period.
- D. Refer all problems of attendance and performance to the LAC/JAC before apprentices appearance before the Committee.
- E. Generally assist LAC/JAC when requested in providing information on apprentices in order to improve communications and effectiveness of the LAC/JAC concepts.

8. Union Membership

Prior to commencing work, apprentices will report to local union office and obtain a temporary work card, for which he will pay a monthly work fee. This card will be renewed every three months by the local union until such time as his application is accepted by the union. Once accepted, apprentice may be required to attend a regular meeting, where he will be sworn into the local union. The official receipt for monthly dues payment will then become his permanent work card which he must carry with him at all times.

9. Local Apprenticeship Committee/Joint Apprenticeship Council

During his apprenticeship, the LAC/JAC may conduct a personal interview and report system, to review with the apprentice his progress, employer's evaluation form and experience record. If this interview reveals that the apprentices progress is not satisfactory, he will appear before the LAC/JAC Disciplinary Committee to explain this situation.

10. Credit System

At the completion of the probation period, the apprentice will serve five (5) periods of 1800 hours each. This probation period will be included in the first 1800 hour term.

The apprentices will receive from the LAC/JAC a log book in which all his hours will be recorded. It will remain the responsibility of such apprentice to keep his book up to date, for periodic review by the LAC/JAC.

Should the apprentice be transferred to another firm, be laid off, or attend trade school, he shall obtain his log book from his employer with all hours worked recorded and signed, for inspection by the LAC/JAC before transferring to his next employer or return from trade school. All hours of work will be considered as credit hours and trade school attendance will entitle the apprentices to full credit for hours attended.

11. Trade School

Apprentice will attend full time trade school as follows:

- A. An eight (8) week Basic course in electrical theory and practice, plus some related subjects.
- B. A ten (10) week Intermediate course.
- C. A ten (10) week Advanced course.

These courses will be conducted at local colleges and be under the supervision of said colleges and the Ontario Ministry of Education. Additional help is available through the LAC/JaC for any student who is experiencing problems at school.

Appentices will receive a subsistence allowance as per E.I. schedules while at trade school.

The following promotion standards are administered by the Ministry of Education and are recognized by the LAC/JAC as policy:

Pass

A grade-point average of 2.0 or higher with no course grade less than 2.0.

Conditional Pass

A grade-point average of 2.0 or higher with an allowable 1.0 in one course but no more than two (2) courses.

Supplemental examinations will be required to obtain a pass within three (3) months.

Failure

When an apprentice does not obtain a pass either through written supplemental examination or not attaining a conditional pass, his file must be evaluated by the Ministry of Education before being permitted to progress to the next period of apprenticeship or his next “in-school” phase or to write for his Certificate of Qualification.

The community college will provide the LAC/JAC on the school report of all those who fail or achieve only a conditional pass, a written assessment of his attitude, application, motivation and trade potential as they see it.

All apprentices who fail or who otherwise perform poorly at trade school will be interviewed by the LAC/JAC. Those who pass with a poor grade will be requested to upgrade by taking courses deemed appropriate by the LAC/JAC. Those who fail will be placed on probation by the LAC/JAC with the following conditions:

1. A minimum penalty of 1,000 hours; (ii) upgrade by taking courses deemed appropriate by the LAC/JAC; (iii) failure again at the same level of trade school will result in cancellation of contract of apprenticeship with the LAC/JAC; and, (iv) any other conditions deemed appropriate by the LAC/JAC.

Strong disciplinary action will be taken by the LAC/JAC should the apprentice fail to attend these classes.

The apprentice will be responsible for explaining his absence to the LAC/JAC Disciplinary Committee.

An apprentice could be released from his Contract of Apprenticeship if he is not forming with the regulations of the Ontario Ministry of Education and the Local Apprenticeship Committee/Joint Apprenticeship Council. Any decision which would interrupt his Apprenticeship will be subject to Appeal in accordance with the Act.

All apprentices must take during their apprenticeship, the following courses part-time:

- Electrical Construction 1 (during probationary period)
- Basic Code Book (prior to Basic trade school)

12. Compulsory Supplementary Training

- A. Supplementary training in any combination of theory and practical training prescribed by the LAC/JAC in evening or Saturday programmes is mandatory. This training is provided to reinforce and supplement training received during regular working hours on the job site.
- Electrical Construction 11 (prior to Intermediate trade school)
 - Electrical Construction 111 (prior to Advanced trade school)
 - Motor & Remote 11 (prior to Advanced trade school)
 - Advanced Code Book (after Advanced trade school)
 - Pre-examination course (mandatory for apprentices achieving a grade of less than “B” in Advanced trade school).
- B. These supplementary training courses must be completed successfully before termination of the apprentices contract to avoid penalty.
- C. One hour credit will be applied to each apprentices total hours for each hour earned at these classes and the registration fee will be refunded by the LAC/JAC upon successful completion.
- D. Requests for refunds for other supplementary courses not listed above will be determined on a case by case basis following successful completion of same.

13. Accident Prevention Education Programme

Apprentices must register for the ECAO - IBEW Accident Prevention Education Programme. Each level of education is acknowledged by the Construction Safety Association. Information on courses and registration is available from the IBEW or the ECA. Apprentices will be credited with the hours attended at these levels.

14. Certificate of Apprenticeship

Apprentices will write the Inter-provincial Standards Exam set by the Ontario Ministry of Education at 300 hours before the completion of their apprenticeship and in accordance with the procedures outlined in the ECAO - IBEW Provincial Collective Agreement. Successful completion of this exam award him/her with a Certificate of Apprenticeship in the Electrical Trade.

15. Ontario Certificate of Qualification

This certificate is obtained by successfully completing the inter-provincial exam, with a minimum 70% mark. This certificate permits the journeyman to work anywhere in Canada. There is a fee for sitting at the exam. Renewal is required every third year on the holders birthday.

16. Qualified Journeyman Electrician

An apprentice will be entitled to retroactive journeymans pay effective the day after writing the C of Q exam provided the following three conditions are met:

(i) a passing grade is obtained on the exam; (ii) the apprentice has completed his/her required hours; and (iii) the apprentice notified the contractor in advance, in writing, of he date he/she would be writing the exam.

The apprentice becomes a qualified journeyman electrician only after successful completion of all the aforementioned steps in apprenticeship.

**PROCEDURES TO BE FOLLOWED BY APPLICANTS FOR
APPRENTICESHIP IN THE TRADE OF ELECTRICIAN**

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**LOCAL APPRENTICESHIP COMMITTEE/
JOINT APPRENTICESHIP COUNCIL
&
OTTAWA AREA ELECTRICAL INDUSTRY**

**PROCEDURES TO BE FOLLOWED BY
APPLICANTS FOR APPRENTICESHIP
IN THE
TRADE OF ELECTRICIAN**

**SPONSORED BY
LOCAL UNION 586 INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS**

AND

THE ELECTRICAL CONTRACTORS' ASSOCIATION OF OTTAWA

