

## **Application for Apprenticeship Opportunities Fund**

As part of the Framework Letter of Understanding (FLOU), the parties negotiated the ‘Apprenticeship Opportunities Fund’ – a \$3 million fund to explore and enhance apprenticeship opportunities in the K-12 public education sector. Both parties recognize the value in having trades apprenticeships in the sector particularly in light of the recruitment and retention challenges related to trades employees in the sector.

**In order to access funding for an apprenticeship program from SSEAC, parties must do the following:**

- Fill out the “Application for Apprenticeship Opportunities Fund” including the SSEAC funding request.
- Complete an apprenticeship plan that meets the attached apprenticeship plan guidelines. This can be done in one of the following ways:
  - Use existing collective agreement language (supplemented by additional terms if your collective agreement language does not address all of the required guidelines as attached)
  - Create terms using the attached apprenticeship plan guidelines
  - Use the attached apprenticeship plan template

***Please note: the plan will be consistent with any existing collective agreement provisions in the applicable bargaining unit unless the Local and the District mutually agree to amend any provisions.***

These terms apply only to the apprentices under the terms of the SSEAC approval for funding. This application must be submitted no later than **November 30, 2007.**

School District: \_\_\_\_\_

Union Local Contact: \_\_\_\_\_

Union Local Contact Signature: \_\_\_\_\_

School District Contact: \_\_\_\_\_

School District Contact Signature: \_\_\_\_\_

### **Apprenticeship Plan Application - Overview:**

Please review the following information prior to completing the application.

- First priority for apprenticeships shall be given to existing employees/apprentices who meet the established qualifications and criteria (See Template part III 3.01 for an example).
- Funding provided can be used to offset the costs of an apprenticeship including costs such as education, supplies or Employment Insurance Top-up. Funding will be approved once but the money will be allocated on an annual basis to cover the cost of the full term of the apprenticeship. The funds will only be allocated after proof of apprentice registration is shown to SSEAC.
- With the exception of the incentives/reimbursement established by the plan or as outlined in existing collective agreement provisions, apprentices will be responsible to cover all remaining costs associated with their education.
- The apprenticeship process will be governed first by the provincial or national governing bodies responsible (For example ITA).
- Districts/locals will be responsible for providing proof and documentation regarding the disposition of apprenticeship plan funds upon request.
- Districts should only apply for those apprentices they can fund the wages for.
- Existing apprentices will be considered for funding in future years.

### **Apprenticeship Plan Application – Funding Criteria:**

Please review the following information prior to completing the application.

- Locals and districts wishing to access the *Apprenticeship Opportunities Fund* will be required to have a jointly signed agreement
- Apprenticeship plans should be contingent on a retention scheme consistent with recouping provided funds in the event the terms of the apprenticeship are not fulfilled by the apprentice.
- Red seal positions will be preferred.
- Approval for funding will be based on recruitment and retention priorities and regional considerations.
- Incomplete or inadequate submissions will not be given priority by SSEAC.

**Apprenticeship Plan Application:**

1). Why are you seeking to develop an apprenticeship program in your district? How does this relate to your HR plan or demographic information that your district previously submitted to SSEAC? Please also indicate and explain any recruitment and retention difficulties.

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2). Which Trades Qualified (TQ) positions are you seeking to establish an Apprenticeship program for?

- Carpenter
- HVAC
- Electrician
- Plumber
- Painter
- Other \_\_\_\_\_

3). Is this a Red Seal position? (See [http://www.red-seal.ca/Site/trades/analist\\_e.htm](http://www.red-seal.ca/Site/trades/analist_e.htm) for a list)

- Yes     No

4). a). Have the parties reached agreement on the terms of the apprenticeship?

- Yes     No

b). To be eligible for funding, the parties must first reach agreement on what the terms of employment of the apprentice will be. Will you be relying on:

- Existing collective agreement language (supplemented by additional terms if your collective agreement language does not address all of the required guidelines as attached)
- Alternate terms reached by the parties using the attached apprenticeship plan guidelines
- The Apprenticeship plan template

***Please provide a signed copy of the terms that were agreed to.***

5). If an apprenticeship program is already operating in the district what does the employer pay for? (i.e. EI top-up, tuition/books, travel, housing etc.) Does the employee bear any of the cost?

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6). Are you able to offer a full apprenticeship? If not, how do you expect to fulfill your obligations under the provincial/national governing body? (i.e. you could partner with another school district or employer, continue to pay the apprentices wages then invoice the other employer for the wage costs).

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7). Are there other considerations the committee should take into account when reviewing your application? (i.e. distance from institution, waiting lists at the institution closest to your district, reasons for additional funding etc.)

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8). What is the total funding you are seeking?

*Please complete SSEAC funding request form on page 5 based on your apprentice and district needs as well as your region.*

# SUPPORT STAFF

# SSEAC

## Education and Adjustment Committee

### SSEAC Funding Request

<b><u>A. Tuition Funding (Including Books)</u></b>			
Trade requiring apprentice:	(I) Amount funded per apprentice per year:	(II) Number of Apprentices requested in this Trade:	(III) Total annual amount requested for all apprentices: (I*II=III)
<input type="checkbox"/> Carpentry	\$1600	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Electrical	\$2147	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Plumbing	\$1873	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> HD Mechanics	\$1755	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> HVAC	\$1873	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Millwright	\$1737	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Welding	\$1600	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Horticulture	\$1594	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Other _____		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Other _____		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Other _____		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<b><u>B. Travel/Housing Funding based on Region</u></b>			
Region:	(I) Amount funded per apprentice per year:	(II) Total number of Apprentices:	(III) Total annual amount requested for all apprentices: (I*II=III)
<input type="checkbox"/> Metro Region	\$1,000	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Vancouver Island	\$1,500	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Kootenay Region	\$4,500	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Okanagan Region	\$1,500	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Central Region	\$6,000	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Fraser Valley	\$1,500	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> Northern Region	\$7,500	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

Note<sup>1</sup>: Those districts who may require additional travel/housing funding must give factual details (in # 7) as to the exceptional circumstances for the SSEAC committee to review.

Note<sup>2</sup>: Regional funding is based on institutional proximity to the School District; SSEAC will further review unique situations where courses are not available (i.e. waiting lists) upon proof of apprentice registration and documentation of the situation.

<b><u>C. Additional Funding Requested</u></b>			
Area of funding requested:	(I)Amount funded per apprentice per year:	(II)Total number of Apprentices:	(III)Total annual amount requested for all apprentices: (I*II=III)
<input type="checkbox"/> Supplies/Tools	\$250	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<input type="checkbox"/> EI Allowance	\$2,000	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

Of the total number of apprentices requested which have already started their apprenticeship? What were their start dates?

Name:	Trade:	Start Date:

**Annual Amount of Funding Requested (A+B+C) = \$ \_\_\_\_\_ for each of the next \_\_\_\_ years.**