

Joint Apprenticeship & Training Committee of Central Ontario (JATC)

JATC Apprenticeship Policies & Procedures

Mission Statement:

“The IBEW Local 804 and the ECACO standardize training and recruit apprentices to become professional journeypersons. We ensure the construction industry has the best trained journeymen in Ontario. We intend to serve the electrical apprentices with integrity, honesty and reliability. The JATC will work closely with apprentices to ensure their success.”

Conditions for apprentices indentured to the Joint Apprenticeship & Training Counsel (JATC) of the Electrical Contractors of Central Ontario (ECACO) and the International Brotherhood of Electrical Workers (IBEW) Local 804

PREAMBLE

These policies & procedures implemented by the JATC are designed to allow the progress of all apprentices through their apprenticeship programs to be orderly and expeditious.

The intent is to ensure both the practical training and the demands for skills and knowledge made on the job are complemented by what apprentices are learning in the different sessions of Trade School. An electrical apprenticeship is typically divided into five terms (1800 hour terms each) of practical employment of relatively equal length, broken by three sessions of Trade School as follows:

- (Level 1) Basic
- (Level 2) Intermediate
- (Level 3) Advanced

These policies & procedures also recognize that all accepted applicants for a Union Electrical Apprenticeship, may not necessarily possess the personal requirements necessary for becoming an acceptable IBEW Union Journeyperson. The implementation of mechanisms to assist such people in recognizing that their career interests might be better served elsewhere is important. Such acknowledgement should take place at the earliest opportunity and the mechanisms, therefore, need to work early in the apprenticeship.

These mechanisms are in place and are transparent to race, religion, sex, and age. They are based on the demonstration of skill, ability and behaviour of the apprentice. The JATC views its role as mentor to its apprentices and therefore all mechanisms that are in place may be

appealed by the apprentice to the JATC. The JATC will evaluate the appeal and determine if there is merit to the appeal. All decisions following the appeal will be final.

These mechanisms are designed to guide the conscientious apprentice and have little impact on a routine apprenticeship while, at the same time, allowing for the identification of those who are having trouble in moving smoothly through the process.

Such identification will allow the JATC to provide support, counselling, reprimand or cancellation of its role in the apprenticeship program while keeping in mind the needs of the apprentice. At the same time, the process will ensure that the apprenticeship program will create Union Journeypersons who are skilled, productive, and safe workers with good and faithful relationships with their fellow Journeypersons and their contractor employers.

POLICIES & PROCEDURES

1. Enrolment Requirements

In order to be considered for an apprenticeship the applicant must have completed one of the following mathematics courses:

- a) *MCB4U* *Advanced Functions and Introductory Calculus*
- b) *MGA4U* *Geometry and Discrete Mathematics*
- c) *MAP4C* *College and Apprenticeship Mathematics*
- d) *MCT4C* *Mathematics for College Technology*
- e) *MHF4UI* *Advance Functions Grade 12*
- f) *MCV4UI* *Calculus & Vectors*
- g) *MATH1420* *(Post-Secondary) "Equivalent to MAP4C"*

Note: The only exception to this rule will be for someone who has become a member through organizing and an assessment will be made on a case by case basis if they do not have one of the required courses. If it is deemed that the organized member must attain a passing grade in one of the above courses they will be given 12 months to achieve the result.

2. All Apprentice Meeting Attendance

All apprentices will be required to attend the annual All Apprentice Meeting normally held on the first weekend of March to be informed about any changes that have been implemented by the JATC, to ask questions, and to elect an Apprentice Representative.

Failure to attend this meeting will result in the Apprentice being assigned an additional elective course to complete before the end of their apprenticeship.

3. Retaining Records of Skills Acquired and Hours of Work

Apprentices are required to keep track of the hours they work. Apprentices are also responsible for learning the skills outlined in the Apprenticeship Training Standards – Construction / Maintenance Electrician Manual and obtaining proof of this skill by having their supervisor sign off and date in the manual.

4. JATC Training Requirements

All apprentices must receive training in the eight (8) mandatory and complete five (5) elective courses approved by the JATC and as may be amended from time to time.

Mandatory Courses:

- WHMIS
- Working At Heights
- First Aid / CPR
- Arc Flash Protection (Electrical Hazards)
- Lock Out / Tag Out
- Elevated Work Platform (Scissor Lift)
- Electrical Code
- Job Planning and Time Management (EPS1)

Three weeks (120 hours) prior to entering the 3rd and 5th term each Apprentice will be required to submit their Apprenticeship Training Standard (ATS) manual to the Training Director via email, fax or by dropping it off in person for an assessment.

The Training Director will assess mandatory and elective course completion rates, trade school levels completed as well as review the skills that have been signed off in the ATS manual. Each apprentice will receive an “**On Track**”, “**Lagging Behind**” or “**Insufficient Progress**” grade after the assessment. If the Training Director has concern regarding the progress of the apprentice they will be summoned to explain their lack of progress. This meeting may result in the Training Director recommending one of the following actions to the JATC:

- 1) Recommend an additional review prior to entering their next term.
- 2) Recommend an additional year at the current apprenticeship term.
- 3) Recommend cancelation of the apprenticeship contract.

5. Trade School

Every apprentice will receive a letter from the MTCU during their second or third term of apprenticeship to notify the apprentice that an opening is available for Level 1 (Basic) trade school. **It is important that the MTCU and / or the OCOT have your current mailing address so they can send you this invitation.** The apprentice will then receive an invitation for the next level of trade school every year thereafter.

All apprentices must attend and successfully complete all three (3) levels of trade school. The JATC will not allow any “challenging” of any level of school via exemption tests regardless of past experience.

The JATC recommends completing your trade school in the following manner.

- (Level 1) Basic – during the 3rd Term
- (Level 2) Intermediate – during the 4th Term
- (Level 3) Advanced – as near as possible to the end of the 5th Term

Deferral of trade school is **not** encouraged by the JATC or the Ministry of Training, Colleges & Universities. The Union Hall is sent a copy of all MTCU invitations and will monitor acceptance and deferral of trade school invitations.

It is the responsibility of the apprentice to ensure they respond to trade school invitations in a timely manner and secure a spot in the class. Failure to attend Level 1 (Basic) trade school before completing the 3rd term of apprenticeship may result in the apprentice being held back from moving to the 4th term of their apprenticeship.

If an apprentice has not received an invitation for trade school or has deferred trade school invitations and is close to completing their 3rd term they must contact the Training Director so a request can be made with the MTCU to be put on standby status. The apprentice must attend when called or no further such privileges will be extended by the MTCU. The apprentice must also be aware that standby status notification could mean as little as 24 hours.

6. *Failure to show up for Trade School*

If an apprentice reserves a spot to attend trade school and fails to show up without prior approval of the Training Director and MTCU, they will be issued a written warning stating that a second occurrence of similar nature may result in the JATC terminating the contract and or referring the contract to the Ministry of Training, Colleges & Universities (MTCU) for its action.

7. *Leaving Trade School while in progress*

If an apprentice leaves Trade School while it is in progress without prior approval of the Training Director, a written warning will be issued stating that a second occurrence of similar nature may result in the JATC terminating the contract and or referring the contract to the Ministry of Training, Colleges & Universities (MTCU) for its action.

8. *Trade School Level Failure*

If an apprentice fails any level of trade school the JATC will review their contract. The JATC and the MTCU will make efforts to determine the root cause of this failure. Remedial support or discipline will be provided to the apprentice by the JATC / MTCU. The apprentice will comply with this remedial support or forfeit their contract.

If an apprentice, after experiencing one failure of any level has a second failure at trade school of any level, it will result in review of the apprentice's progress from previous recommendations and may result in the termination of their contract.

9. *Reporting of Trade School Results*

Apprentices must report trade school results to the Training Director as soon as possible and no later than two months past the completion date of each session. Failure to submit these results in a timely fashion will result in the trade school hours **not** being accredited towards their apprenticeship contract.

The hours awarded for each successful session are as follows:

- Level 1 (Basic) ~ 240 Hours
- Level 2 (Intermediate) ~ 300 Hours
- Level 3 (Advanced) ~ 300 Hours

All apprentices will receive a \$30 reimbursement for work books and an achievement award if they obtain the following grades at Trade School.

- Level 1 (Basic)
 - 80 – 85% will earn \$200
 - 85 – 90% will earn \$300
 - 90% + will earn \$400
- Level 2 (Intermediate)
 - 80 – 85% will earn \$300
 - 85 – 90% will earn \$400
 - 90% + will earn \$500
- Level 3 (Advanced)
 - 80 – 85% will earn \$300
 - 85 – 90% will earn \$400
 - 90% + will earn \$500

Note: A cheque will only be issued when the Training Director receives the school marks.

10. Writing the Certification of Qualification (Red Seal) Examination

Every apprentice will be given permission to attempt the Certificate of Qualification examination after meeting the following obligations:

- a) All hours are completed in accordance to the MTCU Contract of Apprenticeship / Training Agreement.
- b) All mandatory and elective courses assigned by the JATC are complete.
- c) The Training Director is satisfied that the Apprenticeship Training Standards manual is dated and signed off by the Apprentice and Supervisor for all the necessary skills.

Upon meeting the obligations above the following procedure shall be used:

- a) The Training Director will generate a letter confirming the completion of the Apprenticeship and will give a copy of this letter to the former Apprentice and send a copy to the MTCU so they can update their database.
- b) The Training Director will confirm the completion of the Apprenticeship Training Standards book and sign off on the form (Page 8). A copy of this form will be given the Apprentice and also sent to the MTCU.
- c) The Training Director will have the Apprentice sign an acknowledgement of receipt letter indicating they have received permission to attempt their Certificate of Qualification exam and that their Apprenticeship is complete. This letter will also outline the timeline(s) that the individual must obtain a Certificate of Qualification.
- d) The Apprentice will then be required to contact the Ontario College of Trades and request their status be changed from **Apprentice** to **Journeyman Candidate** and pay the examination fee to the Ontario College of Trades prior to being allowed to book an exam with the MTCU.

IMPORTANT

Failure to obtain a valid Certificate of Qualification within **3 months** of the acknowledgement letter being signed will result in the Training Director informing the individual's employer that they must provide the Union Hall with a valid Certificate of Qualification within 3 more months or they will be removed from employment.

Failure to obtain a valid Certificate of Qualification within **6 months** of the acknowledgement letter being signed will result in the Business Manager removing the individual from employment with a contractor and placing the individual on the "Do Not Dispatch" list until a Certificate of Qualification has been achieved.

Note: Trade School results can take up to three weeks from the last day of classes to be entered into the MTCU database. The MTCU and OCOT cannot complete your apprenticeship and approve you to write your exam until these results are received (regardless of written documentation the school may have provided). Once approved to write the C of Q exam by the OCOT it can take up to two weeks for the MTCU to provide an available date to write, depending on the location you are planning to write at.

Note: Exam results can take up to five business days and are only communicated through mail from the MTCU.

11. Apprentice communication responsibilities with the JATC, MTCU and OCOT

An apprentice **MUST** notify the Training Director when:

- a) You are three weeks (~120 hrs) from changing terms
- b) You have a problem or concern with your apprenticeship / employer
- c) You change your address or contact information

An apprentice **MUST** notify the MTCU when:

- a) You change your address or contact information
- b) You require a new wallet card indicating apprenticeship registration
- c) It has been over **12** months since you **completed** a level of trade school and have not received any offers of classroom training

An apprentice **MUST** notify the OCOT when:

- a) You change your address or contact information
- b) Annually to pay your fees and renew your membership

An apprentice should contact their Apprentice Representative when:

- a) Questions, concerns or ideas regarding the JATC Policies and Procedures
- b) Questions regarding the IBEW Local 804 Constitution, Bylaws, Policies

12. Progressive Discipline Policy

The following rules and procedures shall be used to govern the disciplinary procedure for all apprentices indentured to the JATC. This disciplinary procedure will be based on an apprentice's number of appearances before the JATC. An apprentice shall be required to appear before the JATC at any time if the JATC feels the apprentice has not complied with the requirements of the JATC Apprenticeship Policies and Procedures. The reasons for an apprentice to appear before the JATC could include but may not be limited to:

- Performance
- Attendance and/or disruptive attitude in the workplace
- Trade school
- Supplementary training classes
- Any other disciplinary issues deemed necessary by the JATC

The following shall be an order of progressive discipline:

1. **Step 1- First Communication** – This will be considered a verbal warning to the apprentice. The apprentice will be expected to accept the directive presented by the JATC and to correct the situation that required their appearance before the committee.
2. **Second Communication** – This will be considered a written warning to the apprentice. The apprentice will be advised in writing to accept the directive presented by the JATC and to correct the situation that required their second appearance before the committee.
3. **Third Communication** – This will result in an apprentice being subject to the discipline of the JATC. This discipline could include any and all measures deemed to be appropriate by the JATC. Discipline administered in progression having reached this level could result in an apprentice being removed from the JATC program.

Having reached the third level of progressive discipline, an apprentice will be required to appear before the IBEW Local 804 Executive Board where he or she could be subject to charges in accordance within the IBEW Constitution.

Main Contact Information

Apprentice Representative

Email: local804apprenticerep@gmail.com

JATC & IBEW Local 804

Dave Graham
5158 Fountain St. N.,
Breslau, ON
N0B 1M0
PH: 519-648-3993
FAX: 519-648-2992
Email: trainingdirector@ibew804.ca

MTCU – Apprenticeship Office

Julie Zettel
4275 King St. East, Suite 200
2nd Floor – Deer Ridge Plaza
Kitchener, ON
N2P 2E9
PH: 519-653-2022
FAX: 519-653-2460
Email: Julie.zettel@ontario.ca

OCOT – Main Office

655 Bay Street, Suite 600
Toronto, ON
M5G 2K4
Telephone: 647-847-3000
Toll Free: 855-299-0028
Website: www.collegeoftrades.ca
Email: info@collegeoftrades.ca

TO THE JOINT APPRENTICESHIP & TRAINING COMMITTEE:

I agree to abide by these attached regulations, Principal Agreement Section and other regulations determined by the JATC from time to time and until the end of my apprenticeship.

NAME: (Print) _____

SIGNATURE: _____

DATE: _____