



# START Program Guidelines

---

Nova Scotia Apprenticeship Agency

**Table of Contents**

- 1. START Program Introduction.....3
- 2. Employer Roles & Responsibilities .....4
- 3. Eligibility Requirements.....5
- 4. Funding.....6

## 1 Introduction

The Apprenticeship START Program is administered by the Nova Scotia Apprenticeship Agency (the Agency).

The objective of the Apprenticeship START program is to encourage employers to register and employ apprentices *and* to encourage employers to support apprentices as they progress through their apprenticeship program.

Employers who register an apprentice (complete an Apprenticeship Agreement) from a recognized under-represented group or an employer located in a rural area who registers an apprentice are eligible for the Apprenticeship START program. See Section 4 for more information on eligibility requirements.

Please read this entire Program Guideline Document for more information on the program. If you require any further information, please email the Agency at [apprenticeshipstart@novascotia.ca](mailto:apprenticeshipstart@novascotia.ca)

### Expected Results

- Successful matches made between employers and employees, resulting in ongoing employment and/or gained work experience.
- An apprentice will progress through their apprenticeship program and achieve certification with a focus on under-represented groups and employers in rural areas.
- Apprentices will acquire work experience needed for the benefit of both the employer and the employee, resulting in sustainable labour market attachment for Nova Scotians and appropriate labour market supply for employers.

*Apprenticeship START eligibility will be assessed based on each individual apprenticeship agreement. See Section 2 of this document or the Apprenticeship START Program for Employers Fact Sheet for more information.*

## 2 Employer Roles and Responsibilities

### Employers upon signing an apprenticeship agreement will:

- Develop, supervise and provide valuable work experience;
- Accurately document the hours of practical experience and verify tasks completed by the apprentice in the apprentice's Record of Occupational Progress Book (logbook);
- Allow the apprentice to participate in the required technical training, take examinations, and re-employ the apprentice upon completion of training; and
- Notify the Chief Operating Officer in writing within 15 days if the apprentice is suspended from the workplace, if the apprentice ceases to be employed, or if you as an employer are unable to provide the apprentice with practical experience or allow the apprentice to participate in technical training.

### Employers should also be aware that:

- If your apprentice fails to progress within 18 months of signing an apprenticeship agreement, you will be removed from the program;
- If your apprentice was previously registered for START with a different employer, there must be 12 months between employers to be eligible for START;
- You must be willing to provide 35hrs or more per week to your apprentice. You can lay your apprentice off - but only for the duration of their level training (preferably you would keep them working during their schooling);
- All employers must be registered and in good standing with the Registry of Joint Stocks. Please inform your Industry Training Consultant (ITC) of your Registry of Joint Stocks number upon signing of the apprenticeship agreement. Failure to do so will result in removal from the program.

### Note:

The Apprenticeship START program is intended to provide funding to employers who hire unemployed Nova Scotians who need work experience to both get *and* maintain a good job.

The Nova Scotia Apprenticeship Agency can choose to terminate an agreement at any time if there is a situation where the employer:

- is not providing appropriate work experience,
- the apprentice is not progressing,
- has an unsafe work environment, and/or
- is not using the program for its intent.

### 3 Eligibility Requirements

1. Apprenticeship START is available to employers who register an apprentice from a recognized under-represented group including:
  - Women in non-traditional trades (traditional trades for women are Cook, Baker, Hairstylist);
  - African Nova Scotians;
  - Aboriginal Nova Scotians;
  - Immigrants; and/or
  - Persons with physical disabilities.

**OR**

2. Employers who register an apprentice at a location considered rural. "Rural" is defined by Statistics Canada as having a population of 10,000 or less. Therefore, rural areas in Nova Scotia are all areas outside Halifax, Truro or Sydney.

**An employer is defined as any small or medium sized business who:**

- has 10 apprentices or less;
- is located in Nova Scotia;
- has headquarters outside Nova Scotia but have a physical location in the province;
- is a social enterprise (business or organization operated for the purpose of addressing social, economic or environmental challenges);
- is a not-for-profit organization;
- are employers who permanently hire an apprentice and pays their wages through a JRA; and/or
- otherwise determined by the Chief Operation Officer, the Agency.

If you would like to hire an apprentice that is going to challenge a level(s) of training, you would be eligible for the hiring incentive – however, please note that whatever level(s) your apprentice successfully challenges, you are not eligible for the incentives for those levels. You will be eligible however for any level incentives your apprentice completes (theory & hours) under your employ.



**April 1st, 2019 the NSAA increased the initial and completion payments for employers who register a DIVERSE apprentice from \$2,500 to \$5,000.**

## 4 Funding

