



# Report to the Community

*Third Quarter 2014-2015*



# Introduction

This third quarter report (October – December 2014) of the Nova Scotia Apprenticeship Agency is made available to our interested stakeholders to fulfill our commitment to keep industry informed of the direction and achievements of the Agency.

The report highlights the work of the board at both a strategic and specific trade level and demonstrates significant engagement with industry through a number of activities, including through provincial and Atlantic Trade Advisory Committees, Red Seal program development, youth programming and information events.

As you read this document, you will get an update on the status of the multi-year strategic plan, enforcement areas that we have identified as needing more attention, and a snapshot of results for the quarter.

We are pleased with our engagement with youth and all the connections we have made with schools in the province as well as with the delivery of supports to employers and apprentices through the START program and the Apprentice Award Trust.

Let us know if you have any feedback or questions by e-mailing: [apprenticeshiptraining@novascotia.ca](mailto:apprenticeshiptraining@novascotia.ca).

## Meet your Board

The Nova Scotia Apprenticeship Agency (NSAA) is governed by the *Apprenticeship and Trades Qualifications Act*. The Agency's operating charter's key components include the Board and committees of the Board. Those include Trade Advisory Committees. The Inaugural Board, established July 1, 2014, is made up of seven members including:

- Carol MacCulloch, *Chair, Landscape Nova Scotia*
- Brian McCarthy, *Irving Shipbuilding Inc.*
- Heather Cruickshanks, *L.E. Cruickshanks Sheet Metal Ltd.*
- Brad Smith, *Mainland Building and Construction Trades Council*
- Doreen Parsons, *Women's Unlimited Association*
- Gordon MacLean, *Province of Nova Scotia, Employee Relations ret'd.*
- Rosalind Penfound, *VP Academic, NSCC*

The full board will include up to 15 seats, including 10 trade seats, four members at large and the VP Academic, NSCC. The Inaugural Board serves as the recruitment committee for the remaining members and makes recommendations to the Minister for future appointments. The Board is committed to achieving an employer/employee balance and representation from the Mi'kmaq community and groups currently under-represented in the system.

In addition to stewarding and operating a relevant, accessible and responsive industry-led trades training and certification system, the Board is committed to improving access to and participation in the system by Aboriginal persons, African Nova Scotians, differently-abled persons, immigrants, women and members of other under-represented groups. To this end, the Board will develop a diversity plan to embed diversity and inclusion in the system and achieve increased participation.

To date, the new Board has undergone orientation; participated in Board education; developed a draft strategic plan, work plan, new policies and procedures; identified action plans for outstanding work of the previous board; carried out the Agency update events across the Province; hosted the November Apprentice Celebration Event; planned the annual industry meeting and created Trade Advisory Committees for new issues.

The full report of work being carried out at a trade level is found in the table on page 2. ■

TRADE	ACTIVITY	STATUS
<b>AUTOMOTIVE INSURANCE APPRAISER</b>	<ul style="list-style-type: none"> <li>Request for trade designation</li> </ul>	The application to designate the trade was presented to the Board in October 2014. The application requires further information and was reviewed with the applicant in Dec. 2014.
<b>BRICKLAYER</b>	<ul style="list-style-type: none"> <li>Atlantic trade harmonization</li> </ul>	Following the advertisement for applicants, the Board screened and appointed three candidates to the Atlantic Trade Advisory Committee (ATAC). The ATAC met in St. John's, NL in Dec. 2014.
<b>CARPENTER</b>	<ul style="list-style-type: none"> <li>Request to specialize the trade as compulsory certified and to consult regarding trade specializations</li> <li>National trade harmonization</li> </ul>	The Carpenter Trade Advisory Committee met in Dec. 2014. The TAC is developing a plan to consult on trade specialization (Formwork, Framer, Exterior Finish; Interior Finish) as a precursor to compulsory certification. CCDA consultation is underway for trade harmonization. The TAC is providing advice to the Board on national harmonization.
<b>COOK</b>	<ul style="list-style-type: none"> <li>Atlantic trade harmonization</li> </ul>	Following contact with the Cook TAC and advertisement for applicants, the Board screened and appointed three candidates to the Cook Atlantic Trade Advisory Committee. The first meeting is in St. John's, NL in Jan. 2015
<b>MOTOR VEHICLE BODY REPAIRER (MVBR)</b>	<ul style="list-style-type: none"> <li>NSCC program review</li> </ul>	Following the advertisement for applicants, the Board screened and appointed members to the TAC. The TAC met in Nov. and Dec. 2014 and is conducting a program review of NSCC pre-apprenticeship Automobile Collision Repair and Refinish program.
<b>TRUCK AND TRANSPORT MECHANIC (TTM)</b>	<ul style="list-style-type: none"> <li>Trade regulation review</li> </ul>	The TTM Trade Advisory Committee is revising the existing trade regulation. The draft regulation was presented to the Board at the Nov. 2014 meeting. Further discussions with the Motor Vehicle Carrier Division are required. A meeting is planned for Jan. 2015.
<b>WELDER</b>	<ul style="list-style-type: none"> <li>Trade regulation review</li> <li>National trade harmonization</li> </ul>	The draft Welder trade regulation was presented to the Board at the Nov. 2014. CCDA consultation is underway for trade harmonization.

# Strategic Plan

**The Agency is working with industry partners and staff to develop a new five year strategic plan for the Apprenticeship and Trades Qualifications System. The final plan will be released in the Spring of 2015.**

- THE PLAN IS FOCUSED IN FIVE KEY AREAS:**
- **Changing the Culture: Inclusive, Connected, and Industry-led**
  - **Changing the Outcome: Apprentice Success**
  - **Changing the Outcome: Employer Success**
  - **Strengthening Delivery: Connecting Training and Workplaces**
  - **Making Certification an Economic Driver**

The plan seeks to engage apprenticeship partners to increase the system's overall influence across the full continuum of trades training and regulation; increase employer engagement in hiring and training apprentices and providing strategic direction to the system; successfully attract and retain more individuals from under-represented groups; optimize and grow the resources the system needs to meet labour market needs; and support apprentices to achieve trade certification in a timely manner. ■

# Apprentice Mobility & Trade Harmonization

Nova Scotia is actively participating in a number of initiatives to make it easier for apprentices to move seamlessly across Canada in order to work to continue their apprenticeship training as well as for employers to access the labour force they need in a timely manner. These initiatives include work at the Atlantic and national levels to harmonize apprenticeship training, and the development of agreements amongst provinces and territories to recognize the hours an apprentice has worked and technical training that may have been successfully completed in other jurisdictions.

## ATLANTIC APPRENTICESHIP HARMONIZATION PROJECT

Nova Scotia is an active participant on the Atlantic Apprenticeship Harmonization Project (AAHP). The goal of the project is to develop consistent processes across all four systems, common training requirements in 10 trades and a shared Information Technology (IT) system. The trades selected for harmonization are: Bricklayer, Cook, Welder, Metal Fabricator (Fitter), Carpenter, Instrumentation and Control Technician, Construction Electrician, Industrial Electrician, Plumber and Steamfitter/Pipefitter.

Atlantic Trade Advisory Committees (ATACs), consisting of industry and training representatives, have, and continue to be, active in supporting the work of the project. In December 2014, the Bricklayer ATAC met for the first time to develop and validate a curriculum standard and exam specifications, and to make a recommendation for the total trade hours. The next scheduled ATAC meeting is for the Cook trade in January 2015. ■

## CANADIAN COUNCIL OF DIRECTORS OF APPRENTICESHIP HARMONIZATION INITIATIVE

In 2014, the Canadian Council of Directors of Apprenticeship (CCDA) and Employment and Skills Development Canada (ESDC) started work to harmonize apprenticeship training and certification requirements across Canada in ten trades; including trade name, total trade hours, curriculum sequencing and, specific to the mobile crane trades, weight restrictions and equipment classifications.

The Red Seal trades selected include: Carpenter, Heavy Duty Equipment Technician, Welder, Metal Fabricator (Fitter) and the Ironworker and Crane (Mobile and Tower) trades. In November and December 2014, national industry and training stakeholders were consulted to review harmonization work-to-date. Nova Scotia employers and industry will have the opportunity to review this work at the upcoming Annual Industry Meeting on February 25, 2015. ■

## APPRENTICE MOBILITY AGREEMENTS

Bill 58, amendments to the *Apprenticeship and Trades Qualifications Act* was passed November 7, 2014 by the House of Assembly. These amendments remove barriers for apprentices who need to work out of province in order to continue their apprenticeship training. With these amendments in place, Nova Scotia entered into two agreements with Alberta on November 24, 2014 to improve recognition of pre-apprenticeship and apprenticeship training when Nova Scotians work in Alberta and vice-versa. A joint working group of the two provinces is in place to work out the details leading to full implementation of the agreements.

The Atlantic Provinces are developing a similar agreement concerning apprentice mobility, building on the foundation of the Memorandum of Understanding Regarding Atlantic Apprenticeship Harmonization signed May 26, 2014. Finally, Nova Scotia is leading the development of a pan-Canadian apprentice mobility protocol under the direction of the Council of the Federation, expected to be concluded in the summer 2015. ■

*Premier Stephen McNeil and Premier Jim Prentice met in November to sign an MOU on apprenticeship mobility.*



## Trade Development Program

### BLASTER TRADE

An Initial meeting was held with NSCC Online Learning staff and an industry subject matter expert to discuss the update of the Blaster Certification Renewal training. Training is planned for both in-class and online delivery. ■

### REFRIGERATION & AIR CONDITIONING TRADE

As part of the Red Seal program, Nova Scotia is responsible for standards and exam development for the Refrigeration and Air Conditioning Mechanic trade. Five new Interprovincial examinations have been developed and were sent to all jurisdictions for peer review. On December 10th, a day-long meeting was held with three subject matter experts from Nova Scotia to peer review the new examinations. Comments and rationale for changes were collected and will be reviewed and actioned when all reviewing jurisdiction's comments are received. ■

### IRONWORKER TRADES

On December 15<sup>th</sup>, a meeting was held with seven industry representatives in the Ironworker industry to review and validate the most recent National Occupational Analysis for the three Red Seal Ironworker trades: Generalist, Structural and Ornamental and Reinforcing. ■

### NATIONAL WORKSHOPS

**Nova Scotia subject matter experts were selected and participant forms forwarded to the Red Seal Secretariat for the following upcoming national workshops:**

- Tool and Die Maker Item Bank workshop  
January 19-23, 2015
- Hairstylist National Occupational Analysis workshop  
February 2-6, 2015
- Heavy Equipment Operator (Excavator)  
Item Bank workshop – February 9-13, 2015 ■

## Enforcement Activities

The Agency employs Enforcement Officers who are responsible for enforcing the *Apprenticeship and Trades Qualifications Act* and associated regulations. The Enforcement Officers are Special Constables and can issue summary offense tickets for violations of the Act and regulations.

The Enforcement Officers visited approximately 140 worksites across the province, of which 8 were the result of formal written compliance complaints received. The compliance complaints were regarding a number of alleged infractions in the Refrigeration and Air Conditioning Mechanic trade, primarily with respect to non-certified persons installing ductless mini-split heat pump systems, as well as in the Construction Electrician trade and the Sheet Metal Worker trade. In addition, the Enforcement Officers assisted the Enforcement section in Alberta regarding a case of potential fraudulent use of a certification card in the Steamfitter/Pipefitter trade.

Approximately 40 warnings were issued, primarily for employing prohibited persons in a compulsory certified trade and failing to keep an identity card in possession when practicing a designated trade. Most employers were willing to work with the NSAA to come into compliance and followed the directives of the warnings issued. One summary office ticket was issued in the Construction Electrician trade for employing a prohibited person in a compulsory certified trade after failing to comply with a warning.

The Enforcement Officers began conducting educational visits to employers that perform work in the Sheet Metal Worker trade to inform them of the changes to the trade. This trade became compulsory certified in May 2014. To date, over 25 employers have been visited. In addition, the Agency began a series of meetings with stakeholders from the Construction Electrician trade to discuss how to improve compliance performance and make the complaints process more effective. The Agency is also working with Nova Scotia Power to develop a campaign to promote the use of certified Refrigeration and Air Conditioning Mechanics and apprentices in the installation of mini-split heat pumps. ■

# Operational Highlights

## ABORIGINAL APPRENTICESHIP ADVISORY COMMITTEE (AAAC)

The AAAC provides a forum for networking and discussion to identify and address barriers and gaps in trades training and employment opportunities in order to support the successful participation of Aboriginal people, both on and off reserve, in apprenticeship training and certification in skilled trades occupations. It met in December to renew its membership and Terms of Reference and begin work on a new action plan.

It plans to host a spring conference on Advancing Aboriginal Apprenticeship for front-line workers, and interested industry stakeholders. ■

## AGENCY ROADSHOW

From October 20 to 29, 2014, the Agency held eight update events for employers at NSCC campuses in Kentville, Bridgewater, Yarmouth, Dartmouth, Sydney Port Hawkesbury, Pictou and Truro. The purpose of the sessions were to promote the benefits of apprenticeship, inform industry of the recent changes and the direction of the Agency, and to interact on key issues, such as increasing employer engagement. One hundred and twenty-two employer, union and industry association representatives participated. During this same time period, Agency staff visited Acadia Refrigeration and Air Conditioning, Acadia First Nations, Emino's Carstar, Port Hawkesbury Paper LP, Nova Enterprises and Hickey and Lynk Burner Service Limited to present Employer Champion Certificates. ■

## APPRENTICE AWARD TRUST

The Apprentice Award Trust was established in 2008 to provide financial incentives to apprentices to encourage progression through and completion in apprenticeship training leading to trade certification. The Apprentice Award Trust is managed by three trustees, appointed by the Minister responsible for the Nova Scotia Apprenticeship Agency and who are all from industry: Ms. Carol MacCulloch; Mr. Graham Conrad; and Mr. Peter Greer. The Trust provides \$750.00 for levels 3 and 4 progression in Red Seal and non-Red Seal trades and \$2000.00 for completion in non-Red Seal trades. This funding complements Federal Apprenticeship Incentive Grants and Apprenticeship Completion Grants, which pertain to Red Seal trades only. The awards are paid twice per year: April, covering the July 1 – December 31 period; and September, covering the January 1 – June 30 period. ■

AWARD INFORMATION	APRIL	SEPTEMBER
RECEIVED	184	329
APPROVED	176	308
NOT APPROVED	8	21
COMPLETION AWARDS	8 @ \$2,000 = \$16,000	3 @ \$2,000 = \$6,000
PROGRESSION AWARDS	168 @ \$750 = \$126,000	305 @ \$750 = \$228,750
TOTAL	\$142,000	\$234,750



L-R. Carol MacCulloch, Chair of the Nova Scotia Apprenticeship Agency Board; Brent Veenhuis, recipient of the Apprentice Award of Excellence; and Marjorie Davison, CEO of the Nova Scotia Apprenticeship Agency

## Two Apprenticeship Celebration events are held each year recognizing a total of approximately 600 newly certified journeypersons who completed apprenticeship training.

### APPRENTICESHIP CELEBRATION EVENT

Mentor/Coach and Apprentice Awards of Excellence are handed out at each event. The events are sponsored by industry organizations, demonstrating their support and commitment to Nova Scotia's apprenticeship system.

On November 15, 2014, the event was held at the Westin Nova Scotia, in which approximately 220 attended and 40 newly certified journeypersons attended to receive a Certification of Accomplishment from the Honourable Kelly Regan, Minister of the NSAA and the Department of Labour and Advanced Education, Carol MacCulloch, Chair of the NSAA Board and Marjorie Davison, CEO of the NSAA.

The recipient of the Mentor/Coach Award of Excellence was given to Greg Hodge, certified Construction Electrician with Twin City Electric. Greg was recognized as having excellent interpersonal skills and taking a personal, patient and calm approach with apprentices, with the belief in doing things right. The recipient of the Apprentice Award of Excellence was Brent Veenhuis, a Heavy Duty Equipment Technician with Atlantic Cat. Brent was said to demonstrate a great deal of respect for his colleagues and is considered to be an example of what the future will look like, boasting an exemplary work ethic and 94.3% productivity rating for repair times.

### AGENCY WEBSITE

The Agency's website ([www.nsapprenticeship.ca](http://www.nsapprenticeship.ca)) has been live since July 2014. The site is updated on an ongoing basis to ensure that it is a current source of Nova Scotia apprenticeship and certification information for industry, apprentices, stakeholders and staff. Industry has provided very positive feedback to the Agency on how easy the new website is to use.

Recently, we have added a Regional and National Initiatives section to highlight our ongoing work on, and participation in, both the Atlantic Apprenticeship Harmonization Project (AAHP) and the Canadian Council of Directors of Apprenticeship (CCDA) Harmonization Initiative. These important projects will help to provide consistency in training and trade hours, and improve labour and apprentice mobility across the country.

Please visit the website for more information:  
<http://nsapprenticeship.ca/agency/reg-nat-initiatives>

As well, the Agency has continued its work on converting all apprenticeship and certification forms to online webforms. In addition to the Technical Training Enrolment and Transcript Request forms (which have been live since July 2014), five more webforms will be launched in February, keeping the project on track to release approximately 20+ webforms by Spring 2015. ■

## START APPRENTICESHIP FOR EMPLOYERS

START Apprenticeship began as a pilot program to deliver a financial incentive to employers who hire a new apprentice and support their training through to certification.

Employers may be eligible to receive \$2,500 in the first year and \$5,000 in subsequent years. Following an evaluation and transition of the program from Employment Nova Scotia, the START Apprenticeship Program received additional funding from the Liberal Government and was re-launched October 20, 2014 by the Nova Scotia Apprenticeship Agency.

Employers were made aware of the new program through a series of Agency update events that took place in Kentville, Yarmouth, Bridgewater, Dartmouth, New Glasgow, Port Hawkesbury and Sydney. Employers in the Metro area must hire from an under-represented group in order to qualify for the incentive.

The Agency has received 56 new expressions of interests from employers and have approved six for funding. Staff are in the process of working with the interested employers to assist as necessary. ■

Previous to October, the START Apprenticeship Program was operated by Employment Nova Scotia and 154 apprentices have been hired under the program in the following areas:

COUNTY		
CAPE BRETON	15	9.74%
LUNENBURG	15	9.74%
QUEENS	4	2.5%
ANTIGONISH	5	3.2%
HALIFAX	13	8.4%
SHELBURNE	6	3.8%
CUMBERLAND	2	1.2%
COLCHESTER	10	6.4%
KINGS	22	14.2%
DIGBY	8	5.1%
HANTS	5	3.2%
PICTOU	33	21.4%
YARMOUTH	7	4.5%
RICHMOND	2	1.2%
ANNAPOLIS	5	3.2%
GUYSBOROUGH	2	1.2%

# Youth Initiatives

## WORKIT GRANTS FOR SCHOOL BOARDS

WorkIt is a program of the Agency under which funds are provided to school boards to support activities that include a wide variety of activities that expose youth to careers in the skilled trades, including, workplace safety, trade projects, professional development and student transportation.

The Agency believes that it is important to increase the understanding amongst students of the importance of safety at the workplace. The understanding of, access to, and familiarity with the various types of personal protective equipment (PPE) is key to this activity.

WorkIt funds support this goal through providing access to PPE for students to wear in their co-op placements, on job sites during tours, and while they are working on project-based activities.

WorkIt projects involve hands-on learning in the trades, some common ones being student-led construction projects, industry tours, workshops, and trades or safety certification. Wherever possible, students are encouraged to engage with their broader community through their project work.

Teachers looking to undertake a construction-related project often engage tradespeople either from within the community or within their school board to work with the students. This encourages students to understand the potential careers that could come from the activities they are engaging in through the WorkIt project.

Another potential use for the grants is to support the professional development of teachers who will be working with the students. This investment facilitates a deeper understanding of the role of the skilled trades and the importance of a culture of safety that is best begun in school.

Transportation is a barrier that is keenly felt especially in the rural areas, and the WorkIt grant may be used to alleviate this barrier by providing access to funds to support transportation of students to a variety of locations, including co-op placements; trips to NSCC and to meet with industry; participation in programs such as Building Futures for Youth; and many other experiential learning opportunities. ■

SCHOOL BOARD	WORKIT GRANT
ANNAPOLIS VALLEY REGIONAL	\$42 797.35
CAPE BRETON-VICTORIA REGIONAL	\$20 000.00
CHIGNECTO-CENTRAL REGIONAL	\$66 331.66
CONSEIL SCOLAIRE ACADIEN PROVINCIAL	\$21 350.54
HALIFAX REGIONAL	\$124 593.42
MI'KMAW KINA'MATNEWAY	\$10 000.00
SOUTH SHORE REGIONAL	\$25 409.68
STRAIT REGIONAL	\$28 271.80



The 2nd annual Aboriginal Skilled Trades Fair took place on November 17th and 18th. This year's event provided hands-on trades experience combined with safety certification for 80 students from all areas of the province.

## IN-SCHOOL OUTREACH TO STUDENTS

More than 6000 students to date have participated in information sessions about apprenticeship and the skilled trades. The Youth Apprenticeship Coordinator has visited over 39 schools, conducting 57 presentations and speaking to 1200 students. This is done through one hour in-class presentations which contain in-depth information for students to explain how apprenticeship works, the process, the financial incentives available and what it can mean to consider a career in the skilled trades. During the 2014 calendar year we signed on 88 new Youth Apprentices to bring the current number of active Youth Apprentices to 116. During the same period 56 Youth Apprentices transitioned from youth status to full Apprentices. ■

In-class presentations and in-person events are hosted by our partners with our financial support. These interactions are broken down as follows:

PARTNER ORGANIZATION	NUMBER OF PRESENTATIONS	NUMBER OF SCHOOLS	NUMBER OF STUDENTS	NUMBER OF SCHOOL BOARDS
CONSTRUCTION ASSOCIATION OF NS	56	56	850	8
AUTOMOTIVE SECTOR COUNCIL	15	16	256	2
SKILLS CANADA NOVA SCOTIA	1096	49	2607	8
TECHSPLOATION	50	40	700	7
TRADES EXHIBIT HALL - NS CONSTRUCTION SECTOR COUNCIL	22	22	625	8

## SUMMER EMPLOYMENT PROGRAM

With funding from the Agency's Summer Employment Program, *Building Futures for Youth*, administered by the Construction Association of Nova Scotia and *Test Drive*, administered by the Nova Scotia Automotive Sector Council, are preparing to interview grade 10 and 11 students who have applied for the upcoming summer work experience programs. *Building Futures for Youth* is available in all eight school boards: Annapolis Valley, Cape Breton-Victoria, Chignecto-Central, Conseil scolaire acadien, Halifax, South Shore, Strait and Tri County, and will provide approximately 95 youth with opportunities in the industrial construction sector.

*Test Drive* is available in the Halifax Regional School Board and, new this year, in the following schools within the Chignecto-Central Regional School Board: North Nova Education Centre, Pictou Academy and Northumberland Regional High School. Opportunities exist in the automotive trades for 20 youth. Successful participants receive three high school co-op credits and 300 apprenticeship hours.

In 2014, 95 students participated in opportunities provided by a total of 79 employers. ■

# Apprenticeship

## Fast Facts

	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	TOTAL
<b>ACTIVE EMPLOYERS*</b>	1680	1732	1734	1734
<b>NEW APPRENTICES</b>	330	451	334	1115
<b>NEW YOUTH APPRENTICES</b>	12	43	33	88
<b>TOTAL APPRENTICES**</b>	5706	5963	5949	5949
<b>APPRENTICES IN TECHNICAL TRAINING</b>	843	400	727	1970
<b>TRADE QUALIFIERS</b>	65	37	51	153
<b>CERTIFICATES OF QUALIFICATION ISSUED</b>	502 (471 IN RED SEAL TRADES)	104 (90 IN RED SEAL TRADES)	167 (126 IN RED SEAL TRADES)	763 (687)
<b>CERTIFICATES OF QUALIFICATIONS RENEWED</b>	537	755	839	2131
<b>APPRENTICE EXAM PASS RATE (C OF Q)</b>	90%	81%	86%	86% (ROUNDED)
<b>TRADE QUALIFIER EXAM PASS RATE (C OF Q)</b>	65%	60%	62%	63% (ROUNDED)
<b>CERTIFICATE OF QUALIFICATION EXAMS WRITTEN</b>	1447	259	526	2232

\* Active employers is a snapshot of the number of new employers who hire apprentices. Existing employers who take on additional apprentices are not reflected in this number.

\*\*The total number of apprentices fluctuates because of reasons such as labour mobility, change in career paths, and job loss.

Do you have feedback or questions about this report?  
Please let us know by e-mailing:  
[apprenticeshiptraining@novascotia.ca](mailto:apprenticeshiptraining@novascotia.ca).



**NOVA SCOTIA**  
**APPRENTICESHIP AGENCY**  
Box 578  
2021 Brunswick Street, 4<sup>th</sup> floor  
Halifax, Nova Scotia  
B3J 2S

[www.nsapprenticeship.ca](http://www.nsapprenticeship.ca)

