



## **Program Description**

### **OBJECTIVES**

Provide sponsors/employers with incentives that enable clients to acquire career related work experience and up to one year of hours towards their second year block programming (NB) or in attaining the 150 hours required for CCQ membership (QC).

Offer to individuals the opportunity to acquire working experience with colleagues and at the same time to be monitored by competent staff.

Allow young people having difficulty to secure employment, access to professional and personal development programs; exposure to professional work ethics; and valued mentored work experience.

### **ELIGIBILITY**

- The participant must be unemployed.
- Participants must have a secondary diploma or its equivalent; an apprentice diploma in their given trade; and have successfully passed their Block 1 examination.

### **MEANS**

- Contribute to the employment of workers in danger of becoming chronically unemployed by providing them with work experience in areas offering the best possibilities of employment.
- Offer work experience programs to unemployed persons to enable them to find a job.

### **FUNDING**

- (NB) The participant will be paid by the Listuguj Mi'gmaq Development Centre, wages equivalent to the apprenticeship wage rate that is normally paid by the employer, up to a maximum of \$12.50/hour for a 40 hour work week.
- (QC) The participant's wages will be paid by their employer equivalent to the apprenticeship wages rate for 150 hours.
- The rate is determined by the wage rate the sponsor normally pays a 1<sup>st</sup> year apprentice.
- The participant is covered for workers compensation by the Listuguj Mi'gmaq Development Centre.

### ***Non-eligible Costs***

Any other related costs that are not recognized or mandatory such as Union subscription charges, pension plan and life insurance subscription are under the employer's and/or the employee's responsibility and will not be funded under this measure.

## **CONDITIONS**

- Jobs must entail a maximum of 40 hours per week.
- Jobs that are created must be supplementary to existing jobs or jobs that would normally have been created.
- The new jobs must not replace the dismissal of a current employee, volunteer, or a laid-off employee who is waiting to return to work or is away from work due to a work stoppage, management-union dispute or on vacation.

## **LENGTH OF PROJECT**

The length of a project is for a maximum of 26 weeks (NB) or 150 hours (QC).

## **APPLICATION CRITERIA**

- Project sponsors must have a physical address at which they conduct operations.
- The sponsor must be a profit or non-profit legally recognized entity.
- The sponsor must have certified journey persons on staff to sign off on client's progress record booklet.
- The sponsor must offer a positive and enriching training and working experience.
- The sponsor will work with the client to review their progress record booklet and devise an action plan for them to realize their practical progress and have the apprentice's hours of work updated.

## **SPONSOR'S RESPONSIBILITY**

- Publicly acknowledge the financial assistance of the Listuguj Mi'gmaq Development Council.
- Advise employment measure participants that they are being provided with an opportunity to acquire new skills and/or work experience.
- Complete all report activities related to the project. A final review of the project will be carried out within sixty (60) days of the project finish date.
- Allow representatives of the Listuguj Mi'gmaq Development Centre to monitor the employment activities. It is understood that failure to comply with the approved training or Return to Work Action plan will be reported to the Listuguj Mi'gmaq Development Centre.
- Advise the LMDC, in writing if, for any reason, one participant or more quits or must leave within the project's period of operation.
- Ensure that none of the participants of the project will be assigned to activities other than those related to the employment measure.
- Provide the necessary framework and follow-up essential to attain the project's objectives.

**Prior to the project's start date, all potential participants must attend a scheduled appointment with Listuguj Mi'gmaq Development Centre's Employment Counsellor to determine suitability and eligibility for the proposed employment measure. All candidates seeking financial assistance from the LMDCouncil will be subject to LMDCentre criteria. Non-compliance will result in a project delay or disqualification for funding.**



# Listuguj Mi'gmaq Development Centre

## Apprenticeship Assistance Application (NB)

To be completed by SPONSOR/EMPLOYER

| IDENTIFICATION                     |  | For Office Use Only  |     |
|------------------------------------|--|--|-----|
| ORGANIZATION/EMPLOYER              |  | File Number  |     |
| MAILING ADDRESS                    |  | If Applicant has accessed funding in the past, has the waiting period been served? | YES |
| CITY/TOWN PROVINCE POSTAL CODE     |  |  | NO  |
| TEL: FAX:                          |  |  | N/A |
| EMAIL                              |  | NOC:   |     |
| CONTACT PERSON                     |  |  |     |
| SUPERVISOR DURING CLIENT PLACEMENT |  | ACTUAL LOCATION OF WORK FOR THE CLIENT   |     |

| AUTHORIZED TO SIGN  |       |                  |
|---|-------|------------------|
| <p>Please indicate below the person(s) authorized to sign a legal Agreement on behalf of _____ with the Listuguj Mi'gmaq Development Centre, as well as the project application form and any official documents related to the project. Any single signature will be sufficient, unless notified to proceed otherwise.</p> <p><i>Legal Name of Organization and CRA Business Number</i></p> |       |                  |
| Name  | Title | Sample Signature |
| Name  | Title | Sample Signature |

| HOURLY WAGE RATE PAID TO APPRENTICES   |               |
|--|---------------|
| Type of Trade  |               |
| Starting salary per hour for Block 1 Apprentices employed in this organization | \$ _____/hour |
| How many weeks of work (maximum 26) can the sponsor provide?                   | _____ wks     |

| JOURNEYPERSON (S) OR RED SEAL CERTIFIED STAFF MEMBER(S)  |
|--|
| <p>Please indicate the name(s) of the qualified staff who will authorize the signing of the apprentice's progress booklet:</p> <p>1. _____</p> <p>2. _____</p> |

| SIGNATURE                                      |
|--|
| <p>_____</p> <p>Applicant's Signature Date</p> |

| SPONSOR CHECK LIST   |
|--|
| <p><input type="checkbox"/> APPRENTICESHIP ASSISTANCE FUNDING APPLICATION form signed</p> <p><input type="checkbox"/> Job description attached</p> <p><input type="checkbox"/> Detailed Work Plan attached</p> |



# Listuguj Mi'gmaq Development Centre

## Apprenticeship Assistance Application (QC)

To be completed by SPONSOR/EMPLOYER

| IDENTIFICATION                     |  | For Office Use Only  |     |
|------------------------------------|--|--|-----|
| ORGANIZATION/EMPLOYER              |  | File Number  |     |
| MAILING ADDRESS                    |  | If Applicant has accessed funding in the past, has the waiting period been served? | YES |
| CITY/TOWN PROVINCE POSTAL CODE     |  |  | NO  |
| TEL: FAX:                          |  |  | N/A |
| EMAIL                              |  | NOC:   |     |
| CONTACT PERSON                     |  | CCQ REGISTRATION #   |     |
| SUPERVISOR DURING CLIENT PLACEMENT |  | ACTUAL LOCATION OF WORK FOR THE CLIENT   |     |

| AUTHORIZED TO SIGN  |       |                  |
|---|-------|------------------|
| <p>Please indicate below the person(s) authorized to sign a legal Agreement on behalf of _____ with the Listuguj Mi'gmaq Development Centre, as well as the project application form and any official documents related to the project. Any single signature will be sufficient, unless notified to proceed otherwise.</p> <p><i>Legal Name of Organization and CRA Business Number</i></p> |       |                  |
| Name  | Title | Sample Signature |
| Name  | Title | Sample Signature |

| HOURLY WAGE RATE PAID TO APPRENTICES                                  |               |
|---|---------------|
| Type of Trade   |               |
| CCQ starting salary per hour for first year Apprentices in this field | \$ _____/hour |
| How many hours of work (maximum 150) can the sponsor provide?         | _____ hours   |
| Anticipated Mandatory Employment Related Costs for those hours        | _____ %       |

| SIGNATURE             |      |
|-----------------------|------|
| Applicant's Signature | Date |

| SPONSOR CHECK LIST  |
|---|
| <input type="checkbox"/> APPRENTICESHIP ASSISTANCE FUNDING APPLICATION form signed<br><input type="checkbox"/> Job description attached<br><input type="checkbox"/> Detailed Work Plan attached |