

***To Be Used in Projects with a Design Cost Estimate for construction of \$15 million or greater, or an expected construction duration of 2 years or longer. Include "Apprenticeship Plan" clause in Instructions to Bidders in conjunction with this SP.***

## **1.1 APPRENTICESHIP PLAN**

### **1.1.1 General**

The Contractor is advised that work under this Contract is subject to the requirements of the Government of Alberta's Plan for the hiring of Apprentices.

The primary requirements associated with the Plan are detailed in the following Provisions.

General apprenticeship inquiries such as registering of apprentices, record books, responsibilities of an employer, examinations, journeyperson certification, etc. can be made at [www.Tradesecrets.Alberta.ca](http://www.Tradesecrets.Alberta.ca) or to the Apprenticeship and Industry Training Information line at 1-800-248-4823.

### **1.1.2 Definitions**

The following definitions apply to this Contract:

- i) "Apprentice" means "apprentice" as described in the Apprenticeship Act.
- ii) "Apprenticeship Act" means the Apprenticeship and Industry Training Act, RSA 2000, c. A-42, as amended from time to time.
- iii) "Apprenticeship Plan" means the Contractor's document that lists their strategy and intention to use Apprentices under this Contract.
- iv) "Apprenticeship Program" means "apprenticeship program" as described in the Apprenticeship Act.
- v) "Designated Trade" means "designated trade" as defined in the Apprenticeship Act.

### **1.1.3 Hiring of Apprentices**

Apprentices hired and registered under this Contract shall remain employed for the duration of time that the trade in which they are training is required on the project.

#### **Prime Contractor**

The Prime Contractor shall hire a minimum of 1 registered apprentice from one of the following qualifying trades:

- Carpentry

- Crane and hoisting equipment operations
- Electrical
- Elevator construction
- Gas-fitting
- Heavy equipment technician
- Ironworking
- Plumbing
- Refrigeration and air-conditioning mechanics
- Sheet metal
- Welding

### Subcontractors

Each Subcontractor hired under this Contract for work valued at \$500,000, or greater, and which requires the use of trades from the above noted list; shall also employ a minimum of 1 registered apprentice in the execution of the work.

#### **1.1.4 Submissions**

The Contractor must submit documentation containing the following information at the Pre-Construction meeting:

- i) The number, designated trade and level (e.g. 1st, 2nd, 3rd, 4th period) of Apprentices they plan to employ directly for the Contract.
- ii) The number, designated trade and level (e.g. 1st, 2nd, 3rd, 4th period) of Apprentices planned to be used for each Subcontract meeting the criteria specified herein.
- iii) The Contractor's apprenticeship coordinator's name, telephone number(s) and e-mail address.

To aid in consistency, and where practicable, the Contractor shall assign a single individual the responsibility of data collection and entry. Monthly submission of data should occur on the same day each month.

The above noted information shall be provided directly to Alberta Advanced Education representatives, or their designate, who will be in attendance at the Pre-Construction meeting.

#### **1.1.5 Registering of Apprentices**

The Province will register the Project using the Apprenticeship Plan.

The online tool for registering Apprentices and Contractor's reporting identified herein is a Government of Alberta cross-ministry resource to monitor and improve Apprenticeship Programs, and is available from Advanced Education at <http://advancededucation.alberta.ca/>

Any registration or reporting to Advanced Education set out herein is in addition to all other registration and reporting that is required by the Alberta Apprenticeship and Industry Training Board or required pursuant to the Apprenticeship Act or associated regulations, as amended from time to time.

### **1.1.6 Reporting Requirements**

The Contractor shall report on the utilization of Apprentices and any other information requested or required by Advanced Education, via the online tool noted above, at the frequency and for the duration as requested or required by Advanced Education.

The Contractor shall report updates to the Apprenticeship Plan and the Intent to Use Registered Apprentices, as requested or required by Advanced Education, via the online tool noted above, at the frequency and for the duration as requested or required by Advanced Education.

Failure of the Contractor to provide information with respect to the Apprenticeship Plan, the utilization of Apprentices, or any other information set out by Advanced Education, in a timely or accurate manner, and as requested or required by Advanced Education, is an event of default of this Contract.

The Province's review or receipt of information does not relieve the Contractor from its responsibility for submissions, registering, reporting, or accuracy, of the information requested or required by Advanced Education, nor from the terms and conditions set out in the Contract.

### **1.1.7 Data Confidentiality**

All information gathered in the data collection survey is collected by Alberta Advanced Education under the authority of the Freedom of Information and Protection of Privacy Act (FOIP). All such information will be collected, used and disclosed in accordance with the Act.

### **1.1.8 Payment**

All costs associated with Contractor/Subcontractor participation under the Apprenticeship Plan will be considered incidental to the Work, and no separate or additional payment will be made.