

APPRENTICESHIP SPECIALIZED TRAINING REQUEST FOR APPLICATIONS

Public and Private Training Institutions interested in obtaining Specialized Training funding for approved courses will be required to submit a detailed application by email to the *Manager of Standards and Curriculum* addressing the requirements outlined below.

COURSE APPLICATION REQUIREMENTS

Course Title and Detailed Course Information

Provide the following:

- name of the proposed course
- course outline including objectives
- classroom hours and shop hours per day
- list of instructional resource materials
- list of the tools and equipment indicating student-to-equipment ratio
- sample certificate or ticket received upon completion, indicating if it is recognized by industry (i.e. CWB)

NOTE: For courses already contained within Provincial Plans of Training, indicate the course number only, as submission of course content will not be required.

Labour Market Support

Provide letters of support from applicable employers who currently hire or intend to hire individuals in this field of training. Letters should clearly indicate direct support for the training from an industry perspective and address how the training will increase employability.

Enrolment Data and Delivery Schedule

Provide the following:

- number of students to be enrolled in each class
- proposed daily class schedule (indicating days and times each class will run) demonstrating there is no conflict with existing training course offerings
- course delivery schedule (indicating number of course offerings and training dates)

NOTE: All training requests must be less than 50 hours to qualify, and must be completed by March 31.

Instructor Qualifications

Each instructor must have training and work experience totalling 6 years, with at least 2 years of work experience directly related to the field of instruction. Attach resume of each instructor including valid and relevant *Certificate of Qualification*.

Course Delivery Costs

Complete the attached “*Costs to Deliver Proposed Training*” table to identify direct costs required to deliver the proposed training course.

SPECIALIZED TRAINING

Post Journey Training:

Training targeted to participants who hold a Newfoundland and Labrador journeyperson certification, consisting of any course in a current occupational plan of training. Qualifying journeypersons have completed an older version of the course or are being upgraded to new technologies.

Specialty Training:

*Training available to **journeypersons** where there is industry demand for a specified skill area not covered in an occupational plan of training. Industry support letters must be submitted as part of the proposal. Documents must also identify which occupation would meet the pre-requisite for the training.*

Apprentices will be considered for this training where supporting documentation from employers is supplied to verify that apprentices would meet the pre-requisites, and indicating the minimum level/year of apprenticeship.

Apprentices who have refused regular class calls, without just cause, will not be considered for specialty training.

Costs to Deliver Proposed Training

Complete the following table and submit with Apprenticeship Specialized Training application.

Operational Costs:	
Instructor Salaries & Benefits	\$
Administrative Salaries & Benefits	\$
Other administrative costs <i>(Please itemize):</i>	\$
-	\$
-	\$
-	\$
-	\$
-	\$
Infrastructure Costs:	
- Rent	\$
- Utilities	\$
- Insurance	\$
- Maintenance costs	\$
- Other <i>(Please itemize):</i>	\$
-	\$
-	\$
Equipment Purchase or Rental	\$
Operational Costs Total	\$
Student Costs (based on students):	
Materials/Supplies <i>(Please provide full list of these)</i>	\$
Books	\$
Personal Protective Equipment	\$
Examination fees <i>(if applicable)</i>	\$
Other <i>(Please itemize):</i>	\$
-	\$
-	\$
Student Costs Total	\$
Total Course Costs (Operational + Student)	\$