

Government of Newfoundland and Labrador

# Apprenticeship Wage Subsidy

Program Guide



## Table of Contents

1.0	Apprenticeship Wage Subsidy Introduction .....	1
2.0	Labour Market Programs Support System (LaMPSS) .....	1
3.0	Applying for Program Funding .....	2
3.1	Applying Online .....	2
3.2	Completing an Application Form .....	2
3.2.1	Organization Information .....	2
3.2.2	Project Details .....	2
3.2.3	Past Agreements .....	3
3.2.4	Project Description .....	3
3.2.5	Agreement Contact .....	3
3.2.6	Language Preference .....	3
3.2.7	Project Location(s) .....	3
3.2.8	Participants .....	3
3.2.9	Project Activities .....	3
3.2.10	Budget .....	4
3.2.11	Legal Signing Officers .....	5
3.2.12	Supporting Documentation .....	6
3.1.13	Submitting Your Application .....	6
4.0	Apprenticeship Wage Subsidy Program Reporting Requirements .....	6
4.1	Completing an Activity Report .....	6
4.1.1	Project Activities .....	6
4.1.2	Supporting Documentation .....	7
4.1.3	Reporting Notes .....	7
4.2	Completing a Financial Report .....	7
4.2.1	Project Costs .....	7
4.2.2	Supporting Documentation .....	7
4.2.3	Reporting Notes .....	7
4.3	Submitting Your Reports .....	7
5.0	AWS Program - Additional Terms & Conditions .....	8
6.0	Contact Information .....	8

### Available in alternate formats.

Please contact Employment and Training Programs Division:

Email: [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

Phone: 1-800-563-6600

**Please read this entire Program Guidelines Document. The information contained in this Program Guideline document will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of its Labour Market Programs.**

## **1.0 Apprenticeship Wage Subsidy Introduction**

The Apprenticeship Wage Subsidy (AWS) program assists apprentices to gain work experience in their skilled trade and progress to journeyperson certification by providing a wage subsidy to employers who hire apprentices. The program supports apprentices across all levels of apprenticeship – First, Second, Third and Fourth year.

Priority for funding may be given to occupations and sectors identified by the Department of Advanced Education, Skills and Labour (AESL).

The AWS program provides a 75% wage subsidy, to a maximum of \$14 per hour, towards the hourly wage for the apprentice.

**Apprentices are eligible to be funded for two years of their apprenticeship, i.e., first and second year, or second and third year, or second and fourth year, or any combination of two of the four years.**

**The maximum number of hours eligible for subsidy for a first year apprentice is 700; and 1,560 for a second, third or fourth year apprentice.**

Since there generally is no break in employment for first and second year apprentices, employers may apply for a subsidy for the first and second year in a single application; this constitutes funding the apprentice for two years of their apprenticeship (first and second year); in this scenario the apprentice is not eligible for any further subsidy under the AWS program.

Applications for funding under AWS program must be submitted **at least 30 days prior** to the start date of employment for the apprentice.

If an apprentice already has hours completed towards their maximum number required for a particular level, then the subsidy will only be provided for the balance required to move to the next level.

## **2.0 Labour Market Programs Support System (LaMPSS)**

The Apprenticeship Wage Subsidy (AWS) program is administered by the Department of Advanced Education Skills and Labour (AESL) using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is the common system for administering Labour Market Programs in Newfoundland and Labrador, and is focused on providing consistency in processes, and improving services to labour market program agreement holders.

All organizations entering into an agreement for delivering Labour Market Programs in Newfoundland and Labrador must first be registered as a LaMPSS organization. This is a one-time registration process.

If your organization has not previously registered with LaMPSS, you can do so online using the LaMPSS registration form at [Employer Registration - Jobs, Immigration and Growth](#).

The functionality of LaMPSS provides employers with self-serve capability, enabling the employer to apply for funding online for labour market programs, as well as submitting their required financial and activity reports online. Once registered, your business will be provided with user access enabling the ability to utilize the LaMPSS self-service capabilities.

### 3.0 Applying for Program Funding

#### 3.1 Applying Online

Once you are registered as a LaMPSS user, you can apply for funding online using the self-serve capability through your organization's Home Page, using the Organization number, User ID and Password provided to you.

Simply go to: <https://lampss-org.aes.gov.nl.ca/> to log in and apply.

If you are having difficulty with the process, or unable to complete an application for funding online, please contact **1-800-563-6600** to be directed to staff that can help you with your online application.

#### 3.2 Completing an Application Form

This section provides supporting information that you will need to complete the application form line by line, outlining required content.

##### 3.2.1 Organization Information

Enter the name and complete mailing address for your organization (business). If you are applying online, this information will be pre-populated as you will already have been registered in LaMPSS.

##### 3.2.2 Project Details

Please provide the following:

<b>Project Title</b>	Provide a title specific to this project/application. For example: your Organization's (Business) name and title of the position
<b>Agreement Start Date</b>	Provide the proposed start date of employment for project.

<b>Agreement End Date</b>	Provide the proposed end date of employment for project.
---------------------------	--

### **3.2.3 Past Agreements**

Please provide information relating to past agreements. Include previous agreement number(s), if available.

### **3.2.4 Project Description**

Provide a description of the apprenticeable position to be subsidized, hourly salary to be paid, hours of work a week to be worked, long-term plans for the position (permanent, etc.), the credentials of the person being sought, including required education and other eligibility information as required. Please include salary calculation details. This section is limited to 300 words. You may include a detailed proposal with your application however, it is not mandatory. Employer is required to attach a detailed job description; this is covered under Completing an Application - Supporting Documentation.

### **3.2.5 Agreement Contact**

Provide the appropriate primary contact for your organization (business) including the title and contact information. Please note this contact should be an individual empowered to negotiate this agreement on behalf of your organization, sign the agreement and financial reports, and someone the department may contact if additional information is needed.

### **3.2.6 Language Preference**

Provide your language preference.

### **3.2.7 Project Location(s)**

Please provide the address information for the location(s) where the project activities will be delivered. If you have not yet identified the location, please enter your main organization (business) address and advise AESL at a later date of the project address.

### **3.2.8 Participants**

There is only one apprentice per AWS application.

### **3.2.9 Project Activities**

The table below outlines the required information for each eligible activity for the AWS Program. This is the complete set of eligible activities.

On your Application Form provide the required information for the activities that you plan to deliver as part of your project.

Work Experience	
<b>Brief Description</b>	Work experience leading to employment.  Outline the proposed work plan for the apprentice and support to be provided to them by the on-site journey person.
<b>Expected Results</b>	Outline the expected long term outcome for the apprentice with your operation and expected experience the apprentice will receive during the work placement.
<b>Where does this activity take place</b>	Identify where the job will be located, i.e., city / community.
<b>Expected number of project participants</b>	One apprentice per application.

### 3.2.10 Budget

The table below outlines the eligible cost category for the AWS program along with the brief description of the same.

On your Application Form, enter the total cost of the apprentice's wages, and amount of funding requested.

Budget Category	Eligible Costs
<b>Participant Program Delivery</b>	
<b>Participant</b>	
Wages	75% of the hourly wage rate to be paid to the apprentice during the subsidy period, to a maximum of \$14 an hour. The subsidy cannot exceed 700 hours for first year apprentices and 1,560 hours for second, third or fourth year apprentices.

**Example 1:** In this example, an employer wants to hire a third year apprentice for \$20 an hour for 39 weeks at 40 hours a week. A third year apprentice is eligible to be funded for 1,560 hours. The salary/cost for the apprentice would be \$31,200 (\$20 an hour x 40 hours a week x 39 weeks = \$31,200). 75% of \$20 is \$15, however, the allowable maximum subsidy is \$14 an hour, therefore the allowable subsidy for the apprentice in this example would be \$21,840 (\$14 an hour x 40 hours a week x 39 weeks = \$21,840).

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Wages	\$31,200.00	\$21,840.00
Subtotal	\$31,200.00	\$21,840.00
less: Cash Contribution (Employer)	\$9,360.00	

Employment and Training Division  
AWS Program Guidelines

less: In-kind Contributions (NA)	\$0	
Total (AESL Contribution)	\$21,840	\$21,840.00
<b>Budget Total</b>	<b>Project Cost</b>	<b>Requested Amount</b>
Subtotal	\$31,200.00	\$21,840.00
less: Cash Contributions (Employer)	\$9,360.00	
less: In-kind Contributions (NA)	\$0	
Total (AESL Contribution)	\$21,840.00	\$21,840.00

**Example 2:** In this example, an employer wants to hire an apprentice for their first and second year of apprenticeship. Given there generally is no break between these two years, they can be combined on the one application and is only applicable for this scenario. The eligible hours for the first year are 700, and 1,560 for the second year. In this example the apprentice will receive \$14 an hour for the first 700 hours, and \$16 an hour for the 1,560 hours – second year. When combined on one application, the total salary/cost for the apprentice would be \$34,760 (\$14 an hour x 700 hours = \$9,800 and \$16 an hour x 1,560 hours = \$24,960; \$9,800 + \$24,960 = \$34,760) 75% of \$14 is \$10.50 and 75% of \$16 is \$12, therefore AESL's contribution would be \$26,070 (\$10.50 x 700 = \$7,350 and \$12 an hour x 1,560 hours = \$18,720; \$7,350 + \$18,720 = \$26,070). Employer's contribution: \$8,690; AESL contribution \$26,070, which when combined equals \$34,760.

Participant Program Delivery		
<b>Participant Cost Item</b>	<b>Project Cost</b>	<b>Requested Amount</b>
Wages	\$34,760.00	\$26,070.00
Subtotal	\$34,760.00	\$26,070.00
less: Cash Contributions (Employer)	\$8,690.00	
less: In-kind Contributions (NA)	\$0	
Total (AESL Contribution)	\$26,070.00	\$26,070.00
<b>Budget Total</b>	<b>Project Cost</b>	<b>Requested Amount</b>
Subtotal	\$34,760.00	\$26,070.00
less: Cash Contributions (Employer)	\$8,690.00	
less: In-kind Contributions (NA)	\$0	
Total (AESL Contribution)	\$26,070.00	\$26,070.00

### 3.2.11 Legal Signing Officers

The names and contact information for the appropriate signing officers for the organization (business) is required; the name(s) provided shall have legal signing authority for the organization (business) and allow the individual(s) to sign any

agreement, amendment or financial reports as required. Additionally, this individual should be someone the department may contact if additional information is needed.

### 3.2.12 Supporting Documentation

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Job Description	Attach a description for the position; include any education or qualifications required for the position.

### 3.1.13 Submitting Your Application

Once you have completed the application, including the attachment of all required documentation, the application may be submitted to AESL using the LaMPSS self-serve system. Proceed by entering the information that was provided when your organization was registered in LaMPSS – your Organization's ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

## 4.0 Apprenticeship Wage Subsidy Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for the AWS are outlined in your official agreement. Reports should be completed online using LaMPSS Self-serve functionality and is the process to be followed for reimbursement under the program.

Simply go to <https://lampss-org.aes.gov.nl.ca> to log in and add the Activity and Financial report using your supplied Organization number, User ID and Password.

### 4.1 Completing an Activity Report

This section provides supporting information you need to complete the Activity Report.

#### 4.1.1 Project Activities

The table below outlines the information reporting requirements for each eligible activity for the AWS Program.

Activity Type	Work Experience
Start Date	Enter the proposed start date of employment or activity.
End Date	Enter proposed end date of employment or activity.
Activity Description	Enter a description of the position or activity.



<b>Update / Status this Period</b>	Provide an update on the activities/duties the apprentice has been doing and their progress on the job; include whether or not the apprentice is still employed with the business; include if there have been any changes to the apprentice's hours of work, or number of hours worked, during the reporting period. Include any other information relevant to the work placement of the apprentice.
<b>Number of participants</b>	1

#### **4.1.2 Supporting Documentation**

There are no mandatory documents required; however, if you have supporting documents that are relevant, or if AESL requests specific supporting documents, attach them to your Activity Report.

#### **4.1.3 Reporting Notes**

Provide any additional information for this reporting period if applicable.

### **4.2 Completing a Financial Report**

This section provides supporting information required to complete the Financial Report.

#### **4.2.1 Project Costs**

Provide the actual cost of the apprentice's wages for the reporting period.

#### **4.2.2 Supporting Documentation**

Payroll documents for the subsidized employee are required for verification purposes; attach them to your Financial Report before submitting the report.

#### **4.2.3 Reporting Notes**

Provide any additional information for this reporting period if applicable.

### **4.3 Submitting Your Reports**

Once your organization (business) has finalized these reports, submit them using LaMPSS Self-serve.

As indicated earlier in this section, once you have completed the Activity and Financial reports, they can be submitted to AESL using the LaMPSS Self-Serve system.

**Enter the information that was provided when your organization registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.**

If you have completed the Activity and Financial reports on paper, please scan & email, fax or mail your completed reports to agreement manager or the local AESL office. Office locations can be found at: [http://www.aesl.gov.nl.ca/career/employment\\_centres.pdf](http://www.aesl.gov.nl.ca/career/employment_centres.pdf)

## **5.0 AWS Program - Additional Terms & Conditions**

Positions to be subsidized must not:

- Be created by the displacement of an existing employee including individuals on layoff awaiting notice of recall, or
- Result in the displacement of existing employee(s), or
- Be vacant as a result of a labour stoppage or labour – management dispute, or
- Be the result of a reduction in regularly scheduled hours or period of work, or
- Be filled prior to approval, unless otherwise approved by the province. Failure to comply may lead to the termination of the Agreement.

No change of employee is permitted under the AWS program. Should the apprentice be terminated, for any reason, a new AWS application will have to be submitted to request subsidy for a new apprentice.

## **6.0 Contact Information**

For any clarification or additional information, please contact your Agreement Manager directly (the name and contact information is in the signed agreement) or call **1-800-563-6600**.