

APPRENTICESHIP TRAINING COORDINATOR

CLASSIFICATION SPECIFICATION

GENERAL INTENT:

The Apprenticeship Training Coordinator (ATC) provides administrative, counseling, consultative and investigative services for apprenticeship training and certification within the Apprenticeship Program and promotes and coordinates apprenticeship training in accordance with predetermined standards. Provides a linkage between industry standards, training providers, employers and apprentices, and carries out specific related functions under the legislation and regulations respecting the designated trades and corresponding apprenticeship programs. Conducts apprenticeship training needs assessments with industry, communities, training providers and intergovernmental agencies, ensures high quality training and promotes the apprenticeship and certification opportunities to diverse audiences. Coordinates and administers apprenticeship agreements and examinations, advises apprentices and employers of their rights and responsibilities under relevant legislation and regulations regarding apprenticeship programs and investigates matters of non-compliance under the legislation.

FACTORS:

Skills/Expertise:

- A valid trade certification
- Advanced knowledge of apprenticeship system, legislation and regulations respecting the apprenticeship programs and a working knowledge of post-secondary education
- Advanced knowledge of the apprenticeship model of training
- Advanced knowledge of accreditation policy/programs
- Advanced knowledge of trades, clients and cultural diversity, and a working knowledge of trends in the industry
- Advanced knowledge of compulsory (mandatory) trade certification
- Working knowledge of applicable government policies and priorities, and other agencies' mandates and interprovincial activities
- Well developed counseling, training and interviewing skills
- Well developed organizational, interpersonal and communication skills as well as the ability to make effective presentations
- Well developed conflict resolution, analytical and record keeping and administrative skills
- Ability to work effectively with diverse populations

GUIDELINES:

Internal policies, procedures and applicable legislation as well as Department programs and objectives.

ORIGINALITY:

Creates and delivers presentations and participates in the development and promotion of the apprenticeship model of training and recruitment; coordinates and monitors technical and on-the-job training. Participates in the development of practical and technical training and may act as a resource for the applicable advisory committees and Training Providers regarding examination content.

VARIETY:

Administrative functions including administration of agreements, training and examinations, record keeping and data entry; consultative role with industry, communities, training providers and intergovernmental agencies regarding apprenticeship training needs; conducts investigations on compliance issues and prepares reports; promotes the Apprenticeship and Trades Qualification program; and monitors quality of technical and practical training

INDEPENDENCE OF ACTION/DECISION MAKING:

Work is performed independently and matters are referred to the position's supervisor/director when the consequences of a decision are likely to be critical to the Apprenticeship Program. Must react to new situations in a timely manner and make effective decisions and judgments within the guidelines of legislation, regulations, and policies respecting the Apprenticeship Program. Organizes own workload and establishes priorities.

CONTACTS:

Industry-related, apprentices, employers, training providers, high schools, trade associations, Workers Compensation, Employment Insurance, other government divisions/departments/boards, Workplace Safety and Health, Aboriginal organizations, Labour and Immigration Canada, unions and applicable advisory committees.

SCOPE:

Work impacts employers, training stakeholders and community-based groups regarding communication of various training programs and financial assistance availability. Influence on the public regarding promoting compliance with and interpretation of the provisions and intent of the Apprenticeship and Trades Qualifications program. Liaises with various training providers and other community partners involved in skilled trades regarding provision of information and problem resolution.