



## Registrar's Report to the Members – June 2013

### **1. Human Resources Update**

#### Staffing

To date the College has 104 employees including all permanent and contract positions. The College most recently welcomed six transferees from the Ministry of Labour (MOL) Jobs Protection Office in addition to the six transferees from the Ministry of Training, Colleges and Universities (MTCU) on April 8, 2013. Roles transferred from the MOL include Enforcement Officers, a Program Analyst and a Certification Representative. The College is currently interviewing for two Director positions: Member Services and Policy and Programs. The Chief Diversity Officer job description has been completed.

### **2. Project Planning and Key Deliverables**

The key deliverables chart has been revised to reflect the College's Strategic Plan and the strategic objectives and strategies contained therein as well as to align with the business plan.

The attached **Appendix A** provides an update on the key deliverables as of June 1, 2013. With a very few exceptions, all the key deliverables scheduled to be completed by the end of Q1 and Q2 in 2013 have now been completed. As a result, the College was well positioned for "opening its doors" to members on April 8, 2013. While there were a few setbacks, particularly with respect to our Trade Membership system programming and the capacity of the call centre for receiving the exceptionally high call volume, staff have spent focused time on problem solving. Issues have been smoothed out and solutions have been achieved or are in process.

### **3. Communications & Marketing Update**

*Website Re-Launch:* The website is undergoing a complete re-build and the College is hoping to launch it in July. The site will be re-branded to match with branding on the College's promotional products and re-designed to include better user access and more interactive features. The website will include an internal search function.

*Outreach to Voluntary CofQ Holders/Employers:* The College will be reaching out to those who hold Certificates of Qualification in the voluntary trades (who are not required to be members) as well as employers of apprentices and journeypersons. This will likely take the form of a mass mailing – including a letter and possibly a promotional piece about the College.

*Outreach to General Public (throughout the summer):* The College will be working to reach out to the general public to educate and promote the public interest and consumer protection aspects of its mandate.

*Promotional Video (Production during summer of 2013):* This is a video presentation about the College. It will contain testimonials from stakeholders and a high level summary about the College. We will endeavour to include on-site footage and brief interviews with stakeholders and staff. It will be used at the Stakeholder Dialogue Sessions and re-used as an introduction when our spokespersons attend

speaking engagements.

*Print Campaign – Trade Publications (Beginning summer – fall of 2013):* The College will begin to post ads in trade publications across the province.

*Stakeholder Dialogue Sessions (Mid-Late-September):* These will be held in regions across the province. They will include an open Q and A session – questions from the audience and key staff to respond.

#### **4. Compliance & Enforcement**

Sixteen Enforcement Officers have started field related activity throughout the province. This follows a rigorous four week training period covering all aspects of the Act, regulations and inspection protocols. Seven of the officers are deployed in the GTA area, five in Southwestern Ontario, two in Sudbury and two in Thunder Bay. The majority of the new staff have a trade's background. Four inspectors from the Ministry of Labour's Jobs Protection Office in Ottawa joined the College on June 6<sup>th</sup> as permanent employees. It is expected that education and promotion will play a prominent role in the early stages of field work as well as responding to tips or leads from the public. All regulatory tools are in place including the designation of the new inspectors as provincial offences officers, which gives officers the authority to issue tickets. The budget provides for a second wave of recruiting of additional officers, subject to the College meeting its revenue projections.

The division is also moving forward on plans to operationalize activities associated with the professional misconduct and fitness to practice aspects of the College. This involves procurement of independent legal services for committees under the Act, committee training, staff accommodation and secure storage of evidence, as well as paper and electronic files. These processes will proceed throughout the summer and are expected to be completed by early fall.

#### **5. Trade Board Update**

There were 19 Trade Board meetings scheduled in April and May 2013. By sector, the breakdown of these meetings is as follows: Construction, 10; Motive Power, 3; Industrial, 1; and Service, 5. Within the Service Sector, it was the first meeting for the following Trade Boards: Chef-Cook, Baker- Patisier, Utility Arborist and Appliance Service Technician.

Meeting content continues to focus on providing members with updates on the College's activities, policy as well as regulatory changes. Action based discussions (and some recommendations) have been initiated at many meetings and focus on reclassification as well as updates on standards and examinations.

Standing agenda items are "Program Standards Update" and "Industry Update". The "Program Standards Update" provides information to Trade Board members regarding apprenticeship statistics- new registrations, changes or discussion on the standards documents and Inter-Provincial Program updates (NOA, examination reviews). The "Industry Update" provides Trade Board members with an opportunity to report and discuss relevant trade specific issues within their respective geographic region or industry.

Trade Board discussions across the sectors have resulted in several common issues, questions and requests in relation to the role of the College and/or the needs of the trades. The following list identifies some of these commonalities.

This is not meant to be an exhaustive list.

- *What is the benefit/Incentive for membership in the voluntary trades?*
- *Who funds the voluntary trades?*
- *College's role in the audit of Ministry approved Training Delivery Agencies (TDA)*
- *Tradespersons' Class – closing a loop that promotes non-completion of certification within the voluntary trades*
- *Clarity regarding Trades Equivalency Assessment in the Tradesperson and Journeyperson Classes*
- *Policy for Trade Board members who fail to attend meetings*
- *Lifetime CofQ Holders – New Regulation*

## **6. Membership Update**

April 8<sup>th</sup> marked the official launch of membership registration activity at the College. During the week leading up to the launch, approximately 280K deemed members were loaded into the core membership system and became the base. Client contact activity during the first week of operation greatly exceeded estimates and became an immediate focus for the operating team. Additional staff were allocated to the group, IT system enhancements were put in place and a number of operational processes and procedures were modified to allow for the delivery of a higher service level. Sixty days into the new operation, changes are still being made as the College moves through its first weekly waves of annual membership registration. The table below provides an overview of membership and fee statistics.

<b>Operational Element</b>	<b>As of Apr 08</b>	<b>As of May 29</b>	<b>Net Change</b>	<b>Growth</b>
<b>Core Membership Activity</b>				
Active Members	282,469	283,610	1,141	0.4%
Memberships Renewed	-	14,635		
<b>Trade Qualifications</b>				
Apprentices	95,297	95,555	258	0.3%
Journeyperson Candidates	2,617	3,752	1,135	43.4%
Journeypersons	215,057	217,072	2,015	0.9%
Employer/Sponsors	-	-	-	0.0%
<b>Fee Activity</b>				
Exam Fees		\$ 131,923		
Initial Membership Fees		\$ 636,573		
Annual Membership Fees		\$ 1,516,507		
Total Fees Paid		\$ 2,285,003		

\*Note that the "Core Membership Activity" numbers identify the count of unique people, whereas the "Trade Qualifications" numbers identify the count of unique trade qualifications. In the system, a single OCOT member may have more than one trade qualification.

## **7. Chief Diversity Officer**

The College is required (under Section 25.5 of the Act) to have a Chief Diversity Officer (CDO). The manager of Human Resources was appointed to the position on an acting basis last year. It is now time to staff the position on a full-time basis with a person who can dedicate her/his time to this important issue. There is an opportunity for the College to reach out to diversity groups to explain the role and

value of the College, with its mandate to promote skilled trades, including to people who are members of groups which are under-represented in the skilled trades sector. At the same time, there is important work to be done in presenting the business case for diversity to employers, who will increasingly need to look to under-represented groups as the supply of new labour force entrants shrinks in the years ahead.

Work is underway to define the requirements of the position and recruit a qualified person. The College is consulting with various experts and industry stakeholders in the development of the position profile for a CDO. The CDO will be a senior management position at the College. One of the first tasks for the CDO will be to develop, in consultation with the Board, management and industry stakeholders, a diversity strategy for the College of Trades.

### ***8. External Consultations/ Stakeholder Meetings/Contacts***

Please see **Appendix B** for a chart outing external consultations and stakeholder meetings that have taken place since April's Board meeting.

### ***9. Ratio Reviews***

Ratio Reviews for Groups 5 to 21 were initiated between October and December, 2012. Invitations for Written Submissions from interested parties were posted on the College website and press releases issued. The deadlines for all Written Submissions have now passed and the Review Panels are currently in the midst of holding Case Management Conferences and Oral Consultations. All Decision Reports are scheduled to be submitted by mid July 2013.

Decisions have now been received for Ratio Reviews # 9, 11-16 and are posted on the College website. These were circulated to the Board of Governors on April 30, 2013 (Groups 9, 11, 12) and June 10, 2013 (Groups 13-16). Press releases were issued, notification posted on the College website and sent to the College's stakeholder database. All decisions were received within the established deadlines. Lists of the decisions are attached as **Appendix C**.

The Oral Consultations for the remaining 5 Ratio Reviews were completed on June 18, 2013 and all review panel decisions are due July 18, 2013. This will complete all the reviews. An evaluation of the process will be made with a view to process improvements for the next round of ratio reviews in four years' time.

### ***10. Trades Classification Reviews***

The first request for a Trade Classification Review was received by the Construction Divisional Board. On March 19, 2013 the Trade Board for the Sprinkler and Fire Protection Installer notified the Construction Divisional Board of their intent to request a Trade Classification Review in the Fall. This is a two-stage notification process, in which the Divisional Board is advised of the Trade Board's intention to request a classification review, and then the College Board of Governors receives notification of the Trade Board's request, which initiates the 60 day period to establish the classification review panel. Several Trade Boards have been identified as potentially being impacted. Notification was sent to the Plumber/Steamfitter Trade Board. The Industrial Divisional Board was also notified in case trades in their sector may be impacted and should be notified. As a result, the Facilities Mechanic/Technician Trade Board received notification.

## **11. Canadian Council of Directors of Apprenticeship / Red Seal Interprovincial Standards Program**

On May 8, 2013, the College assumed the role of Ontario representative to the Canadian Council of Directors of Apprenticeship (CCDA) on behalf of the College. In view of the Ministry of Training, Colleges and Universities continuing important role in the apprenticeship program in Ontario, a representative of the Ministry will continue to attend CCDA meetings to contribute to the Council's discussions.

The CCDA recently approved a strategic priority to promote harmonization of inter-jurisdictional processes and requirements for skilled trades training, certification and standards. This strategic priority will be addressed through a three year project which conducts an assessment of provincial/territorial apprenticeship training, certification requirements and scope of trades and examines ways to increase consistency across the country. Quebec, which has a different model of skilled trades training and certification, does not support this initiative, but agreed it would not stand in the way of the other provinces and territories who want to move forward with this pilot. Industry stakeholders, and particularly national employer organizations and unions, are generally very supportive of efforts to harmonize standards.

### Project Description

- The project would entail a diagnostic and analysis of existing Provincial/Territorial (P/T) apprenticeship training and certification requirements in the 55 Red Seal trades as well as the scope of trades in high volume Red Seal trades in order to: identify key differences, the rationale for these differences and what additional barriers might affect efforts to make them more consistent (e.g. P/T legislation/regulations).
- The analysis of scope of trades, training and certification requirements for the Red Seal trades could examine:
  - scope of trades (high volume Red Seal trades);
  - entry requirements;
  - technical training requirements and duration of technical training (e.g. number of levels/blocks, level exams, and required hours);
  - on-the-job hours;
  - completion eligibility requirements (apprentices) and exam eligibility requirements (for apprentices and trade qualifiers);
  - journey-person-apprentice ratios;
  - compulsory versus voluntary status of trades;
  - training and exam preparation supports (for apprentices and trade qualifiers).

The CCDA is implementing a new joint project agreement to fund and operate the Interprovincial Computerized Examination Management System (ICEMS). Ontario participates with all the other provinces, territories and the federal government to develop and administer exams for the Red Seal trades. The system is undergoing a major renewal process to hardware and software. The College has been collaborating with MTCU on this initiative, and had assumed full responsibility for ICEMS as of April 8, 2013. Ontario's financial contribution, which is approximately \$250,000 per year, has been paid by MTCU for 2013. The College will assume this financial responsibility in 2014 and beyond. While this is a significant sum, the College will receive very good value for its contribution, since it would cost considerably more to develop and maintain state-of-the-art exams for over 50 trades, which includes

about 75-80% of all Certificate of Qualification exam challenges in Ontario.

New National Occupational Analyses (NOA) for the Mobile Crane Operator trade and the Transport Trailer Technician trade were released recently and are available on-line through the Red Seal website ([www.red-seal.ca](http://www.red-seal.ca)). A NOA describes the tasks and sub-tasks of a Red Seal trade. It is used as the basis for the development of the Red Seal exam and for the development of Ontario's training standard and curriculum standard for the trade.

New Interprovincial Program Guides (IPGs) were released recently for the trades of Sheet Metal Worker and Automotive Service Technician. They are now available on-line through the Red Seal website. An IPG, as described on the Red Seal website, "contains technical training outcomes, based upon those sub-tasks identified as common core in the National Occupational Analysis, which have been developed and validated through extensive industry consultation with participating provinces and territories. The IPG represents the minimum common core content for the development of jurisdictional training standards and outlines and is intended to assist provincial/territorial program development staff in the design of apprenticeship curriculum and training plans."

## ***12. Skills Canada-Ontario***

The 2013 Ontario Skills competition was held May 6-8 at RIM Park in Waterloo. Approximately 1,950 young people competed in high school and college-level competitions. I presented a breakfast keynote address at the Skills competition breakfast, emphasizing the importance of promoting skilled trades as first-choice careers for young people. The College was a major sponsor of the 2013 competition, under the terms of a two-year partnership agreement with Skills Canada-Ontario. The College also presented a monetary award to the outstanding apprentice in the competition. The winner of the College award was Cody Beck, who competed in the post-secondary Plumber competition. The gold medal winners in this competition went on to represent Ontario in the national competition in Vancouver in early June.

**Appendix A**  
**Key Deliverables as of June 1, 2013**

Deliverables	Q1 Jan- Mar	Q2 Apr- June	Q3 July- Sept	Q4 Oct- Dec	Status to Date
<b>Strategic Objectives and Strategies</b>					
<b>Objective 1: To promote the College of Trades and build its membership</b>					
1. Comprehensive communication strategy launched	x				Completed
2. Performance measures re: stakeholder awareness level developed				x	
3. Stakeholder Dialogue Sessions developed and implemented				x	
4. Closing ceremony -2013 Skills Competition hosted/sponsored		x			Completed
5. Value added services investigated and initiated				x	
<b>Objective 2: To regulate the trades</b>					
1. Risk Management plan – updated quarterly	x	x	x	x	Q1 Completed
2. Member application process (defined and integrated with call centre and IT system interface) completed	x				Completed
3. Fee collection mechanisms determined and implemented		x			Completed
4. Business processes and notification system to transition existing tradespersons to College developed and implemented	x				Completed
5. Member related business and operational processes updated and fully implemented		x			Completed
6. Member related regulations completed and in force	x				Completed
7. Trade Membership System ready to register members completed		x			Completed
8. Call centre ready to take calls and service members completed	(x)	x			Completed
9. Assessment process for voluntary trades with no C of Q exams developed				x	
10. Model for transition of assessment services to OCOT and transition plan developed				x	
11. Strategy to address “industrial plant exemption” developed				x	
12. Regulations related to Employers ( Section 7 OCTAA) initiated				x	
13. Standards of the Profession – plan developed and Board approved				x	
14. Scopes of Practice Framework- working group and project plan established		x			Completed

Deliverables	Q1 Jan- Mar	Q2 Apr- June	Q3 July- Sept	Q4 Oct- Dec	Status to Date
15. Code of Ethics for members developed and incorporated into College by-law				x	
16. FARPA/Office of Fairness Commissioner- process for reporting established			x		
17. Ratio Review Panels – work completed			x		
18. Trade classification review process initiated		x			Completed
<b>Objective 3: To govern the members</b>					
1. Public register established		x			Completed
2. Policies and procedures for complaint/enforcement/discipline developed and implemented			x		
3. Enforcement Division established/staffed and operational		x			Completed
4. Regulations for modernization of Apprenticeship Program in place ( including new ratios resulting from ratio reviews)				x	
5. New Trades – policies and documents developed				x	
<b>Objective 4: To attract people to skilled trades careers</b>					
1. Chief Diversity Officer hired			x		
2. Diversity outreach strategy developed				x	
<b>Foundations</b>					
<b>Governance:</b>					
1. All Statutory Committees filled and operational				x	
2. MOU with MTCU executed		x			
<b>Human Resources:</b>					
1. Staff positions (9) from MTCU transferred		x			Completed
2. First Collective Agreement concluded		x			
3. Performance Management plan/review process implemented for 2013	x				Completed
<b>Financial Sustainability:</b>					
1. Funding from government and revenue generation to enable College operations in 2013, established		x			Completed
<b>Performance Measurement:</b>					
1. Corporate performance measures and targets developed	x				Completed
2. Functionality of each program area built with specific performance measures to assess results developed		x			

**Appendix B**  
**Meetings, Presentations and Stakeholder Engagements**

Stakeholder Meetings/Presentations	Date	Event	Location	# of attendees	Staff/Board Representative
Timmins Regional Labour-Management Joint Health & Safety Committee	April 4	Presentation to skilled management and workers, health and safety representatives, supervisors, etc.	Timmins	150	John Poirier
Toronto District School Board	April 9	Presentation to Experiential Learning Team	Toronto	60	Risa Abella & Franca Silvaggio
Employment & Education Centre	April 10	Presentation	Brockville	20	John Poirier
Ministry of Labour	April 12	Meeting with Cordelia Clarke Julien, Director, Training & Safety Programs, Prevention Office re. High Hazard Working Group	Toronto	2	Bob Guthrie
Audiologists and Speech Pathologists College	April 15	Meeting with Brian O'reardon, Registrar	Thornhill	3	Ron Johnson & Bob Guthrie
Carpenters' District Council of Ontario; United Brotherhood of Carpenters and Joiners of America	April 16	Meeting with construction industry partners & senior representatives from Locals across Ontario	Woodbridge	55	Bob Guthrie
Automotive Aftermarket Retailers of Ontario (AARO)	April 17	Meeting with Diane Freeman, Executive Director & Rudy Graf, President	Burlington	3	Bob Guthrie
UA Local 67	April 19 & 20	2013 UA Canada Regional Central Apprenticeship Competition (Ontario) and Technical Trades Academy Open House	Brantford	2,500	Gay Saunders & Franca Silvaggio
Canadian Technician Magazine	April 18	Meeting with Allan Janssen, Editor	Toronto	3	Ron Johnson & Bob Guthrie
Collision Industry Information Assistance (CIIA)	April 23 May 1, 7, 9, 14, 22, 28 June 4, 6, 11	Workshops	Ottawa, Windsor, London, Waterloo, Vaughan, Burlington, Oshawa, Toronto	Est. 300	Bob Onyschuk
Electrical Contractors' Association of Ottawa	April 25	Board and Members Meeting	Ottawa		Tom Carvin

Stakeholder Meetings/Presentations	Date	Event	Location	# of attendees	Staff/Board Representative
Ministry of Attorney General	April 24	Meeting with Noëlle Richardson, Ontario Chief Diversity Officer, Agencies	Toronto	2	Bob Guthrie
City of Toronto's Youth Employment Partnership (YEP)	April 26	Work Connections - 2013 Job Fair	Toronto	1,200	Risa Abella & Franca Silvaggio
Ontario College of Social Workers and Social Service Workers (Hosts)	April 26	Registrars Network Forum	Toronto	15	Bob Guthrie
Halton District School Board	April 26	Information session for Technology Teachers	Georgetown	160	John Poirier
Office of the Fairness Commissioner	April 29	Meeting with Angelika Neuenhofen, Program Advisor; Sharon Vanin, Policy Advisor; and Nuzhat Jafri, Executive Director	Toronto	6	Bob Guthrie, Dale Richardson, Shonna Petrook
Vale Mining	May 1	Presentation to Vale management and supervisory staff	Sudbury	20	John Poirier
Infrastructure Health & Safety Association	May 1	Provincial Labour-Management Health & Safety Committee Speaking Engagement	Mississauga	30	Bob Guthrie
The Heating, Refrigeration and Air Conditioning Institute of Canada	May 1	National Capital Region Chapter Speaking Engagement	Ottawa	50	Bob Guthrie
Emergency Vehicle Technicians Association Ontario	May 2	Annual Technicians Seminar	Gravenhurst	100	John Poirier
Avon Maitland District School Board & Huron Perth Catholic District School Board	May 3	OYAP Advisory Committee Meeting	Stratford		Risa Abella & Franca Silvaggio
Horizon Utilities	May 3	Conference call with Ann Sheeler, HR Generalists; Troy Sheeler, HR Generalists; Peg Zahtila, Director of Learning and Development; Jennifer Lindley, Manager, Learning and Development	Toronto	5	Bob Guthrie
Canadian Council of Director Apprentices (CCDA)	May 6	Review of the ICEMS Joint Project agreement (JPA), etc.	Via Teleconference	15	Bob Guthrie
Skills Canada-Ontario	May 6-8	Ontario Technological Skills Competition	Waterloo	2,000	Bob Guthrie & College staff
Transportation, Maintenance & Technology Association	May 8	Transportation, Maintenance & Technology Conference	King City		Kate Poultney
Toronto Social Services	May 13	Presentation	Toronto	50	Risa Abella & Franca Silvaggio

Stakeholder Meetings/Presentations	Date	Event	Location	# of attendees	Staff/Board Representative
Ontario Chamber of Commerce	May 21	Meeting with Josh Hjartarson, Vice President Policy & Government Relations; Liam McGuinty, Senior Policy Analyst	Toronto	4	Bob Guthrie & Jule Sider
Canadian Apprenticeship Forum	May 29	Meeting with Sarah Watts-Rynard, Executive Director	Toronto	4	Bob Guthrie, Shonna Petrook, Vanessa Chung
Halton District School Board, Halton Catholic District School Board, Peel District School Board, Dufferin Peel Catholic District School Board	May 30	OYAP & Beyond event	Oakville	300	Risa Abella & Franca Silvaggio
Conestoga College	June 5	Presentation to Program Advisory and Consortia Committees	Guelph-Cambridge Campus	200	John Poirier
Canadian Council of Directors of Apprenticeship (CCDA)	June 6-7	CCDA Spring Meeting	Vancouver	30	Bob Guthrie
Youth Employment Partnership – City of Toronto	June 11	Job Developers Meeting at Alternative Youth Centre for Employment	Toronto	30	Risa Abella & Joseph Pyringer
Carpenters Local 785	June 13-14	20th Annual Provincial Apprenticeship Contest	Kitchener		Craig McCarten, Gay Saunders, Joseph Pyringer

**Appendix C**  
**Ratio Review Decision: 9, 11-16**

Ratio Review	Current Ratio	New Ratio
# 9 - Heat and frost insulator	1:1; 3:1	No change
#11 - Construction millwright	1:1; 4:1	1:1; 3:1
#12 Ironworker – generalist; Ironworker – structural & ornamental; Ironworker- Reinforcing rodworker	1:1; 2:1 1:1; 2:1 1:1; 2:1	No change No change No change
#13 Painter and Decorator Br 1-commercial & residential; Painter and Decorator Br 2-industrial	See chart 1 below See chart 1 below	No change No change
#14 Plumber; Steamfitter	1:1; 3:1 1:1; 3:1	1:1; 2:1 1:1; 2:1
#15 Refrigeration & air conditioning systems mechanic; Residential air conditioning systems mechanic	See chart 2 below See chart 2 below	1:1; 2:1 1:1; 2:1
#16 Residential ( low rise) sheet metal installer; Sheet metal worker	1:1; 3:1 1:1; 3:1	No change See chart 3 below

**Chart 1 – Current Ratios for:**

**Painter and Decorator Br 1-commercial & residential; Painter and Decorator Br 2-industrial**

The Journeyman to Apprentice Ratio for both branches of the Painter and Decorator trade (Commercial and Residential, Industrial) is set out in Ontario Regulation 101/01 as follows:

The number of apprentices who may be employed by an employer in the trade of painter and decorator shall not exceed the number set out in Column 2 of the following Table opposite the number of journeymen, set out in Column 1, employed by the employer:

Column 1	Column 2
Number of Journeymen	Number of Apprentices Allowed
1	1
2	2
3	2
4	2
5	3

For every three additional journeymen employed by the employer after the fifth journeyman, one additional apprentice may be employed.

**Chart 2 - Current Ratios for:**

**Refrigeration and air conditioning systems mechanic; Residential air conditioning systems mechanic**

The Journeyman to Apprentice Ratio for both branches of the Refrigeration and Air Conditioning Mechanic trade (Refrigeration and air conditioning systems mechanic, Residential air conditioning systems mechanic) is set out in Ontario Regulation 75/05 as follows:

If an employer employs no more than seven journeymen in the certified trade, the number of apprentices in the certified trade who may be employed by the employer shall not exceed the number set out in Column 2 of the Table to this subsection opposite the number of journeymen employed by the employer and set out in Column 1 of the Table.

Column 1	Column 2
Number of Journeymen	Number of Apprentices Allowed
1	1
2	1
3	2
4	2
5	3
6	3
7	4

If an employer employs more than seven journeymen in the certified trade, for every three journeymen employed after the seventh journeyman, the employer may employ an additional apprentice.

**Chart 3 – New Ratios for: Sheet metal worker**

Unless otherwise prescribed, the number of apprentices who may be employed by an employer in a trade shall not exceed,

- (a) Where the employer is a journeyman in the trade,
  - (i) one apprentice;
  - (ii) plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working; to a maximum of seven journeymen and three apprentices;
  - (iii) and thereafter an additional apprentice for each additional two journeymen employed by the employer in that trade.
  
- (b) Where the employer is not a journeyman in the trade,
  - (i) one apprentice for the first journeyman employed by the employer;
  - (ii) plus an additional apprentice for each additional three journeymen employed by

the employer in that trade and with whom the apprentice is working to a maximum of seven journeypersons and three apprentices;

(iii) and thereafter an additional apprentice for each additional two journeypersons employed by the employer in that trade.

Number of Journeypersons	Number of Apprentices Allowed
1	1
2	1
3	1
4	2
5	2
6	2
7	3
8	3
9	4
10	4
Number of Journeypersons	Number of Apprentices Allowed
11	5
12	5
13	6
14	6
15	7
16	7
17	8
18	8
Etc.	