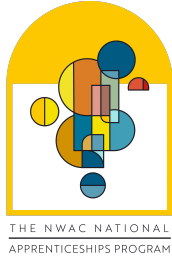




Module 1 - National Apprenticeships Program



THE NWAC NATIONAL
APPRENTICESHIPS PROGRAM

nwac-nap.ca

Developed by the Native Women's Association of Canada (NWAC), with funding from the Government of Canada's Apprenticeship Service, the National Apprenticeships Program (NAP) connects businesses with Indigenous women, Two-Spirit, transgender and gender-diverse people seeking apprenticeships in the skilled trades. NAP supports small and medium-sized businesses to build skills and address labour shortages across Canada. Elevate your business practices by prioritizing diversity and reconciliation through inclusive hiring with help from the NAP program.



Native Women's
Association of Canada
L'Association des
femmes autochtones
du Canada

nwac.ca

The Native Women's Association of Canada (NWAC) is a National Indigenous Organization representing the political voice of Indigenous women, girls, Two-Spirit, transgender and gender-diverse people in Canada, inclusive of First Nations on and off reserve, status and non-status, disenfranchised, Métis and Inuit. We were founded on the collective goal to enhance, promote and foster the social, economic, cultural and political well-being of Indigenous women, girls, and 2SLGBTQQIA+ people within their respective communities and Canadian societies.

Funded by the Government of
Canada's Apprenticeship Service
Program

Canada

Module Overview

1. 1. What Is an Apprenticeship?

- 📖 Tradespeople Are Vital to Canada's Economy.
 - ❓ Let's Confirm What We Have Learned.
-

2. 2. The Benefits of Bringing on an Apprentice

- 📖 How to address the shortage of skilled workers.
 - ❓ Q1 - Fill in the blanks
 - ❓ Q2 - Fill in the blanks
 - ❓ Q3 - Fill in the blanks
 - ❓ Q4 - Fill in the blanks
-

3. 3. The Roles and Responsibilities of the Business and the Apprentice

- 📖 The Roles and Responsibilities of the Business and the Apprentice.
 - ❓ True or False?
-

4. 4. Why Choose Indigenous Women?

🔖 Why Choose Indigenous Women As Apprentices?

❓ True / False?

5. 5. How Do Apprenticeships Help Grow Your Company?

🔖 Apprenticeship and Company Growth.

6. Let's See What We Have Learned

🕒 Overview

❓ 1. Apprenticeship is a proven industry-based learning system that:

❓ 2. Apprenticeship programs help employers...

❓ 3. What are the benefits of collaborating with the Native Women's Association of Canada through NAP?

❓ 4. The role of the employer in a successful apprenticeship is:

❓ 5. Employing Indigenous women, Two-Spirit, and gender-diverse individuals is important because:

❓ 6. The benefits of Apprenticeship for Business include:

What are some key insights you gained from this Module on the value

❓ of hiring diverse apprentices for your business? Share your thoughts...

Apprenticeship dates back thousands of years where master crafters and artisans would take young men and women and train them in their trade.

At its core, apprenticeship is a relationship-driven learning model, based on actual day-to-day work, in which a novice gains hands-on knowledge from an expert to grow their skills. With this guidance, the novice gains the required knowledge and can then act with increasing independence. This hands-on learning approach allows novices to learn through close observation, practice, feedback, and coaching. This method is effective for building deep expertise and skill mastery. It is important to note that both the teacher or mentor and the apprentice benefit from this relationship, as the mentor is rewarded with pride through the recognition of their skills and knowledge of the trade. This transfer of skills from one generation to another preserves the methods of the skilled trade and creates a legacy.

An emphasis on learning through apprenticeship can also contribute to a sense of meaning and purpose that increasing numbers of skilled employees seek, while simultaneously building a cohesive culture of continuous development that is the hallmark of leading companies.

Canada's Red Seal Program

Interprovincial Standard of Excellence



The **Red Seal Program**, specifically known as The Interprovincial Standards Red Seal Program is a program that sets common standards for tradespeople in Canada. It is a partnership between the Canadian federal government, the provinces, and the territories. A Red Seal endorsement is a seal on the individual's provincial or territorial trade certificate which demonstrates that they have the knowledge and skills necessary to practice their trade across Canada.

Let's Confirm What We Have Learned.

Match the answers with data below:

a) • Ensures that the apprentice has the skills necessary for the trade and allows them to work anywhere in Canada.

b) • Teaching is done through observation, instruction, practice, feedback, and coaching.

c) • A form of instruction which has existed for thousands of years. A novice learns from a master of a craft or trade.

An apprenticeship is...

What are the methods used to transfer skills and knowledge in an apprenticeship?

What does the Red Seal program do?

2. The Benefits of Bringing on an Apprentice

How to address the shortage of skilled workers.



According to the **Canadian Federation of Independent Business**, the biggest issues Small and Medium Enterprises face is the lack of skilled trades workers. So let's look at how the National Apprenticeships Program helps employers by:

- Recruiting and developing a highly skilled workforce that helps grow their business.
- Improving productivity, profitability, and an employer's bottom line.

By collaborating with the Native Women's Association of Canada through the NAP you can qualify for a \$10,000 grant per apprentice hired and have the possibility to hire two apprentices, for a total of \$20,000 in financial support.

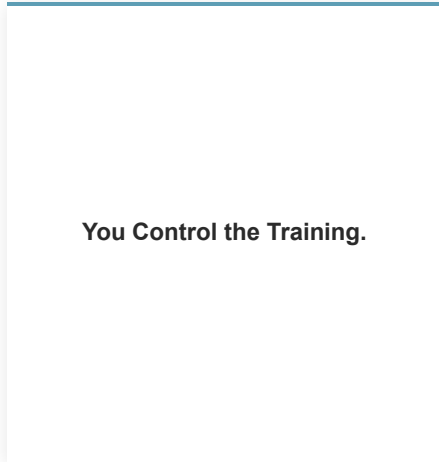
When You Are So Busy, Is There Time to Train an Apprentice?

Apprenticeship may feel laborious in the face of intense workplace time pressures, however, it can actually improve outcomes. Your seasoned staff have the knowledge and skills to train the next generation of skilled trades employees. Therefore, apprenticeships will provide trained staff for your company.

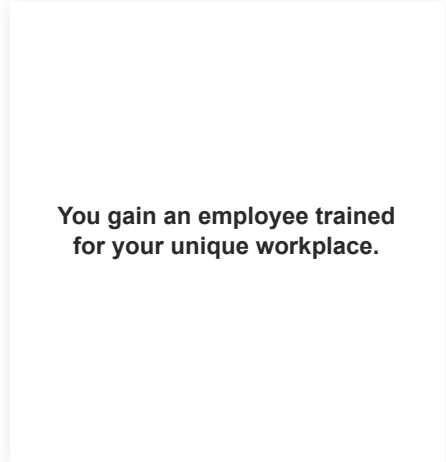
Let's further examine some of the benefits of apprenticeships - click on the card to read the message:

Flipcard 1

Front

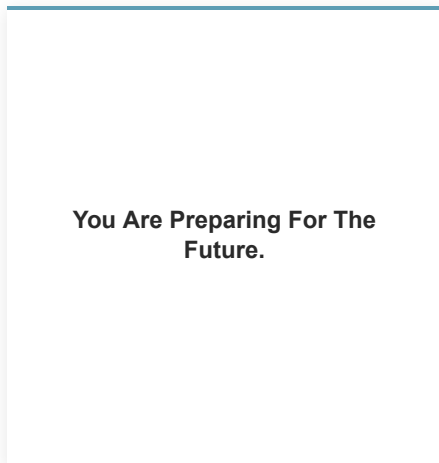


Back

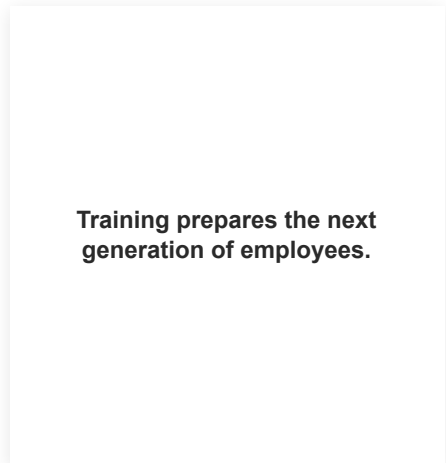


Flipcard 2

Front

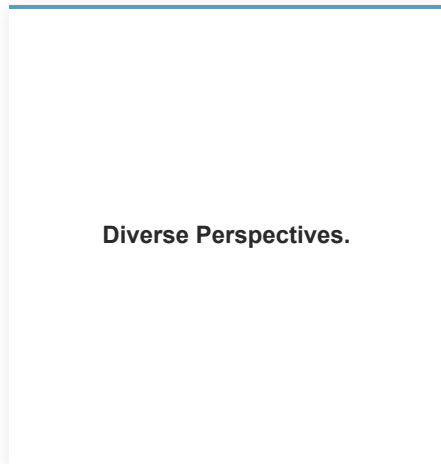


Back

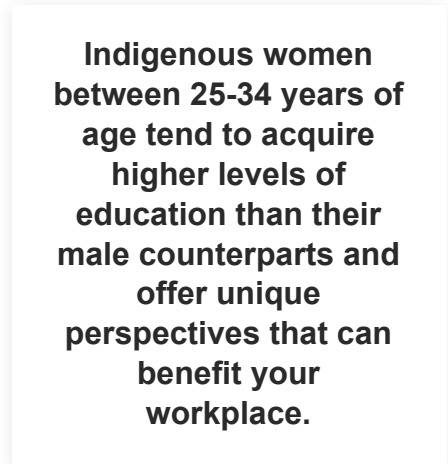


Flipcard 1

Front

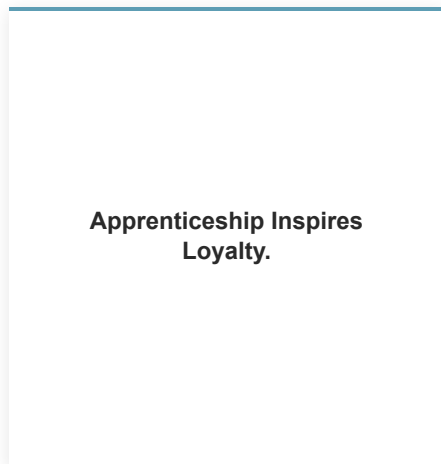


Back

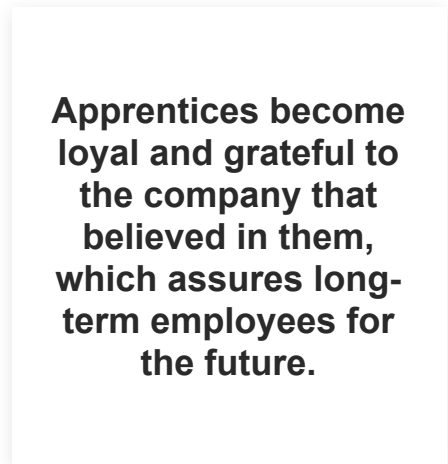


Flipcard 2

Front

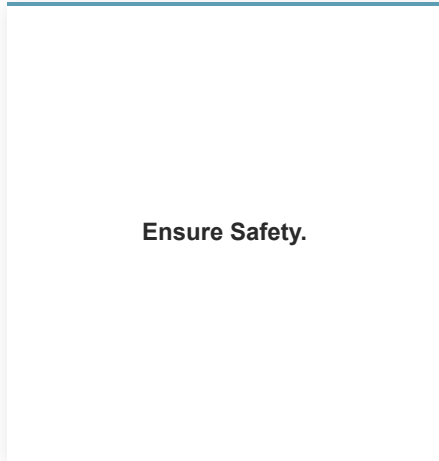


Back

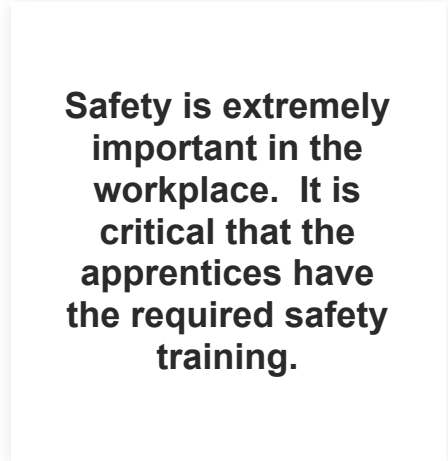


Flipcard 1

Front

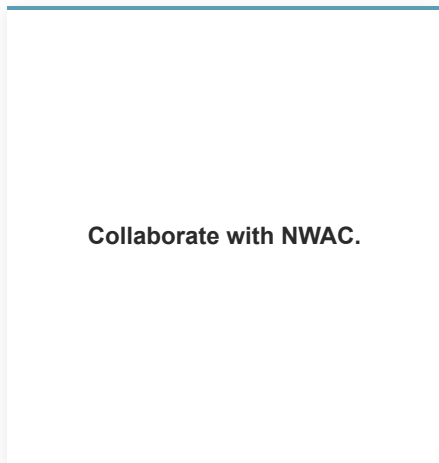


Back

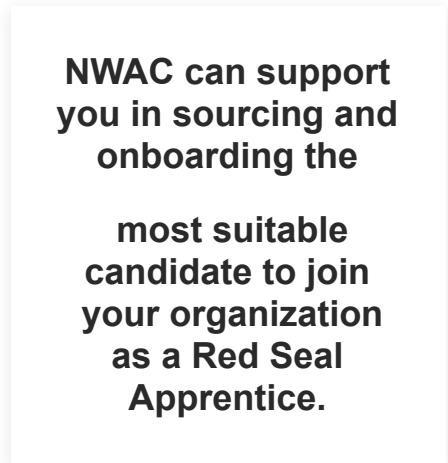


Flipcard 2

Front



Back



Q1 - Fill in the blanks

Answer options for numbered inputs below:

① a) *aging*

b) *growing*

Canada's population is 1: _____ and soon retiring.

Q2 - Fill in the blanks

Answer options for numbered inputs below:

① a) *new employees*

b) *enhanced technology*

Construction and manufacturing industries are thriving, but the growth needs to be supported with 1: _____ to offset retirements.

Q3 - Fill in the blanks

Answer options for numbered inputs below:

① a) *employment*

b) *education*

Women's share of 1: _____ in the skilled trades has remained unchanged over the past 25 years.

Q4 - Fill in the blanks

Answer options for numbered inputs below:

① a) *\$20,000*

b) *\$5,000*

Through our partnership, NWAC will match you with the most suitable talent and you could receive up to 1: _____ when you hire Indigenous women or gender-diverse apprentices.

3. The Roles and Responsibilities of the Business and the Apprentice

The Roles and Responsibilities of the Business and the Apprentice.

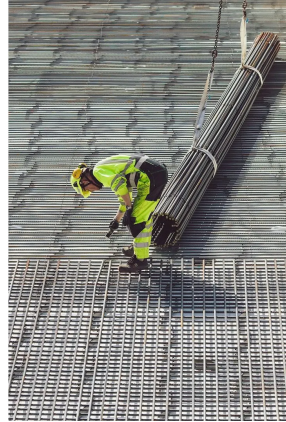


The Role Required From The Business:

- Commit your workplace culture to equity and inclusion through zero-tolerance policies and practices.
- Create a clear organizational expectation for both learning and teaching.
- Ensure that the apprentice is up to date on all safety training, protocols, and procedures required by the company, jobsite, and province or territory standards.
- Be broad and inclusive with who can be an apprentice.
- Create an organizational culture of continuous learning.
- Track the apprentice's progress during the training.

The Role of The Mentor:

- Has a desire to teach and is committed to the process.
- Shows a willingness to play a critical role in training the future workforce.
- Maintains a willingness to support apprentices despite time pressures.
- Demonstrates a track record of safety, a strong work ethic, and respect.
- Communicates clearly so that the learner understands and internalizes the instructions.



The Role of The Apprentice:

- Be aware of the requirements of the trade and the actual work needed – for example: carrying heavy objects, working at heights, using tools.
- Track job training hours and experience, and have journey person (mentor) and employer verify and complete logbook.
- Be at work when required.
- Be willing to take on new tasks and show initiative.
- Communicate openly and ask questions or additional guidance when needed.
- Take the coaching as support, not as a personal critique.
- Make the most of this opportunity as a career development journey.

Process Reminders:

The Logbook is submitted by the apprentice once a year to the provincial/territorial authority to track the progress and completion of the apprenticeship program.



When the technical training is finished (all skills and tasks have been signed off in the logbook), the apprentice is ready to write the exam for the provincial or territorial certification.

Components of a Successful Apprenticeship

Check each box after reading.

Two shared obligations

A successful apprenticeship model begins with the belief that everyone shares two obligations; the responsibility to learn and the responsibility to teach.

Foster a culture of intentional learners

Organizations that build a readiness to function as learners and teachers are more effective. Intentional learners embrace the mindsets that allows them to learn in every context, to effectively seek and act on feedback, as well as reflect on their progress, and practice. These same principles are the building blocks for apprenticeship relationships.

Learning takes place everywhere and everyday

Real skill development is messy, requiring time, repetition, and deliberate practice.

Everyday experiences and interactions offer tremendous learning opportunities, but only if you intentionally treat every moment as a learning opportunity.

Everyone can teach

Building a culture of mentorship starts with letting go of the antiquated notion that skills are tied to tenure or seniority. The teacher does not have to be the direct

team lead, the senior leader, the “guru,” or the expert. Teachers can be anyone in an organization, even peers or junior colleagues who possess a skill that others need to build.

True or False?

True **False**

- Safety training and proper equipment create the setting for apprentices and the team to succeed.
 - Hiring Indigenous women creates economic empowerment for the individual and their family.
 - Providing opportunities for Indigenous women only helps them not the business.
 - Everyone grows when Indigenous women are included as apprentices.
 - Reconciliation can be done through businesses creating economic opportunities for Indigenous women in the trades.
-

4. Why Choose Indigenous Women?

Why Choose Indigenous Women As Apprentices?



The Business Case for Hiring Women in the Skilled Trades

The Canadian Apprenticeship Forum (CAF) compiled a report in 2022 called "The Competitive Advantage" outlining the key reasons why businesses should consider hiring women in the skilled trades and for technical professions. The report was created by The Status of Women (Government of Canada) and compiled by the Forum (CAF).

- Achieving gender diversity in the workplace requires senior leadership to promote workplace diversity.
- Many companies report improved health and safety compliance when women are on the team.
- A diverse workplace mirrors the community and enhances the company's reputation.
- Women's perspectives support successful business strategies.
- Women are customers and influence 80 per cent of all buying decisions.
- Women are committed to staying in their communities long-term which makes them a loyal and stable workforce.
- Currently only 5 per cent of skilled trades workers in Canada are women.
- Including women increases the pool of potential workers.

Alanah Coss says she doesn't feel out of place as a woman working in trades.

"With all trades, you've got to have tough skin. It's just, you've got to work with guys all the time."

"With electrical, I'm always thinking, I'm always on my feet, always moving, and it's amazing. I hope to see more women in trades in the future."



Alanah Coss

Student at Okanagan College



Video is not available in pdf version

True / False?

Read the statements and choose whether you believe the statement is true or false.

True **False**

- Indigenous women are likely to have more education than Indigenous men and have close ties to their communities so they are committed to the work in rural areas.

- Indigenous women do not have the tenacity to stick with the challenging work environment of skilled trades.

- With the shortage of skilled trades workers, Indigenous women can fill the needs of employers and bring new perspectives to the workplace.

5. How Do Apprenticeships Help Grow Your Company?

Apprenticeship and Company Growth.

Diversity Brings Improvement in Business

It Is Good for the Bottom

Line

Diversity in the workplace brings together a variety of skills, experience, and expertise to benefit a company. It is important for all levels of an organization to prepare for, understand, and accept change to reap the benefits of diversity, and to create a healthy and productive workplace culture. A study from the Massachusetts Institute of Technology showed that although some workplaces were happier with homogeneous offices, they did not perform as well as the diverse work settings. The study found that having an even gender ratio could increase revenue by 41 per cent.

Increased Productivity

The Harvard Business Review conducted studies to see how to increase the output and intelligence of coworkers. They found that teams with higher IQs did not necessarily perform better than teams with lower IQs. What did create a difference, however, was the presence of women. Groups with more women consistently worked more efficiently and with greater output than those solely of men.



Good Business Sense from the Private Sector Perspective.

A business that hires Indigenous workers can expect to:

(Click on the positive impact on the left to see the benefits.)

✓ Relationships

Enjoy better relationships with local Indigenous communities to move towards Reconciliation.

✓ Economy

Enjoy improved economic benefits in the business community because increased local employment equates to more disposable income.

✓ Local Staff

Increase investor/customer satisfaction, consumers lean towards supporting businesses that hire local staff.

✓ Empowerment

Create an environment of empowerment by employing Indigenous women improves their economic outlook and creates empowerment for these Indigenous women and their families.

✓ Inspiration

Indigenous workers who have positive work experiences through an inclusive and supportive work environment frequently inspire and encourage others in their community to seek similar career paths. You are contributing to positive change.



“Our Union also has a fairly high number of members who are approaching retirement. We want to connect with potential Aboriginal workers to not only encourage them to find gratifying careers in the construction industry, but to grow into steward and representational positions within the Union. We want to bring youth into our organization and help them build skill sets that can open doors to long-lasting careers. As well, in remote settings, local Aboriginal employees are more likely to remain in the community and in the job than employees who are not experienced with the challenges of living and working remotely.”



Construction & Specialized Workers' Union

Let's See What We Have Learned

Learning objective: Module 1 - Summary Quiz

1. Apprenticeship is a proven industry-based learning system that:

- a. Combines in-class technical training with experiential on-the-job learning.
 - b. Unlocks the knowledge and experience of trained employees.
 - c. Creates a legacy for soon-to-retire skilled tradespeople.
 - d. All the above.
-

2. Apprenticeship programs help employers...

- a. Recruit and develop a highly skilled workforce that helps grow their business
 - b. Keep employees busy.
 - c. Train employees for your unique workplace.
 - e. A & C.
 - d. All the above.
-

3. What are the benefits of collaborating with the Native Women's Association of Canada through NAP?

- You are not alone in the process.
 - You can qualify for up to \$20,000 in financial support.
 - You can be matched with suitable candidates.
 - You will help grow your company and find trained and loyal staff.
 - All of the above.
-

4. The role of the employer in a successful apprenticeship is:

- a. To commit your workplace culture to equity and inclusion through zero-tolerance policies and practices.
 - b. To make the most of this opportunity by appreciating the skills they are re-learning, and realize that this apprenticeship is not only a job but a career development journey.
 - c. To be tough to ensure the apprentice can do the work.
 - d. There is no role.
-

5. Employing Indigenous women, Two-Spirit, and gender-diverse individuals is important because:

- a. All of the below.
 - b. Indigenous women especially between the ages of 25 and 34 tend to acquire higher levels of education than their male counterparts.
 - c. Ever-evolving software and technology are levelling the playing field for women to be successful in the Skilled Trades.
 - d. Women contribute to reduced safety risks on job sites.
 - e. Historically, women were brought into the labour force during times of labour shortages. During WWI and WWII, women successfully replaced the men in factories and manufacturing while the men were fighting in the war.
 - f. The reality today is that skills shortages in Canada threaten our economic growth.
-

6. The benefits of Apprenticeship for Business include:

- a. Decreased investor/customer approval, consumers lean towards supporting businesses that hire local staff.
- b. Fill the void of much needed skilled labour.
- c. Creation of the next generation of loyal skilled-trades employees.
- d. A & B.
- e. B & C.

End of Section 6

What are some key insights you gained from this Module on the value of hiring diverse apprentices for your business? Share your thoughts...

You have reached the end of the Module