

Position: **Benchmark Job #120**

Ministry: Industry Training and Apprenticeship Commission (ITAC)

Working Title: **Apprenticeship Counsellor**

Branch: Field Operations

Level: Range 24

Location: Victoria

NOC Code: 4213

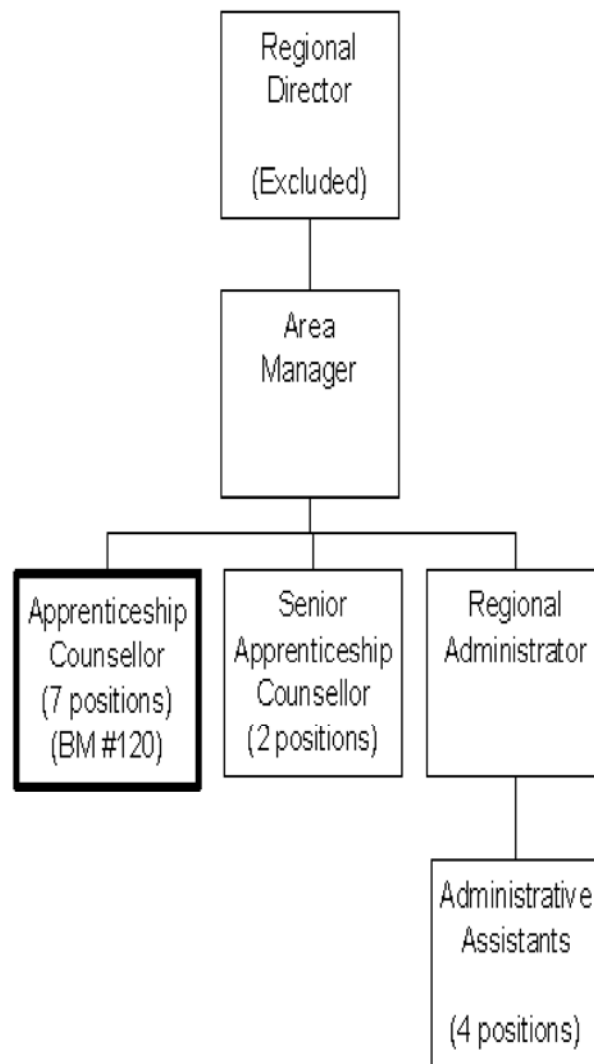
## PRIMARY FUNCTION

To conduct inspections of residential, commercial and industrial worksites and training centres to ensure compliance with legislation and to promote awareness of apprenticeship, Entry Level Trades Training (ELTT) and other workplace-based adult education training programs.

## JOB DUTIES AND TASKS

1. Provides advice to employers and employer associations to facilitate identified training objectives
  - a. analyzes local labour market trends and issues to identify potential new occupations, markets or initiatives and prepares background information and briefing notes
  - b. identifies available training resources and sources of potential federal, provincial or industry funding assistance
  - c. assists employers analyze training implications of corporate decisions, legislation, technology changes, new equipment and new training programs including those for non-traditional occupations
  - d. provides advice on trades-related human resource planning issues (e.g., succession planning), design and operation of training programs, benefits of workplace based training programs and development of supervisory/management skills
  - e. identifies required training based on training needs analysis, occupational analysis, certification standards and changing local and global labour workforce requirements and assists commission and employers to identify future training needs and pools of potential applicants
  - f. assists employers, unions and associations to resolve contentious issues impacting the apprenticeship and ELTT training systems such as downsizing initiatives and other workplace adjustment actions
2. Inspects workplace based adult education training programs for adherence to program guidelines, commission and industry standards and legislation
  - a. inspects employers'/training centre's training capabilities, facilities, equipment and journeymen/apprenticeship ratio and approves, orders remedial action or denies continuance of training programs
  - b. registers apprentices, assesses academic training and practical experience, grants appropriate credit, determines applicable wage scales and informs all parties of obligations, responsibilities and availability of, and contacts for, financial and funding assistance
  - c. reviews ELTT programs, ensures issues with colleges and instructors are addressed and recommends program amendments to meet ITAC requirements
  - d. conducts on-site visits to provide advice and guidance to both employers and apprentices and to resolve conflicts between employers and apprentices
  - e. enrolls apprentices and ELTT classes at educational facilities, negotiates with educational institutions for seat space in scheduled courses, notifies candidates and follows-up on non performance

- f. ensures security and administration of exams and marks and approves the issuance of appropriate certification, using discretion to determine borderline pass or fail
3. Provides information, advice, guidance and/or career counselling to individuals and groups
    - a. provides career counselling on entry-level programs, eligibility requirements, apprenticeship, ELTT and industrial training, trades qualifications, job search methods, career planning, upgrading, vocational alternatives, and related information and refers potential trainees to employers
    - b. advises and guides apprentices experiencing difficulties with on-the-job or in-school training and identifies remedial measures
    - c. refers applicants to appropriate agencies and suggests alternative programs if necessary
    - d. schedules and conducts Trades Qualification examinations, processes fees, assesses results and counsels applicants as required
    - e. negotiates terms and conditions of apprenticeship agreements with potential employers
  4. Performs other related duties
    - a. promotes awareness and participation in the apprenticeship and ELTT training systems by providing information, and making presentations to trade/business groups, educational institutions, boards and others
    - b. approves skills upgrading training and approves reimbursements for tuition fees for remedial training
    - c. sets up and maintains files and case management systems for all apprentices and ELTT students



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand the theory of adult education to provide advice to employers on human resource planning issues and the operation of workplace-based adult education programs, identify the training implications of corporate decisions, legislation and technology changes and identify training requirements based on training needs analysis, occupational analysis, trades certification standards and the changing local and global workforce.</p>	H	280
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to modify workplace-based training methods or approaches to assist employers to analyze training implications of corporate decisions, legislation and technology changes, provide advice on the design, operation and benefits of workplace based training programs and assist employers, unions and associations to resolve issues impacting the apprenticeship and ELTT training systems.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p> <p>Persuasion required to use basic negotiation skills to assist employers, unions and associations resolve contentious issues affecting training programs.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Moderate coordination and dexterity required to drive vehicle to work sites and training centres.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general policies and trade standards, evaluate labour market trends and issues to identify potential new occupations, markets or initiatives; identify required training based on training needs analysis, occupational analysis and changing local and global labour workforce; and assist commission and employers to identify future training needs and potential pools of applicants.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Moderate financial responsibility to approve reimbursements for tuition fees for remedial training.</p>	D	22.5

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to set up and maintain a project information system for apprenticeship and ELTT files.	C	15
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to give work instructions to support staff.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to provide assessment, direct counselling and job placement to apprentices.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently listen to clients during interviews when providing career counselling.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally climb ladders or scaffolds while inspecting residential, commercial or industrial work sites.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent unpleasant dealings with upset clients.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from frequent driving to training sites.	C	6

Total Points: 818.5

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