



Department of Education

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is to be used for Initial Apprenticeship Registration Only

This Memorandum of Understanding Governing Work Experience Training, signifies that at the date of signing, the Employer agrees to provide the training and/or the required workplace skills as outlined in the Plan of Training; the Apprentice agrees to participate in the training and skills acquisition as outlined in the Plan of Training; the Program Development Officer ensures that each apprentice is registered and his/her progress is monitored and recorded.

Company Name: _____	CRA Business Number: _____
Company Address: _____	_____ <i>9 digits</i>
_____ <i>P.O. Box/Street</i>	_____ <i>City</i> _____ <i>Province</i> _____ <i>Postal Code</i>
Telephone No.: (____) _____	Fax No.: (____) _____
Occupation/Trade: _____	Start Date of Employment: _____ / _____ / _____
Employer Representative: _____	Apprentice: _____
Program Development Officer: _____	

NOTE: *CRA- Canadian Revenue Agency

*Attach Memorandum of Understanding to the Apprenticeship Application

RESPONSIBILITIES OF THE PARTIES:

THE EMPLOYER:

- will provide high quality workplace skills in an environment that is conducive to learning.
- will remunerate apprentices as per Collective Agreement or as set out in the Plan of Training.
- will release and encourage apprentices to participate in institutional training necessary to complete the required technical courses.
- will ensure that the workplace skills and hours of employment are signed and verified.

THE APPRENTICE:

- **must** notify the nearest office of the Industrial Training Section upon commencement of employment.
- **must** ensure that this Memorandum of Understanding is completed.
- will complete all required technical training courses as approved by the Provincial Apprenticeship and Certification Board.
- will acquire the workplace skills and the time (in hours) as outlined in the Plan of Training.
- will ensure that all technical courses and workplace skills are properly documented and signed off by the appropriate people.

The PROGRAM DEVELOPMENT OFFICER:

- will ensure that all apprentices are registered and recorded.
- will establish and maintain a liaison with all employers and apprentices.