

MEMORANDUM OF UNDERSTANDING – Change of Employer

This Memorandum of Understanding governing on-the-job training signifies that at the date of signing, the employer agrees to provide the training and/or required workplace skills as outlined in the Newfoundland and Labrador (NL) Provincial Plan of Training, **which is available on our website at <http://www.aes.gov.nl.ca/app/plans.html>**; the Apprentice agrees to participate in the training and skills acquisition as outlined in the NL Provincial Plan of Training; the Program Development Officer ensures that each apprentice is registered and his/her progress is monitored and recorded.

PLEASE PRINT CLEARLY and COMPLETE ALL SECTIONS				
Company Name: _____			9-digit CRA No.: _____	
P.O. Box/Street: _____		City/Town: _____		
Province: _____		Postal Code: _____		
Telephone: _____	Fax: _____	Company Email: _____		
Occupation: _____		Apprentice's Employment Start Date: _____ / _____ / _____ <small>Day Month Year</small>		
Journeyman Supervisor: _____ <i>Print Name</i>		JP Certificate No.: _____		
Employer Representative: _____ <i>Print Name</i>		Employer Representative: _____ <i>Signature</i>		
Apprentice: _____ <i>Print Name</i>	_____ <i>Signature</i>		Apprentice's Registration Number: _____	
Program Development Officer: _____ <i>Signature</i>			Date: _____ / _____ / _____ <small>Day Month Year</small>	

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 relevant collective agreements or as set out in the NL 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
- will follow the Conditions of Apprenticeship
- will have a certified journeyman currently on staff in the same trade area as the apprentice and whose certification is recognized by the NL Department of Advanced Education and Skills

THE APPRENTICE:

- **must** notify the Industrial Training Unit Program Development Officer upon commencement of employment
- **must** ensure that this Memorandum of Understanding is completed
- will complete all required technical training courses as approved by the NL Provincial Apprenticeship and Certification Board
- will acquire the workplace skills and the time (in hours) as outlined in the NL Provincial 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 the employers and apprentices

Avalon	Clarenville	Central	Western	Labrador
Department of Advanced Education & Skills Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: 709-729-2729 Fax: 709-729-5878 Toll Free: 1-877-771-3737	Department of Advanced Education & Skills Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: 709-466-3982 Fax: 709-466-3987 Toll Free: 1-877-771-3737	Department of Advanced Education & Skills Industrial Training Section 42 Hardy Avenue Grand Falls-Windsor, NL A2A 1W9 Phone: 709-292-4215 Fax: 709-292-4502 Toll Free: 1-877-771-3737	Department of Advanced Education & Skills Industrial Training Section Aylward Building 1 Union Street P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: 709-637-2366 Fax: 709-637-2519 Toll Free: 1-877-771-3737	Department of Advanced Education & Skills Industrial Training Section Bursley Building 163 Hamilton River Road P.O. Box 3014, Station B Happy Valley-Goose Bay, NL A0P 1E0 Phone: 709-896-6348 Fax: 709-896-6703 Toll Free: 1-877-771-3737