

Apprenticeship and Trade Consultant

Occupational Family/Code – Apprenticeship and Trade Consultant: RAT

Profile created: 2002 09

Profile updated: 2006 10

Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
-------------------------------	--------------------------------------	------------------	---------------	--------------------------------

Apprenticeship and Trade Certification Consultants provide information and counseling services regarding the Apprenticeship and Trade Certification process and program. They focus on creating and sustaining an industry-trained and certified workforce. They inspect work sites, make contact with employers, apprentices & trades people, ensure adequate workplace training, and enforce compliance with The Apprenticeship and Trade Certification Act and Regulations. Consultants develop liaisons with sector groups, business leaders, labour, education, government organizations, schools and industry groups to promote apprenticeship.

The primary duties and responsibilities include monitoring apprenticeship training both on-the-job and in-school; evaluating and auditing trade experience of tradesperson, apprentices and journeypersons; administering written and practical trade examinations; providing information and advisory services to a diverse clientele; registering apprentices in technical training, and authorizing Employment Insurance and Apprenticeship allowance payments; developing viable training plans for individuals and workplace situations; enforcing the Apprenticeship and Trade Certification Act and Regulations; promoting work in trades; and encouraging participation in the apprenticeship system; determining the need for, and initiating and evaluating Psycho-Educational assessments with program head and assessor, and orchestrating appropriate accommodations if required; assisting in the development of new trades and identification of potential board members; and possibly managing a local field office.

Apprenticeship and Trade Certification Consultants travel extensively, sometimes in adverse weather conditions, to rural, isolated areas and work away from home for varied periods of time. They work and make decisions independently. A valid Class 5 driver's license is required. Typically, the competencies required for this position would be obtained through certification as a Journeyperson in one of the designated trades with relevant experience.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of legislation and policy relevant to the program. **(Bring/Learn)**
 - Knowledge of the apprenticeship and trade certification process and program. **(Bring)**
-

Theories/Principles

- Knowledge of the basic principles of adult vocational/technical learning. **(Bring)**
 - Knowledge of work based training principles. **(Bring)**
 - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring - Supervisors only/Learn)**
-

Technical

- Knowledge of curriculum and evaluation methods. **(Bring/Learn)**
- Knowledge of community, educational and training resources available to clients. **(Learn)**
- Current knowledge of terminology, applications, safety, training and work practices specific to at least one designated trade. **(Bring)**



Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/ developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to verbally and in writing communicate information to a variety of audiences that persuades, convinces, builds support, educates and promotes understanding. **(Bring)**

Personal attributes which may link with this skill statement include: articulate, persuasive...

- Ability to plan, develop and deliver information and/or facilitate workshop sessions at a level appropriate to the audience. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: articulate, client focused...

- Ability to ask questions to obtain and document pertinent information used to assess relevant circumstances. **(Bring)**

Personal attributes which may link with this skill statement include: intuitive, attentive to detail...

- Ability to organize, present and record information in timely manner which allows others to understand the reason for a decision/recommendation or the need for further action. **(Bring)**

Personal attributes which may link with this skill statement include: articulate, accurate...

- Ability to explain or present (technical) information to a wide variety of technical and non-technical individuals and/or groups in a clear, accurate and understandable manner. **(Bring)**

Personal attributes which may link with this skill statement include: creative, articulate, adaptable...



Leadership

- Ability to guide, coach and/or monitor personnel in accordance with governing policy, to achieve stated goals. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: positive, assertive, influential...

- Ability to coach and guide employees and/or others to develop their skills, enhance job performance, taking into consideration priorities, workload and skill level. **(Bring)**

Personal attributes which may link with this skill statement include: client focused, assertive, objective...

- Ability to accurately assess student proficiency levels, and lead and council individuals to meet career goals. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: independent, focused...

- Ability to provide consultation, leadership and direction to apprentices and employers in the development of specialized training plans. **(Learn)**

Personal attributes which may link with this skill statement include: persuasive, innovative, diplomatic...

- Ability to recognize, assess and mediate conflicts to resolve issues and ensure continued productivity. **(Bring)**

Personal attributes which may link with this skill statement include: diplomatic, persuasive, objective...

- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination.
(Bring - Supervisors only/Learn)

Personal attributes which may link with this skill statement include: respectful, supportive, empathetic...



Problem Solving

- Ability to identify and assess information relevant to the problem, consider a variety of options available, and determine and implement an appropriate course of action. **(Bring)**

Personal attributes which may link with this skill statement include: innovative, client focused...

- Ability to develop, implement and adjust training plans in collaboration with the client and others to establish goals and meet their diverse training needs. **(Bring)**

Personal attributes which may link with this skill statement include: creative, adaptable, proactive...

- Ability to identify and assess the client's skill level and consider all relevant factors when developing, implementing and modifying specialized training plans. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: objective, client focused...

Interpersonal

- Ability to establish and maintain a network of community contacts and professional relationships. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: positive, inclusive, respectful...

- Ability to consult and collaborate with colleagues and stakeholders in a professional, considerate and respectful manner that contributes to a harmonious work environment. **(Bring)**

Personal attributes which may link with this skill statement include: diplomatic, inclusive, accepting...

- Ability to tactfully and respectfully interact with people who may be anxious, frustrated, angry or threatening to provide and/or gather information. **(Bring)**

Personal attributes which may link with this skill statement include: discreet, understanding, accepting...



- Ability to independently negotiate and mediate discussions with clients and/or stakeholder groups possessing diverse positions, to build consensus. **(Learn)**

Personal attributes which may link with this skill statement include: creative, client focused, persuasive...

- Ability to influence, persuade or convince others in order to reach mutually acceptable or workable solutions/agreements. **(Bring)**

Personal attributes which may link with this skill statement include: articulate, diplomatic...

- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring - Supervisors only/Learn)**

Personal attributes which may link with this skill statement include: welcoming, objective, understanding...

Team/Independence

- Ability to work independently. or as a team member, cooperating with colleagues and others to meet goals and objectives. **(Bring)**

Personal attributes which may link with this skill statement include: independent, client focused, inclusive...

Organizational

- Ability to effectively plan, prioritize and balance diverse and conflicting workload pressures and deadlines, accomplishing program goals while meeting client needs. **(Bring)**

Personal attributes which may link with this skill statement include: adaptable, proactive...

- Ability to conceptualize, evaluate and adjust projects and/or services taking into consideration changing priorities and resources to achieve goals. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: responsive, adaptable, creative...



Analytical

- Ability to interpret and apply sections of the relevant legislation, regulations or procedures in a fair, equitable and consistent manner. **(Bring)**

Personal attributes which may link with this skill statement include: ethical, attentive to detail...

- Ability to identify, propose and/or contribute to the development of new ideas and approaches to improve work practices and systems. **(Bring)**

Personal attributes which may link with this skill statement include: creative, innovative...

- Ability to analyze and verify facts and complex, conflicting information and evidence to determine compliance and/or recommend solutions or required action. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, precise, objective...

Technical

- Ability to create, format and edit clear and effective written or visual materials using a variety of hardware and software applications and equipment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: creative, accurate, precise...

- Ability to identify and record relevant information and/or evidence through observations, interviews, inquiries and/or inspections. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: client focused, accurate, objective...

- Ability to accurately perform and apply a variety of mathematical calculations. **(Bring)**

Personal attributes which may link with this skill statement include: accurate, precise...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for the Apprenticeship and Trade Consultant include:

To Be...

- creative
- discreet
- innovative
- client focused
- adaptable
- positive
- articulate
- intuitive
- welcoming
- supportive
- flexible
- accurate
- proactive
- attentive to detail
- diplomatic
- assertive
- inclusive
- understanding
- persuasive
- accommodate individual differences
- empathetic
- responsive
- objective
- respectful
- accepting
- influential
- precise
- perceptive
- ethical
- open minded
- equitable

[Back to top](#)