

## **Landscape Horticulturist Apprenticeship Program (LHAP) Newfoundland and Labrador (NL)**

### **“Questions and Answers”**

The following are some key FAQ's, supplemented with additions from the Interprovincial Standards Red Seal Program [www.red-seal.ca](http://www.red-seal.ca) and the Canadian Apprenticeship Forum [www.caf-fca.org](http://www.caf-fca.org) as they relate to the Landscape Horticulturist trade in Newfoundland and Labrador. The information below will be of particular interest for persons planning to challenge the Red Seal Examination and thereby gaining certification as Interprovincial Journeypersons.

For a complete list of Frequently Asked Questions about apprenticeship in general in this province go to <http://www.ed.gov.nl.ca/app/pacb.html> and click on Frequently Asked Questions.

### **Who administers Landscape Horticulturist Apprenticeship in Newfoundland and Labrador?**

Assuming that approval of Landscape Horticulturist Apprenticeship program will be approved for training delivery at an approved post-secondary training institution in this province, the program will be administered by The Department of Advanced Education and Skills, Apprenticeship and Trades Certification Divisions. This is the department that administers all apprenticeship programs in NL. The Industrial Training section of the division is responsible for implementation of policies approved by the Provincial Apprenticeship and Certification Board (PACB) under the authority of the Apprenticeship and Certification Act.

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### **What is an apprentice?**

An apprentice is someone learning their trade on the job, with periods of technical training, under the supervision and mentorship of a certified journeyperson in an apprenticeable trade and registered as an apprentice with the Government of NL. They are employed by an employer who is willing to train them in more practical applications of the skills of the trade. The employer and the apprentice sign a formal apprenticeship agreement that is administered by the Apprenticeship and Trades Certification Division and registered with the Director.

### **What is a Certificate of Apprenticeship (C of A)?**

A Certificate of Apprenticeship is a document issued to a registered apprentice who meets all the requirements as set out in a Plan of Training for a trade occupation and passed the required examination(s). It should be noted that at this point, there is no formal technical training for Landscape/Horticulture in this province thus there are not any apprentices. It is hoped that apprenticeship training will be offered at an approved training institution pending approval by government. However, Trades Practitioners who want certification at this time can apply as a Trade Qualifier and challenge the Landscape Horticulturist Interprovincial Red Seal Exam provided they have accumulated 7200 hours. A Certificate of Apprenticeship (C of A) will only be issued to all candidates who are registered apprentices and meet all the requirements and achieve a minimum passing grade of 70%.

### **What is a journeyperson?**

A journeyperson is someone who has acquired the knowledge and skills in a trade and has been issued a Certificate of Qualification as attested to by a provincial or territorial authority.

### **What is a Certificate of Qualification (C of Q)?**

A Certificate of Qualification is a document issued by the province to a person who has met the standards of the trade and the provisions of the Apprenticeship and Trades Qualifications Act and General Regulations, by writing and passing the certification examination for that trade. A Red Seal endorsement will be affixed to the certificate of qualification for the person who successfully challenges an Interprovincial Standards Red Seal examination.

The Certificate of Qualification, along with an identification card, confirms that the person has demonstrated his or her competence in a specific trade and has met all of the requirements for journeyperson certification.

### **What is the Interprovincial Red Seal Exam?**

Interprovincial Red Seal exam questions are based on a set of blocks (subject areas or topics), as identified in the National Occupational Analysis (NOA) for that trade. The Interprovincial Red Seal exams have 100-150 multiple-choice questions, time restrictions for exam completion and requires a minimum passing grade of 70%. The Interprovincial Red Seal program is administered by the Canadian Council of Directors of Apprenticeship (CCDA).

### **What is the Red Seal Program?**

The Red Seal program (the Interprovincial Standards Red Seal Program [www.red-seal.ca](http://www.red-seal.ca)) is recognized as the *interprovincial standard of excellence* in the skilled trades. The Interprovincial Standards Red Seal Program was established to provide skilled workers with greater mobility across Canada. Through the program, apprentices who have completed their training and certified journeypersons are able to obtain a Red Seal endorsement on their Certificate of Qualification by successfully completing

an Interprovincial Red Seal Exam (IP Exam). Individuals who obtain the Red Seal endorsement can work anywhere in Canada without further training or examination.

The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada (Human Resources Skills Development Canada (HRSDC)), the Provinces and the Territories. The program is administered in each province and territory under the guidance of the Canadian Council of Directors of Apprenticeship (CCDA), HRSDC. Each province and territory has an appointed Director of Apprenticeship for this purpose.

### **What are the benefits of a Red Seal endorsement?**

Red Seal endorsement is recognized by employers as a standard of excellence and indicates that the certificate holder has met the Interprovincial knowledge, skills and work experience/competency standards established by industry. This credential facilitates mobility based on a recognized industry standard of competency within a company, between like companies, across different sectors, and throughout Canada. This endorsement allows the holder to work anywhere in Canada where the trade is designated without having to write further examinations.

### **What is a Trade Qualifier?**

A trade qualifier is a person who has been employed in a designated occupation for a length of time not less than one year in excess of the apprenticeship term as specified in the Conditions Governing Apprenticeship Training for that occupation and subsequently wishes to become certified. Through assessment of their prior learning and verification of their work experience, the Apprenticeship and Trades Certification Division determines their readiness to write the certification examination and if necessary, prescribes in-school training. Journeyperson certification is not granted without writing the Provincial or Interprovincial examination.

### **Is Landscape Horticulturist a designated Red Seal trade in NL?**

Yes Landscape Horticulturist is a Red Seal designated trade in NL and the Landscape Horticulturist Interprovincial Red Seal Exam is available for qualified candidates. Individuals who successfully complete the exam will have the Red Seal endorsement on their certificate and are permitted to work in all jurisdictions across Canada without further training or examination.

### **Is there a Landscape Horticulturist Apprenticeship training program in NL?**

Plans are well advanced to have the program available in the near future pending government approval. A Plan of Training has been developed, approved and posted on the appropriate provincial government web page <http://www.ed.gov.nl.ca/app/plans.html> and the program has been designated for training by a qualified delivery agent in the post-secondary sector. Details will be publicized as they become available.

### **What is NOA?**

The Red Seal National Occupational Analysis (NOA) is a document that lists all the

tasks performed in the occupation and describes the knowledge, skills and abilities required to demonstrate competence in the trade. This document is the basis for the Interprovincial Standards Red Seal examination. The Landscape Horticulturist NOA was developed in collaboration with industry stakeholders from across Canada, under the guidance of the CCDA and HRSDC and was published in 2010.

### **Where can I find the Landscape Horticulturist NOA?**

Go to [www.red-seal.ca](http://www.red-seal.ca)

Click on Document Search (in the left column)

On the Document Search page, click on the arrows to display the drop down menu and select Landscape Horticulturist, then click *Search*

Click on Landscape Horticulturist (Document type: NOA)

Once on the Landscape Horticulturist page, click PDF

Or go to <http://www.red-seal.ca/tr.1d.2@-eng.jsp?tid=403> & click on the "check mark" PDF file for the NOA in the Trade Information Chart.

### **What are the options to secure a Landscape Horticulturist Red Seal designation?**

#### Option 1 -- Trade Qualification

Trade Qualifiers must complete an Application to be Examined form and the Record of Work Experience form for Landscape Horticulturist. Landscape Horticulturist must prove a minimum of 7200 hours of work experience.

If employer verification of hours worked and/or journeyperson verification of skills is not possible, the Trade Qualifier may complete a Supporting Affidavit. If a Supporting Affidavit is the method used for verification of hours and/or skills, a Prior Learning Assessment and Recognition (PLAR) may be requested by the Industrial Training section to be conducted at a recognized training institution.

The completed application form and required documents must be returned to the Industrial Training Section where a review of the application is conducted and the applicant is notified of decision for approval or rejection.

If approval is warranted, a date is established for the candidate to challenge the practical exam (if required) and the theory examination.

If successful in the certification examination, a Certificate of Qualification is issued to the Trade Qualifier.

If unsuccessful, an assessment of the examination may be conducted to determine areas where further study or experience is needed. The Trade Qualifier may apply to re-write the examination or may register to attend in-school training to better prepare for further examination.

For more information on the Trade Qualifier process (and fee), including how to apply please contact the designated Program Development Officer at the Apprenticeship and Trades Certification office.

To determine if your skills and work experience meet the standards set for a skilled tradesperson you can review the detailed national occupational analysis (NOA) found on the Interprovincial Standards Red Seal website at:

<http://www.red-seal.ca/tr.1d.2@-eng.jsp?tid=403> & click on the "check mark" PDF file for the NOA in the Trade Information Chart.

### Option 2 – Completion of Landscape Horticulturist Apprenticeship Program

As noted above while apprenticeship training is not an option at this time, it is hoped that apprenticeship training will be offered in this province pending government approval. When the program is offered all registered apprentices who successfully complete all elements of the program (practical and technical) and successfully challenge the certification examination(s) will be granted a Certificate of Apprenticeship. This certificate will enable the successful individuals to challenge the Red Seal exam and upon a successful outcome will be issued a Certificate of Qualification with the Red Seal endorsement. This endorsement is a recognized standard in jurisdictions across Canada.

### **What are the benefits of having certified Journeypersons in My Company ?**

Because the Landscape Horticultural Apprenticeship Program is new to this province a critical mass of qualified journeypersons is needed in order to support the Landscape Horticulturist Apprenticeship program. In order to indenture apprentices interested companies must have one (or more) journeypersons to supervise and verify on-the-job learning. Companies hiring apprentices can access financial benefits offered by both the Federal and Provincial Governments (see below)

### **How do I find the nearest Apprenticeship and Trades Certification Division Office?**

Click on this link to find the Apprenticeship and Trades Certification Division Office nearest to you!

<http://www.ed.gov.nl.ca/app/contact.html>

### **Some Red Seal Exam Practicalities:**

#### **What should I expect on the Red Seal exam?**

A Red Seal exam is based on the National Occupational Analysis (NOA) for the trade. The analysis describes the skills and knowledge required to perform the duties of the trade. Each NOA consists of blocks (main subject areas), each block is divided into tasks, and each task is divided into sub-tasks.

This link [http://www.red-seal.ca/images/ECS\\_Landscape.html](http://www.red-seal.ca/images/ECS_Landscape.html) provides a percentage breakdown of questions for each block of the trade.

Landscape Horticulturist Apprenticeship Practice Exam Questions are posted on this link on the Red Seal Website:

[http://www.sceau-rouge.ca/images/SampleQuestion\\_Landscape.html](http://www.sceau-rouge.ca/images/SampleQuestion_Landscape.html)

These practice questions are presented to demonstrate the structure and phrasing of Red Seal examination questions. Success on these questions will NOT result in certification. These questions are intended to be used when preparing to write a Red Seal examination.

### **How is the NOA used to prepare for the exam?**

The percentage of questions on each area of an NOA can be found in Appendix E of the NOA. The percentage of questions listed in the National Average column reflects the percentage of exam questions from the corresponding Occupational Skills block. A list of all sub-tasks can be found in Appendix F of the NOA. This chart is a simple visual tool of all the Blocks, Tasks, and Sub-tasks in the NOA. It can be used as a handy checklist to help compare what you know with what you will be tested on the exam.

### **How is the Red Seal Exam formatted?**

Red Seal exam questions are written to test your knowledge and competency related to the sub-tasks in the NOA. Each exam has between 100 and 150 multiple-choice questions. Each question has four responses (A, B, C and D); only one of which is correct. All questions are of equal value. The pass mark is 70%. Red Seal exams are bilingual. French questions are on the left hand pages and the same English questions are on the right hand pages of the examination booklet.

### **Any tips for writing the multiple-choice exam?**

Red Seal exams are written exclusively in a multiple-choice format with four potential answers. There is only one correct answer. There are three incorrect responses are called distracters because they are intended to look plausible and 'distract' you from the correct answer if you are not confident in your knowledge. Bring a watch to pace yourself. (For example, a 3 hour exam with 120 questions = 40 questions per hour, 20 questions per 1/2 hour, 10 questions per 15 minutes). Bring pre-sharpened pencils, an eraser and calculator. For more tips on preparing to write the Interprovincial Red Seal exam go to:

[www.hrsdc.gc.ca/eng/workplaceskills/LES/pdfs/trades/preparing\\_irse.pdf](http://www.hrsdc.gc.ca/eng/workplaceskills/LES/pdfs/trades/preparing_irse.pdf)

### **What happens after writing the Interprovincial Red Seal exam?**

Your exam result, complete with an analysis, will be mailed to you after the exam has been scored. Exam results: marks, pass/fail, will not be released over the telephone. Once you have met all of the requirements for certification, you will be issued a Certificate of Apprenticeship and a Certificate of Qualification with the Red Seal endorsement.

If you are not successful in achieving the 70% passing mark, you are eligible for a supplemental exam (and no additional fee applies). Realize that there are many Red Seal exams for the trade, so you will not write the same exam next time.

### **As an employer, what are the benefits to my company of hiring an apprentice?**

Return on Training Investment: There is no cost to the employer to register an apprentice. In fact both the Federal and Provincial Government offer financial incentives to both employers and to apprentices (see below) and for every dollar employers invest in training an apprentice, employers, on average, receive a return of a \$1.47. This return on investment is not specific to the Landscape Horticulturist trade.

The return varies from trade to trade and is an average of 16 trades across the country, however, even the lowest returns were still positive returns on investment.

This is not a payment to the employer, but rather a value added equivalent of employing an apprentice. The apprentice's productive value exceeds the training costs by the end of the second year or earlier. Hiring apprentices ensures that an employer has skilled labour and a lower turnover rate.

### **Is there Financial Assistance for Apprentices and for Employers?**

Yes there are both Federal and Provincial Programs:

For Federal Financial Assistance for Apprentices click here:

[http://www.hrsdc.gc.ca/eng/workplaceskills/trades\\_apprenticeship/index.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/trades_apprenticeship/index.shtml)

The following incentive and completion grants are available to all Red Seal trades. Note that these grants are ONLY available to apprentices who register and successfully complete a formalized Red Seal apprenticeship training program

- The Apprenticeship Incentive Grant: A taxable cash grant of **\$1,000 per year/level** up to a maximum of \$2,000.
- The Apprenticeship Completion Grant: A taxable cash grant of **\$2,000**
- Tradesperson's Tool Deduction: Provides employed tradespersons with an **annual deduction of up to \$500** to help cover the cost of new tools necessary for their trade. The deduction applies to the total cost of eligible tools if the following conditions are met:
  - the total cost exceeds \$1,000;
  - the tools were purchased after May 1, 2006;
  - The purchase was made by an employed tradesperson.
  - More information is available on the Canada Revenue Agency website:
  - <http://www.cra-arc.gc.ca/tx/ndvds/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins206-236/229/trds/tiddctn-eng.html>

Federal Financial Assistance for Employers:

- Apprenticeship Job Creation Tax Credit (AJCTC): a non-refundable tax credit available to employers equal to 10% of the eligible salaries and wages payable

to eligible apprentices in respect of employment after May 1, 2006. The **maximum credit is \$2,000 per year for each eligible apprentice**. More information is available on the Canada Revenue website at:

<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns409-485/412/jctc-eng.html>

#### Provincial Programs:

##### Wage Subsidy Program:

- Apprenticeship Wage Subsidy Program - Under the Provincial Government's Apprenticeship Wage Subsidy Program, the financial incentive to employers will help offset salary costs of hiring apprentices. A contribution rate for wage subsidies will be applied to participating apprentices based on their years of experience, as follows: **90 per cent for first year apprentices; 80 per cent for the second year; and 60 per cent for the third and fourth-year apprentices**. For more information please click on <http://www.aes.gov.nl.ca/lmda/apprenticeship.html>
- **Journey person Mentorship Program:** This Provincial Government funding program is targeted to industry or employers. This program will provide financial contributions to eligible employers to provide a journey person (JP) mentor to support apprentices on the job. The program will provide support to employers to hire JPs to mentor apprentices by offsetting the salary of JP mentors and provide opportunities for apprentices to gain the work experience and hours they need to progress through their apprenticeship program. The established rate will be based on the number of apprentices on site. It will be 100% of JP salary for 3 or more apprentices on site and 75% of JP salary for 2 apprentices on site. For more information please click on <http://www.aes.gov.nl.ca/foremployers/journey person mentorship.html>

#### And Finally:

Here are a few thoughts on the benefits of hiring apprentices-

Effective recruitment strategy: Leads to higher retention rates and lower turn over.

Two way skills development: Mentoring apprentices renews and revitalizes journeymen's skills leading to greater productivity as the apprentice hones practical skills in the trade. By providing appropriate supervision, practical on-the job training and honest feedback, the apprentice learns the skills required becoming a professional in the trade.

Higher quality work: Helps to maintain high standards and quality on the job and develops skills and competencies that meet industry standards.

Increased productivity: Trains apprentices in the company's systems and work processes. A trained apprentice is a safer, more productive worker.

Improved safety: Makes journeymen more aware of safe work practices as they teach apprentices. This makes employees more familiar with the organization's safety



practices leading to fewer accidents which results in reduced compensation costs and leads to reduced insurance costs for some employers because insurance companies recognize the lower risk of a skilled workforce.

Improved company reputation: Delivers high quality products and services through highly trained and skilled workers. This commitment to training can be used as a marketing tool to customers to show them it is better to conduct business with a company, which employs quality journeypersons and apprentices, rather than from non-participating companies whose staff may not be qualified.