



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Certification Officer, Apprenticeship, Trade and Occupation Certification	
Position Number	Community	Division/Region
71-3255	Yellowknife	Labour Development and Standards, HQ

PURPOSE OF THE POSITION

The Certification Officer is responsible for facilitating and administering the assessment, registration, technical training and certification of Apprenticeship, Trade and Occupation Certification (ATOC) program candidates in the Northwest Territories. This ensures that the qualifications of northern applicants meet or exceed national and territorial standards through an efficient and effective certification system.

SCOPE

The Certification Officer reports to the Manager, Apprenticeship, Trade and Occupation Certification and is based in Yellowknife. The position manages over 500 skilled trades and occupation client files from over 200 employers in the NWT annually. The incumbent monitors payments for tuition fees and authorizes tuition costs of approximately \$450,000. The Officer works with Education Culture and Employment (ECE) staff, community governments and other third party agencies to ensure effective and efficient program delivery.

A high degree of autonomy and independence is essential to adjudicate eligibility and to make recommendations for approval to the Director of Apprenticeship, Trade and Occupation Certification, and the Minister of Education, Culture and Employment.

This position must assess and judge the application of occupation candidates, trainees, apprentices and trade qualification certification candidates using both legislation and other territorial and/or national policy instruments. The efforts of this position relate directly to public safety in that inadequately or fraudulently prepared apprentices and trades people put consumers at risk. Further, there may be the potential for legal and financial liabilities for the

hiring agency as well as the Government of the Northwest Territories (GNWT) for improperly approved certification.

In collaboration with industry representatives and regional staff, the incumbent determines training requirements and coordinates professional development or placements for apprentices and occupation trainees in existing and newly designated trades and occupations. This is done in accordance with the *Apprenticeship, Trade and Occupation Certification Act* and Regulations.

RESPONSIBILITIES

1. Administers and coordinates trades and occupations certification program maintaining national and territorial standards to ensure quality, effective program delivery.

- Ensures compliance with regulations, policies and guidelines.
- Recommends revisions to the Apprenticeship and Trade Certification Regulations, the Occupation Certification Regulations, policies, guidelines and procedures.
- Contributes to technical training guides and documents related to trades and occupations.
- Routinely monitors the department's Case Management Administration System (CMAS) for functionality and reports deficiencies.
- Makes recommendations for the implementation and maintenance of related application software.
- Administers tuition fees and authorizes tuition payments to the institutions with regard to trades, occupations and apprentice tuitions.
- Arranges technical training placements with Aurora College and southern training institutions.
- Records, distributes and authorizes the issuance of technical training and occupations results and transcripts.
- Assesses and approves results from technical training and occupational institutions and apprentice level exams, and determines whether the candidate receives credit.
- Verifies recipients for annual honour roll and top mark awards.
- Monitors apprentice record books to ensure compliance with program regulations.
- Verifies and finalizes skilled trades, apprenticeship and occupation trainee record books for certification.
- Issues and records certificate numbers.
- Updates skilled trades, apprenticeship and occupation program information for regional partners.
- Provides advice and guidance to regional staff (Career Development Officers) on technical training, procedures, program standards and registration to ensure program compliance.
- Develops and maintains relationships with Regional Service Centres and training institutions.
- Collaborates with stakeholders to facilitate and improve services, policies and programs.

- Provides documentation, statistics and reports to senior management upon request of Manager, Apprenticeship, Trades and Occupational Certification.
- 2. Provides skilled trades and occupation certification services to eligible candidates in accordance with the Apprenticeship, Trade and Occupation Certification legislation, policies, guidelines and procedures.**
- Monitors client progress to ensure compliance with regulations and standards.
 - Collects all relevant documentation on case files in an accurate and timely manner.
 - Confirms candidate eligibility for access to technical training and examinations for the awarding of certificates and status cards.
 - Verifies all information supplied by applicants during the application process and training program.
 - Ensure that client files are complete and up to date.
 - Working with the Coordinator, investigate suspected fraud in certification process and documentation.
- 3. Coordinates National and Territorial examinations and evaluation documents in support of apprenticeship, trade and occupation candidates as required.**
- Oversees the examination system for all NWT designated trades, occupations and inter-provincial Red Seal examinations in regional centres.
 - Provides security and maintenance of examination inventory and examination question banks for all NWT designated trades and occupations and inter-provincial Red Seal examinations (approximately 200 examination banks and 75 individual evaluation documents).
 - Evaluates and directs security measures for examination papers for all designated trades, occupations and inter-provincial Red Seal examinations in regional centres.
 - Prepares exams for distribution to regional centres and to Aurora College campuses for technical training.
 - Generates examinations for designated trades and occupations.
 - Assesses and grades territorial and national standardized examinations and performance evaluations for designated trades and occupations.
 - Maintains and secures current and complete exam inventory for all NWT-designated trades and occupations.
 - Coordinates performance evaluations and distributes evaluation documents.
 - Accesses the Interprovincial Computerized Examination Management System (ICEMS) for interprovincial Red Seal examinations.
 - Assesses client files to determine eligibility to attend technical training.
 - Assesses client files to determine eligibility to challenge written and or practical examinations.
- 4. Manages and administers training applications and certification in keeping with territorial and national standards relating to apprenticeship, trades and occupational certification.**
- Verifies all information supplied by applicants during the application process and training program.

- Recommends the termination, suspension and/or reinstatement of apprentices or occupational candidates to the Manager, Apprenticeship, Trade and Occupation Certification.
- Verifies transfers of apprentices or occupational candidates.
- Recommends plans for optimal course scheduling at Aurora College.

5. Supports additional apprenticeship and occupation activities.

- Invigilates exams as required.
- Carries out additional administrative duties as required (i.e. material and documentation for Apprenticeship, Trade and Occupation Certification Board (ATOCB) meetings or staff meetings).
- Participates in special events such as Skills Canada events and career fairs.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may be required to travel up to one week every two months. The environment is stressful as there are multiple demands requiring a high degree of accuracy, tight deadlines and frequent interruptions.

KNOWLEDGE, SKILLS AND ABILITIES

- Significant knowledge of legislation and policies pertaining to skilled trades, apprenticeships and occupations.
- Knowledge of NT labour market and future requirements, including relevant federal and territorial training programs to meet needs of northern employers and clients.
- Significant knowledge of the Red Seal Program processes, trade, apprenticeship and occupation certification program requirements.
- Superior ability to research, synthesize, analyze, evaluate and assess information obtained from a variety of resources.
- Demonstrated skills in case management, assessment, interviewing techniques and program compliance.
- Understanding of the *Access to Information and Protection of Privacy Act*.
- Strong planning, organization and time management skills.
- Strong written and verbal communication skills.

- Proven ability to work in a multicultural environment.
- Strong problem solving, consultation, liaison, interpersonal and team skills.
- Accomplished client service skills.
- Strong computer skills with a working knowledge of computer software systems (i.e. MS Office Suite, client management systems and program-specific software programs).

Typically, the above qualifications would be attained by:

- A Diploma in Social Sciences, Public Administration, Business Administration, or an education related field, with 3 years' experience.
- Experience with skilled trades and occupation certification would be an asset.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
- Level required for this Designated Position is:
- ORAL EXPRESSION AND COMPREHENSION
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- READING COMPREHENSION:
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- WRITING SKILLS:
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred