



ST. CHRISTOPHER AND NEVIS

CHAPTER 18.03

APPRENTICESHIP AND TRADESPERSONS' QUALIFICATION ACT and Subsidiary Legislation

Revised Edition

showing the law as at 31 December 2002

This is a revised edition of the law, prepared by the Law Revision Commissioner under the authority of the Law Revision Act, No. 9 of 1986.

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CHAPTER 18.03
APPRENTICESHIP AND TRADESPERSONS'
QUALIFICATION ACT

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CHAPTER 18.03**APPRENTICESHIP AND TRADESPERSONS’ QUALIFICATION ACT**

AN ACT TO SUPPLY THE STATE’S ECONOMIC NEEDS FOR SKILLED WORKMEN AND TO PROVIDE YOUNG PERSONS WITH IMPROVED OPPORTUNITIES TO LEARN SKILLED TRADES AND OCCUPATIONS BY A SYSTEM OF APPRENTICE TRAINING SUPPLEMENTED BY THEORETICAL INSTRUCTION RELATED TO TRADES AND OCCUPATIONS AND GENERALLY TO PROVIDE FOR THE IMPROVEMENT OF APPRENTICESHIP STANDARDS AND ENCOURAGE TRAINING IN TRADES AND OCCUPATIONS.

Short title.

1. This Act may be cited as the Apprenticeship and Tradespersons’ Qualification Act.

Interpretation.

2. In this Act—

“apprentice” means a person who is at least sixteen years of age and who has entered into an apprenticeship agreement under which he or she is to work at and learn a trade and receive training and instruction in such trade;

“apprentice agreement” means an agreement entered into by an apprentice with an employer, or a group of employers, or between an employer and a worker and the parent or guardian of the worker which provides for the participation of the apprentice in a scheduled sequence of training on the job, supplemented by the required related technical instruction and for a progressively increasing scale of wages during the period of apprenticeship;

“apprenticeship” means a training programme for a trade, the learning of which is sufficiently complex to require a training period of at least two years of reasonably continuous employment, and which also requires participation in a programme of related technical instruction;

“Committee” means the Apprenticeship and Training Advisory Committee constituted under section 4 of this Act;

“Department of Labour” includes a Division of the Department of Labour;

“Director” means the Director of Apprenticeship;

“employer” includes the Crown and any other public authority;

“functions” includes powers and duties;

“Labour Commissioner” means the Labour Commissioner appointed as such under the provisions of section 3 of the Labour Act, Cap. 18.18;

“Minister” means the Minister of Labour;

“trade” includes any trade, craft, business or calling requiring the application of practical skill;

“training” means any training activity consisting primarily of training on the job which does not fall under the definition of an apprenticeship;

“regulations” means regulations made under this Act.

Apprenticeship Division in the Department of Labour and staff.

3. (1) There is hereby established an Apprenticeship and Training Division in the Department of Labour (hereinafter referred to as the Division).

(2) The Division hereby established shall be composed of a Director of Apprenticeship and such other officers, clerks and servants, appointed in the manner authorised by law as are deemed expedient for the purposes of this Act.

(3) The Labour Commissioner for the time being shall be *ex officio* Director of Apprenticeship.

(4) The Minister, on the recommendation of the Committee, may appoint one or more examiners to assist in the conduct of examinations prescribed for any trade, and such examiners upon the recommendation of the Director, may be paid their travelling expenses and such fees for their services out of moneys appropriated therefor by the National Assembly.

The Advisory Committee.

4. (1) There shall be constituted, in accordance with the provisions of this Act, an Advisory Committee to be known as “the Apprenticeship and Training Advisory Committee” and it shall be the duty of the Committee to advise the Minister on matters relating to the establishment and operation of apprentice training programmes and tradesmen’s qualifications.

(2) The members of the Advisory Committee of whom there shall be not less than nine, shall be appointed by the Minister after consultation with such organisations and persons as he or she considers appropriate and shall include—

- (a) at least four persons from appropriate Government Departments;
- (b) at least two persons known to represent the interest of workers;
- (c) at least two persons known to represent the interest of employers; and
- (d) persons appearing to the Minister to be knowledgeable in matters of skilled trades and occupations.

Appointment and tenure of office of members of Advisory Committee.

5. (1) The appointment of every member of the Committee shall be in writing and shall specify the period of office of the member which shall not exceed three years.

(2) Every member of the Committee shall be eligible for re-appointment.

(3) Any member of the Committee other than the Chairperson may at any time resign his or her office by writing addressed to the Minister and transmitted through the Chairperson, and from the date of the receipt by the Minister of that writing such member shall cease to be a member of the Committee.

(4) The Chairperson may at any time resign his or her office by writing addressed to the Minister and such resignation shall take effect as from the date of the receipt of such writing by the Minister.

(5) The Minister may appoint any person to act temporarily in the place of any member of the Committee in the case of the absence or inability to act of such member.

Vacancies.

6. When a vacancy occurs on the Committee during a term of office, the Minister may fill the vacancy for the unexpired portion of the term.

Chairperson, Procedure at Committee meetings and sub-committees.

7. (1) The Minister shall appoint one of the members of the Advisory Committee to be Chairperson of the Committee.

(2) The Minister shall make available to the Committee or to a sub-committee the services of such officers of the Department of Labour as he or she considers appropriate for the purpose of enabling the Committee or a sub-committee to perform their functions.

(3) The Committee may, with the approval of the Minister, appoint sub-committees, which may consist in part of persons who are not members of the Council, to consider and report to the Committee on any matter referred to them by the Minister.

(4) At meetings of the Advisory Committee the quorum shall be five and subject to that the Committee may determine its own procedure.

Travelling Expenses.

8. Each member of the Committee or of a sub-committee who is not a public official or employee in receipt of a travelling allowance as such public official or employee shall be entitled to reimbursement of necessary travelling or other expenses incurred in carrying out his or her duties as a member of the Committee.

Removal of Committee Members.

9. The Minister may at any time revoke the appointment of the Chairperson or any other member of the Committee if he or she thinks it expedient so to do, and such members as may have been appointed by reason of their official positions in the public service of the State shall cease to be members of the Committee upon the termination of their official appointments.

Functions and duties of Minister.

10. The Minister is hereby authorised—

- (a) to develop procedures and policies for the promotion of apprenticeship and training in the State and to that end he or she shall seek the advice of the Committee and of employers, employees and such other group, both public and private, as he or she may deem advisable;
- (b) to establish standards of apprenticeship and training in trades and occupations suitable to the economy and conditions in the State, and to develop such programmes and enter into such agreements respecting apprentice or man power training as may be necessary to carry out the objects of this Act;
- (c) to co-ordinate his or her functions or activities for the purpose of this Act with government agencies officials and organisations in any manner connected with apprenticeship in the State:

Provided, that such agencies, officials and organisations are authorised by law to act in such co-ordination;

- (d) to co-operate with the Advisory Committee appointed under the provisions of the Labour (Minimum) Wage Act, 18.19 in the making of orders prescribing minimum wages in trades and occupations;
- (e) to recognise officially any apprenticeship or training programme which meets the standards established by him or her under this section and to provide suitable recognition to all individuals who have successfully completed their training under a recognised apprenticeship or training programme or passed a prescribed examination specially set for the purpose of ascertaining whether a candidate is qualified to work in the trade to which the examination relates;
- (f) to give policy guidance to the Division in the performance of its functions under the provisions of this Act, and hear and decide upon any apprenticeship or training case brought to him or her for consideration;
- (g) to submit an annual report to the National Assembly on progress in the various matters provided for under this Act.

Functions of the Apprenticeship and training Division.

11. Subject to the supervision and control of the Minister it shall be the duty of the Division to administer the provisions of this Act and it shall carry out the rules, policies and programmes of the Minister and, without limiting the generality of the foregoing, for the purposes of this Act, it shall—

- (a) promote the development of apprenticeship and other types of on-the-job training programmes and the execution of appropriate agreements;
- (b) provide assistance to the Committee or to sub-committees;
- (c) undertake or collaborate in studies or investigations of any trade or occupation and to estimate the number of apprentices required to be trained from time to time in particular trades and occupations to ensure that sufficient skilled workmen will be available, to satisfy the economic needs of the State;
- (d) prepare and issue reports and publicize and promote apprenticeship as a method of training in any trade;
- (e) register the individual agreement of each apprentice who is employed in a recognized apprenticeship programme;
- (f) generally to perform such other duties as are assigned to it by the Minister for the carrying out of the provisions of this Act.

Powers of Director.

12. For the purpose of carrying out the objects of this Act, the Director, or any person authorized by the Minister in writing, may—

- (a) inspect any premises, equipment and training facilities of an employer;
- (b) inspect and examine all books, payrolls and other records of an employer that in any way relate to the wages, hours of labour or conditions of employment of any person;

- (c) take extracts from or make copies of any entry in such books, pay-rolls and records;
- (d) require an employer to make full disclosure and production of all records, documents, statements, writings, books, papers, extracts therefrom or copies thereof that the employer may have in his or her possession or control, or other information, that in any way relate to the wages, hours of labour or conditions of employment of persons employed by him or her;
- (e) upon notice to the parties and after giving them an opportunity to be heard, cancel for cause apprenticeship agreements.

Duty to register as an Apprentice.

13. (1) Every person who, after the date of commencement of this Act, commences to work at a trade for which an apprentice training programme is established but who does not hold a certificate of apprenticeship or qualification in that trade shall—

- (a) forthwith apply in the prescribed form for apprenticeship in that trade; and
- (b) within six months after commencing to work in that trade, file his or her apprenticeship agreement with the Division.

(2) Every person who fails to comply with subsection (1) of this section shall, upon the expiration of six months mentioned in paragraph (b) of subsection (1) of this section, cease to work in that trade until he or she files his or her apprenticeship agreement with the Division or until the Director authorises in writing the continuation or resumption of such work.

Persons under 18 years of age.

14. Where an apprentice training programme is established for a trade, every employer in the trade employing any person under eighteen years of age—

- (a) who is not an apprentice in that trade; or
- (b) who does not hold a certificate of apprenticeship or qualification in that trade,

shall immediately notify the Director of the particulars of the employment and of the name and address of the person so employed in order that the Director may inform the person so employed of his or her rights and duties under this Act.

(Amended by implication by Act 15 of 1983)

Essentials of apprenticeship agreement.

15. Every apprenticeship agreement shall be—

- (a) for a period of at least two years;
- (b) in the prescribed form;
- (c) signed—
 - (i) by the employer;
 - (ii) by the person to be apprenticed; and

(iii) if he or she is under eighteen years of age, by a parent or the guardian of the person to be apprenticed, but if neither parent nor guardian is willing to sign or is capable of signing a judge of the High Court in the Circuit of the Supreme Court in which the employer carries on business may, upon the application of the person apprenticed and without the appointment of a next friend, dispense with the signature of either parent or of the guardian upon proof to the satisfaction of the judge that the agreement is in the interest of the person to be apprenticed; and

(d) approved by the Director.

Registration of agreements.

16. Every apprenticeship agreement shall, upon its approval by the Director, be registered by the Division.

Minors.

17. Every apprentice who is under eighteen years of age shall perform and is entitled to the benefits of his or her apprenticeship agreement in accordance with its terms in the same manner and to the same extent as if he or she were of the full age of eighteen years.

Receipt of premium prohibited.

18. No employer of an apprentice in any trade shall receive directly or indirectly from him or her or on his or her behalf or on his or her account any payment by way of premium.

Termination of apprenticeship agreements.

19. (1) An apprenticeship agreement shall not be terminated before the completion of the apprenticeship period provided therein except by—

- (a) the death of either party;
- (b) consent, expressed or implied, of the parties;
- (c) cancellation for cause of the agreement.

(2) Where, in the opinion of the Director, the terms of an apprenticeship agreement cannot be fulfilled to the advantage of either party, he or she may arrange for the transfer of the agreement.

(3) The termination, cancellation or transfer of an apprenticeship agreement shall be noted by the Director on the registered copy of the agreement.

Offences.

20. Every person—

- (a) who contravenes any provisions of this Act or the regulations made under this Act;
- (b) who enters into an apprenticeship agreement or arrangement relating to the employment of an apprentice that is not in accordance with this Act;

- (c) who withholds any information with regard to the working or training conditions of apprentices or makes any misrepresentation with regard thereto;
- (d) who obstructs, hinders, prevents or otherwise interferes with the carrying out of this Act, or the regulations made under this Act or the terms of an apprenticeship agreement under this Act; or
- (e) who uses for the purpose of obtaining employment or business a certificate of apprenticeship, a certificate of qualification or a certificate of proficiency issued to another person,

commits an offence and shall be liable, on summary conviction before a Magistrate, to a fine not exceeding one thousand five hundred dollars or to imprisonment for a term not exceeding six months.

(Amended by Act 9 of 1986)

Regulations.

21. Cabinet may make regulations—

- (a) defining any trade;
- (b) defining any training;
- (c) establishing an apprenticeship training programme for any trade or group of trades and the standard of education which a person shall be required to attain for employment as an apprentice in such trade or trades;
- (d) exempting any trade or class of persons in trade from this Act and the regulations under the Act or from any provision of either of them;
- (e) providing for the issue of proficiency certificates for any trade, and the issue of qualification certificates for any trade;
- (f) providing for approval of apprentices training programmes and training programmes established by employers;
- (g) providing licences for trade schools teaching any trade to which this Act applies and respecting their issue, renewal, revocation and suspension, and prescribing courses of study and methods of training in such trade schools and respecting their operation;
- (h) respecting the periods of apprenticeship and training of apprentices in any trade;
- (i) approving or prescribing courses of training or study for apprentices and others and fixing the credits to be allowed for such courses, and providing that suitable credits shall be awarded for previous experience or education after appropriate evaluation and testing;
- (j) providing the system of theoretical and practical instruction to be adopted for the training of apprentices;
- (k) prescribing in respect of any trade the minimum rates of pay and the allowances for subsistence and travelling to be paid to apprentices and the maximum hours of work for apprentices;
- (l) prescribing the maximum number of persons who may be apprenticed to an employer in a trade;

- (m) respecting the issue, posting, cancellation, suspension or renewal of certificates under this Act;
- (n) providing for and prescribing fees, and by whom they shall be paid;
- (o) prescribing forms and providing for their use;
- (p) respecting any matter necessary or advisable to carry out effectively the intent and purpose of this Act:

Provided that until varied or revoked by rules made under this section the regulations contained in the schedule to this Act shall be in force.

Savings.

22. (1) Nothing contained in this Act or in any regulations made under this Act or apprenticeship agreements approved under this Act shall operate to invalidate any provision on apprenticeship contained in any contract of apprenticeship subsisting when this Act comes into force and such contract shall be deemed to have been approved and registered by the Division of the Department of Labour under this Act.

(2) None of the provisions of this Act nor any of the policies developed to carry out the objects of this Act shall apply to any trade unless and until an apprentice training programme is established for such trade.

Duty of Labour Commissioner.

23. It shall be the duty of the Labour Commissioner to enforce this Act.

Apprenticeship agreement free from stamp duty.

24. All apprenticeship agreements made under the provisions of this Act shall be free of stamp duty, the provisions of any other law to the contrary notwithstanding.

FIRST SCHEDULE*(Section 21)***THESE REGULATIONS MAY BE CITED AS THE APPRENTICESHIP
REGULATIONS**

1. These Regulations shall apply to any trade for which an apprentice training programme is established.
2. An application for apprenticeship in a trade shall be in Form 1 set out in the schedule to these Regulations.
3. No person shall become an apprentice in a trade unless he or she—
 - (a) has a School Leaving Certificate granted by the Education Department or other qualifications determined by the Minister as equivalent thereto; or
 - (b) has the qualifications that are prescribed in the regulations for the trade; and
 - (c) is at least sixteen years of age.
4. An apprentice in a trade shall complete any apprentice training programme established for the trade and any full time educational day classes prescribed by the programme shall be attended at a vocational educational institution designated by the Minister.
5. (1) Every employer in a trade shall—
 - (a) provide an apprentice with practical training and instruction; and
 - (b) permit the apprentice to attend any full time educational day class,in the courses and for the period prescribed by an apprentice training programme established for the trade.
 - (2) Where the employer is unable to provide an apprentice with practical training and instruction the employer and the apprentice shall each forthwith notify the Director.
6. (1) Unless otherwise prescribed, the rate of wages for an apprentice whether for his or her regular duty hours or for hours in excess of his or her regular daily hours, shall be not less than—
 - (a) 40 per cent during the first period;
 - (b) 48 per cent during the second period;
 - (c) 56 per cent during the third period; and
 - (d) 64 per cent during the fourth period,of the rate of wages or its equivalent for a tradesman employed by the employer in that trade.
 - (2) An apprentice shall not—
 - (a) be deemed to have completed a period of training and instruction;
 - (b) commence another period of instruction; or
 - (c) be qualified for an increase in wages under any scale of wages prescribed in these regulations,

until he or she passes an examination prescribed by the Director after consultation with the Committee in respect of the training and instruction given in the period.

(3) Unless otherwise prescribed the number of apprentices who may be employed by an employer in a trade shall not exceed the number of tradespersons employed by the employer in that trade.

7. (1) An apprenticeship agreement shall be in Form 2 set out in the schedule to these Regulations.

(2) The apprentice shall use to the best of his or her ability any facilities provided for technical instruction.

(3) The apprentice shall obey all lawful orders given to him or her by the employer or by a person delegated by the employer to supervise the work and training of the apprentice.

(4) The apprentice shall furnish to the employer satisfactory reasons for any absence from his or her employment.

(5) The employer shall not employ in the trade any person, other than a qualified tradesperson, while the apprentice is idle.

8. (1) A transfer of an apprenticeship agreement shall be in Form 3 set out in the schedule to the Regulations.

(2) The employer to whom the contract is transferred shall perform the contract as fully and completely as if he or she were the employer with whom the contract was made.

9. A certificate of apprenticeship shall be in Form 4 set out in the schedule to these Regulations.

10. When an apprentice has—

- (a) completed an apprentice training programme; and
- (b) passed the examinations referred to in sub-regulation (2) of regulation 6 and a final examination prescribed by the Director after consultation with the Committee,

the Director shall issue a certificate of apprenticeship to the apprentice.

11. A certificate of proficiency in a trade shall be in Form 5 set out in the schedule to the Regulations.

12. The Director may issue a certificate of proficiency in any trade to any person who—

- (a) supplies documentary evidence satisfactory to him or her of work performed or experience gained in the trade; and
- (b) passes such test or examination as is prescribed by the Director after consultation with the Committee:

Provided that the Director shall not issue a certificate of proficiency in a trade to a person who holds a subsisting certificate of apprenticeship in the trade.

13. (1) An examination for a certificate of apprenticeship, a certificate of qualification, or a certificate of proficiency shall be held at the time and place designated by the Director and shall be designed to test the candidate's knowledge and skill in the trade.

(2) A person who has failed to pass an examination may rewrite the examination.

14. (1) Where an applicant for a certificate of qualification is the holder of a certificate of apprenticeship issued under the Act, the Director shall, upon payment of the prescribed fee, issue to the applicant, without examination, a certificate of qualification.

(2) Where an applicant for a certificate of qualification who is not the holder of a certificate of apprenticeship in the trade—

(a) has attended a vocational school approved by the Minister and has completed the period of training and instruction provided by such school;

(b) after graduation from the school, works as an apprentice in the trade for a period prescribed by the Director after consultation with the Committee; and

(c) passes an examination for a certificate of qualification,

the Director shall, upon payment of the prescribed fee, issue to the applicant a certificate of qualification.

15. Where a person proves to the satisfaction of the Director that he or she has lost his or her current certificate of qualification the Director shall issue to him or her a duplicate certificate of qualification upon payment of the prescribed fee.

FEES

16. There shall be paid to the Accountant General the following fees

- | | |
|---|---------|
| 1. For registration of an apprenticeship agreement..... | \$5.00 |
| 2. For an examination..... | \$5.00 |
| 3. For a certificate of qualification..... | \$5.00 |
| 4. For a duplicate certificate of qualification..... | \$5.00. |

FORM 1

(Regulation 2)

THE APPRENTICESHIP AND TRADESPERSONS' QUALIFICATION ACT, CAP. 18.03.

APPLICATION FOR APPRENTICESHIP

TRADE.....

APPLICATION

Name.....

(Surname)

(first and middle names)

Address.....

Date of Birth

(day)

(month)

(year)

Name of Parent, Guardian or Judge

TRADE EXPERIENCE

Statement of relevant trade experience, proof of employment, educational or other background to accompany this application.

Date

Signature of Applicant

EMPLOYER

Applicant entered my employ on day of

20 to learn the trade of

Name of Employer

Address.....

Signed by Date

FORM 2

(Regulation 7)

THE APPRENTICESHIP AND TRADESPERSONS’ QUALIFICATION ACT, CAP. 18.03

APPRENTICESHIP AGREEMENT

Agreement No.

THIS AGREEMENT MADE this..... day of
..... 20 under the Apprenticeship and
Tradespersons’ Qualification Act.

BETWEEN hereinafter called the
APPRENTICE and hereinafter called the
EMPLOYER

(where the apprentice is under eighteen years of age) the Parent, Guardian, or
Judge

WITNESSETH that the Apprentice and the Employer agree as follows:

1. The Apprentice agrees to faithfully serve the Employer as an Apprentice in
accordance with the Apprenticeship and Tradespersons’ Qualification Act, and the
regulations for a period of training and instruction of days in the trade
of

2. The Employer agrees to faithfully train and instruct the Apprentice in the trade
of and to pay the Apprentice wages at the
following rates: In the first period of percent
of the tradesperson’s rate:

In subsequent daily periods and in the following sequence:

..... day of..... %
..... day of..... %
..... day of..... %

of a tradesperson’s wages in the trade:

IN WITNESS WHEREOF the parties have signed.

WITNESS

.....
.....
Employer

.....
Address Of Employer

.....
.....
Apprentice

.....
Address Of Apprentice

.....

Parent Guardian Or Judge

.....

Address Of Parent, Guardian Or Judge

Approved and Registered this
ay of 20.....

.....

Director

TransferDateTransferDate

TransferDateTransferDate

TransferDateTransferDate

FORM 3

(Regulation 8)

THE APPRENTICESHIP AND TRADESPERSONS’ QUALIFICATION ACT, CAP. 18.03.

TRANSFER OF APPRENTICESHIP AGREEMENT

The Apprenticeship Agreement made between
the Apprentice and the Employer, and
dated the day of 20, and the
mutual rights, benefits and obligations contained therein are hereby transferred to
..... of

Dated this day of 20

IN WITNESS WHEREOF the parties have signed.

WITNESS

.....

Employer transferring contract

.....

Address of Employer transferring contract

.....

Employer to whom contract is transferred

.....

*Address of Employer to whom contract is
transferred*

.....

Apprentice

.....

Address of Apprentice

(and where the apprentice is under 18 years of age)

.....

Parent Guardian or Judge

.....

Address of Parent, Guardian or Judge

Agreement No.

FORM 4

(Regulation 9)

THE APPRENTICESHIP AND TRADESPERSONS' QUALIFICATION ACT, CAP. 18.03.

CERTIFICATE OF APPRENTICESHIP

Certificate Number

THIS IS TO CERTIFY THAT
having complied with the Apprenticeship and Tradesmen's Qualification Act, and the regulations is issued this Certificate of Apprenticeship in the trade of

Dated this day of 20

.....
Director of Apprenticeship

FORM 5

(Regulation 11)

THE APPRENTICESHIP AND TRADESPERSONS' QUALIFICATION ACT, CAP. 18.03.

CERTIFICATE OF PROFICIENCY

Certificate Number

THIS IS TO CERTIFY THAT
having complied with the Apprenticeship and Tradespersons' Qualification Act, Cap. 18.03 and the regulations is issued this Certificate of Proficiency and is entitled to a credit of to be applied to the period of training and instruction in the trade of

Dated the day of, 20

.....
Director of Apprenticeship

FORM 6

(Regulation 14)

THE APPRENTICESHIP AND TRADESPERSONS’ QUALIFICATION ACT, CAP. 18.03.

APPLICATION FOR CERTIFICATE OF QUALIFICATION

1. APPLICATION

Name.....

(Surname)

(first and middle names)

Address.....

Date of Birth

(day)

(month)

(year)

Are you an employer Are you an employee

TRADE EXPERIENCE

Statement of relevant trade experience, proof of employment, educational or other background to accompany this application.

Dated the day of, 20

.....
Signature of Applicant

FORM 7

(Regulation 14)

THE APPRENTICESHIP AND TRADESPERSONS’ QUALIFICATION ACT, CAP. 18.03.

CERTIFICATE OF QUALIFICATION

Certificate Number

THIS IS TO CERTIFY THAT having complied with the Apprenticeship and Tradespersons’ Qualification Act, Cap. 18.03, and the regulations is issued this Certificate of Qualification in the trade of

Dated the day of, 20

.....
Director of Apprenticeship

SECOND SCHEDULE*(Section 21)***APPRENTICESHIP (MACHINIST TRADE AND TRAINING) ORDER****Citation.**

1. This Order may be cited as the Apprenticeship (Machinist Trade and Training) Order.

Interpretation.

2. In this Order, unless the context otherwise requires—

“Act” means the Apprenticeship and Tradespersons’ Qualifications Act, Cap. 18.03;

“apprentice” and all cognate expressions have the meanings assigned to them in the Act;

“apprenticeship year” means a year of apprenticeship computed in accordance with the provisions of sub-paragraph (3) of paragraph 6 of this Order;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in Machinist Trade;

“machinist trade” means the trade or craft of operating and assembling or erecting in a shop or at various places machines and repairing and adjusting and putting new machines into operation and doing such bench work as shipping, filing and scraping by means of hand tools;

“skilled workperson” means a person other than an apprentice who is engaged in a skilled capacity in the trade and is being paid as a skilled workperson in the trade;

“trade” means the Machinist Trade;

“working day” means, in relation to each employer in the trade, a period not exceeding eight hours in any day during which the employer habitually requires skilled workpersons in his or her employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty-eight hours in any week during which such employer habitually requires skilled workpersons in his or her employment to work.

Establishment of Training Programme.

3. An apprenticeship training programme is hereby established for the Machinist Trade.

Employer of Apprentice to employ Skilled Workpersons.

4. No person shall become the employer of an apprentice in the trade unless such person—

(a) is a machinist; or

(b) employs a machinist or other skilled workperson who is available to instruct and supervise the apprentice.

Instruction.

5. (1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical training and instruction in the courses described in Part I of Schedule 1 to this Order:

Provided that an employer shall not be obliged to provide experience or training for an apprentice in any branch of the trade which is not usually carried on within the business conducted by such employer.

(2) Every apprentice in the trade shall attend at educational classes provided at the Technical College and undertake the courses of technical training described in Part II of Schedule 1 to this Order, and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may think fit.

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend courses during working hours and no deduction shall be made from the wages of the apprentice in respect of time spent by such apprentice in attending such courses, unless the total time so spent exceeds thirty-six working days in an apprenticeship year, in which event deduction may be made in respect of the time spent in excess of thirty-six working days in such apprenticeship year.

(4) At any time immediately preceding the end of an apprenticeship year, an apprentice may be required to pass such tests and examinations in the trade as may be determined by the Director of Apprenticeship and his or her apprenticeship year or his or her period of apprenticeship shall not be deemed to have been completed until he or she produces a report containing a statement to the effect that he or she has satisfied the requirement for practical training during that apprenticeship year and a report or certificate from the Technical College that he or she has made satisfactory progress.

(5) Where an apprentice fails to obtain a sufficient number of marks in the periodic proficiency tests or in his or her terminal school examinations to qualify for advancement, he or she may be required to serve an extended period of three months during which he or she shall be required to repeat a specified process or series of processes, and if at the second attempt he or she fails to qualify he or she may, on the recommendation of the employer, be granted a further extension of three months, and if at the third attempt the apprentice shows by his or her performances that he or she is lacking in the ability to qualify as a skilled workperson, his or her contract of apprenticeship may be terminated.

Period of Apprenticeship.

6. (1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four apprenticeship years.

(2) For the purpose of computing the period of apprenticeship, the time spent in attending courses during normal working hours and the time taken in respect of public holidays shall be treated as time served in relation to the contract of apprenticeship, and, any work done as overtime or done other than during normal working hours shall not be treated as time served within the meaning of this paragraph.

(3) An apprenticeship year shall be the period of twelve months, commencing, as regards the first year, on the date of employment of the apprentice and, as regards the second and subsequent apprenticeship year, on the date following the expiration of the preceding apprenticeship year:

Provided that where an apprentice has been absent from his or her duties (otherwise than by leave granted to him or her by the permission of his or her employer) the aggregate number of working days on which he or she has been so absent shall be added to the said period of twelve months.

(4) Where an apprentice has lost time by reason of illness any overtime worked by such apprentice during an apprenticeship year shall be added to his or her ordinary working hours for the purpose of calculating that apprenticeship year.

(5) Where an apprentice has lost time by reason of an accident arising out of and in the course of his or her employment, the time so lost shall be made up by the extension of the final period of his or her apprenticeship.

(6) An apprentice shall not be permitted to start the next apprenticeship year unless in that apprenticeship year he or she has—

- (a) passed the tests and examinations prescribed for that apprenticeship year;
- (b) satisfied the requirements in respect of practical training for that apprenticeship year; and
- (c) served for a period of not less than 250 days in that apprenticeship year.

Hours of Work.

7. (1) No apprentice in the trade shall be permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty-eight hours in any week.

(3) An apprentice shall, during the entire period of his or her apprenticeship, work under the supervision of a skilled workperson or tutor, except in the final apprenticeship year when such apprentice may be permitted to work alone under general supervision.

(4) The hours of work specified in this paragraph include the time spent by the apprentice attending courses or instruction in accordance with the provisions of this Order.

Reports, Returns and Records.

8. (1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Director at the times specified—

- (a) all reports on the progress of the apprentice in the courses of technical training described in Part II of Schedule 1 to this Order, as soon as possible after such report is furnished to the employer by the persons conducting the said courses;
- (b) an annual report in the form prescribed in Part I of Schedule 2 to this Order, not later than the thirty-first day of January in respect of the last preceding calendar year;
- (c) an annual return in the form set out in Part II of Schedule 2 to this Order, not later than the 31st day of January in respect of the last preceding calendar year.

(2) Every employer of an apprentice in the trade shall keep the record specified in Schedule 3 to this Order.

SCHEDULE 1 TO THE ORDER**PART I****PRACTICAL TRAINING FOR MACHINIST**

Item	Column 1	Column 2
	Subject Matter	Work Instruction and Experience
1	Preliminary	<p>MECHANICAL ENGINEERING</p> <p>(a) Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets;</p> <p>(b) trainees should have a good understanding of skill and job knowledge of the following—</p> <ul style="list-style-type: none"> (i) Marking out; (ii) Clamping techniques for drilling; (iii) Drilling and boring; (iv) Machine tapping; (v) Hand grinding of tools; (vi) Scraping; (vii) Riveting; (viii) Inspection; (ix) Planning; (x) Fitting.
2	Dimensional Accuracy	All dimensions must be within the given tolerance range which is grade I.T. 11 of B.S. 1916 or B.S. 4500.
3	Quality	This assessment is awarded for the finish of all hand worked surfaces. The surface texture of all such faces should be CLA 63 B.S. 1134.
4	Time	A time should be set for the satisfactory completion of the job with regard to the time in which a skilled craftsperson would normally complete the particular task.

1	Preliminary	<p>MILLING ONE</p> <p>(a) Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets;</p> <p>(b) trainees should have a good understanding of skill and job knowledge of the following:</p> <ul style="list-style-type: none"> (i) Types and applications of Milling Cutters; (ii) Mounting cutters; (iii) Mounting cutter gangs; (iv) Work-holding setting and clamping; (v) Inspection; (vi) Milling machine operations.
2	Dimensional Accuracy	All dimensions must lie within the given tolerance range which is grade I.T. 9 BS 1916 or BS 4500.
3	Quality	<p>(a) This assessment is awarded for the finish of all machined faces including Bores, Slots, Angles, Radii, Keyways, Teeth.</p> <p>(b) The surface texture of all finished faces should be CLA 63 as defined in B.S. 1134.</p>
4	Time	A time should be set for the satisfactory completion of the job with regard to the time in which a skilled craftsperson would normally complete the particular task.
1	Preliminary	<p>TURNING ONE</p> <p>(a) Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets;</p> <p>(b) trainees should have a good understanding of skill and job knowledge of the following:</p>

		<ul style="list-style-type: none">(i) Selecting the tool;(ii) Grinding the tool;(iii) Workholding and setting;(iv) Turning operations;(v) Taper turning;(vi) Eccentric turning;(vii) Trepanning thin, thick plate;(viii) Inspection;(ix) Turning faults and their correction.
2	Lathe Dimensional Accuracy	All dimensions must lie within the given tolerance range, which for length and outside diameters is tolerance Grade 9 and for inside diameters is Grade I.T. 10 BS 1916 or BS 4500—
3	Quality	<ul style="list-style-type: none">(a) This assessment is awarded for the finish of all machine faces including diameters, bores, tapers, chamfers, radii, screw threads.(b) The surface texture of all finish faces should be C.L.A. 63.(c) Screw threads should be according to class 2 B.S. 1580.
4	Time	<ul style="list-style-type: none">(a) A time should be set for the satisfactory completion of the job.(b) With regard to the time in which a skilled craftsman would normally complete the particular task.

PART II**TECHNICAL TRAINING FOR APPRENTICE MACHINIST**

The Course of technical training shall be provided by the Technical College, situated at Basseterre in the Island of St. Kitts and shall be designated so that an apprentice may study for the examinations listed below.

Examination

Technical Training College

Course No.

Mechanical Engineering

Certificate

Technical Training College

Course No.

Milling One

Certificate

Technical Training College

Course No.

Turning One

Certificate

SCHEDULE 2 TO THE ORDER

PART I

**ANNUAL REPORT ON APPRENTICE FOR APPRENTICESHIP YEAR OF APPRENTICESHIP
ENDING**

Name of Employer

Address.....

Name of Apprentice

Technical Training

(a) Course(s) taken

(b) Number of hours allowed for Course each week

(c) Examinations taken during the year

Examination	Result
.....

Practical Training, Details and Progress

.....

.....

.....

Conduct

Aptitude.....

Attitude.....

Record of Absence

Vacation leave

Other leave

Sick leave

Absence without leave

.....

General Remarks

.....

.....

.....

.....

.....

Signature of Employer

Date

PART II

Annual Return of Apprentices and Skilled Workpersons employed during the year

.....

Trade

.....

Name of employer

Address

Categories	Number of Contracts made during year	Number of apprentices who completed apprenticeship during year	Number of contracts cancelled	Number employed at 31st December

SCHEDULE 3 TO THE ORDER

RECORD OF HOURS OF WORK AND TRAINING

Trade

Name of Employer

Name of Apprentice

Date of Birth of Apprentice

Date of employment of Apprentice

Apprenticeship year of Apprentice
(first, second, etc. as the case may be)
.....

Week ending	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total hours of instruction	Total hours of work

THIRD SCHEDULE

(Section 21)

APPRENTICESHIP (CARPENTRY AND CABINET MAKING TRADE AND TRAINING) ORDER

Citation.

1. This Order may be cited as the Apprenticeship (Carpentry and Cabinet Making Trade and Training) Order.

Interpretation.

2. In this Order, unless the context otherwise requires—

“Act” means the Apprenticeship and Tradespersons’ Qualifications Act, Cap. 18.03;

“apprentice” and all cognate expressions have the meaning assigned to them in the Act;

“apprenticeship year” means a year of apprenticeship computed in accordance with the provision of sub-paragraph (3) of paragraph 6 of this Order;

“carpentry and cabinet making trade” refers to the carrying out of the woodworking in the erection, alteration or repair of structures and in particular includes—

- (a) making forms for foundation into which cement or concrete is poured;

- (b) erecting scaffolding and making the main frame of buildings and shingling roofs;
- (c) constructing fences, billboards, bleachers and temporary structures;
- (d) installing, trimming and laying hardwood floors, and installing doors sashes and panelling and constructing stairways;
- (e) making articles requiring very fine and detailed craftsmanship and working on the interior finish and fittings for buildings either by means of bench work or by means of machinery;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in the Carpentry and Cabinet Making Trade;

“skilled workperson” means a person other than an apprentice who is engaged in a skilled capacity in the trade and is being paid as a skilled workperson in the trade;

“trade” means the Carpentry and Cabinet Making Trade;

“working day” means, in relation to each employer in the trade, a period not exceeding eight hours in any day during which the employer habitually requires skilled workpersons in his or her employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty-eight hours in any week during which such employer habitually requires skilled workpersons in his or her employment to work.

Establishment of Training Programme.

3. An apprenticeship training programme is hereby established for the Carpentry and Cabinet Making Trade.

4. Employer of Apprentice to employ Skilled Workperson.

No person shall become the employer of an apprentice in the trade unless such person—

- (a) is a carpenter and cabinet maker;
- (b) employs a carpenter and cabinet maker or other skilled workperson who is available to instruct and supervise the apprentice.

Instruction.

5. (1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical training and instruction in the courses described in Part I of Schedule 1 to this Order:

Provided that an employer shall not be obliged to provide experience or training for an apprentice in any branch of the trade which is not usually carried on within the business conducted by such employer.

(2) Every apprentice in the trade shall attend at educational classes provided at the Technical College and undertake the courses of technical training described in Part II of Schedule 1 to this Order, and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may think fit.

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend courses during working hours and no deduction shall be made from the wages

of the apprentice in respect of time spent by such apprentice in attending such courses, unless the total time so spent exceeds thirty-six working days in an apprenticeship year, in which event deduction may be made in respect of the time spent in excess of thirty-six working days in such apprenticeship year.

(4) At any time immediately preceding the end of an apprenticeship year, an apprentice may be required to pass such tests and examinations in the trade as may be determined by the Director of Apprenticeship and his or her apprenticeship year or his or her period of apprenticeship shall not be deemed to have been completed until he or she produces a report containing a statement to the effect that he or she has satisfied the requirement for practical training during that apprenticeship year and a report or certificate from the Technical College that he or she has made satisfactory progress.

(5) Where an apprentice fails to obtain a sufficient number of marks in the periodic proficiency tests or in his or her terminal school examinations to qualify for advancement, he or she may be required to serve an extended period of three months during which he or she shall be required to repeat a specified process or series of processes, and if at the second attempt he or she fails to qualify he or she may, on the recommendation of the employer, be granted a further extension of three months, and if at the third attempt the apprentice shows by his or her performances that he or she is lacking in the ability to qualify as a skilled workperson, his or her contract of apprenticeship may be terminated.

Period of Apprenticeship.

6. (1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four apprenticeship years.

(2) For the purpose of computing the period of apprenticeship, the time spent in attending courses during normal working hours and the time taken in respect of public holidays shall be treated as time served in relation to the contract of apprenticeship, and, any work done as overtime or done other than during normal working hours shall not be treated as time served within the meaning of this paragraph.

(3) An apprenticeship year shall be the period of twelve months, commencing, as regards the first year, on the date of employment of the apprentice and, as regards the second and subsequent apprenticeship year, on the date following the expiration of the preceding apprenticeship year:

Provided that where an apprentice has been absent from his or her duties (otherwise than by leave granted to him or her by the permission of his or her employer) the aggregate number of working days on which he or she has been so absent shall be added to the said period of twelve months.

(4) Where an apprentice has lost time by reason of illness any overtime worked by such apprentice during an apprenticeship year shall be added to his or her ordinary working hours for the purpose of calculating that apprenticeship year.

(5) Where an apprentice has lost time by reason of an accident arising out of and in the course of his or her employment, the time so lost shall be made up by the extension of the final period of his or her apprenticeship.

(6) An apprentice shall not be permitted to start the next apprenticeship year unless in that apprenticeship year he or she has—

- (a) passed the tests and examinations prescribed for that apprenticeship year;
- (b) satisfied the requirements in respect of practical training for that apprenticeship year; and
- (c) served for a period of not less than 250 days in that apprenticeship year.

Hours of Work.

7. (1) No apprentice in the trade shall be permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty-eight hours in any week.

(3) An apprentice shall, during the entire period of his or her apprenticeship, work under the supervision of a skilled workperson or tutor, except in the final apprenticeship year when such apprentice may be permitted to work alone under general supervision.

(4) The hours of work specified in this paragraph include the time spent by the apprentice attending courses of instruction in accordance with the provisions of this Order.

Reports, Returns and Records.

8. (1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Director at the times specified—

- (a) all reports on the progress of the apprentice in the courses of technical training described in Part II of Schedule 1 to this Order, as soon as possible after such report is furnished to the employer by the persons conducting the said Courses;
- (b) an annual report in the form prescribed in Part I of Schedule 2 to this Order, not later than the thirty-first day of January in respect of the last preceding calendar year;
- (c) an annual return in the form set out in Part II of Schedule 2 to this Order, not later than the 31st day of January in respect of the last preceding calendar year.

(2) Every employer of an apprentice in the trade shall keep the record specified in Schedule 3 to this Order.

SCHEDULE 1 TO THE ORDER**PART 1****PRACTICAL TRAINING FOR APPRENTICE CARPENTER AND CABINET MAKER**

Item	Column 1	Column 2
	Subject Matter	Work Instruction and Experience
1	Preliminary	Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets.
2	Joints	(a) making out of mortise; (b) making out of tennent; (c) making plain joint, (jointing); (d) making rabbits joint of shutters; (e) making dove tail lap; (f) making shift lap.
3	Making of Splice	(a) Beer face laps; (b) male and female laps; (c) fitting laps satisfactorily;
4	Surfacing	(a) Jack planing surface; (b) smooth planing surface; (c) block planing surface; (d) satisfactory finish.
5	Making of Frames	(a) Making of window frames; (b) making of door frames; (c) satisfactory finish; (d) how to select timber.
6	Making Shutters	(a) Making out, cutting & fixing of single shutters; (b) making out, cutting & fixing of double shutters; (c) hanging & completing shutters.
7	Boarding Sides and roof of Wooden Building	(a) Butting & making of joints; (b) marking good and, saving materials; (c) trimming & plusing up eave & side & roof board.

8	Making Splices	(a) Making out & cutting; (b) hog nose key splice; (c) boys & girls key splice.
9	Sash Making	(a) Marking out or laying out sashes; (b) cutting & fitting up sashes; (c) laying out small wooden house; (d) cutting up and fitting together timbers.
10	Rafters	(a) Laying out of rafter principles; (b) laying out angles rafters; (c) laying out hip rafters; (d) laying out hip jacks; (e) laying out valley jacks; (f) putting together of rafters out to right and proper lengths.
11	Lay Out of Work	(a) How to lay out for mortise & tenons; (b) how to assemble work; (c) cramping and surfacing; (d) sanding and finishing; (e) fitting & hanging doors: making and fitting drawers.
12	Tools	(a) Name and use; (b) how to use them; (c) how to take care of tools and machinery; (d) how to grind tools correctly for their various uses.
13	Timer	(a) How to select wood correctly and find faulty points; (b) how to make joints; (c) fitting and joints; (d) boring and screwing joints.

PART II

TECHNICAL TRAINING FOR APPRENTICE CARPENTER AND CABINET MAKER

The Course of technical training shall be provided by the Technical College, situated at Basseterre in the Island of St. Kitts and shall be designed so that an apprentice may study for the examinations listed below.

Examination

Technical Training

College Course No.

Certificate

Technical Training College

Course No.

Certificate

Technical Training College

Course No.

Certificate

SCHEDULE 2 TO THE ORDER

PART I

ANNUAL REPORT ON APPRENTICE FOR APPRENTICESHIP YEAR OF APPRENTICESHIP ENDING

Name of Employer

Address

Name of Apprentice

Technical Training

(a) Course(s) taken

(b) Number of hours allowed for Course each week

(c) Examinations taken during the year

Table with 2 columns: Examination, Result

Practical Training, Details and Progress

.....

.....

.....

Conduct

Aptitude.....

Attitude.....

Record of Absence

Vacation leave Other leave

Sick leave Absence without leave

General Remark.....

.....

.....

.....

.....

Signature of Employer

Date

PART II

Annual Return of Apprentices and
 Skilled Workpersons employed during the year

Trade

Name of employer

Address.....

Categories	Number of Contracts made during year	Number of apprentices who completed apprenticeship during year	Number of contracts cancelled	Number employed at 31st December

FOURTH SCHEDULE*(Section 21)***APPRENTICESHIP (TROWEL TRADES AND TRAINING) ORDER****Citation.**

1. This Order may be cited as the Apprenticeship (Trowel Trades and Training) Order.

Application of Order.

2. This Order applies to the trades carried on by brick and stone masons, cement masons and plasterers.

Interpretation.

3. In this Order, unless the context otherwise requires—

“Act” means the Apprenticeship and Tradespersons’ Qualifications Act, Cap. 18.03;

“apprentice” and all cognate expressions have the meanings assigned to them in the Act;

“apprenticeship year” means a year of apprenticeship computed in accordance with the provisions of sub-paragraph (3) of paragraph 7 of this Order;

“brick and stone mason” refers to a person who—

- (a) constructs and erects walls, arches, fire-places, chimneys, smoke-stacks and other items that are comprised of brick and stone masonry components; and
- (b) lays fire-brick and other refractory materials in walls and arches in the construction of furnaces, in lining furnaces and retorts or in enclosing boilers tanks and heat treating furnaces;

“cement mason” refers to a person who—

- (a) does concrete finishing by hand or with mechanical equipment, including the application of curing and surface treatments;
- (b) does all phases of waterproofing and restoration of concrete;
- (c) does rubbing-up and repairing of hardened concrete surfaces;
- (d) places and finishes epoxy, plastic and other composition materials; and
- (e) finishes and exposes aggregate in precast and architectural concrete;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in the Trowel Trade;

“plasterer” means a person who—

- (a) applies plaster and stucco to the walls and ceilings whether interior or exterior of a structure;
- (b) applies plaster and stucco on lath masonry and rigid insulation; and
- (c) tapes gyproc and wallboard;

“skilled workperson” means a person other than an apprentice who is engaged in a skilled capacity in the trade and is being paid as a skilled workperson in the trade;

“trade” means the Trowel Trade;

“working day” means, in relation to each employer in the trade, a period not exceeding eight hours in any day during which the employer habitually requires skilled workpersons in his or her employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty-eight hours in any week during which such employer habitually requires skilled workpersons in his or her employment to work.

Establishment of Training Programme.

4. An apprenticeship training programme is hereby established for the Trowel Trade.

Employer of Apprentice to employ Skilled Workperson.

5. No person shall become the employer of an apprentice in the trade unless such person—

- (a) is a brick and stone mason, cement mason or plasterer;
- (b) employs a brick and stone mason, cement mason or plasterer or other skilled workperson who is available to instruct and supervise the apprentice.

Instruction.

6. (1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical training and instruction in the courses described in Part I of Schedule 1 to this Order:

Provided that an employer shall not be obliged to provide experience or training for an apprentice in any branch of the trade which is not usually carried on within the business conducted by such employer.

(2) Every apprentice in the trade shall attend at educational classes provided at the Technical College and undertake the courses of Technical training described in Part II of Schedule 1 to this Order, and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may think fit.

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend courses during working hours and no deduction shall be made from the wages of the apprentice in respect of time spent by such apprentice in attending such courses, unless the total time so spent exceeds thirty-six working days in an apprenticeship year, in which event deduction may be made in respect of the time spent in excess of thirty-six working days in such apprenticeship year.

(4) At any time immediately preceding the end of an apprenticeship year, an apprentice may be required to pass such tests and examinations in the trade as may be determined by the Director of Apprenticeship and his or her apprenticeship year or his or her period of apprenticeship shall not be deemed to have been completed until he or she produces a report containing a statement to the effect that he or she has satisfied the requirement for practical training during that apprenticeship year and a

report or certificate from the Technical College that he or she has made satisfactory progress.

(5) Where an apprentice fails to obtain a sufficient number of marks in the periodic proficiency tests or in his or her terminal school examinations to qualify for advancement, he or she may be required to serve an extended period of three months during which he or she shall be required to repeat a specified process or series of processes, and if at the second attempt he or she fails to qualify he or she may, on the recommendation of the employer, be granted a further extension of three months, and if at the third attempt the apprentice shows by his or her performances that he or she is lacking in the ability to qualify as a skilled workperson, his or her contract of apprenticeship may be terminated.

Period of Apprenticeship.

7. (1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four apprenticeship years.

(2) For the purpose of computing the period of apprenticeship, the time spent in attending courses during normal working hours and the time taken in respect of public holidays shall be treated as time served in relation to the contract of apprenticeship, and, any work done as overtime or done other than during normal working hours shall not be treated as time served within the meaning of this paragraph.

(3) An apprenticeship year shall be the period of twelve months, commencing as regards the first year, on the date of employment of the apprentice and, as regards the second and subsequent apprenticeship year, on the date following the expiration of the preceding apprenticeship year:

Provided that where an apprentice has been absent from his or her duties (otherwise than by leave granted to him or her by the permission of his or her employer) the aggregate number of working days on which he or she has been so absent shall be added to the said period of twelve months.

(4) Where an apprentice has lost time by reason of illness any overtime worked by such apprentice during an apprenticeship year shall be added to his or her ordinary working hours for the purpose of calculating that apprenticeship year.

(5) Where an apprentice has lost time by reason of an accident arising out of and in the course of his or her employment, the time so lost shall be made up by the extension of the final period of his or her apprenticeship.

(6) An apprentice shall not be permitted to start the next apprenticeship year unless in that apprenticeship year he or she has—

- (a) passed the tests and examinations prescribed for that apprenticeship year;
- (b) satisfied the requirements in respect of practical training for that apprenticeship year; and
- (c) served for a period of not less than 250 days in that apprenticeship year.

Hours of Work.

8. (1) No apprentice in the trade shall be permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty-eight hours in any week.

(3) An apprentice shall, during the entire period of his or her apprenticeship work under the supervision of a skilled workperson or tutor, except in the final apprenticeship year when such apprentice may be permitted to work alone under general supervision.

(4) The hours of work specified in this paragraph include the time spent by the apprentice attending courses or instruction in accordance with the provisions of this Order.

Reports, Returns and Records.

9. (1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Director at the time specified—

- (a) all reports on the progress of the apprentice in the courses of technical training described in Part II of Schedule 1 to this Order, as soon as possible after such report is furnished to the employer by the persons conducting the said courses;
- (b) an annual report in the form prescribed in Part I of Schedule 2 to this Order, not later than the thirty-first day of January in respect of the last preceding calendar year;
- (c) an annual return in the form set out in Part II of Schedule 2 to this Order, not later than the 31st day of January in respect of the last preceding calendar year.

(2) Every employer of an apprentice in the trade shall keep the record specified in Schedule 3 to this Order.

SCHEDULE 1 TO THE ORDER**PART I****PRACTICAL TRAINING FOR BRICK AND STONE MASONS, CEMENT MASONS AND
PLASTERERS**

Item	Column 1	Column 2
	Subject Matter	Work Instruction and Experience
1	Preliminary	(a) Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets; (b) function and care of hand and power tools and work aids. Covering also use of plumb line and levels.
2	Scaffolding	Basic scaffolding to provide working platforms, both independent and attached.
3	Site Safety	Appreciation of safety precautions relevant to all trades.
4	Setting Out	(a) Setting out from boundary lines, setting out foundations, drains and partitions; (b) establishing datum levels.
5	Blockwork	(a) Function and preparation of mortar mixes including use of additives; (b) bending, cutting, jointing and pointing; (c) load bearing blockwork; (d) partitions; (e) permanent shuttering; (f) piers and columns; (g) reinforced blockwork; (h) decorative blockwork; (i) angles, splays, squints and circular block-work. (j) forming and bridging openings including setting out, bending, tothing or racking and lintol and cill alternatives; (k) supporting joists, eaves filling, ventilation, damp courses, thresholds, water bars etc.; (l) needling, pinning and cutting openings, simple centering; (m) cutting out, repairing and replacing block-work.

6	Plastering	<ul style="list-style-type: none"> (a) Backgrounds and keys including lathing and chemical bonding; (b) mixes and additives including colouring agents; (c) preparation of surfaces; (d) plastering walls for decoration; (e) plastering soffites for decoration; (f) arrisses, angles and reveals; (g) waterproof rendering; (h) screeds for wall tiling; (i) screeds for flexible floor tiling; (j) screeds and beds for clay and quarry floor tiles and skirtings; (k) treads, risers and strings; (l) Tyrolean and other decorative finishes; (m) repairs, patches and making good.
7	Masonry	<ul style="list-style-type: none"> (a) Cutting, squaring and dressing; (b) coursed and uncoursed masonry; (c) quoins and piers; (d) ashlar and facing masonry.
8	Tiling	<ul style="list-style-type: none"> (a) Setting out wall and floor tiling; (b) cutting tiles; (c) setting in cement and sand; (d) fixing with adhesives; (e) cutting and laying to falls and crossfalls; (f) grouting; (g) removing and replacing tiles.
9	Drainage	<ul style="list-style-type: none"> (a) Function of drains, cess pits, soakaways etc.; (b) traps, seals and falls; (c) Setting out levels; (d) Construction of inspection chambers etc.
10	Pre-Casting	<ul style="list-style-type: none"> (a) Indications for pre-casting; (b) simple moulds and forms for lintols, cills, copings, cover slabs and pavings.
11	Concrete Finishing	<ul style="list-style-type: none"> (a) Float and trowel finishes to concrete beds; (b) exposed aggregate finishes; (c) stoned, rubbed and tooled finishes; grouting, filling and patching.

PART II

**TECHNICAL TRAINING FOR BRICK AND STONE MASONS, CEMENT MASONS AND
PLASTERERS**

The Course of technical training shall be provided by the Technical College, situated at Basseterre in the Island of St. Kitts and shall be designed so that an apprentice may study for the examinations listed below.

Examination

Technical Training

College Course No.

Certificate

Technical Training College

Course No.

Certificate

Technical Training College

Course No.

Certificate

SCHEDULE 2 TO THE ORDER

PART I

**ANNUAL REPORT ON APPRENTICE FOR APPRENTICESHIP YEAR OF APPRENTICESHIP
ENDING**

Name of Employer

Address

Name of Apprentice

Technical Training

(a) Course(s) taken

(b) Number of hours allowed for Course each week

(c) Examinations taken during the year

Examination

Result

.....

Practical Training, Details and Progress

.....

.....

.....

.....

Conduct

Aptitude.....

Attitude

Record of Absence

Vacation leaveOther leave

Sick leaveAbsence without leave

General Remarks

.....

.....

.....

.....

Signature of Employer

Date

Part II

Annual Return of Apprentices and
 Skilled Workpersons employed during the year

Trade

Name of employer

Address

Categories	Number of Contracts made during year	Number of apprentices who completed apprenticeship during year	Number of contracts cancelled	Number employed at 31st December

FIFTH SCHEDULE*(Section 21)***APPRENTICESHIP (AGRICULTURAL ENGINEERING TRADE AND TRAINING) ORDER****Citation.**

1. This Order may be cited as the Apprenticeship (Agricultural Engineering Trade and Training) Order.

Interpretation.

2. In this order, unless the context otherwise requires—

“Act” means the Apprenticeship and Tradespersons’ Qualifications Act, Cap. 18.03;

“agricultural engineering trade” means the trade of examining, servicing, repairing, maintaining, and operating agricultural equipment;

“agricultural equipment” means machinery used primarily in connection with farming and other agricultural purposes, and includes but is not restricted to tractors, ploughs, spreaders, fertilizers, harvesters;

“apprentice” and all cognate expressions have the meanings assigned to them in the Act;

“apprenticeship year” means a year of apprenticeship computed in accordance with the provision of sub-paragraph (3) of paragraph 6 of this Order;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in the Agricultural Engineering Trade;

“skilled workperson” means a person other than an apprentice who is engaged in a skilled capacity in the trade and is being paid as a skilled workperson in the trade;

“trade” means the Agricultural Engineering Trade;

“working day” means, in relation to each employer in the trade, a period not exceeding eight hours in any day during which the employer habitually requires skilled workpersons in his or her employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty-eight hours in any week during which such employer habitually requires skilled workpersons in his or her employment to work.

Establishment of Training Programme.

3. An apprenticeship training programme is hereby established for the agricultural engineering trade.

Employer of Apprentice to employ Skilled Workperson.

4. No person shall become the employer of an apprentice in the trade unless such person—

(a) is an agricultural engineer;

(b) employs an agricultural engineer or other skilled workperson who is available to instruct and supervise the apprentice.

Instruction.

5. (1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical training and instruction in the courses described in Part I of Schedule 1 to this Order:

Provided that an employer shall not be obliged to provide experience or training for an apprentice in any branch of the trade which is not usually carried on within the business conducted by such employer.

(2) Every apprentice in the trade shall attend educational classes provided at the Technical College and undertake the courses of technical training described in Part II of Schedule 1 to this Order, and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may think fit.

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend courses during working hours and no deduction shall be made from the wages of the apprentice in respect of time spent by such apprentice in attending such courses, unless the total time so spent exceeds thirty-six working days in an apprenticeship year, in which event deduction may be made in respect of the time spent in excess of thirty-six working days in such apprenticeship year.

(4) At any time immediately preceding the end of an apprenticeship year, an apprentice may be required to pass such tests and examinations in the trade as may be determined by the Director of Apprenticeship and his or her apprenticeship year or his or her period of apprenticeship shall not be deemed to have been completed until he or she produces a report containing a statement to the effect that he or she has satisfied the requirement for practical training during that apprenticeship year and a report or certificate from the Technical College that he or she has made satisfactory progress.

(5) Where an apprentice fails to obtain a sufficient number of marks in the periodic proficiency tests or in his or her terminal school examination to qualify for advancement, he or she may be required to serve an extended period of three months during which he or she shall be required to repeat a specified process or series of processes, and if at the second attempt he or she fails to qualify he or she may, on the recommendation of the employer, be granted a further extension of three months, and if at the third attempt the apprentice shows by his or her performances that he or she is lacking in the ability to qualify as a skilled workperson, his or her contract of apprenticeship may be terminated.

Period of Apprenticeship.

6. (1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four apprenticeship years.

(2) For the purpose of computing the period of apprenticeship, the time spent in attending courses during normal working hours and the time taken in respect of public holidays shall be treated as time served in relation to the contract of apprenticeship, and, any work done as overtime or done other than during normal working hours shall not be treated as time served within the meaning of this paragraph.

(3) An apprenticeship year shall be the period of twelve months, commencing, as regards the first year, on the date of employment of the apprentice and, as regards the second and subsequent apprenticeship year, on the date following the expiration of the preceding apprenticeship year:

Provided that where an apprentice has been absent from his or her duties (otherwise than by leave granted to him or her by the permission of his or her employer) the aggregate number of working days on which he or she has been so absent shall be added to the said period of twelve months.

(4) Where an apprentice has lost time by reason of illness any overtime worked by such apprentice during an apprenticeship year shall be added to his or her ordinary working hours for the purpose of calculating that apprenticeship year.

(5) Where an apprentice has lost time by reason of an accident arising out of and in the course of his or her employment, the time so lost shall be made up by the extension of the final period of his or her apprenticeship.

(6) An apprentice shall not be permitted to start the next apprenticeship year unless in that apprenticeship year he or she has—

- (a) passed the tests and examinations prescribed for that apprenticeship year;
- (b) satisfied the requirements in respect of practical training for that apprenticeship year; and
- (c) served for a period of not less than 250 days in that apprenticeship year.

Hours of Work.

7. (1) No apprentice in the trade shall be permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty-eight hours in any week.

(3) An apprentice shall, during the entire period of his or her apprenticeship, work under the supervision of a skilled workperson or tutor, except in the final apprenticeship year when such apprentice may be permitted to work alone under general supervision.

(4) The hours of work specified in this paragraph include the time spent by the apprentice attending courses or instruction in accordance with the provisions of this Order.

Reports, Returns and Records.

8. (1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Director at the times specified—

- (a) all reports on the progress of the apprentice in the courses of technical training described in Part II of Schedule 1 to this Order, as soon as possible after such report is furnished to the employer by the persons conducting the said courses;
- (b) an annual report in the form prescribed in Part I of Schedule 2 to this Order, not later than the thirty-first day of January in respect of the last preceding calendar year;
- (c) an annual return in the form set out in Part II of Schedule 2 to this Order, not later than the 31st day of January in respect of the last preceding calendar year.

(2) Every employer of an apprentice in the trade shall keep the record specified in Schedule 3 to this Order.

SCHEDULE 1 TO THE ORDER**PART I****PRACTICAL TRAINING FOR APPRENTICE AGRICULTURAL ENGINEER**

Item	Column 1	Column 2
	Subject Matter	Work Instruction and Experience
1	Preliminary	<p>(a) Workshop regulations, Factory regulations, Building regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets; main power units, machinery and systems of mechanisation used in conjunction with his or her work, and pointing out the safety precautions to be observed.</p> <p>(b) Knowledge of the function and operation of equipment used in Agricultural Engineering: tractors, ploughs, spreaders, fertilizers, harvesters and the ability to identify by name and describe the control method and working principle of each item.</p> <p>(c) The selection, use and care of hand tools which form the basic mechanical tool kit, to be able to select and use the correct tool for a given operation.</p> <p>(d) Care, use and safety aspect of equipment used in Workshop and the ability to use and describe the equipment correctly and safely.</p> <p>(e) Familiarity with the appearances, properties, uses and methods of identification of materials in common use and the ability to identify and select the correct material for a particular use.</p> <p>(f) Simple pre-fabrication techniques and the ability to use Gas and Arc Welding Plant.</p>
2	Cooling System	<p>(i) Repair leaks in radiators;</p> <p>(ii) replacing radiator hoses;</p> <p>(iii) draining, flushing, refilling of radiator.</p>
3	Lubricating Systems	<p>(i) Topping up flushing;</p> <p>(ii) cleaning oil and filter changes;</p> <p>(iii) oil pump checking.</p>
4	Wheel Alignment	<p>(i) Correct toe-in;</p> <p>(ii) tyre inflation;</p> <p>(iii) wheel changing;</p> <p>(iv) tyre repair;</p>

5	Brakes	(v) King pin alignment. (i) adjusts brakes; (ii) relines brakes; (iii) disc, drums and multi-plate wet brake.
6	Engines	(i) Repairs to pistons; (ring changing small end checking); (ii) decarbonising; (iii) valve grinding and facing; (iv) fitting valve inserts; (v) cutting seats and fitting new guides; (vi) checking big ends; (vii) calibration of engine bore and crank-shaft; (viii) checking wear on all components.
7	Steering	(i) Familiarisation of Power Steering units; (ii) crawler steering methods.
8	Fuel System	(i) Need for cleanliness; (ii) bleeding defector testing and pump timing; (iii) types of combustion chamber.
9	Clutches	(i) single, dual and multi plate; (ii) wet and dry clutches.
10	Hydraulics	(i) Pumps; (ii) P.R.V. and spool valves; (iii) draft and position control; (iv) 3 point linkage; (v) flexible hose repairs.
11	Suspension	(i) Need for 3 point suspension on wheeled tractors; (ii) crawlers suspension systems.
12	Gear boxes and Back Axle	(i) High/low ratio boxes; (ii) hydraulic and epicycle types; (iii) ability to set preload and end float properly; and the ability to complete the task sufficiently adopting the correct approach and making the best use of materials available; to interpret servicing schedules, identify and select correct lubricants, fluids, parts, etc.
13	Harvesting	(i) Preparation of Harvester for work; (ii) operation and making adjustments;

14	Brouard Loader	<ul style="list-style-type: none"> (iii) ability to use controls; (iv) spotting harvesting faults, causes and rectification maintenance required. (i) Preparation of loader for work; (ii) operation and making working adjustments; (iii) ability to operate loader; (iv) spotting faults, causes and rectification maintenance required.
15	Sprayers	<ul style="list-style-type: none"> (i) Preparation of sprayer for work; (ii) checking pumps (gear roller vane and diaphragm) and nozzles; (iii) calibration; (iv) ability to service pumps; (v) repair tanks; (vi) recognise faulty nozzles and calibrate properly.
16	Cultivation Equipment	<ul style="list-style-type: none"> (i) Preparation of cultivator; (ii) adjusting to suit row widths; (iii) checking alignment of frames; (iv) making working adjustments; (v) ability to re-build worn parts; (vi) maintenance required.
17	Cane Planters	<ul style="list-style-type: none"> (i) Preparation of planter for work; (ii) adjusting spacing and fertiliser application; (iii) timing and sharpening knives; (iv) ability to operate planter; (v) spotting faults causes and rectification; (vi) maintenance required.
18	Fertiliser Distributors	<ul style="list-style-type: none"> (i) Preparation of distributor for work; (ii) checking evenness of distribution; (iii) ability to overhaul drive mechanism.

PART II

TECHNICAL TRAINING FOR APPRENTICE AGRICULTURAL ENGINEERS

The course of technical training shall be provided by the Technical College, situated at Basseterre in the Island of St. Kitts and shall be designed so that an apprentice may study for the examinations listed below.

Examination

Technical Training

College Course No.

Certificate

Technical Training College

Course No.

Certificate

Technical Training College

Course No.

Certificate

SCHEDULE 2 TO THE ORDER

PART I

**ANNUAL REPORT ON APPRENTICE FOR APPRENTICESHIP YEAR OF APPRENTICESHIP
ENDING**

Name of Employer

Address.....

Name of Apprentice

Technical Training

(a) Course(s) taken

(b) Number of hours allowed for Course each week

(c) Examinations taken during the year

Examination

Result

.....

Practical Training, Details and Progress

.....

.....

.....

Conduct.....

Aptitude.....

SCHEDULE 3 TO THE ORDER

RECORD OF HOURS OF WORK AND TRAINING

Trade.....

Name of Employer

Name of Apprentice

Date of Birth of Apprentice

Date of employment of Apprentice

Apprenticeship year of Apprentice

(first, second, etc. as the case may be)

.....

Week ending	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total hours of instruction	Total hours of work

SIXTH SCHEDULE*(Section 21)***APPRENTICESHIP (AIR CONDITIONING AND REFRIGERATION TRADE
AND TRAINING) ORDER****Citation.**

1. This Order may be cited as the Apprenticeship (Air Conditioning and Refrigeration Trade and Training) Order.

Interpretation.

2. In this Order, unless the context otherwise requires—

“Act” means the Apprenticeship and Tradespersons’ Qualifications Act, Cap. 18.03;

“apprentice” and all cognate expressions have the meanings assigned to them in the Act;

“apprenticeship year” means a year of apprenticeship computed in accordance with the provision of sub-paragraph (3) of paragraph 6 of this Order;

“air conditioning and refrigeration trade” means the trade of—

- (a) installing or assembling any component of a refrigeration or air conditioning system;
- (b) assembling or connecting any pipe or duct used in piping brine or conditioned air;
- (c) overhauling or repairing any equipment used in refrigeration or air conditioning systems; or
- (d) testing, adjusting or instructing in the operation of refrigeration or air conditioning systems,

but does not include the repairing or installation of hermetically sealed units made for refrigerators in domestic use;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in the air conditioning and refrigeration trade;

“skilled workperson” means a person other than an apprentice who is engaged in a skilled capacity in the trade and is being paid as a skilled workperson in the trade;

“trade” means the air conditioning and refrigeration trade;

“working day” means, in relation to each employer in the trade, a period not exceeding eight hours in any day during which the employer habitually requires skilled workpersons in his or her employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty-eight hours in any week during which such employer habitually requires skilled workpersons in his or her employment to work.

Establishment of Training Programme.

3. An apprenticeship training programme is hereby established for the air conditioning and refrigeration trade.

Employer of Apprentice to employ Skilled Workperson.

4. No person shall become the employer of an apprentice in the trade unless such person—

- (a) is a skilled air conditioner and refrigerator serviceperson;
- (b) employs a plumber or other skilled workperson who is available to instruct and supervise the apprentice.

Instruction.

5. (1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical training and instruction in the courses described in Part II of Schedule 1 to this Order:

Provided that an employer shall not be obliged to provide experience or training for an apprentice in any branch of the trade which is not usually carried on within the business conducted by such employer.

(2) Every apprentice in the trade shall attend educational classes provided at the Technical College and undertake the courses of technical training described in Part II of Schedule 1 to this Order, and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may think fit.

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend courses during working hours and no deduction shall be made from the wages of the apprentice in respect of time spent by such apprentice in attending such courses, unless the total time so spent exceeds thirty-six working days in an apprenticeship year, in which event deduction may be made in respect of the time spent in excess of thirty-six working days in such apprenticeship year.

(4) At any time immediately preceding the end of an apprenticeship year, an apprentice may be required to pass such tests and examinations in the trade as may be determined by the Director of Apprenticeship and his or her apprenticeship year or his or her period of apprenticeship shall not be deemed to have been completed until he or she produces a report containing a statement to the effect that he or she has satisfied the requirement for practical training during that apprenticeship year and a report or certificate from the Technical College that he or she has made satisfactory progress.

(5) Where an apprentice fails to obtain a sufficient number of marks in the periodic proficiency tests or in his or her terminal school examinations to qualify for advancement, he or she may be required to serve an extended period of three months during which he or she shall be required to repeat a specified process or series of processes, and if at the second attempt he or she fails to qualify he or she may, on the recommendation of the employer, be granted a further extension of three months, and if at the third attempt the apprentice shows by his or her performances that he or she is lacking in the ability to qualify as a skilled workperson, his or her contract of apprenticeship may be terminated.

Period of Apprenticeship.

6. (1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four apprenticeship years.

(2) For the purpose of computing the period of apprenticeship, the time spent in attending courses during normal working hours and the time taken in respect of

public holidays shall be treated as time served in relation to the contract of apprenticeship, and, any work done as overtime or done other than during normal working hours shall not be treated as time served within the meaning of this paragraph.

(3) An apprenticeship year shall be the period of twelve months, commencing, as regards the first year, on the date of employment of the apprentice and, as regards the second and subsequent apprenticeship year, on the date following the expiration of the preceding apprenticeship year:

Provided that where an apprentice has been absent from his or her duties (otherwise than by leave granted to him or her by the permission of his or her employer) the aggregate number of working days on which he or she has been so absent shall be added to the said period of twelve months.

(4) Where an apprentice has lost time by reason of illness any overtime worked by such apprentice during an apprenticeship year shall be added to his or her ordinary working hours for the purpose of calculating that apprenticeship year.

(5) Where an apprentice has lost time by reason of an accident arising out of and in the course of his or her employment, the time so lost shall be made up by the extension of the final period of his or her apprenticeship.

(6) An apprentice shall not be permitted to start the next apprenticeship year unless in that apprenticeship year he or she has—

- (a) passed the tests and examinations prescribed for that apprenticeship year;
- (b) satisfied the requirements in respect of practical training for that apprenticeship year; and
- (c) served for a period of not less than 250 days in that apprenticeship year.

Hours of Work.

7. (1) No apprentice in the trade shall be permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty-eight hours in any week.

(3) An apprentice shall, during the entire period of his or her apprenticeship, work under the supervision of a skilled workperson or tutor, except in the final apprenticeship year when such apprentice may be permitted to work alone under general supervision.

(4) The hours of work specified in this paragraph include the time spent by the apprentice attending courses or instruction in accordance with the provisions of this Order.

Reports, Returns and Records.

8. (1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Director at the times specified—

- (a) all reports on the progress of the apprentice in the courses of technical training described in Part II of Schedule 1 to this Order, as soon as

possible after such report is furnished to the employer by the persons conducting the said courses;

- (b) an annual report in the form prescribed in Part I of Schedule 2 to this Order, not later than the thirty-first day of January in respect of the last preceding calendar year;
- (c) an annual return in the form set out in Part II of Schedule 2 to this Order, not later than the 31st day of January in respect of the last preceding calendar year.

(2) Every employer of an apprentice in the trade shall keep the record specified in Schedule 3 to this Order.

SCHEDULE 1 TO THE ORDER

PART I

PRACTICAL TRAINING FOR APPRENTICE AIR CONDITIONING AND REFRIGERATION

Item	Column 1	Column 2
	Subject Matter	Work Instruction and Experience
1	Preliminary	Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets.
2	Soldering and Brazing	(a) Steel and copper tubing; (b) solders and fluxes.
3	Leak Detecting and detectors	
4	Tubing Installation and Repairs	Bending, cutting, flaring, swaging, strapping.
5	Domestic Refrigeration Installation	Levelling, door alignment checks, ventilation, supply voltage and earthing.
6	Evouting and Vacuum Pumps	Dehydrating, dehydrators, maintenance of vacuum pumps.
7	Charging of Systems	Type of refrigerants, correct charge, use and care of charging stands, manifold and hoses.
8	Pressure and Temperature Measurement	Compressor discharge, compressor suction, condenser, evaporator, superheat.
9	Corrosion	Cleaning, priming, finishing, selection of paints.

	Control	
10	Insulation and Insulation Materials	Suction line, cabinet.
11	Service valves	Types, proper use of.
12	Refrigerant Identification	Colour coding, pressure – temperature.
13	Lubrication and lubricants	Types of systems, types and selection of compressor oils, care of compressor oil, charging, general lubrication.
14	Evaporators	Types, repairs, cleaning.
15	Condensers	Types, cleaning.
16	Compressors	Mounting, direction of rotation, oil level checks, performance testing, vibration and noises, removal and replacement.
17	Controls	Pressure switches, oil failure switches, thermostats, flow controls, solenoid valves, pressure regulating.
18	Defrost Systems	Electric, hot gas, timers.
19	Domestic Cabinets	Door seals, latches, refinishing.
20	Electrics	Distribution, motors, tests meters, component testing, transformers, voltage compensation, contactors, starting relays, overloads, motor winding, testing, use of megger, low voltage control systems, insulation of connections, high voltage motors and controls, earthing, fuse size and types.
21	Drives	(a) Compressors, fans, vee belts, installation adjustment and care of; (b) Flexible coupling alignment.
22	Bench Work	Use and care of hand tools, drilling, tapping, filling.

PART II

TECHNICAL TRAINING FOR APPRENTICE AIR CONDITIONING AND REFRIGERATION

The Course of technical training shall be provided by the Technical College, situated at Basseterre in the Island of St. Kitts and shall be designed so that an apprentice may study for the examinations listed below.

Examination

Technical Training

College Course No.

Certificate

Technical Training College

Course No.
Certificate
Technical Training College
Course No.
Certificate

SCHEDULE 2 TO THE ORDER

PART I

**ANNUAL REPORT ON APPRENTICE FOR APPRENTICESHIP YEAR OF APPRENTICESHIP
ENDING**

Name of Employer

Address

Name of Apprentice

Technical Training

(a) Course(s) taken

(b) Number of hours allowed for Course each week

(c) Examinations taken during the year

Examination	Result
.....

Practical Training, Details and Progress

.....

.....

.....

Conduct.....

Aptitude.....

Attitude.....

Record of Absence

Vacation leave	Other leave
Sick leave	Absence without leave

General Remarks

.....

.....

.....

.....

Signature of Employer

Date

Part II

Annual Return of Apprentices and Skilled Workpersons employed during the year

Trade

Name of employer

Address

Categories	Number of Contracts made during year	Number of apprentices who completed apprenticeship during year	Number of contracts cancelled	Number employed at 31st December

SEVENTH SCHEDULE*(Section 21)***APPRENTICESHIP (ELECTRICIANS' TRADE AND TRAINING) ORDER****Citation.**

1. This Order may be cited as the Apprenticeship (Electricians' Trade and Training) Order.

Interpretation.

2. In this Order, unless the context otherwise requires—

“Act” means the Apprenticeship and Tradespersons' Qualifications Act, Cap. 18.03;

“apprentice” and all cognate expressions have the meanings assigned to them in the Act;

“apprenticeship year” means a year of apprenticeship computed in accordance with the provision of sub-paragraph (3) of paragraph 6 of this Order;

“electrician” means a person who engages in or carries on the trade or craft of assembling etc. and the phrase “electricians' trade” is to be construed accordingly;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in the electricians' trade;

“skilled workperson” means a person other than an apprentice who is engaged in a skilled capacity in the trade and is being paid as a skilled workperson in the trade;

“trade” means the electricians' trade;

“working day” means, in relation to each employer in the trade, a period not exceeding eight hours in any day during which the employer habitually requires skilled workpersons in his or her employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty-eight hours in any week during which such employer habitually requires skilled workpersons in his or her employment to work.

Establishment of Training Programme.

3. An apprenticeship training programme is hereby established for the electricians' trade.

Employer of Apprentice to employ Skilled Workperson.

4. No person shall become the employer of an apprentice in the trade unless such person—

(a) is an electrician;

(b) employs an electrician or other skilled workperson who is available to instruct and supervise the apprentice.

Instruction.

5. (1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical training and instruction in the courses described in Part I of Schedule 1 to this Order:

Provided that an employer shall not be obliged to provide experience or training for an apprentice in any branch of the trade which is not usually carried on within the business conducted by such employer.

(2) Every apprentice in the trade shall attend at educational classes provided at the Technical College and undertake the courses of technical training described in Part II of Schedule 1 to this Order, and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may think fit.

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend courses during working hours and no deduction shall be made from the wages of the apprentice in respect of time spent by such apprentice in attending such courses, unless the total time so spent exceeds thirty-six working days in an apprenticeship year, in which event deduction may be made in respect of the time spent in excess of thirty-six working days in such apprenticeship year.

(4) At any time immediately preceding the end of an apprenticeship year, an apprentice may be required to pass such tests and examinations in the trade as may be determined by the Director of Apprenticeship and his or her apprenticeship year or his or her period of apprenticeship shall not be deemed to have been completed until he or she produces a report containing a statement to the effect that he or she has satisfied the requirement for practical training during that apprenticeship year and a report or certificate from the Technical College that he or she has made satisfactory progress.

(5) Where an apprentice fails to obtain a sufficient number of marks in the periodic proficiency tests or in his or her terminal school examinations to qualify for advancement, he or she may be required to serve an extended period of three months during which he or she shall be required to repeat a specified process or series of processes, and if at the second attempt he or she fails to qualify he or she may, on the recommendation of the employer, be granted a further extension of three months and if at the third attempt the apprentice shows by his or her performances that he or she is lacking in the ability to qualify as a skilled workperson, his or her contract of apprenticeship may be terminated.

Period of Apprenticeship.

6. (1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four apprenticeship years.

(2) For the purpose of computing the period of apprenticeship, the time spent in attending courses during normal working hours and the time taken in respect of public holidays shall be treated as time served in relation to the contract of apprenticeship, and, any work done as overtime or done other than during normal working hours shall not be treated as time served within the meaning of this paragraph.

(3) An apprenticeship year shall be the period of twelve months, commencing, as regards the first year, on the date of employment of the apprentice and, as regards the second and subsequent apprenticeship year, on the date following the expiration of the preceding apprenticeship year:

Provided that where an apprentice has been absent from his or her duties (otherwise than by leave granted to him or her by the permission of his or her employer) the aggregate number of working days on which he or she has been so absent shall be added to the said period of twelve months.

(4) Where an apprentice has lost time by reason of illness any overtime worked by such apprentice during an apprenticeship year shall be added to his or her ordinary working hours for the purpose of calculating that apprenticeship year.

(5) Where an apprentice has lost time by reason of an accident arising out of and in the course of his or her employment, the time so lost shall be made up by the extension of the final period of his or her apprenticeship.

(6) An apprentice shall not be permitted to start the next apprenticeship year unless in that apprenticeship year he or she has—

- (a) passed the tests and examinations prescribed for that apprenticeship year;
- (b) satisfied the requirements in respect of practical training for that apprenticeship year; and
- (c) served for a period of not less than 250 days in that apprenticeship year.

Hours of Work.

7. (1) No apprentice in the trade shall be permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty-eight hours in any week.

(3) An apprentice shall, during the entire period of his or her apprenticeship, work under the supervision of a skilled workperson or tutor, except in the final apprenticeship year when such apprentice may be permitted to work alone under general supervision.

(4) The hours of work specified in this paragraph include the time spent by the apprentice attending courses or instruction in accordance with the provisions of this Order.

Reports, Returns and Records.

8. (1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Director at the times specified—

- (a) all reports on the progress of the apprentice in the courses of technical training described in Part II of Schedule 1 to this Order, as soon as possible after such report is furnished to the employer by the persons conducting the said courses;
- (b) an annual report in the form prescribed in Part I of Schedule 2 to this Order, not later than the thirty-first day of January in respect of the last preceding calendar year;
- (c) an annual return in the form set out in Part II of Schedule 2 to this Order, not later than the 31st day of January in respect of the last preceding calendar year.

(2) Every employer of an apprentice in the trade shall keep the record specified in Schedule 3 to this Order.

SCHEDULE 1 TO THE ORDER

PART I

PRACTICAL TRAINING FOR APPRENTICE ELECTRICIANS

Item	Column 1	Column 2
	Subject Matter	Work Instruction and Experience
1	Preliminary	Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets.
2	Conduit Work	<p>(a) E.M.T. Conduit</p> <p>(i) Cutting, Bending and setting (machine and block);</p> <p>(ii) terminations;</p> <p>(iii) earth continuity;</p> <p>(iv) use of conduit fittings;</p> <p>(v) marking out conduit runs.</p> <p>(b) Rigid P.V.C. Conduit</p> <p>(i) cutting and screwing;</p> <p>(ii) bending and setting (machine and block);</p> <p>(iii) use of fittings;</p> <p>(iv) marking out conduit runs.</p> <p>(c) Metal Conduit (screwed)</p> <p>(i) Cutting and screwing;</p> <p>(ii) bending and setting;</p> <p>(iii) use of boxes and fittings;</p> <p>(iv) earth continuity.</p> <p>(d) Flexible P.V.C.</p> <p>(i) Terminating flexible conduit.</p> <p>(e) Fixing Conduit</p> <p>(i) Use of wall drilling tools;</p> <p>(ii) Use of cavity fittings;</p> <p>(iii) Girder clips.</p>

3	Metal and P.V.C. Trunking	<ul style="list-style-type: none"> (i) Marking out, cutting and fixing; (ii) Use of standard fittings; (iii) Fabrication of special pieces; (iv) Earth continuity.
4	M.I.C.C. Cable Work	<ul style="list-style-type: none"> (i) Making of wedge seals; (ii) use of glands and shrouds; (iii) use of special clamps (e.g. plaster depth boxes); (iv) setting bends; (v) fixing; (vi) earth continuity; (vii) testing.
5	P.V.C. Armoured Cable	<ul style="list-style-type: none"> (i) Handling and installation; (ii) fixing, use of special clips and saddle; (iii) making terminations, including crimped connections; (iv) use of comprehension glands; (v) earth continuity.
6	Lighting	<ul style="list-style-type: none"> (i) Installation of tungsten fittings; (ii) single way, two way and intermediate switching; (iii) installation of fluorescent fittings; (iv) tracing faults on fluorescent circuits.
7	Motors – Single Phase Induction	<ul style="list-style-type: none"> (i) Installation of motor (including motor fixing) (ii) installation of control gear; (iii) testing – insulation and continuity; (iv) reversing – standard terminal connections; (v) fault finding (e.g. centrifugal switch, capacitors); (vi) maintenance, including pulleys, keys and bearings.
8	Motors – Single Phase – Universal	<ul style="list-style-type: none"> (i) Testing – insulation and continuity; (ii) reversing; (iii) maintenance – bearings.

9	Motors – 3 Phase	(i) Use of lifting equipment; (ii) installation of motor, including fixing and drives; (iii) control gear (direct-on-line only), including overload settings; (iv) reversal; (v) testing and fault finding (insulation, continuity); (vi) routing maintenance, including pulleys, keys and bearings.
10	Earthing	(i) Installation of separate earth continuity conductors; (ii) bonding of services; (iii) measurement of earth loop impedance; (iv) installation of earth electrodes.
11	Testing	(i) Insulation testing (use of Megger); (ii) continuity testing; (iii) use of ammeters and voltmeters.

PART II

TECHNICAL TRAINING FOR APPRENTICE ELECTRICIANS

The course of technical training shall be provided by the Technical College, situated at Basseterre in the Island of St. Kitts and shall be designed so that an apprentice may study for the examinations listed below.

Examination

Technical Training

College Course No.

Certificate

Technical Training College

Course No.

Certificate

Technical Training College

Course No.

Certificate

Part II

Annual Return of Apprentices and
Skilled Workpersons employed during the year

.....
Trade

Name of employer

Address

Categories	Number of Contracts made during year	Number of apprentices who completed apprenticeship during year	Number of contracts cancelled	Number employed at 31st December

SCHEDULE 3 TO THE ORDER

RECORD OF HOURS OF WORK AND TRAINING

Trade.....
Name of Employer
Name of Apprentice
Date of Birth of Apprentice
Date of employment of Apprentice

Apprenticeship year of Apprentice
(first, second, etc. as the case may be)

.....

Table with 10 columns: Week ending, Mon., Tues., Wed., Thurs., Fri., Sat., Sun., Total hours of instruction, Total hours of work.

EIGHTH SCHEDULE*(Section 21)***APPRENTICESHIP (MOTOR VEHICLE MECHANICS TRADE AND TRAINING) ORDER****Citation.**

1. This Order may be cited as the Apprenticeship (Motor Vehicle Mechanics Trade and Training) Order.

Interpretation.

2. In this Order, unless the context otherwise requires—

“Act” means the Apprenticeship and Tradespersons’ Qualifications Act, Cap. 18.03;

“apprentice” and all cognate expressions have the meanings assigned to them in the Act;

“apprenticeship year” means a year of apprenticeship computed in accordance with the provision of sub-paragraph (3) of paragraph 6 of this Order;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in the Motor Vehicle Mechanics Trade;

“motor vehicle” has the meaning assigned to it in the Vehicles and Road Traffic Act, Cap. 15.06;

“motor vehicle mechanic” means a person engaged in the service and repair of mechanical and related equipment of motor vehicles and, in particular, who—

- (a) examines, dismantles, rebuilds and replaces defective mechanical parts;
- (b) adjusts motors, brakes, steering and other parts of motor vehicles;
- (c) disassembles, services and repairs motor cycles and performing other tasks;

“related equipment” means equipment other than mechanical equipment used either alone or in conjunction with mechanical equipment in a motor vehicle;

“skilled workperson” means a person other than an apprentice who is engaged in a skilled capacity in the trade and is being paid as a skilled workperson in the trade;

“trade” means the Motor Vehicle Mechanics Trade;

“working day” means, in relation to each employer in the trade, a period not exceeding eight hours in any day during which the employer habitually requires skilled workpersons in his or her employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty-eight hours in any week during which such employer habitually requires skilled workpersons in his or her employment to work.

Establishment of Training Programme.

3. An apprenticeship training programme is hereby established for the Motor Vehicle Mechanics Trade.

Employer of Apprentice to employ Skilled Workpersons.

4. No person shall become the employer of an apprentice in the trade unless such person—

- (a) is a mechanic; or
- (b) employs a mechanic or other skilled workperson who is available to instruct and supervise the apprentice.

Instruction.

5. (1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical training and instruction in the courses described in Part I of Schedule 1 to this Order:

Provided that an employer shall not be obliged to provide experience or training for an apprentice in any branch of the trade which is not usually carried on within the business conducted by such employer.

(2) Every apprentice in the trade shall attend educational classes provided at the Technical College and undertake the courses of technical training described in Part II of Schedule 1 to this Order, and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may think fit.

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend courses during working hours and no deduction shall be made from the wages of the apprentice in respect of time spent by such apprentice in attending such courses, unless the total time so spent exceeds thirty-six working days in an apprenticeship year, in which event deduction may be made in respect of the time spent in excess of thirty-six working days in such apprenticeship year.

(4) At any time immediately preceding the end of an apprenticeship year, an apprentice may be required to pass such tests and examinations in the trade as may be determined by the Director of Apprenticeship and his apprenticeship year or his period of apprenticeship shall not be deemed to have been completed until he produces a report containing a statement to the effect that he has satisfied the requirement for practical training during that apprenticeship year and a report or certificate from the Technical College that he has made satisfactory progress.

(5) Where an apprentice fails to obtain a sufficient number of marks in the periodic proficiency tests or in his terminal school examinations to qualify for advancement, he may be required to serve an extended period of three months during which he shall be required to repeat a specified process or series of processes, and if at the second attempt he fails to qualify he may, on the recommendation of the employer, be granted a further extension of three months, and if at the third attempt the apprentice shows by his performances that he is lacking in the ability to qualify as a skilled workperson, his contract of apprenticeship may be terminated.

Period of Apprenticeship.

6. (1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four apprenticeship years.

(2) For the purpose of computing the period of apprenticeship, the time spent in attending courses during normal working hours and the time taken in respect of public holidays shall be treated as time served in relation to the contract of apprenticeship, and, any work done as overtime or done other than during normal

working hours shall not be treated as time served within the meaning of this paragraph.

(3) An apprenticeship year shall be the period of twelve months, commencing, as regards the first year, on the date of employment of the apprentice and, as regards the second and subsequent apprenticeship year, on the date following the expiration of the preceding apprenticeship year:

Provided that where an apprentice has been absent from his duties (otherwise than by leave granted to him by the permission of his employer) the aggregate number of working days on which he has been so absent shall be added to the said period of twelve months.

(4) Where an apprentice has lost time by reason of illness any overtime worked by such apprentice during an apprenticeship year shall be added to his ordinary working hours for the purpose of calculating that apprenticeship year.

(5) Where an apprentice has lost time by reason of an accident arising out of and in the course of his employment, the time so lost shall be made up by the extension of the final period of his apprenticeship.

(6) An apprentice shall not be permitted to start the next apprenticeship year unless in that apprenticeship year he has—

- (a) passed the tests and examinations prescribed for that apprenticeship year;
- (b) satisfied the requirements in respect of practical training for that apprenticeship year; and
- (c) served for a period of not less than 250 days in that apprenticeship year.

Hours of Work.

7. (1) No apprentice in the trade shall be permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty-eight hours in any week.

(3) An apprentice shall, during the entire period of his apprenticeship, work under the supervision of a skilled workperson or tutor, except in the final apprenticeship year when such apprentice may be permitted to work alone under general supervision.

(4) The hours of work specified in this paragraph include the time spent by the apprentice attending courses or instruction in accordance with the provisions of this Order.

Reports, Returns and Records.

8. (1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Director at the times specified—

- (a) all reports on the progress of the apprentice in the courses of technical training described in Part II of Schedule 1 to this Order, as soon as possible after such report is furnished to the employer by the persons conducting the said courses;

- (b) an annual report in the form prescribed in Part I of Schedule 2 to this Order, not later than the thirty-first day of January in respect of the last preceding calendar year;
 - (c) an annual return in the form set out in Part II of Schedule 2 to this Order, not later than the 31st day of January in respect of the last preceding calendar year.
- (2) Every employer of an apprentice in the trade shall keep the record specified in Schedule 3 to this Order.
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SCHEDULE 1 TO THE ORDER**PART I****PRACTICAL TRAINING FOR MOTOR VEHICLE MECHANICS**

Item	Column 1	Column 2
	Subject Matter	Work Instruction and Experience
1	Preliminary	<p>MOTOR VEHICLE MECHANICS</p> <p>Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets;</p>
2	Trade Definition	<p>Workers in this unit group service and repair the mechanical and related equipment of passenger and delivery cars, trucks and other motor vehicles. Their functions include, examining, dismantling, rebuilding and replacing defective mechanical parts, adjusting motor, brakes, steering and other parts of motor vehicles, servicing and repairing motor cycles, performing tasks.</p>
3	Scope of Activity	<p>(a) Examine vehicle to ascertain nature, extent and location of defects; plan work, using charts and technical manuals; dismantle engines, transmissions, differentials or other parts requiring attention, repair or replace parts such as pistons, rods, gears, valves, bearing; breaker points or gaskets and accessories such as spark plugs; reline and adjust brakes; solder leaks in radiators; rebush steering mechanisms and carry out other repairs, tune motors by adjusting ignition; carburettors, valves and timing mechanism; test repaired vehicle in workshop or on road.</p> <p>(b) May rebuild parts using Lathes, Shapers, Welding Equipment and hand tools; may do electrical and body repairs and spray painting; may specialise in repairing a particular type of vehicle or engine, such as diesel automobile engines, and be designated accordingly.</p>

4	Main tools and equipment	<p>(a) Tools: Spanners – open and ring – tub box, torque, wrench, Centre Punches, Screw drivers, Pliers, Cutters, Hack saw, Hammer, Chisel, Scriber, Thread restorer, Taps and dies, Tiles reamers, Drills, Stud extractor, Screw extractor, Piston fitting tools, Feeler guage and feeler stips, Suction valve grinder, Valve repair tool, Valve spring lifter, Cylinder liner draw bar, Hand drill machine, Hydrometer, Tyre changer, Solder-gun and Iron, Pipe flaring tool, Bearing extractor, Ball joint remover, Vernier Caliper guage, Micrometer, Welding equipment, etc.</p> <p>(b) Equipment: Battery charger, Wheel balancer, Camber, Caster and King pin guage, brake test meter, rod aligning jig, Bench grinder, Spark plug cleaner, Lathe, Power flash timing light, Syncro check carburettor tool, Tach dwell tester, Combustion tester, Armature testing growler, Coil-Condenser tester, Fuel feed pump, Headlight beam aligner, Diesel pump test bench, etc.</p>
5	Entrance specification	<p>(a) Sex – Male.</p> <p>(b) Age – 16 years minimum, 18 years maximum.</p> <p>(c) Education – Satisfactory completion of primary school.</p> <p>(d) Examinations – Medical tests, general intelligence tests, special abilities tests, oral interview.</p>
6	Duration of training and probation period	<p>One year basic training.</p> <p>Two years inplant training.</p> <p>Probation period three months.</p>
7	Regulations on the qualifications of the employer	<p>(a) It shall be the duty of the training employer, to ensure that the trainee is given the opportunity to acquire all the skills and knowledge necessary for successfully completing the training in the time allowed; the training is given systematically according to the syllabus.</p> <p>(b) No apprentice shall be allowed to work for an employer who does not have the necessary qualified skilled worker in the trade.</p>

8	Duties of employer and trainee	The duties of the apprentice are specified in the apprentice agreement.
9	Basic training	The training during the first year shall be done in the Technical College St. Kitts and shall cover five days per week.
10	Practical training processes	<p>The practical training processes shall include the following:</p> <ul style="list-style-type: none">(a) Induction, stores, lubricating systems, engines, gear boxes, clutches, exhaust systems, fuel system petrol, fuel system diesel, suspensions, steering gears, rear axles, soldering welding, electrical system, valeting, cooling system, braking system, servicing;(b) applied technology, engineering drawing, calculations, science, english and social studies.
11	Standards for on the job training after basic training	<p>The following schedule of training needs is designed to produce a fully trained worker who has experience and skill in all his trade operations. The apprentice must be rotated from work skill to work skill and the time of training for such skill must be adhered to rigidly. The sequence of rotation may be selected to fit the best needs of the establishment but must be approved by the Productivity and Vocational Training Department.</p> <ul style="list-style-type: none">(a) The preventive maintenance shall include the operation on air cleaner, carburettor, feed pump valve adjustment, compression pressure test, battery, horn, headlamps, oil change, tyre, brake system, clutch adjustment, steering, suspension, control of diesel fuel system and road test.(b) The electric auto shall include the repairs and adjustments of battery, starter, dynamo, alternator, regulator, horn and relays.(c) The sheet metal and body repair shall include spray and paint.

12	Regulations for the approved number of trainees per employer or plant	<p>(d) The machine section and bench work shall include work on lathe, reboring and homing machine, valve refacer and brake shoe grinder.</p> <p>(e) Solder arc and gas welding.</p> <p>(f) Tyre repair.</p> <p>(g) Store room.</p> <p>(h) Overhaul and repair of diesel and petrol engine, gear box axle, differential.</p> <p>(i) Overhaul and repairs of heavy earth moving equipment.</p> <p>(j) Administration.</p> <p>This shall be the Labour Department, according to the conditions existing in each plant.</p>
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PART II

TECHNICAL TRAINING FOR APPRENTICE MOTOR VEHICLE MECHANIC

The Course of technical training shall be provided by the Technical College, situated at Basseterre in the Island of St. Kitts and shall be designated so that an apprentice may study for the examinations listed below.

Examination

Technical Training College

Course No.

Certificate

Technical Training College

Course No.

Certificate

Technical Training College

Course No.

Certificate

SCHEDULE 2 TO THE ORDER

PART I

Annual Report on Apprentice for Apprenticeship year of Apprenticeship ending

Name of Employer

Address

Name of Apprentice

Technical Training

(a) Course(s) taken

(b) Number of hours allowed for Course each week

(c) Examinations taken during the year

Examination	Result
.....

Practical Training, Details and Progress

.....

.....

.....

Conduct

Aptitude.....

Attitude.....

Record of Absence

Vacation leave

Other leave

Sick leave

Absence without leave

General Remarks

.....

.....

.....

.....

Signature of Employer

Date

Part II

Annual Return of Apprentices and Skilled Workmen employed during the year

Trade

Name of employer

Address

Categories	Number of Contracts made during year	Number of apprentices who completed apprenticeship during year	Number of contracts cancelled	Number employed at 31st December

NINTH SCHEDULE*(Section 21)***APPRENTICESHIP (PLUMBER AND PIPE FITTER TRADE) ORDER****Citation and Application.**

1. This Order may be cited as the Apprenticeship (Plumber and Pipe Fitter Trade) Order, and shall apply to the Plumber and Pipe Fitter Trade, and to the Plumbing and Pipe Fitting branches of the building construction industry.

Interpretation

2. In this Order, unless the context otherwise requires—

“Act” means the Apprenticeship and Tradespersons’ Qualifications Act, Cap. 18.03;

“apprentice” and all cognate expressions have the meanings assigned to them in the Act;

“apprenticeship year” means a year of apprenticeship computed in accordance with the provision of sub-paragraph (3) of paragraph 6 of this Order;

“employer” means any person responsible under a contract of apprenticeship for the training of an apprentice in the Plumber and Pipe Fitter Trade;

“Plumber and Pipe Fitter Trade” means the trade or craft of assembling, fitting, installing and repairing plumbing fixtures, pipes and the fittings and fixtures of drainage and sanitary systems at various locations, and the assembling, installation, maintenance and repairing of high pressure or low pressure pipe line systems for supplying gas, water, air or steam;

“skilled workperson” means a person other than an apprentice who is engaged in a skilled capacity in the trade and is being paid as a skilled workperson in the trade;

“trade” means the Plumber and Pipe Fitter Trade;

“working day” means, in relation to each employer in the trade, a period not exceeding eight hours in any day during which the employer habitually requires skilled workpersons in his or her employment to work;

“working week” means, in relation to each employer in the trade, a period not exceeding forty-eight hours in any week during which such employer habitually requires skilled workpersons in his or her employment to work.

Establishment of Training Programme.

3. An apprenticeship training programme is hereby established for the Plumber and Pipe Fitter Trade.

Employer of Apprentice to employ Skilled Workpersons.

4. No person shall become the employer of an apprentice in the trade unless such person—

(a) is a plumber; or

(b) employs a plumber or other skilled workperson who is available to instruct and supervise the apprentice.

Instruction.

5. (1) Every employer of an apprentice in the trade shall provide for the apprentice the system of practical training and instruction in the courses described in Part I of Schedule 1 to this Order:

Provided that an employer shall not be obliged to provide experience or training for an apprentice in any branch of the trade which is not usually carried on within the business conducted by such employer.

(2) Every apprentice in the trade shall attend at educational classes provided at the Technical College and undertake the courses of technical training described in Part II of Schedule 1 to this Order, and shall take such examinations thereon as may be determined by the persons conducting the said courses at such times as they may think fit.

(3) Every employer of an apprentice in the trade shall permit the apprentice to attend courses during working hours and no deduction shall be made from the wages of the apprentice in respect of time spent by such apprentice in attending such courses, unless the total time so spent exceeds thirty-six working days in an apprenticeship year, in which event deduction may be made in respect of the time spent in excess of thirty-six working days in such apprenticeship year.

(4) At any time immediately preceding the end of an apprenticeship year, an apprentice may be required to pass such tests and examinations in the trade as may be determined by the Director of Apprenticeship and his apprenticeship year or his period of apprenticeship shall not be deemed to have been completed until he produces a report containing a statement to the effect that he has satisfied the requirement for practical training during that apprenticeship year and a report or certificate from the Technical College that he has made satisfactory progress.

(5) Where an apprentice fails to obtain a sufficient number of marks in the periodic proficiency tests or in his terminal school examinations to qualify for advancement, he may be required to serve an extended period of three months during which he shall be required to repeat a specified process or series of processes, and if at the second attempt he fails to qualify he may, on the recommendation of the employer, be granted a further extension of three months, and if at the third attempt the apprentice shows by his performances that he is lacking in the ability to qualify as a skilled workman, his contract of apprenticeship may be terminated.

Period of Apprenticeship.

6. (1) Subject to the provisions of this paragraph, the period of apprenticeship to be served by each apprentice employed in the trade shall be four apprenticeship years.

(2) For the purpose of computing the period of apprenticeship, the time spent in attending courses during normal working hours and the time taken in respect of public holidays shall be treated as time served in relation to the contract of apprenticeship, and, any work done as overtime or done other than during normal working hours shall not be treated as time served within the meaning of this paragraph.

(3) An apprenticeship year shall be the period of twelve months, commencing, as regards the first year, on the date of employment of the apprentice and, as regards the second and subsequent apprenticeship year, on the date following the expiration of the preceding apprenticeship year:

Provided that where an apprentice has been absent from his duties (otherwise than by leave granted to him by the permission of his employer) the aggregate number of working days on which he has been so absent shall be added to the said period of twelve months.

(4) Where an apprentice has lost time by reason of illness any overtime worked by such apprentice during an apprenticeship year shall be added to his ordinary working hours for the purpose of calculating that apprenticeship year.

(5) Where an apprentice has lost time by reason of an accident arising out of and in the course of his employment, the time so lost shall be made up by the extension of the final period of his apprenticeship.

(6) An apprentice shall not be permitted to start the next apprenticeship year unless in that apprenticeship year he has—

- (a) passed the tests and examinations prescribed for that apprenticeship year;
- (b) satisfied the requirements in respect of practical training for that apprenticeship year; and
- (c) served for a period of not less than 250 days in that apprenticeship year.

Hours of Work.

7. (1) No apprentice in the trade shall be permitted to work for more than six days in any week.

(2) No apprentice in the trade shall be required or permitted to work for more than forty-eight hours in any week.

(3) An apprentice shall, during the entire period of his apprenticeship, work under the supervision of a skilled workperson or tutor, except in the final apprenticeship year when such apprentice may be permitted to work alone under general supervision.

(4) The hours of work specified in this paragraph include the time spent by the apprentice attending courses or instruction in accordance with the provisions of this Order.

Reports, Returns and Records.

8. (1) Every employer of an apprentice in the trade shall furnish the following returns and reports to the Director at the times specified—

- (a) all reports on the progress of the apprentice in the courses of technical training described in Part II of Schedule 1 to this Order, as soon as possible after such report is furnished to the employer by the persons conducting the said courses;
- (b) an annual report in the form prescribed in Part I of Schedule 2 to this Order, not later than the thirty-first day of January in respect of the last preceding calendar year;
- (c) an annual return in the form in Part II of Schedule 2 to this Order, not later than the 31st day of January in respect of the last preceding calendar year.

(2) Every employer of an apprentice in the trade shall keep the record specified in Schedule 3 to this Order.

SCHEDULE 1 TO THE ORDER

PART I

PRACTICAL TRAINING FOR APPRENTICE PLUMBER AND PIPE FITTER

Item	Column 1	Column 2
	Subject Matter	Work Instruction and Experience
1	Preliminary	<ul style="list-style-type: none"> (a) Workshop regulations, Factory Regulations, Building Regulations, safety precautions, use of protective clothing, dangerous inhalations, hazards in working around electrical outlets; (b) use and maintenance of tools and equipment including builder's level. Care of material. Setting up and operating threading machine, using hand cutters, using taps and reamers, operating power drills; (c) sizes and capacity of pipes, names and sizes of fittings; (d) measuring with rule and tape; interpretation of drawing. Making simple sketches; (e) shop procedures – taking stock, making job orders; (f) preparation of tools; equipment and material for plumbing;
2	Pipe Installation	<ul style="list-style-type: none"> (a) selecting cast iron, galvanized or other types of piping for roughing in and finishing; (b) caulking cast iron pipe. Soldering. Welding connected with trade; (c) drainage, piping and fittings – determining types of pipe used under ground, within a building and above ground; (d) pipe cutting, reaming threading and flanging and blending; (e) domestic water systems – measuring and cutting pipes to specifications; sweating copper joints; measuring; cutting and threading copper, brass, nickel, galvanized and other pipes; selecting fitting and

3	Hot Water System	<p>installing valve; installing in accordance with Water Courses and Water-works Regulations.</p> <p>(a) Installation and maintenance of water heating systems – installing main components; fabrication of piping; cutting and pitching of walls, venting and testing for leaks; repairing and replacing components;</p> <p>(b) gas appliances – selecting proper piping; measuring, cutting and threading pipe; application of unions and joints, testing for leaks, venting;</p> <p>(c) water heater installation – checking for proper size and type of heater in accordance with job order; disconnecting old heater on replacement jobs, installing and connecting new heater; venting unit, pressure relief valve.</p>
4	Fixture Installation	<p>(a) Preparing position rests for basins, bathtubs etc.;</p> <p>(b) installing water closets, urinals, shower etc.;</p> <p>(c) align, support and secure complete or sub units in the shop or in the field.</p>
5	Repair and Maintenance	<p>(a) Fixture faucet and valve installation and repair – determining types and makes of equipment; disassembling and assembling; testing and inspecting after installing replacement component parts;</p> <p>(b) maintenance and repair work – locating and removing stoppage in sewers and traps;</p> <p>(c) cutting and patching walls.</p>
6	Drainage	<p>Installation and repair of sewerage system including septic tank, cesspools and absorption pits, catch basins in sewer and trap connections.</p>
7	General	<p>(a) Connecting water and sewer pipes to street supply and outlet;</p> <p>(b) garbage disposal units – installing pipes in connection with sinks and dishwashers, disconnecting, installing new units, determining trouble with disposal unit and making estimate of cost of repairs.</p>

PART II

TECHNICAL TRAINING FOR APPRENTICE PLUMBER AND PIPE FITTER

The Course of technical training shall be provided by the Technical College, situated at Basseterre in the Island of St. Kitts and shall be designed so that an apprentice may study for the examinations listed below.

Examination

Technical Training

College Course No.

Plumber's Work

Basic Craft

Certificate

Technical Training College

Course No.

Gas Fitting

Certificate

Technical Training College

Course No.

Plumber's Work Advanced

Craft Certificate

SCHEDULE 2 TO THE ORDER

PART I

ANNUAL REPORT ON APPRENTICE FOR APPRENTICESHIP YEAR OF APPRENTICESHIP ENDING

Name of Employer

Address

Name of Apprentice

Technical Training

(a) Course(s) taken

(b) Number of hours allowed for Course each week

(c) Examinations taken during the year

Examination

Result

.....

Practical Training, Details and Progress

.....

.....

.....

Conduct

Aptitude

Attitude

Record of Absence

Vacation leave

Other leave

Sick leave

Absence without leave

.....

General Remarks

.....

.....

.....

Signature of Employer

Date

Part II

Annual Return of Apprentices and
Skilled Workpersons employed during the year

.....

Trade

.....

Name of employer

Address.....

Categories	Number of Contracts made during year	Number of apprentices who completed apprenticeship during year	Number of contracts cancelled	Number employed at 31st December

SCHEDULE 3 TO THE ORDER

RECORD OF HOURS OF WORK AND TRAINING

Trade

Name of Employer

Name of Apprentice

Date of Birth of Apprentice

Date of employment of Apprentice

Apprenticeship year of Apprentice (first, second, etc. as the case may be)

.....

Week ending	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total hours of instruction	Total hours of work
