

Apprenticeship Program Checklist

Documents / Forms Required for Full Implementation

As at 10 September 2019



TCG Notes to Employer

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|---|--------------------------|---|--|
| 1 | <input type="checkbox"/> | Request for Sponsorship / Per Applicant | <i>Request per Apprentice</i> |
| 2 | <input type="checkbox"/> | NTB Apprenticeship Agreement | <i>Contract / Agreement with DWD</i> |
| 3 | <input type="checkbox"/> | Company Employment Contract | <i>Individual Employment (Company) Contract of Apprentice</i> |
| 4 | <input type="checkbox"/> | Application for Funding | <i>Request per Apprentice ; thorough 6 page document</i> |
| 5 | <input type="checkbox"/> | Certified Copy of Passport / Identification | <i>Per Apprentice / TCG to meet with Apprentice</i> |
| 6 | <input type="checkbox"/> | Updated resume of Trainee | <i>Per Apprentice / TCG to meet with Apprentice</i> |
| 7 | <input type="checkbox"/> | Copy of Social Insurance Card | <i>Per Apprentice</i> |
| 8 | <input type="checkbox"/> | Application for Approval of a Training Scheme | <i>Request by Company with full details of the trainees for whom the exemption is to apply. Submitted directly to the TC w/ copy of the executed Apprenticeship Agreement.</i> |
| 9 | <input type="checkbox"/> | Training Program / Course Description | <i>For Submission to the Tax Commissioner / TCG Completed</i> |

Other Stuff we need to have in order:

Company Manual

The Agreements should sync with policies outlined in manual.