Registered Apprenticeship Information System (RAIS)

Data Element Manual

General Description

This manual describes the data elements to be included in the Registered Apprenticeship Information System (RAIS). The survey was designed to replace the Registered Apprenticeship Training Survey for the 1991 reporting year.

The data reported should consist of one record for every registration of an individual in the apprenticeship system during the reporting year. All data elements should be reported for registered apprentices. The required information for trade qualifiers (challengers) include several of the data elements, however, the ones not requested include data elements 28, 33 to 36 and 39 to 57.

For each data element, which is identified by name and element number, there is a complete description of the data required for the element, definitions of terms where appropriate and a complete listing of all of the possible codes that can be used. In addition, some specific examples are included where additional clarification is required to ensure consistent interpretation of the elements.

A total of 19 data elements have been identified as mandatory elements. These are considered as being the core information needed on registered apprenticeship programs and trade qualifiers in order to enable Statistics Canada to release annual statistics on registrations, completions and certifications. These mandatory elements are the following: data elements 1 to 3, 5, 20, 21, 29 to 36, 38, 39, 41, 58 and 59.

To facilitate the processing of the input data into the RAIS system, it is best that the reported data file be sent in a flat file format with a ".txt" extension. The data file should also not contain delimiters of any sort and have a record length of 752 bytes.

In addition to the data report, it would be appreciated if a separate file with the most recent list of trade codes and their description can also be made available.

Elements reserved for Statistics Canada

A total of nine elements are reserved for Statistics Canada; these are either elements that Statistics Canada will be deriving or elements that are meant to be used internally only.

Jurisdictions are not to report information for these elements. A list of these seven elements is available in the last section of this document (p. 66).

Data Elements

Element No.	Description
Element No. 1:	Reporting year [1]
Element No. 2:	Jurisdiction [1]
Element No. 3:	Identification number [1]
Element No. 4:	Social Insurance Number (SIN)
Element No. 5:	Apprentice or trade qualifier indicator [1]
Element No. 6:	First name
Element No. 7:	Middle name
Element No. 8:	Last/Family name
Element No. 9:	Address
Element No. 10:	City name
Element No. 11:	Jurisdiction of residence
Element No. 12:	Postal code
Element No. 13:	Area code of work phone
Element No. 14:	Work phone number
Element No. 15:	Work phone number extension
Element No. 16:	Area code of home phone
Element No. 17:	Home phone number
Element No. 18:	Area code of cell phone
Element No. 19:	Cell phone number
Element No. 20:	Gender [1]
Element No. 21:	Date of birth [1]
Element No. 22:	Aboriginal identity
Element No. 23:	Disability or activity limitations
Element No. 24:	Highest education level
Element No. 25:	Previous apprenticeship training
Element No. 26:	Previous apprenticeship training date
Element No. 27:	Previous apprenticeship training jurisdiction
Element No. 28:	Business number (BN) [2]
Element No. 29:	Trade code [1]
Element No. 30:	Trade code description [1]
Element No. 31:	Level code [1]
Element No. 32:	Level code description [1]
Element No. 33:	Program duration [1,2]
Element No. 34:	Duration in hours for duration based programs [1,2]
Element No. 35:	Program duration units [1,2]
Element No. 36:	Competency or duration based program [1,2]
Element No. 37:	Compulsory or voluntary trade
Element No. 38:	Registration status [1,2]
Element No. 39:	Date of registration [1,2]

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[1] Mandatory elements
[2] Do not report for trade qualifiers (challengers)

Element No. 40:   Reinstatement date [2]
Element No. 41:   Status at end of reporting period [1, 2]
Element No. 42:   Initial credits at registration [2]
Element No. 43:   Type of initial credits at registration [2]
Element No. 44:   Technical training credits at registration [2]
Element No. 45:   Type of technical training credits at registration [2]
Element No. 46:   On-the-job training credits at registration [2]
Element No. 47:   Type of on-the-job training credits at registration [2]
Element No. 48:   On-the-job hours completed to date for duration based programs [2]
Element No. 49:   Competency based on-the-job levels completed to date [2]
Element No. 50:   Competency based on-the-job levels required [2]
Element No. 51:   Date of latest recording of hours completed to date [2]
Element No. 52:   Technical levels or courses completed to date [2]
Element No. 53:   Technical hours completed to date [2]
Element No. 54:   Number of technical levels or courses required [2]
Element No. 55:   Technical hours required [2]
Element No. 56:   Method/Mode of institutional training [2]
Element No. 57:   Full-time/Part-time status [2]
Element No. 58:   Type of certificate of qualification granted [1]
Element No. 59:   Date of certification [1]
Element No. 60:   Prior trade certificate
Element No. 61:   Filler

Elements reserved for Statistics Canada [3]

STC Element No. 1: RAIS Trade code
STC Element No. 2: Red Seal or non-Red Seal indicator
STC Element No. 3: Red Seal or non-Red Seal endorsement
STC Element No. 4: Current year or period of the program
STC Element No. 5: Age in years
STC Element No. 6: Input type
STC Element No. 7: Certificate or registration indicator
STC Element No. 8: Previous apprenticeship training - RAIS Trade code
STC Element No. 9: Prior trade certificate - RAIS Trade code

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[1] Mandatory elements
[2] Do not report for trade qualifiers (challengers)
[3] Jurisdictions are not asked to report these elements – reserved for Statistics Canada

Element No. 1:   **Reporting year**

Description
The calendar year for which the reported data is valid and should consist of a complete calendar year from January 1 to December 31.

Report for the apprentice or trade qualifier (challenger).

Position: 1

Length: 4 digits numeric

Coverage: All records

Code set:

YYYY (Year)

Element No. 2:   Jurisdiction

Description
Using the Statistics Canada province and territory codes, identify the jurisdiction submitting the data.

Report for the apprentice or trade qualifier (challenger).

Position: 5

Length: 2 digits numeric.

Coverage: All records

Code set:

10 – Newfoundland
11 – Prince Edward Island
12 – Nova Scotia
13 – New Brunswick
24 – Quebec
35 – Ontario
46 – Manitoba
47 – Saskatchewan
48 – Alberta
59 – British Columbia
60 – Yukon
61 – Northwest Territories
62 – Nunavut
99 – Unknown

Element No. 3:   Identification number

Description
A unique identifier for each individual record and representing either an apprentice or trade qualifier (challenger). It should remain consistent from reporting year to reporting year.

Consistent reporting of the same unique identifier should be maintained for the same individual, across reporting periods. However, if a change should occur in your unique identifier, ensure Statistics Canada is informed of this change, and include concordance information in your next reporting to bridge this change.

In this element, report a unique identifier, (not the Social Insurance Number, S.I.N.) used by your jurisdiction, such as a registered apprenticeship registration number, client number, etc.

If the S.I.N. is also available, report using the next data element no. 4 - **Social Insurance Number.**

Position: 7

Length: Maximum of 12 characters

Coverage: Collected for all records. This data is not available for release.

Code set: N/A. Can be a combined character and numeric field.

Element No. 4:   **Social Insurance Number (SIN)**

Description
The Social Insurance Number (SIN) of the apprentice or trade qualifier (challenger).

Position: 19

Length: 9 digits numeric

Coverage: All records. This data is not available for release.

Code set: N/A, 9-digit SIN

Element No. 5:   **Apprentice or trade qualifier indicator**

Description
In this element indicate if the individual is a registered apprentice or a trade qualifier (challenger).

Position: 28

Length: 1 digit numeric

Coverage: All records

Code set:

1 – Registered apprentice
2 – Trade qualifier (challenger)
9 – Unknown

Element No. 6:   **First name**

Description
First name of the apprentice or trade qualifier (challenger).

Apprentice's or trade qualifier (challenger)'s first (given) name.

Position: 29

Length: Maximum of 25 characters

Coverage: Collected for all records. This data is not available for release.

Code set: N/A

Element No. 7: **Middle name**

Description
Middle name of the apprentice or trade qualifier (challenger).

Note: If you cannot report the first name and middle name as separate fields, enter both names in the previous element no. 6 - **First name**, and leave this element blank.

Position: 54

Length: Maximum of 25 characters

Coverage: Collected for all records. This data is not available for release.

Code set: N/A

Element No. 8:   **Last/Family name**

Description
Family or last name of the apprentice or trade qualifier (challenger).

Apprentice's or trade qualifier (challenger)'s surname (last name).

Position: 79

Length: Maximum of 30 characters

Coverage: Collected for all records. This data is not available for release.

Code set: N/A

Element No. 9:   Address

Description
The address number, apartment number (if applicable), street name, PO Box or RR route (if applicable) of the current residence of the apprentice or trade qualifier (challenger).

Report as one string the address information of the current residence of the apprentice or trade qualifier (challenger). In addition to the address number, apartment number, street name and PO Box/RR route number, also include in this element the street type and direction of street (if applicable).

For street type, the short form abbreviation can be reported, such as St. for Street, Ave. for Avenue, etc.

The direction of the street can also be in the abbreviated form of N for North, S for South, etc. (N, S, E, W, NE, NW, SE, SW).

Other address information, such as city name, province/territory of residence and postal code should be reported as separate elements in no. 10 - **City name,** no. 11 - **Jurisdiction of residence** and no. 12 - **Postal code**.

Position: 109

Length: Maximum of 125 characters

Coverage: Collected for all records. This data is not available for release.

Code set: N/A

Element No. 10:   **City name**

Description
Name of city or town of the current residence of the apprentice or trade qualifier
(challenger).

Position: 234

Length: Maximum of 60 characters

Coverage: Collected for all records. This data is not available for release.

Code set: N/A

Element No. 11: **Jurisdiction of residence**

Description
This element identifies the province or territory of residence of the apprentice or trade qualifier (challenger).

Report using the Statistics Canada province and territory codes previously identified in the element no. 2 - **Jurisdiction**.

Position: 294

Length: 2 digits numeric

Coverage: Collected for all records

Code set:

10 – Newfoundland
11 – Prince Edward Island
12 – Nova Scotia
13 – New Brunswick
24 – Quebec
35 – Ontario
46 – Manitoba
47 – Saskatchewan
48 – Alberta
59 – British Columbia
60 – Yukon
61 – Northwest Territories
62 – Nunavut
99 – Unknown

Element No. 12: **Postal code**

Description

Postal code of the current residence of the apprentice or trade qualifier (challenger).

Position: 296

Length: Maximum of 6 characters

Coverage: Collected for all records.

Code set: N/A. Report as one complete string without space between the digits - (CNCNCN).

Element No. 13:   **Area code of work phone**

Description
3-digit area code of the work phone number of the apprentice or trade qualifier
(challenger).

Position: 302

Length: 3 digits numeric

Coverage: collected for all records. This data is not available for release.

Code set: N/A

Element No. 14: **Work phone number**

Description

Work phone number of the apprentice or trade qualifier (challenger).

Position: 305

Length: 7 digits numeric

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 15:   **Work phone number extension**

Description
Work phone number extension (if applicable) of the apprentice or trade qualifier (challenger).

Position: 312

Length: 5 digits numeric

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 16: **Area code of home phone**

Description
3-digit area code of the home phone number of the apprentice or trade qualifier (challenger).

Position: 317

Length: 3 digits numeric

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 17:   **Home phone number**

Description
Home phone number of the apprentice or trade qualifier (challenger).

Position: 320

Length: 7 digits numeric

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 18:   **Area code of cell phone**

Description
3-digit area code of the cell phone number of the apprentice or trade qualifier (challenger).

Position: 327

Length: 3 digits numeric

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 19:   **Cell phone number**

Description
Cell phone number of the apprentice or trade qualifier (challenger).

Position: 330

Length: 7 digits numeric

Coverage: All records.   This data is not available for release.

Code set: N/A

Element No. 20:   **Gender**

Description
The gender of the apprentice or trade qualifier (challenger).

Position: 337

Length: 1 digit numeric

Coverage: All records.

Code set:

1 – Male
2 – Female
9 – Unknown

Element No. 21:   **Date of birth**

Description
Date of birth of the apprentice or trade qualifier (challenger).

Note: For this data element do not report any empty spaces, dashes or backslashes. Each field in this data element should be filled with a character (e.g. 03061985).

If not available, leave blank.

Position: 338

Length: 8 digits numeric

Coverage: All records. This data is not available for release.

Code set: N/A, DDMMYYYY (DayMonthYear)

Element No. 22:   **Aboriginal identity**

Description
This element identifies the Aboriginal identity of the apprentice or trade qualifier (challenger), if applicable.

A person with Aboriginal identity includes someone who is a North American Indian/First Nations, a Métis or an Inuit. North American Indians/First Nations, which include Status Indians, as well as non-Status Indians.

A person with non-Aboriginal identity should be reported as code = 5.

Position: 346

Length: 1 digit numeric

Coverage: All records. This data is not available for release.

Code set:

1 – North American Indian / First Nations
2 – Métis
3 – Inuit
4 – Person identifying with more than one group
5 – Person who does not self-identify with one of the groups (not an Aboriginal person)
9 – Unknown

Element No. 23:   **Disability or activity limitations**

Description
This element identifies whether the apprentice or trade qualifier (challenger) has any disabilities or activity limitations because of physical or health problems.

Position: 347

Length: 1 digit numeric

Coverage: All records. This data is not available for release.

Code set:

1 – Hearing impaired
2 – Vision impaired
3 – Wheel chair access
4 – Person with a disability or activity limitation not listed in the above
5 – Person with more than one disability or activity limitation
6 – Person with no reported disabilities or activity limitations
9 – Unknown

Element No. 24:   **Highest education level**

Description
The highest achieved level of education obtained prior to registration in the current trade program.

If information on the highest level of education is not available, please report as code = 99.

Also report for trade qualifier (challenger), if information on the highest achieved level of education is available.

Position: 348

Length: 2 digits numeric

Coverage: All records.

Code set:

01 – Completed some elementary school
02 – Completed elementary school
03 – Grade 7
04 – Grade 8
05 – Grade 9
06 – Grade 10
07 – Grade 11
08 – Grade 12
09 – Grade 13 (if applicable)
10 – High school graduation certificate or equivalency certificate
11 – Registered apprenticeship certificate
12 – Other trade certificate or diploma
13 – College, technical, CEGEP or non-university certificate or diploma (includes pre-employment/pre-apprenticeship program)
14 – College, technical, CEGEP or non-university certificate or diploma
15 – University
16 – Other
99 – Unknown

Element No. 25:   **Previous apprenticeship training**

Description
This element identifies the trade in which the most recent previous apprenticeship training was obtained prior to the trade the apprentice is now currently registered.

The previous apprenticeship training can be in any trade, not necessarily similar to the one the apprentice is currently registered.

Note: If a certificate was obtained for the completion of previous apprenticeship training, report the information in element no. 60 – **Prior trade certificate**.

If applicable, also report for trade qualifier (challenger).

The identifier for this trade is the trade code used by the reporting jurisdiction.

Position: 350

Length: Maximum of 10 characters

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 26:   **Previous apprenticeship training date**

Description
This element identifies the end date of any previous apprenticeship training if reported in element no. 25 - **Previous apprenticeship training.**

If applicable, also report for trade qualifier (challenger).

Note: For this data element do not report any empty spaces, dashes or backslashes. Each field in this data element should be filled with a character (e.g. 061985).

If not available, leave blank.

Position: 360

Length: 6 digits numeric

Coverage: Collected for all records. This data is not available for release.

Code set: N/A, format- MMYYYY (MonthYear)

Element No. 27:   **Previous apprenticeship training jurisdiction**

Description

In this element, identify the province or territory in which the apprentice was registered and obtained previous apprenticeship training, if reported in element no. 25 - **Previous apprenticeship training.**

Report using the Statistics Canada province and territory codes previous identified in the element no. 2 - **Jurisdiction**. An additional code has been added to the province and territory codes to include previous training outside of Canada.

If applicable, also report for trade qualifier (challenger).

Position: 366

Length: 2 digits numeric

Coverage: All records: This data is not available for release.

Code set:

10 – Newfoundland
11 – Prince Edward Island
12 – Nova Scotia
13 – New Brunswick
24 – Quebec
35 – Ontario
46 – Manitoba
47 – Saskatchewan
48 – Alberta
59 – British Columbia
60 – Yukon
61 – Northwest Territories
62 – Nunavut
98 – Outside Canada
99 – Unknown

Element No. 28:   Business number (BN)

Description
In this element report the Business Number (BN) of the employer that is providing the current training to the registered apprentice.

The Business Number (BN) is a unique identification number given to each enterprise/business entity by the Canada Revenue Agency (CRA).

The standard size of the Business Number is of 15-characters. However, only the first 9-characters are required by Statistics Canada; these first 9-characters identify the business and always remain unchanged.

Therefore, only the **first 9-characters of the Business Number (BN)** are to be reported in this element.

Position: 368

Length: Maximum of 9 characters

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 29:   **Trade code**

Description

The trade in which the apprentice is registered or trade qualifier (challenger) is certified.

The identifier for this trade is the trade code used by the jurisdiction.

If the trade code includes additional digits to identify whether the trade has a level, class, category, etc., also include these additional digits in this data element.

Position: 377

Length: Maximum of 10 characters

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 30:   **Trade code description**

Description
The name of the trade reported as a trade code in the previous element no. 29 – **Trade code**.

Report the complete name of the trade and do not include short form abbreviations.

Position: 387

Length: Maximum of 80 characters

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 31:   Level code

Description
If the trade code reported in element no. 29 – **Trade code**, includes additional digits to identify whether the trade has a level, class, category, etc., in this element just report the actual code for the level, class, category, etc.

Report for the registered apprentice and trade qualifier (challenger).

If not available, leave blank.

Position: 467

Length: Maximum of 8 characters

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 32:   Level code description

Description
The name of the level, class, category, etc., reported in the previous element no. 31 –
Level code.

Report the complete name of the level, class, category, etc., and do not include short form
abbreviations.

Report for the registered apprentice and trade qualifier (challenger).

If not available, leave blank.

Position: 475

Length: Maximum of 80 characters

Coverage: All records. This data is not available for release.

Code set: N/A

Element No. 33:   Program duration

Description
This element identifies the normal length of time required to complete the entire program and is usually expressed in years, periods or skills/competency levels.

Do not report for trade qualifier (challenger), leave blank.

Position: 555

Length: 3 digits numeric

Coverage: All records.

Code set : N/A

Element No. 34:   **Duration in hours for duration based programs**

Description
Identifies the total overall program duration in hours (e.g. 8000) reported in the previous element no. 33 - **Program duration.**

Note: The hours reported apply to the normal overall program length in hours and should have the same hours for all records with the same trade reported in the previous element no. 29 – **Trade code.**

Do not report for trade qualifier (challenger), leave blank.

Position: 558

Length: 5 digits numeric

Coverage: All records.

Code set: N/A

Element No. 35: **Program duration units**

Description
Identifies the type of unit used to measure the intervals over the duration of the program reported in element no. 33 - **Program duration.**

Do not report for trade qualifier (challenger); code as "0 – Not applicable".

Position: 563

Length: 1 digit numeric

Coverage: All records.

Code set:

0 – Not applicable
1 – Years
2 – Periods
3 – Skills/Competency levels
4 – Program credits
9 – Unknown

Element No. 36:   **Competency or duration based program**

Description
Identifies if the trade program is offered as a competency based program or a duration based program.

Do not report for trade qualifier (challenger); code as "0 – Not applicable".

Position: 564

Length: 1 digit numeric

Coverage: All records.

Code set:

0 – Not applicable
1 – Duration based program
2 – Competency based program
3 – Duration and competency based program
9 – Unknown

Element No. 37:   **Compulsory or voluntary trade**

Description
This element identifies if the trade is a compulsory certified trade or a voluntary certified trade.

Report for the registered apprentice and trade qualifier (challenger).

Position: 565

Length: 1 digit numeric

Coverage: All records.

Code set:

1 – Compulsory
2 – Voluntary
3 – Compulsory and voluntary
9 – Unknown

Element No. 38:   **Registration status**

Description
This element identifies the registration status of the apprentice at the beginning and **during the reporting period**.

Do not report for trade qualifier (challenger); code as "0 – Not applicable".

Position: 566

Length: 1 digit numeric

Coverage: All records.

Code set:

0 – Not applicable
1 – Already registered (beginning of report period)
2 – New registration (during report period)
3 – Reinstatement (during report period)
9 – Unknown

Element No. 39:   **Date of registration**

Description
This element identifies the date when the current contract or agreement of understanding between an apprentice and employer was registered with the jurisdiction.

Do not report for trade qualifier (challenger), leave blank.

Note: For this data element do not report any empty spaces, dashes or backslashes. Each field in this data element should be filled with a character (e.g. 03061985).

If not available, leave blank.

Position: 567

Length: 8 digits numeric

Coverage: Only reported for apprentice records. Only Year portion of this variable is available for release.

Code set: N/A, format - DDMMYYYY (DayMonthYear)

Element No. 40:   **Reinstatement date**

Description
If a reinstatement has been reported for the apprentice in element no. 38 - **Registration status,** in this element identify the date of the reinstatement.

Do not report for trade qualifier (challenger), leave blank.

Note: For this data element do not report any empty spaces, dashes or backslashes. Each field in this data element should be filled with a character (e.g. 061985).

If not available, leave blank.

Position: 575

Length: 6 digits numeric

Coverage: Applies to certain apprentice record whose Registration Status is 3. This data is not available for release.

Code set: N/A, format - MMYYYY (MonthYear)

Element No. 41:   **Status at end of reporting period**

Description
This element identifies the status of the apprentice **during the reporting period** and at the end of the reporting period.

When reporting information on apprentices that have successfully completed their programs and obtained their certificates, there can be a choice of three different types:

The first and most common, is identified below as a code = 2, and relates to the successful completion of an entire program, regardless of length, with a certificate granted after the entire program is completed.

The second and third types of successful completion are identified below by code = 3 and code = 4, and relate to certain programs which grant certificates after a segment of a longer extended program is completed. Examples of this type of completion are the Motor Vehicle Body Prepper and Motor Vehicle Body Refinisher programs, which are shorter in duration length, and designed as separate and partitioned programs of the extended Motor Vehicle Body Repairer program. These shorter programs usually allow an individual, after receiving their certificate, the choice of either continuing or not continuing their training in the extended program. Because of this choice, code = 4 is used to identify an individual who has decided to continue in the extended program of the trade, while code = 3 is used to identify an individual who has decided not to continue in the extended program of the trade.

Note: When reporting the successfully completed for programs which have been partitioned, do not relate this to the completion of an individual class or level found in some programs, which have divided their training into several classes or levels, such as the stationary engineer – 1st class, 2nd class, 3rd class, etc.

Do not report for trade qualifier (challenger); code as "0 – Not applicable".

Position: 581

Length: 1 digit numeric

Coverage: All records.

Code set:
0 – Not applicable
1 – Continuing and still registered
2 – Successfully completed the entire program with a certificate granted
3 – Successfully completed a segment of an entire program with a certificate granted and not continuing in the trade

4 - Successfully completed a segment of an entire program with a certificate granted and still continuing in the trade
5 – Discontinued the program (cancelled, suspended, terminated, etc.)
6 – Transferred to another program
9 – Unknown

Element No. 42:   **Initial credits at registration**

Description
In this element report the credits (either in hours, skill/competency levels or program credits) given for combined technical (in-class) training (obtained from colleges, high schools, commission scolaire or similar postsecondary and secondary institutions, etc.) and for on-the-job (work) training, prior to starting the apprenticeship program.

In the following element no. 43 – **Type of initial credits at registration,** report whether the credits are in hours, skill/competency levels or program credits.

Note: Only report this element if technical (in-class) training and on-the-job (work) training information cannot be reported separately as two elements in no. 44 - **Technical training credits at registration** and no. 46 - **On-the-job training credits at registration**.

Do not report for trade qualifier (challenger), leave blank.

Position: 582

Length: 5 digits numeric

Coverage: Only reported for apprentice records. This data is not available for release.

Code set:

N/A

Element No. 43:   **Type of initial credits at registration**

Description
Report the type of credits identified in the previous element no. 42 - **Initial credits at registration**.

Do not report for trade qualifier (challenger); code as "0 – Not applicable".

Position: 587

Length: 1 digit numeric

Coverage: All records. This data is not available for release.

Code set:

0 – Not applicable
1 – Hours
2 – Skill/competency levels
3 – Program credits
9 – Unknown

Element No. 44:   **Technical training credits at registration**

Description

In this element report the credits (either in hours, skill/competency levels or program credits) given for technical (in-class) training or courses prior to starting the apprenticeship program.

In the following element no. 45 – **Type of technical training credits at registration,** report whether the credits are in hours, skill/competency levels or program credits.

Do not report for trade qualifier (challenger), leave blank.

Position: 588

Length: 5 digits numeric

Coverage: All apprentice records. This data is not available for release.

Code set: N/A

Element No. 45: **Type of technical training credits at registration**

Description
Report the type of credits identified in the previous element no. 44 - **Technical training credits at registration**.

Do not report for trade qualifier (challenger); code as "0 – Not applicable".

Position: 593

Length: 1 digit numeric

Coverage: All records. This data is not available for release.

Code set:

0 – Not applicable
1 – Hours
2 – Skill/competency levels
3 – Program credits
9 – Unknown

Element No. 46:   **On-the-job training credits at registration**

Description

In this element report the credits (either in hours, skill/competency levels or program credits) given for on-the-job (work) training prior to starting the apprenticeship program.

In the following element no. 47 – **Type of on-the-job training credits at registration,** report whether the credits are in hours, skill/competency levels or program credits.

Do not report for trade qualifier (challenger), leave blank.

Position: 594

Length: 5 digits numeric

Coverage: All apprentice records. This data is not available for release.

Code set: N/A

Element No. 47:   **Type of on-the-job training credits at registration**

Description
Report the type of credits identified in the previous element no. 46 - **On-the-job training credits at registration**

Do not report for trade qualifier (challenger); code as "0 – Not applicable".

Position: 599

Length: 1 digit numeric

Coverage: All records. This data is not available for release.

Code set:

0 – Not applicable
1 – Hours
2 – Skill/competency levels
3 – Program credits
9 – Unknown

Element No. 48:   On-the-job hours completed to date for duration based programs

Description
If reporting levels or competencies for competency based programs, include this information in the next element no. 49 - **Competency based on-the job levels completed to date.**

In this element report the number of on-the-job (work) hours accumulated since the registration date. These completed hours should not include the on-the-job hours which may have been credited prior to registration and reported in the element no. 46 - **On-the-job training credits at registration.**

 Note: The hours completed should be up-dated every new reporting period.

Do not report for trade qualifier (challenger), leave blank.

Position: 600

Length: 5 digits numeric

Coverage: All apprentice records.   This data is not available for release.

Code set: N/A

Element No. 49:   **Competency based on-the job levels completed to date**

Description

The number of accumulated on-the-job levels or competencies completed to date for competency based programs.

Note: The levels or competencies completed should be up-dated every new reporting period.

Do not report for trade qualifier (challenger), leave blank.

Position: 605

Length: 3 digits numeric

Coverage: All apprentice records. This data is not available for release.

Element No. 50: **Competency based on-the job levels required**

Description
This element identifies the total number of on-the-job levels or competencies required to complete the competency based program, and is requested if element no. 49 - **Competency based on-the job levels completed to date** is reported.

Do not report for trade qualifier (challenger), leave blank.

Position: 608

Length: 3 digits numeric

Coverage: All apprentices records. This data is not available for release.

Code set: N/A

Element No. 51:   **Date of latest recording of hours or levels completed to date**

Description

In this element report the date of the latest recording of on-the-job hours completed to date, if element no. 48 - **On-the-job hours completed to date for duration based programs** or element no. 49 - **Competency based on-the-job levels completed to date** is being reported.

Note: The date of the latest recording should be up-dated every new reporting period.

Do not report for trade qualifier (challenger), leave blank.

Note: For this data element do not report any empty spaces, dashes or backslashes. Each field in this data element should be filled with a character (e.g. 061985).

If not available, leave blank.

Position: 611

Length: 6 digits numeric

Coverage: All apprentice records.   This data is not available for release.

Code set: N/A, format - MMYYYY (MonthYear)

Element No. 52:   **Technical levels or courses completed to date**

Description
This element identifies the total number of technical (in-class) levels or courses completed by the apprentice out of the total number of levels or courses required for the program. These completed technical in-class levels or courses should not include the technical training time which may have been credited prior to registration and reported in the element no. 44 - **Technical training credits at registration**.

Note: These completed levels or courses apply to both duration and competency based programs and should be up-dated every new reporting period.

Do not report for trade qualifier (challenger), leave blank.

Position: 617

Length: 2 digits numeric

Coverage: All apprentice records. This data is not available for release.

Code set: N/A

Element No. 53:   **Technical hours completed to date**

Description
In this element report the equivalent hours, related to the technical levels or courses completed and reported in the previous element no. 52 - **Technical levels or courses completed to date**.

In this element report the total number of technical (in-class) hours completed by the apprentice out of the total number of hours required for the program.

Note: The hours completed apply to both duration and competency based programs and should be up-dated every new reporting period.

Do not report for trade qualifier (challenger), leave blank.

Position: 619

Length: 5 digits numeric

Coverage: All apprentice records. This data is not available for release.

Code set: N/A

Element No. 54:   Number of technical levels or courses required

Description

This element identifies the total number of technical (in-class) levels or courses required to complete the program, and requested if element no. 52 - **Technical levels or courses completed to date** is reported.

Note: This element applies to both duration and competency based programs and should be up-dated every new reporting period.

Do not report for trade qualifier (challenger), leave blank.

Position: 624

Length: 2 digits numeric

Coverage: All apprentice records. This data is not available for release.

Code set: N/A

Element No. 55:   **Technical hours required**

Description

Report the equivalent hours, if the number of technical levels or courses required was reported in the previous element no. 54 - **Number of technical levels or courses required**.

For this element report the total number of technical (in-class) hours required to complete the program.

Note: This element applies to both duration and competency based programs and, if required, should be up-dated every new reporting period.

Do not report for trade qualifier (challenger), leave blank.

Position: 626

Length: 5 digits numeric

Coverage: All apprentice records. This data is not available for release.

Code set: N/A

Element No. 56:   **Method/Mode of institutional training**

Description

This element identifies the delivery type of technical training undertaken during the apprenticeship period being reported.

Do not report for trade qualifier (challenger); code as "00 – Not applicable".

Position: 631

Length: 2 digits numeric

Coverage: All records.

Code set:

00 – Not applicable
01 – Block release
02 – Modular training
03 – Course based
04 – Day release
05 – Distance education
06 – Employer training
07 – Level
08 – Mobile
09 – Competency based apprenticeship training (CBAT)
10 – Weekly apprenticeship training (WATS)
11 – Other
99 – Unknown

Element No. 57:   **Full-time/Part-time status**

Description
This element is linked to the previous element no. 56 - **Method/Mode of institutional training,** and identifies whether the training was either full-time or part-time.

Full-time training can be identified with an extended period of training like block release.

Do not report for trade qualifier (challenger); code as "0 – Not applicable".

Position: 633

Length: 1 digit numeric

Coverage: All records.

Code set:

0 – Not applicable
1 – Full-time
2 – Part-time
9 – Unknown

Element No. 58: **Type of certificate of qualification granted**

Description
This element identifies the type of certificate granted to the apprentice or trade qualifier (challenger).

Note: If the Certificate of Apprenticeship is the final certificate granted in the trade, and the Certificate of Qualification is not being granted, then report the Certificate of Apprenticeship. The granting of these certificates usually involves the completion and passing of a final exam.

Position: 634

Length: 1 digit numeric

Coverage: All records.

Code set:

0 – Not applicable
1 – No certificate granted
2 – Certificate granted with a Red Seal endorsement to an apprentice (who has completed the final exam)
3 – Certificate granted without a Red Seal endorsement to an apprentice (who has completed the final exam)
4 – Certificate granted with a Red Seal endorsement to a trade qualifier (challenger)
5 – Certificate granted without a Red Seal endorsement to a trade qualifier (challenger)
6 – Certificate granted with a Red Seal endorsement to a journeyperson who previously completed an apprenticeship program and received a certificate without a Red Seal endorsement in the same trade
7 – Certificate granted with a Red Seal endorsement to a trade qualifier (challenger) who previously received a certificate without a Red Seal endorsement in the same trade
9 – Unknown

Element No. 59: **Date of certification**

Description
In this element report the date the certificate was granted to an apprentice or trade qualifier (challenger), if a certificate was reported in the previous element no. 58 - **Type of certificate of qualification granted**.

If a jurisdiction grants both a Certificate of Qualification and a Certificate of Apprenticeship, report only the Certificate of Qualification date in this element. However, if the Certificate of Apprenticeship is the final certificate granted in the trade, and the Certificate of Qualification is not being granted, then report the date the Certificate of Apprenticeship was granted.

Note: For this data element do not report any empty spaces, dashes or backslashes. Each field in this data element should be filled with a character (e.g. 03061985).

If not available, leave blank.

Position: 635

Length: 8 digits numeric

Coverage: All records. Only the year portion of this field is available for release.

Code set: N/A, format- DDMMYYYY (DayMonthYear)
)

Element No. 60:   **Prior trade certificate**

Description
This element identifies if the apprentice or trade qualifier (challenger) received a certificate in a previous trade, and granted in the current reporting jurisdiction or any other jurisdiction. The previous certification must be in a trade recognized in Canada.

If the apprentice or trade qualifier was certified in more than one trade, please report the latest trade in which they were certified.

The identifier for this previous trade is the trade code used by the jurisdiction.

Position: 643

Length: Maximum of 10 characters

Coverage: All records if applicable. This data is not available for release.

Code set: N/A

Element No. 61:   RAIS Trade Code

Description
This element is reserved for Statistics Canada to code and identify trades using a modified version of the National Occupational Classification (NOC) codes.

The trade code reported will be converted to the National Occupational Classification NOC+3 trade code (abcd.xx.yy.zz), where:

- The four digit NOC code (**abcd**) identifies the major occupational category;
- The first extension (**xx**) represents a distinct and separate trade;
- The second extension (**yy**) identifies subtrades of the distinct trade and;
- The third extension (**zz**) is used for further level/class/category distinctions within the trade.

Position: 653

Length: 13 characters

Coverage: All records. This derived variable is available for release at the Sub-trade (NOC +2), Major Trade (NOC+1), NOC group and Major Trade groups. The most detailed level, NOC +3 will not be available for release.

Code set: NOC+3

Element No. 62:   Red Seal or non-Red Seal indicator

Description

Reserved for Statistics Canada to identify Red Seal or non-Red Seal trades.

The Red Seal trades are drawn from the list approved by the Canadian Council of Directors of Apprenticeship (CCDA).

Position: 666

Length: 1 digit numeric

Coverage: All records. This data is not available for release.

Code set:

0 – Without inter-provincial standards
1 – Red Seal with inter-provincial standards

Element No. 63:   **Red Seal or non-Red Seal endorsement**

Description
Used by Statistics Canada to identify if Red Seal or non-Red Seal endorsement is being granted by the jurisdictions.

This element will be derived by Statistics Canada using a combination of information from the data elements reported by the jurisdictions:

- o   STC Element no. 1 – **RAIS Trade code**
- o   Element no. 58 – **Type of certificate of qualification granted**

Position: 667

Length: 1 digit numeric

Coverage: All records. This data is not available for release.

Code set:

1 – Only Red Seal endorsement granted
2 – Red Seal and non-Red Seal endorsement granted
3 – Only non-Red Seal endorsement granted
9 – Unknown

Element No. 64:   **Current year or period of the program**

Description

Only for duration based programs, the current year or period of the program in which the apprentice is registered, based on the total accumulated technical and on-the-job training hours.

This element will be derived by Statistics Canada using a combination of information from the data elements reported by the jurisdictions:

- o Element no. 33 - **Program duration** (DURPGM)
- o Element no. 34 - **Duration in hours for duration based program** (DURHOURS)
- o Element no. 35 - **Program duration units** (DURUNITS)
- o Element no. 42 - **Initial credits at registration** (INICREDR)[1]
- o Element no. 48 - **On-the-job hours completed to date for duration based program** (JOBHCOMP)
- o Element no. 53 - **Technical hours completed to date** (TECHCOMP)

Current year or period of the program =

$$[DURPGM] - \frac{[DURHOURS - INICREDR - JOBHCOMP - TECHCOMP] * DURPGM}{DURHOURS}$$

Position: 668

Length: 1 digit numeric

Coverage: All apprentice records. The maximum acceptable value is 5 years.

Code set:

N/A

[1] Element no. 42 – **Initial credits at registration** (INICREDR) will be substituted by both, element no. 44 - **Technical training credits at registration** (TECCREDR) and element no. 46 - **On-the-job training credits at registration** (JOBCREDR), if technical and on-the-job credits at registration can be reported separately by the jurisdictions.

Element No. 65:   **Age in years**

Description

Used by Statistics Canada to derive the age in years of the apprentice or trade qualifier (challenger).

This element will be derived by Statistics Canada using information reported by the jurisdictions:

- o Element no. 1 - **Reporting year** (REPYR)
- o Birth year (BIRTHY) from element no. 21 – **Date of birth**

   Age in years = REPYR − BIRTHY

Position: 670

Length: 2 digits numeric

Coverage: All records. This variable creates single years of age. Acceptable values for this variable are from age 13 to 75. A 5 year age group variable also can be derived.

Code set:

N/A

Element No. 66:   **Input type**

Description
Used by Statistics Canada to identify whether the jurisdiction is reporting individual
record data or aggregate information.

Position: 672

Length: 1 digit numeric

Coverage: All records.   This data is not available for release.

Code set:

1 – Individual
2 – Aggregate

Element No. 67:   **Certificate or registration indicator**

Description
Used by Statistics Canada to identify whether a registration file or a certificate file.

Position: 673

Length: 1 digit numeric

Coverage: All records. This data is not available for release.

Code set:

1 – Registration
2 – Certificate

Element No. 68:   **Previous apprenticeship training - RAIS Trade code**

Description

This element is reserved for Statistics Canada to code and identify trades using a modified version of the National Occupational Classification (NOC) codes.

The trade code reported will be converted to the National Occupational Classification NOC+3 trade code (abcd.xx.yy.zz), where:

- The four digit NOC code (**abcd**) identifies the major occupational category;
- The first extension (**xx**) represents a distinct and separate trade;
- The second extension (**yy**) identifies subtrades of the distinct trade and;
- The third extension (**zz**) is used for further level/class/category distinctions within the trade.

Position: 674

Length: 13 characters

Coverage: All records. This derived variable is available for release at the Sub-trade (NOC +2), Major Trade (NOC+1), NOC group and Major Trade groups. The most detailed level, NOC +3 will not be available for release.

Code set:

NOC+3

Element No. 69:   **Prior trade certificate - RAIS Trade code**

Description

This element is reserved for Statistics Canada to code and identify trades using a modified version of the National Occupational Classification (NOC) codes.

The trade code reported will be converted to the National Occupational Classification NOC+3 trade code (abcd.xx.yy.zz), where:

- The four digit NOC code (**abcd**) identifies the major occupational category;
- The first extension (**xx**) represents a distinct and separate trade;
- The second extension (**yy**) identifies subtrades of the distinct trade and;
- The third extension (**zz**) is used for further level/class/category distinctions within the trade.

Position: 687

Length: 13 characters

Coverage: All records. This derived variable is available for release at the Sub-trade (NOC +2), Major Trade (NOC+1), NOC group and Major Trade groups. The most detailed level, NOC +3 will not be available for release.

Code set:
NOC+3