

## Nova Scotia Automotive Incentives and Resources

The following Automotive-related trades are registered in Nova Scotia:

- [Automotive Glass Technician](#) (certification only)
- [Automotive Painter](#) (certification only)
- [Automotive Service Technician \(And Service Station Mechanic\)](#) (apprenticeship training available)
- [Motor Vehicle Body Repairer \(Metal and Paint\)](#) (apprenticeship training available)
- [Transport Trailer Technician](#) (certification only)
- [Truck and Transport Mechanic](#) (apprenticeship training available)
- [Partsperson](#) (certification only)

How does providing apprenticeship training help employers?

- Apprenticeship is a tried and true method of recruiting and maintaining talent.
- Apprentices become journeypersons with better health and safety performance, greater overall productivity, and fewer mistakes.
- Apprentices learn your business first. That means they learn the way you do things and the unique, specialized skills that best serve your business.
- A journeyperson who has done their apprenticeship with your organization will be a better fit, and will build strong relationships with your customers.
- Employers with apprentices enjoy higher sales and profits.

The 2014-2015 Training Schedule for NS Apprenticeship Agency is here:

[http://nsapprenticeship.ca/sites/default/files/docs/pubs/Training\\_Schedule.pdf](http://nsapprenticeship.ca/sites/default/files/docs/pubs/Training_Schedule.pdf)

### Trade Profiles:

#### **Automotive Glass Technician**

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Performs work in fabricating, removing, installing, repairing and generally servicing glass and associated equipment in motor vehicles.

#### **Automotive Painter**

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Automotive painters work on the surfaces of motor vehicles to restore them to their original condition following damage and subsequent auto body repair. Their duties include removing exterior trim and hardware, removing layers of sub-coating, matching

colours, and mixing paints. Automotive painters also prepare metal surfaces for painting, polish painted surfaces, and apply anti-corrosive treatments.

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### **Automotive Service Technician**

Automotive service technicians perform preventative maintenance, diagnose problems and repair the vehicle systems of cars and light trucks. This includes engine, vehicle management, hybrid, steering, braking, drive train, suspension, electrical, and heating, ventilation and air conditioning (HVAC) systems. Automotive Service Technicians also work on restraints, trim and accessories.

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### **Automotive Service Station Mechanic**

Performs tune-ups, safety inspections, services and repairs the brakes, clutch and tires of cars and light trucks.

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### **Motor Vehicle Body Repairer (Metal and Paint)**

These tradespersons repair and restore damaged motor vehicles. They assess body damage, make repair estimates, and restore a vehicle's interior components, electronic components and passenger restraint systems such as seat belts and air bags. They may also align and replace suspension and steering components.

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### **Transport Trailer Technician**

Repairs and services the braking, electrical, hydraulic system and heating/ cooling units of trucks-trailers.

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### **Truck and Transport Mechanic**

Truck and transport mechanics inspect, repair and maintain commercial trucks, emergency vehicles, buses and road transport vehicles. They work on the vehicle's structural, mechanical, electrical and electronic systems. They also work on components such as engines, cab, chassis and frames, brakes, steering, suspension, drive train, HVAC, fuel systems and hydraulic systems.

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### **Partsperson**

Partspersons manage and sell parts for vehicles, appliance, machinery and equipment. They are responsible for maintaining parts storage systems, ordering parts for sale, tracking inventory, receiving orders and ensuring they are filled accurately. Partspersons also price parts and assist both the general public and other tradespeople in finding the parts they need.

## RESOURCES AVAILABLE

### EMPLOYER INCENTIVES AND GRANTS

Employers who hire apprentices have the opportunity to receive a number of financial incentives, including the [Start Program](#) for employers who are engaging in apprenticeship for the first time. The [Apprenticeship Job Creation Tax Credit \(AJCTC\)](#) is also available to employers who hire apprentices in the Red Seal trades.

Name of Bursary or Award	Organization Administering the Award	Eligibility	Amount \$	Website
Apprenticeship START Program	Nova Scotia Apprenticeship Agency	The objective of the Apprenticeship START program is to encourage employers to register and employ apprentices.	The program offers a \$2,500 incentive grant and \$5,000 annually for each year an employer has an apprentice who progresses (for qualifying employers)	<a href="http://nsapprenticeship.ca/employers-industry/start-program">http://nsapprenticeship.ca/employers-industry/start-program</a>
Strategic Cooperative Education Incentive	Service Nova Scotia	The objective of the Strategic Cooperative Education Incentive is to help high value businesses and organizations recruit and retain university and community college students for work placements by offering a quality work experience as part of university or community college co-op program.	Approved projects will receive \$7.50 per hour (50% of the required minimum hourly wage of \$15.00 per hour) to a maximum of 40 hours per week.	<a href="http://www.novascotia.ca/econ/sep/scei/">http://www.novascotia.ca/econ/sep/scei/</a>
Apprenticeship Job Creation Tax Credit (AJCTC)	Canada Revenue Agency	The AJCTC is a non-refundable tax credit available to employers equal to 10% of the eligible salaries and wages payable to eligible apprentices in respect of employment after May 1, 2006.	The maximum credit is \$2,000 per year for each eligible apprentice.	<a href="http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns409-485/412/jctc-eng.html">http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns409-485/412/jctc-eng.html</a>

Productivity Investment Program (WIPSI)	NS Dept of Economic and Rural Development & Tourism	The Workplace Innovation and Productivity Skills Incentive provides funding to companies to encourage them to invest in skills development and certification, adapt to new technology, improve productivity, and improve their international competitiveness.	Companies can apply for up to \$5000 to cover the cost of training for management skills development, skills development training leading to certification, and training that supports workplace diversity.	<a href="http://www.novascotia.ca/econ/pip/wipsi/">http://www.novascotia.ca/econ/pip/wipsi/</a>
Labour Market Partnerships	Employment Nova Scotia	The Labour Market Partnership Program funds projects that encourage employers, employee/employer associations and communities to develop and implement plans for dealing with labour force changes and human resource requirements. Activities such as research, HR planning and best practice, and the creation of economic development and community marketing plans are all eligible. All activities should focus on an identified labour market issue and involve partnership.	This funding can be used to cover wage and employment costs, research or technical studies costs, and other costs directly related to eligible project activities (as negotiated with program officers).	<a href="http://www.novascotia.ca/employmentnovascotia/programs/documents/ENSFactSheet-LMP.pdf">http://www.novascotia.ca/employmentnovascotia/programs/documents/ENSFactSheet-LMP.pdf</a>

## APPRENTICE INCENTIVES

The majority of tuition for in-school apprenticeship training is subsidized by the Nova Scotia government. In addition, there are a variety of financial incentives and grants that can assist apprentices with paying for training and related costs, including the [Apprenticeship Tool Allowance](#), [Tradesperson's Tools Deduction](#), and the [Apprenticeship Grant](#).

Financial Incentive	Organization Administering	Eligibility	Amount \$	Website
Youth Apprentices are exempt from registration fees	Work It <i>on behalf of NS Department of Labour &amp; Advanced Education</i>	You may register as a youth apprentice if you're 16 to 19 years of age and work part or full-time in one of Nova Scotia's apprenticeable trades. There is no fee to register!		<a href="http://nsapprenticeship.ca/apprentices/youth-apprenticeship">http://nsapprenticeship.ca/apprentices/youth-apprenticeship</a>
Apprenticeship Incentive Grant	Service Canada	Apprentices who have successfully finished their first or second year/level of an apprenticeship program in a Red Seal Trade.	\$1,000 per year max \$2,000 per person	<a href="http://www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml">http://www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml</a>
Provincial Apprentice Progression Award	Province of Nova Scotia	Apprentices from all designated trades which have four-level apprenticeship programs can apply for a taxable \$750 Provincial Apprentice Progression Award if they successfully complete all Level 3/Group C technical training on or after January 1, 2009.	\$750 for levels 3, 4 & 5	<a href="http://nsapprenticeship.ca/about/financial-assistance/add-fin-incentives#ProvProgressionAward">http://nsapprenticeship.ca/about/financial-assistance/add-fin-incentives#ProvProgressionAward</a>
Apprenticeship Completion Grant	Service Canada	Apprentices who complete their training and become certified in a designated Red Seal trade (not applicable to Service Station Mechanic – see Provincial Completion Award)	\$2,000 max	<a href="http://www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/program.shtml">http://www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/program.shtml</a>

Financial Incentive	Organization Administering	Eligibility	Amount \$	Website
Provincial Completion Award	Province of Nova Scotia	Apprentices in non-Red Seal apprenticeship programs that have 3, 4 or 5 levels of training are eligible to apply for a taxable \$2,000 Provincial Apprentice Completion Award once they complete all training requirements and receive a Certificate of Apprenticeship.	\$2,000 for each level	<a href="http://nsapprenticeship.ca/about/financial-assistance/add-fin-incentives#ProvCompAward">http://nsapprenticeship.ca/about/financial-assistance/add-fin-incentives#ProvCompAward</a>
Tradesperson's Tools Deduction	Canada Revenue Agency	Annual deduction to help cover the cost of new tools necessary to their trade. Applies to tools acquired in excess of \$1,000.	\$500	<a href="http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns206-236/229/trds/tliddctn-eng.html">http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns206-236/229/trds/tliddctn-eng.html</a>
Canada Apprentice Loan	Government of Canada	Interest-free loan	Up to \$4,000/year	<a href="http://www.esdc.gc.ca/en/support_apprentices/loans.page">http://www.esdc.gc.ca/en/support_apprentices/loans.page</a>
Capital Cost Allowance	Canada Revenue Agency	Applies to depreciable property such as equipment/tools. Tax deduction that lowers the amount of taxes owed by permitting the cost of business related assets to be deducted from your income over a number of years.	\$500	Contact Canada Revenue Agency
Tuition Tax Credit for Certification Exams	Canada Revenue Agency	Federal tax credit available to skilled workers for examination fees where the exam is required to obtain a professional status, certification or license	Varies	Contact Canada Revenue Agency

Financial Incentive	Organization Administering	Eligibility	Amount \$	Website
Tuition can increase your income tax rebate (or decrease what you owe)		The tuition, education, and textbook amounts allows you to reduce any income tax you may owe		<a href="http://www.cra-arc.gc.ca/tx/ndvdl/tp/cs/ncm-tx/rtrn/cmpltng/ddctns/lns300-350/323/menu-eng.html">http://www.cra-arc.gc.ca/tx/ndvdl/tp/cs/ncm-tx/rtrn/cmpltng/ddctns/lns300-350/323/menu-eng.html</a>
EI Benefits	Service Canada	While participating in apprenticeship technical training, you may be entitled to income support	varies	<a href="http://nsapprenticeship.ca/about/financial-assistance/ei-benefits">http://nsapprenticeship.ca/about/financial-assistance/ei-benefits</a>
Additional Financial Assistance	Employment Nova Scotia	In addition to EI, there are other benefits that you may qualify for, such as financial assistance to cover costs associated with training, child care, living away from home, travel assistance, commuting allowance and disability allowance.	varies	<a href="http://nsapprenticeship.ca/about/financial-assistance/add-fin-incentives#AddFinAssist">http://nsapprenticeship.ca/about/financial-assistance/add-fin-incentives#AddFinAssist</a>
Students in Business Program	NS Association of Community Business Development Corp.	The Students in Business Program helps students start their own business in Nova Scotia by giving them start-up information and advice, mentoring and up to \$5,000 as an interest-free loan.	Up to \$5,000 interest-free loan	<a href="http://www.studentsinbusiness.ca/">http://www.studentsinbusiness.ca/</a>

## Employer Resources

Tools & Programs Offered by NS Labour & Advanced Education	Description	Website
Human Resource Toolkit	Free and easy to access information, downloadable templates, practical guides, links to relevant resources and more to help you find, keep and develop your valued employees.	<a href="http://workplaceinitiatives.novascotia.ca/nshrtoolkit/">http://workplaceinitiatives.novascotia.ca/nshrtoolkit/</a>
SkillsonlineNS	Access, at NO COST, to hundreds of online courses ranging from software applications to customer service to HR fundamentals to accounting essentials. Access the Automotive Sector Council's learning network today!	Contact the Automotive Sector Council for more information
Welcoming Workplaces	Information, tools and resources to support employers as they tap into the unique and beneficial blend of skills, abilities, and perspectives that diverse employees bring to the workplace.	<a href="http://workplaceinitiatives.novascotia.ca/welcomingworkplaces/">http://workplaceinitiatives.novascotia.ca/welcomingworkplaces/</a>
Job Bank	Canada's one-stop online jobsite where employers can post job openings and connect with job seekers free of any service charges.	<a href="http://www.jobbank.gc.ca/home-eng.do?lang=eng">http://www.jobbank.gc.ca/home-eng.do?lang=eng</a>
Workplace Education	Workplace Education Coordinators are available to help you assess the learning needs of your business, recommend education programs for your workers, help you apply for funding that is available to cover the cost of an instructor, and provide support while your program is taking place.	<a href="http://workplaceinitiatives.novascotia.ca/workplace-education/about-workplace-education.asp">http://workplaceinitiatives.novascotia.ca/workplace-education/about-workplace-education.asp</a>
One Journey Work and Learn	Provides industry with new employees who have received technical and essential skills training to meet an identified labour shortage. Industry identifies the labour shortage and customized training is provided to unemployed and underemployed Nova Scotians. Employers make a commitment to hire individuals prior to training.	<a href="http://workplaceinitiatives.novascotia.ca/one-journey-work-and-learn/">http://workplaceinitiatives.novascotia.ca/one-journey-work-and-learn/</a>

Other Resources	Description	Website/Contact Info
ISANS	The Work Placement Program connects employers across Nova Scotia with skilled immigrant professionals. As a Host Employer, you would offer a Work Placement participant the chance to work in your organization for up to six weeks at no cost to you.	<a href="http://www.isans.ca/employment/for-employers/work-placements/">http://www.isans.ca/employment/for-employers/work-placements/</a>



NSCC Part Time Studies in Automotive	Continuing Education courses provide a variety of opportunities for lifelong learning, skills and technology upgrading, and recreational and cultural programming. Courses are scheduled over 3 terms: Fall (September – December), Winter (January – April) and Spring/Summer (April – July). Courses are often scheduled during the evenings and/or weekends.	<a href="http://www.nsc.ca/learning_programs/cone/d/CourseListing.aspx">http://www.nsc.ca/learning_programs/cone/d/CourseListing.aspx</a>
I-CAR Training	I-CAR Canada is a training and recognition program, run by the Automotive Industries Association of Canada, aimed at skills updating for the collision repair industry.	<a href="http://i-car.ca/Training/Schedule.aspx">http://i-car.ca/Training/Schedule.aspx</a>
AAEC Training	Automotive aftermarket business management training & tools	<a href="http://Aaec.ca">Aaec.ca</a>
Office of the Employer Advisor	OEA NS provides employers advocacy, education programs, statutory interpretation, current issues consultations, information and explanation regarding the application and administration of the WCB and OHS, assistance with complex claims and rate assessment navigation, development of workplace policies, return to work issues and WCB/OHS appeal support. Employers do not need to be registered with WCB in order to access programs and services of OEA. Our knowledgeable advisors are here to help you navigate the WCB/OHS/employment system.	<a href="http://oeans.ca/">http://oeans.ca/</a>
Worker's Compensation Board Surcharge Program	Employers whose claims costs are significantly and consistently above industry average may receive a surcharge to their workplace insurance premiums.	<a href="http://www.wcb.ns.ca/wcbns/index_e.aspx?De tailID=2242">http://www.wcb.ns.ca/wcbns/index_e.aspx?De tailID=2242</a>
WCB Workplace Safety Certification	A <b>WCB Safety Certified</b> accreditation is issued to companies who have passed an audit of their health and safety management system. The audits are conducted by audit providers approved by the WCB to conduct <b>WCB Safety Certified</b> audits.	<a href="http://www.wcb.ns.ca/wcbns/index_e.aspx?De tailID=857">http://www.wcb.ns.ca/wcbns/index_e.aspx?De tailID=857</a>
WCB New Employer Information Kit	Nova Scotia has among the highest rates of workplace injuries in Canada. When employers take steps to provide a safe work environment, it not only keeps workers safe, it can reduce workers' compensation costs for employers.	<a href="http://www.wcb.ns.ca/wcbns/index_e.aspx?De tailID=2130">http://www.wcb.ns.ca/wcbns/index_e.aspx?De tailID=2130</a>



## **Automotive Sector Council Information**

The Nova Scotia Automotive Human Resource Sector Council is an industry driven, not-for-profit organization. Our role is to provide leadership in human resource best practices, labour market information and workforce development strategies for Nova Scotia's automotive industry employers.

For more information on the Automotive Sector Council, please visit [AutomotiveSectorCouncil.ca](http://AutomotiveSectorCouncil.ca) or call 902-464-0168

For more information about apprenticeship programming, please visit <http://nsapprenticeship.ca/agency>

If you have questions, please send us an email at [Shannon@AutomotiveSectorCouncil.ca](mailto:Shannon@AutomotiveSectorCouncil.ca)