

B.C. Labour Market Information Committee

REQUEST FOR PROPOSAL

APPRENTICESHIP COMPLETION PROJECT

Administration and Analysis of Telephone Surveys

CLOSING:

**4:00 PM Pacific Standard Time
November 14, 2007**

The BC LMI Committee is seeking an experienced consultant to administer and analyze telephone surveys of four populations as part of a research project about factors that contribute to the successful completion of construction apprenticeship programs in British Columbia.

1. Background

The British Columbia Labour Market Information (LMI) Committee works closely with the national Construction Sector Council (CSC) to develop a better understanding of the construction labour market in BC including the building requirements over the next decade, the available labour to meet that demand, and the resulting shortages or surpluses. The Committee is funded by Service Canada, HRSDC BC Yukon Region and also receives some financial support from the CSC.

A key priority of the BC LMI Committee/CSC is the development of labour market information. The first outlook report, **Construction Looking Forward – Labour Requirements for 2005 – 2013 for British Columbia**, was released July 2005. The second outlook report, **Construction Looking Forward – Labour Requirements for British Columbia from 2006-2014**, was released in June 2006. The latest outlook report, **Construction Looking Forward – Labour Requirements from 2007 – 2015**, was released in June 2006. Similar reports are available for each province.¹

The BC LMI Committee works closely with the CSC to:

- ❑ establish a Provincial major projects lists,
- ❑ review and validate forecasts to ensure they reflect regional realities,
- ❑ determine which trades need further analysis,
- ❑ assess whether the labour market diagnostic generated by the CSC data is appropriate, and

¹ Reports can be accessed at www.csc-ca.org.

- recommend and initiate new research to further define and understand labour supply and demand in B.C.

The Committee is embarking on a research project, funded by Service Canada HRSDC BC Yukon Region, intended to provide a greater understanding about the factors that contribute to the completion of construction apprenticeship programs and also the barriers to the successful completion of construction apprenticeship programs in British Columbia. The Committee held a planning session in December, 2006 with industry stakeholders to determine project priorities. This session identified the trades to be researched, the type of information the Committee hopes the research project will provide, the potential sources for this information and some methodological challenges.

The Committee determined that the project would be implemented in phases. The first phase of the project was the development of the research survey instruments.² Four survey research instruments were developed: one for non-completers, one for current program participants or active apprentices, one for program graduates and one for employers and employer sponsors. It should be noted that there is a significant amount of overlap in questions amongst the 4 survey instruments.

This RFP covers the second phase of the project: the administration of the telephone surveys and the analysis of the results.

2. Project Description

2.1. Project context and background

Construction trades Certificates of Qualification in British Columbia are achieved primarily through apprenticeship training which includes in-class technical training and work-based training supervised by employer sponsors. The ratio is approximately 80% work-based training which occurs on the worksite. The balance, 20%, of training is achieved in off-site training at private or public training institutions. Program completion usually spans a four year timeline and in some cases can take up to six years for completion. The rate for completion of apprenticeship training has been declining in B.C. although registrations are up.³

Improved completion rates are one of the actions that can address occupational skills shortages in the construction sector in B.C. by ensuring that a well trained workforce is developed. The Committee is interested in learning what would help to increase completion rates.

² See Appendix B

³ Further details on completion rates are available on the ITA (Industry Training Authority) website: www.itabc.ca

Employer Sponsors: Work-based training must occur under the direction of a Technically Qualified employer. Most of the employers hiring apprentices in B.C. are small to medium sized enterprises.⁴

2.2 Trades selected for the research project

The Committee determined that it would be best to focus on three trades for this research project: 1. Electricians, 2. Carpenters and 3. Finishers. These trades represent a cross section of a regulated trade (electricians) and trades with low/declining completion rates and trades projected to be in high demand.

2.3 Definition of cohorts

Participants: Active apprentices – these are individuals currently registered in selected programs who have been registered for six years or less.

Graduates: Individuals who have been issued a Certificate of Apprenticeship in the selected programs within the last six years.

Non-Completers: Individuals who have had their apprenticeships in the selected programs terminated within the last six years without achieving a Certificate of Apprenticeship, AND Active apprentices who have been registered in the selected programs for longer than six years and have not been issued a Certificate of Apprenticeship.

Employer/Sponsors: Employers/sponsors who have registered apprentices in the specified programs within the past three years, including those who currently have registered apprentice and those who no longer have apprentices but have employed them in the past three years.

2.4 Definition of regions

Regions are defined by Industry Training Authority boundaries for college regions as recorded in the Authority's electronic database. (See Columns 2 – 6 in Appendix C.)

3. Project Objectives

The objective of this phase of the project is to administer telephone surveys to each of the four target groups province-wide by the three identified trades and to analyze the results. The four target groups are current program participants, recent program graduates, non-completers, and employer sponsors.

⁴ Details on the sponsorship requirements are described in the Sponsorship Guide available on the ITA website: www.itabc.ca

4. Project Deliverables

The deliverables of this project are:

- 4.1 Generate a sufficient random sample from data provided by the ITA to achieve a 95% confidence level and 5% margin or error, based on a 5% response distribution. Proponents should clearly identify methodologies to achieve the required sample sizes prescribed in appendix C.
- 4.2 Pilot the survey and make necessary revisions for brevity (15 minute maximum length) and validity.
- 4.3 Administer the telephone surveys.
- 4.4 Prepare data tables and a written report analyzing the results of the interviews. The report should include an analytical executive summary of findings.
- 4.5 Prepare a power point summary presentation of the findings.

5. Governance

The selected consultants will report to the Chair of the BC LMI Committee and work closely with a steering committee for the project. A larger reference group made up of other industry stakeholders and regional representatives of the Committee has also been established to provide input as needed.

6. Timetable

The following timetable outlines the anticipated schedule for the Request for Proposal and Project Initiation and Completion. The timing and sequence of events resulting from this Request for Proposal may vary at the sole discretion of the LMI Committee.

- | | |
|---|--------------------------------|
| • RFP Released | October 5th, 2007 |
| • Deadline for Submission of Proposals | November 14th, |
| • Contract Award | December, 2007 |
| • Project Initiation | January 7 th , 2008 |
| • Project Completion | May 2nd, 2008 |

7. Price

Bidders should submit two fixed price options, separately identifying professional fees, disbursements and expenses:

- 7.1. **Base Price:** Administer and analyze four telephone surveys province-wide by trade. (See Column 8 of Appendix C, Sample Sizes for Cohorts.)
- 7.2. **Alternate Price:** Administer and analyze four telephone surveys by

trade and by 5 regions.(See Column 7 of Appendix C, Sample Sizes for Cohorts.)

Out of pocket expenses will be reimbursed consistent with federal Treasury Board guidelines. Pricing should be sufficiently detailed to outline a breakdown of work for each task and a schedule of work and names of those responsible for the identified tasks.

8. Schedule of Work

The schedule of work should detail timing of tasks and names of parties responsible for each task.

9. Evaluation Criteria

The following criteria will be used in the selection of a contractor:

- Understanding of the project;
- Methodology;
- Experience working with, and knowledge of, the BC labour market;
- Experience working with, or knowledge of, the construction industry
- Successful research tools/approaches in similar types of studies;
- Experience working with labour-management committees;
- Budget components and total cost;
- Other value added.

10. Proposal queries

For any questions regarding this RFP, please contact Betty Notar, BC LMI Committee Chair at bettynotar@shaw.ca or call 250-480-0086 between October 8th – 10th or October 29th - Nov. 14th, 2007.

11. Proposal Requirements and Deadline for Submissions

All proposals must include a summary formatted according to the template in Appendix A of this RFP. A list of three (3) references of organizations for which similar projects have been completed should be included with the proposal.

Please send an **electronic copy** to bettynotar@shaw.ca and submit **two hard** copies of your proposal to the Chair's address shown below. **Proposals must be submitted by November at 14th , 2007 at 4:00 p.m.**

Proposals received after the deadline will not be accepted. A shortlist of candidates may be interviewed.

12. Acceptance of Proposals

This Request for Proposal should not be construed as an agreement to purchase services. The LMI committee is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Committee will be under no obligation to receive further information, whether written or oral, from any proponent.

If a written Contract cannot be negotiated within 30 days of notification of the successful Proponent, the committee may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

13. Liability for Errors

While the Committee has used its best efforts to ensure an accurate representation of information in this Request for Proposal, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Committee. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters herein addressed.

14. Limitation of Damages

Proponents agree that they will not claim damages, for whatever reason, relating to the administration of this Request for Proposals, and waives any claim for loss of profits if no agreement is made with the Proponent.

15. Confidentiality of Proposals

All proposals submitted to the Committee in response to this Request for Proposals become the property of the Committee, and will be received and held in confidence by the Committee.

16. Proposal Format

Proponents should conform to this outline when submitting proposals. Any portions of a proposal which proponents wish to be treated by the Committee as proprietary and confidential must be clearly marked as such. Proponents must provide the following information:

A. Transmittal Letter

The letter should contain wording substantively the same as the following:

The enclosed proposal is submitted in response to the LMI Committee RFP for Survey Administration. By submission of this proposal we agree to all of the terms and conditions of the RFP.

We have carefully read and examined the RFP and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

B. Table of Contents

Include a table of contents with page numbers.

C. Key Features of the Proposal for each of the base and alternate price options in the format provided in Appendix A, Proposal Summary Form.

D. Overview of Proponent

Present a brief description of the company or companies submitting the proposal.

E. Qualifications of Personnel (1 page maximum)

Summarize the qualifications of the personnel who will provide services to the Committee.

F. Relevant Experience (2 page maximum)

Summarize prior survey experience related to apprenticeship, training, and labour market issues.

G. Price

- Base price to administer surveys for each cohort by trade, province-wide (See sample sizes in Column 8 of Appendix C.)
- Alternate price to administer surveys for each cohort by trade, by region (See sample sizes in Column 7 of Appendix C.)

H. References (1 page maximum)

Provide a minimum of three references for similar project-related work completed within the past three years. Each reference should include:

- Project description;
- Project Location
- Contact name, telephone number, and e-mail address; and
- Date of completion

Contact

Betty Notar, Chair of BC LMI Committee
458 Foster Street Victoria, BC V9A 6R7
Phone (250) 480-0086; E-mail: bettynotar@shaw.ca

APPENDIX A: PROPOSAL SUMMARY FORM (Provide one for base bid and one for alternate bid.)
Apprenticeship Completion Project: – Administration and Analysis of Telephone Surveys

PROPOSAL SUMMARY						
Project Element	Activities	Deliverables	Timeframe	Cost Items	\$ Cost (excl. GST)	Person (s) Responsible

APPENDIX B – Apprenticeship Surveys

BC Labour Market Information (LMI) Committee – Apprenticeship Completion Project Survey of Program Participants – FINAL

INTRODUCTION

Hello, my name is _____ and I am calling from _____ on behalf of the BC Labour Market Information Committee. We are conducting a study of the factors that contribute to the completion of construction apprenticeship programs and the barriers apprentices may encounter in completing their apprenticeship.

Your participation in the survey is voluntary. All information is being collected for research purposes only under the authority of the applicable privacy laws. Would you be willing to take part in this survey?

Yes, let's do it now (Go to Question A1)	
Yes, but please call later (Please specify date/time):	
Yes, but please email me the survey Email:	
Refused (Thank and discontinue)	

SECTION A: YOUR CURRENT STATUS

This first section deals with your current apprenticeship and employment status.

A1. According to information provided by the Industry Training Authority (ITA), the organization that oversees BC's industry training and apprenticeship system, you most recently registered as a [trade name] apprentice in [year]. Do you consider yourself still in the process of completing apprenticeship training related to this trade?

1. Yes [Go to QA3]
 2. No, I am in the process of completing my apprenticeship training in another trade
 3. No, I discontinued my apprenticeship training and did not complete my Registered Apprenticeship [End survey, respondent qualifies for Non-Completers Survey]
99. Don't Know/No Response [Go to QA3]

A2. Please indicate the trade in which you are a registered apprentice.

_____ trade [If trade is not construction-related, end survey]

99. Don't Know/No Response

APPENDIX B – Apprenticeship Surveys

- A3. Have you completed or partially completed Entry Level Trades Training (ELTT) courses or other previous pre-apprenticeship training related to the [trade name] trade?
1. Yes
 2. No
 99. Don't Know/No Response
- A4. In which of the following sub-sectors of the construction industry are you currently employed as an apprentice? *[Select all that apply]*
1. New home building and renovation
 2. Industrial
 3. Institutional/commercial
 4. Civil
 99. Don't Know/No Response
- A5. Which of the following statements best describes your current employment status? *[Select one only]*
1. Working in the [trade name] trade with the employer I began my apprenticeship with
 2. Working in the [trade name] trade with a different employer
 3. Working in another trade with the employer I began my apprenticeship with
 4. Working in another trade with a different employer
 99. Don't Know/No Response

SECTION B: FACTORS INFLUENCING YOUR DECISION TO ENTER THE TRADES

- B1. What was the primary motivational factor that influenced your decision to enter the trades? *[Select one only]*
1. The salary I could earn as a tradesperson
 2. The potential career opportunities in the trades
 3. The nature of the work
 4. Long-term job security with a pension plan and benefits
 5. Other (please specify) _____
 99. Don't Know/No Response

APPENDIX B – Apprenticeship Surveys

B2. Who was the primary influence agent that encouraged you to enter the trades?

[Select one only]

1. Family member
2. Friend/peer
3. Apprenticeship representative
4. Educator/counsellor
5. Joint Board Co-ordinator/union representative
6. Media
7. Other (please specify) _____
99. Don't Know/No Response

SECTION C: APPRENTICESHIP COMPLETION

C1. The following statements pertain to barriers/challenges to completing your apprenticeship program that you may have encountered. Please indicate the level of agreement that best represents your opinion using a 5-point scale, where 1 is “Strongly Disagree”, 2 is “Disagree”, 3 is “Neither Agree nor Disagree”, 4 is “Agree” and 5 is “Strongly Agree”.

[Rotate list]

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
a. My employer(s) does/do not encourage me to attend technical training	1	2	3	4	5	N/A
b. My employer(s) does/do not provide adequate training or mentoring	1	2	3	4	5	N/A
c. I am provided with incentives to work rather than continue with my apprenticeship program (e.g., employer(s) pay(s) me at the journey person rate)	1	2	3	4	5	N/A
d. I am having difficulty completing my technical training	1	2	3	4	5	N/A
e. The cost of technical training is creating financial hardship	1	2	3	4	5	N/A
f. I am having difficulty completing my on-the-job training	1	2	3	4	5	N/A
g. The cost of tools is creating financial hardship	1	2	3	4	5	N/A

APPENDIX B – Apprenticeship Surveys

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
h. I am having difficulty passing the certification exam	1	2	3	4	5	N/A
i. There is not enough work in the trade	1	2	3	4	5	N/A
j. I was laid off	1	2	3	4	5	N/A
k. I lost interest in the trade	1	2	3	4	5	N/A

C2. Are there any other barriers/challenges you have encountered during your apprenticeship program?

1. Yes (please specify)

2. No

99. Don't Know/No Response

C3. The following people may support you (i.e., provide guidance and/or advice) during your apprenticeship program. Please indicate the level of support that best represents your opinion using a 5-point scale, where 1 is "Not at all Supportive", 2 is "Not Very Supportive", 3 is "Neutral", 4 is "Supportive" and 5 is "Very Supportive". *[Rotate list]*

	Not at all Supportive	Not Very Supportive	Neutral	Supportive	Very Supportive	Not Applicable
a. Apprenticeship staff	1	2	3	4	5	N/A
b. Supervisor	1	2	3	4	5	N/A
c. Journeyperson (other than supervisor)	1	2	3	4	5	N/A
d. Union representative	1	2	3	4	5	N/A
e. School counsellor	1	2	3	4	5	N/A
f. Family members	1	2	3	4	5	N/A
g. Friends/peers	1	2	3	4	5	N/A

APPENDIX B – Apprenticeship Surveys

C4. What other support mechanisms do you think would be valuable with respect to completing an apprenticeship program?

99. Don't Know/No Response

C5. Do you intend to complete your Registered Apprenticeship and attain your Certificate of Apprenticeship?

1. Yes [Go to QC7]

2. No

99. Don't Know/No Response [Go to QC7]

C6. Why are you not intending to complete your Registered Apprenticeship?

99. Don't Know/No Response

[Go to Section D]

C7. What are your career or educational plans following the completion of your apprenticeship program?

99. Don't Know/No Response

APPENDIX B – Apprenticeship Surveys

SECTION D: DEMOGRAPHICS

This last section includes some basic demographic questions. All the information you provide will be kept confidential.

D1. Gender *[Do not ask]*

1. Male
2. Female

D2. What is your age?

_____ years

99. Don't Know/No Response

D3. What is the highest level of education you have completed? *[Select one only]*

1. Some high school
2. High school diploma
3. Some post-secondary
4. College or technical diploma
5. University degree
99. Don't Know/No Response

D4. In which of the following regions do you currently live?

1. Vancouver Island/Coast
2. Lower Mainland
3. Interior
4. Central BC
5. Northeast BC
6. Northwest BC
7. Outside of BC
99. Don't Know/No Response

APPENDIX B – Apprenticeship Surveys

D5. Are you required to travel outside of your region to attend technical training?

- 1. Yes
- 2. No
- 99. Don't Know/No Response

D6. Would you be willing to participate in future research regarding apprenticeship completion?

- 1. Yes
 - 2. No
 - 99. Don't Know/No Response
- } [End survey]

D7. According to our records, your phone number is [phone #]. Is this correct?

- 1. Yes
- 2. No [Record new phone number: _____]

Thank you for taking part in this important research!

**BC Labour Market Information (LMI) Committee – Apprenticeship Completion Project
Survey of Program Graduates – FINAL**

INTRODUCTION

Hello, my name is _____ and I am calling from _____ on behalf of the BC Labour Market Information Committee. We are conducting a study of the factors that contribute to the completion of construction apprenticeship programs and the barriers apprentices may encounter in completing their apprenticeship.

Your participation in the survey is voluntary. All information is being collected for research purposes only under the authority of the applicable privacy laws. Would you be willing to take part in this survey?

Yes, let's do it now (Go to Question A1)	<input type="checkbox"/>
Yes, but please call later (Please specify date/time):	<input type="checkbox"/>
Yes, but please email me the survey Email:	<input type="checkbox"/>
Refused (Thank and discontinue)	<input type="checkbox"/>

SECTION A: YOUR CURRENT STATUS

This first section deals with your current apprenticeship, employment and educational status.

A1. According to information provided by the Industry Training Authority (ITA), the organization that oversees BC's industry training and apprenticeship system, you completed your Registered Apprenticeship in the [trade name] trade in [year]. Is this correct?

- 1. Yes [Go to QA3]
- 2. No, I completed my Registered Apprenticeship in another trade
- 99. Don't Know/No Response [Go to QA3]

A2. Please indicate the trade in which you completed your Registered Apprenticeship.
_____ trade [If trade is not construction-related, end survey]

- 99. Don't Know/No Response

A3. Have you completed or partially completed Entry Level Trades Training (ELTT) courses or other previous pre-apprenticeship training related to the [trade name] trade?

- 1. Yes
- 2. No
- 99. Don't Know/No Response

A4. In which of the following sub-sectors of the construction industry were you employed as an apprentice? *[Select all that apply]*

- 1. New home building and renovation
- 2. Industrial
- 3. Institutional/commercial
- 4. Civil
- 99. Don't Know/No Response

A5. What is your current employment or educational status? *[Select one only]*

- 1. Working
- 2. Self-employed
- 3. Working and attending school
- 4. Enrolled in a college/university program (not employed)
- 5. Enrolled in an apprenticeship program (not employed)
- 6. Unemployed – not looking for work
- 7. Unemployed – looking for work
- 8. Parental (maternity or paternity) leave
- 9. Retired
- 99. Don't Know/No Response

[Go to Section B]

A6. Which of the following statements best describes your current employment status? *[Select one only]*

- 1. Working in the [trade name] trade with an employer I worked for as an apprentice
- 2. Working in the [trade name] trade with a different employer
- 3. Working in another trade with an employer I worked for as an apprentice
- 4. Working in another trade with a different employer
- 5. Working outside of the trades
- 99. Don't Know/No Response

[Go to Section B]

A7. In which sub-sector are you currently employed? *[Select all that apply]*

1. New home building and renovation
2. Industrial
3. Institutional/commercial
4. Civil
99. Don't Know/No Response

SECTION B: FACTORS INFLUENCING YOUR DECISION TO ENTER THE TRADES

B1. What was the primary motivational factor that influenced your decision to enter the trades? *[Select one only]*

1. The salary I could earn as a tradesperson
2. The potential career opportunities in the trades
3. The nature of the work
4. Long-term job security with a pension plan and benefits
5. Other (please specify) _____
99. Don't Know/No Response

B2. Who was the primary influence agent that encouraged you to enter the trades? *[Select one only]*

1. Family member
2. Friend/peer
3. Apprenticeship representative
4. Educator/counsellor
5. Joint Board Co-ordinator/union representative
6. Media
7. Other (please specify) _____
99. Don't Know/No Response

SECTION C: APPRENTICESHIP COMPLETION

C1. The following statements pertain to factors that may have encouraged you to complete your apprenticeship program. Please indicate the level of agreement that best represents your opinion using a 5-point scale, where 1 is “Strongly Disagree”, 2 is “Disagree”, 3 is “Neither Agree nor Disagree”, 4 is “Agree” and 5 is “Strongly Agree”. *[Rotate list]*

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
a. My employer(s) encouraged me to attend technical training	1	2	3	4	5	N/A
b. My employer(s) provided adequate training or mentoring	1	2	3	4	5	N/A
c. My employer(s) provided financial support (e.g., tuition assistance)	1	2	3	4	5	N/A
d. I did not have difficulty completing my technical training	1	2	3	4	5	N/A
e. My technical training prepared me well for the certification exam	1	2	3	4	5	N/A
f. I did not have difficulty completing my on-the-job training	1	2	3	4	5	N/A
g. My on-the-job training prepared me well for the certification exam	1	2	3	4	5	N/A
h. There was sufficient work in the trade	1	2	3	4	5	N/A
i. I had a general interest in the trade	1	2	3	4	5	N/A

C2. Were there any other factors that may have encouraged you to complete your apprenticeship program?

1. Yes (please specify)

2. No

99. Don't Know/No Response

C3. In terms of completing your apprenticeship program, did you experience any difficulties/barriers?

1. Yes (please specify)

2. No

99. Don't Know/No Response

C4. The following people may have supported you (i.e., provided guidance and/or advice) during your apprenticeship program. Please indicate the level of support that best represents your opinion using a 5-point scale, where 1 is "Not at all Supportive", 2 is "Not Very Supportive", 3 is "Neutral", 4 is "Supportive" and 5 is "Very Supportive". *[Rotate list]*

	Not at all Supportive	Not Very Supportive	Neutral	Supportive	Very Supportive	Not Applicable
a. Apprenticeship staff	1	2	3	4	5	N/A
b. Supervisor	1	2	3	4	5	N/A
c. Journeyman (other than supervisor)	1	2	3	4	5	N/A
d. Union representative	1	2	3	4	5	N/A
e. School counsellor	1	2	3	4	5	N/A
f. Family members	1	2	3	4	5	N/A
g. Friends/peers	1	2	3	4	5	N/A

C5. What other support mechanisms do you think would be valuable with respect to completing an apprenticeship program?

99. Don't Know/No Response

SECTION D: DEMOGRAPHICS

This last section includes some basic demographic questions. All the information you provide will be kept confidential.

D1. Gender *[Do not ask]*

1. Male
2. Female

D2. What is your age?

_____ years

99. Don't Know/No Response

D3. What is the highest level of education you have completed? *[Select one only]*

1. Some high school
2. High school diploma
3. Some post-secondary
4. College or technical diploma
5. University degree
99. Don't Know/No Response

D4. In which of the following regions do you currently live?

1. Vancouver Island/Coast
2. Lower Mainland
3. Interior
4. Central BC
5. Northeast BC
6. Northwest BC
7. Outside of BC
99. Don't Know/No Response

D5. Were you required to travel outside of your region to attend technical training?

- 1. Yes
- 2. No
- 99. Don't Know/No Response

D6. Would you be willing to participate in future research regarding apprenticeship completion?

- 1. Yes
 - 2. No
 - 99. Don't Know/No Response
- } [End survey]

D7. According to our records, your phone number is [phone #]. Is this correct?

- 1. Yes
- 2. No [Record new phone number: _____]

Thank you for taking part in this important research!

**BC Labour Market Information (LMI) Committee – Apprenticeship Completion Project
Survey of Program Non-Completers – FINAL**

INTRODUCTION

Hello, my name is _____ and I am calling from _____ on behalf of the BC Labour Market Information Committee. We are conducting a study of the factors that contribute to the completion of construction apprenticeship programs and the barriers apprentices may encounter in completing their apprenticeship.

Your participation in the survey is voluntary. All information is being collected for research purposes only under the authority of the applicable privacy laws. Would you be willing to take part in this survey?

Yes, let's do it now (Go to Question A1)	<input type="checkbox"/>
Yes, but please call later (Please specify date/time):	<input type="checkbox"/>
Yes, but please email me the survey Email:	<input type="checkbox"/>
Refused (Thank and discontinue)	<input type="checkbox"/>

SECTION A: YOUR CURRENT STATUS

This first section deals with your current apprenticeship, employment and educational status.

A1. According to information provided by the Industry Training Authority (ITA), the organization that oversees BC's industry training and apprenticeship system, you most recently registered as a [trade name] apprentice in [year]. Is this correct?

- 1. Yes [Go to QA3]
- 2. No, I was a registered apprentice in another trade
- 99. Don't Know/No Response [Go to QA3]

A2. Please indicate the trade in which you were a registered apprentice.

_____ trade [If trade is not construction-related, end survey]

- 99. Don't Know/No Response

A3. Have you completed your Registered Apprenticeship and attained your Certificate of Apprenticeship (C of A)?

1. Yes [End survey, respondent qualifies for Program Graduates Survey]
2. No
99. Don't Know/No Response [Go to QA5]

A4. What was the primary reason you did not complete your Registered Apprenticeship?
[Select one only]

1. Not enough work or insufficient income
2. Received an offer of a better job
3. Disliked the work
4. Disliked or had difficulty with the technical training
5. No certification required to work in the trade
6. Temporary job, had no intent to become certified
7. Moved for reason unrelated to apprenticeship
8. Illness, disability or medical reasons
9. Returned to school, not related to trade
10. Harassment or discrimination
11. Family issues (e.g., caring for family, divorce, separation)
12. Insufficient government financial assistance
13. Cost of tools
14. Other (please specify) _____
99. Don't Know/No Response

A5. Do you intend to complete your Registered Apprenticeship and attain your C of A at a later date?

1. Yes
2. No
99. Don't Know/No Response

A6. Have you received some other form of certification from outside the ITA?

1. Yes (please specify) _____
2. No
99. Don't Know/No Response

A7. Have you completed or partially completed Entry Level Trades Training (ELTT) courses or other previous pre-apprenticeship training related to the [trade name] trade?

- 1. Yes
- 2. No
- 99. Don't Know/No Response

A8. Have you considered challenging the [trade name] trade examination to receive your Certificate of Qualification (C of Q) in BC?

- 1. Yes
- 2. No
- 99. Don't Know/No Response

A9. In which of the following sub-sectors of the construction industry were you employed as an apprentice? *[Select all that apply]*

- 1. New home building and renovation
- 2. Industrial
- 3. Institutional/commercial
- 4. Civil
- 99. Don't Know/No Response

A10. What is your current employment or educational status? *[Select one only]*

- 1. Working
- 2. Self-employed
- 3. Working and attending school
- 4. Enrolled in a college/university program (not employed)
- 5. Enrolled in an apprenticeship program (not employed)
- 6. Unemployed – not looking for work
- 7. Unemployed – looking for work
- 8. Parental (maternity or paternity) leave
- 9. Retired
- 99. Don't Know/No Response

[Go to Section B]

A11. Which of the following statements best describes your current employment status?

[Select one only]

1. Working in the [trade name] trade with an employer I worked for as an apprentice
2. Working in the [trade name] trade with a different employer
3. Working in another trade with an employer I worked for as an apprentice
4. Working in another trade with a different employer
5. Working outside of the trades
99. Don't Know/No Response

} [Go to Section B]

A12. In which sub-sector are you currently employed? *[Select all that apply]*

1. New home building and renovation
2. Industrial
3. Institutional/commercial
4. Civil
99. Don't Know/No Response

SECTION B: FACTORS INFLUENCING YOUR DECISION TO ENTER THE TRADES

B1. What was the primary motivational factor that influenced your decision to enter the trades? *[Select one only]*

1. The salary I could earn as a tradesperson
2. The potential career opportunities in the trades
3. The nature of the work
4. Long-term job security with a pension plan and benefits
5. Other (please specify) _____
99. Don't Know/No Response

B2. Who was the primary influence agent that encouraged you to enter the trades?

[Select one only]

1. Family member
2. Friend/peer
3. Apprenticeship representative
4. Educator/counsellor
5. Joint Board Co-ordinator/union representative
6. Media
7. Other (please specify) _____
99. Don't Know/No Response

SECTION C: APPRENTICESHIP COMPLETION

C1. The following statements pertain to factors that may have influenced your decision to not complete your apprenticeship program. Please indicate the level of agreement that best represents your opinion using a 5-point scale, where 1 is "Strongly Disagree", 2 is "Disagree", 3 is "Neither Agree nor Disagree", 4 is "Agree" and 5 is "Strongly Agree".

[Rotate list]

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
a. My employer(s) did not encourage me to attend technical training	1	2	3	4	5	N/A
b. My employer(s) did not provide adequate training or mentoring to allow me to complete	1	2	3	4	5	N/A
c. I was provided with incentives to work rather than continue with my apprenticeship program (e.g., employer(s) paid me at the journeyman rate)	1	2	3	4	5	N/A
d. I had difficulty completing my technical training	1	2	3	4	5	N/A
e. The cost of technical training created financial hardship	1	2	3	4	5	N/A
f. I had difficulty completing my on-the-job training	1	2	3	4	5	N/A
g. The cost of tools created financial hardship	1	2	3	4	5	N/A

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
h. I had difficulty passing the certification exam	1	2	3	4	5	N/A
i. There was not enough work in the trade	1	2	3	4	5	N/A
j. I was laid off	1	2	3	4	5	N/A
k. I lost interest in the trade	1	2	3	4	5	N/A

C2. Were there any other factors that may have influenced your decision to not complete your apprenticeship program?

1. Yes (please specify)

2. No

99. Don't Know/No Response

C3. What would have encouraged you to complete your apprenticeship program?

99. Don't Know/No Response

C4. The following people may have supported you (i.e., provided guidance and/or advice) during your apprenticeship program. Please indicate the level of support that best represents your opinion using a 5-point scale, where 1 is “Not at all Supportive”, 2 is “Not Very Supportive”, 3 is “Neutral”, 4 is “Supportive” and 5 is “Very Supportive”. *[Rotate list]*

	Not at all Supportive	Not Very Supportive	Neutral	Supportive	Very Supportive	Not Applicable
a. Apprenticeship staff	1	2	3	4	5	N/A
b. Supervisor	1	2	3	4	5	N/A
c. Journeyperson (other than supervisor)	1	2	3	4	5	N/A
d. Union representative	1	2	3	4	5	N/A
e. School counsellor	1	2	3	4	5	N/A
f. Family members	1	2	3	4	5	N/A
g. Friends/peers	1	2	3	4	5	N/A

C5. What other support mechanisms do you think would be valuable with respect to completing an apprenticeship program?

99. Don't Know/No Response

SECTION D: DEMOGRAPHICS

This last section includes some basic demographic questions. All the information you provide will be kept confidential.

D1. Gender *[Do not ask]*

- 1. Male
- 2. Female

D2. What is your age?

_____ years

99. Don't Know/No Response

D3. What is the highest level of education you have completed? *[Select one only]*

1. Some high school
2. High school diploma
3. Some post-secondary
4. College or technical diploma
5. University degree
99. Don't Know/No Response

D4. In which of the following regions do you currently live?

1. Vancouver Island/Coast
2. Lower Mainland
3. Interior
4. Central BC
5. Northeast BC
6. Northwest BC
7. Outside of BC
99. Don't Know/No Response

D5. Were you required to travel outside of your region to attend technical training?

1. Yes
2. No
99. Don't Know/No Response

D6. Would you be willing to participate in future research regarding apprenticeship completion?

1. Yes
 2. No
 99. Don't Know/No Response
- } [End survey]

D7. According to our records, your phone number is [phone #]. Is this correct?

1. Yes
2. No [Record new phone number: _____]

Thank you for taking part in this important research!

**BC Labour Market Information (LMI) Committee – Apprenticeship Completion Project
Survey of Employers and Employer Sponsors – FINAL**

INTRODUCTION

Hello, my name is _____ and I am calling from _____ on behalf of the BC Labour Market Information Committee. We are conducting a study of the factors that contribute to the completion of construction apprenticeship programs and the barriers apprentices may encounter in completing their apprenticeship.

Your participation in the survey is voluntary. All information is being collected for research purposes only under the authority of the applicable privacy laws. Would you be willing to take part in this survey?

Yes, let's do it now (Go to Question A1)	<input type="checkbox"/>
Yes, but please call later (Please specify date/time):	<input type="checkbox"/>
Yes, but please email me the survey Email:	<input type="checkbox"/>
Refused (Thank and discontinue)	<input type="checkbox"/>

SECTION A: COMPANY PROFILE

This first section deals with the characteristics of your company. All responses will be kept confidential.

- A1. Approximately how many employees (full-time and part-time) does your company employ?
- 1. 10 or less
 - 2. 11 to 20
 - 3. 21 to 50
 - 4. 51 to 100
 - 5. More than 100
 - 99. Don't Know/No Response

A2. What is the scope of your company's operations? *[Select one only]*

1. Local
2. Provincial
3. Regional
4. National
5. International
99. Don't Know/No Response

A3. Which of the following sub-sectors of the construction industry most accurately reflects your company's construction activities? *[Select all that apply]*

1. New home building and renovation
2. Industrial
3. Institutional/commercial
4. Civil
99. Don't Know/No Response

A4. Does your company operate primarily as a... *[Select one only]*

1. General contractor
2. Sub-contractor
3. Other (please specify) _____
99. Don't Know/No Response

A5. Is your company unionized?

1. Yes
2. No
99. Don't Know/No Response

SECTION B: APPRENTICESHIP COMPLETION

B1. How many apprentices in a construction trade have you hired in the past three years?

99. Don't Know/No Response

[Go to QB4 if QB1 = 0]

B2. During the past three years, how many of your construction trades apprentices discontinued their apprenticeship program?

99. Don't Know/No Response

B3. To the best of your knowledge, how many of your construction trades apprentices hired in the past three years have completed or partially completed Entry Level Trades Training (ELTT) courses or other pre-apprenticeship training?

99. Don't Know/No Response

B4. The following statements pertain to factors that may contribute to non-completion of apprenticeship training programs. Given your company's experience, please indicate how significant each of these factors is using a 5-point scale, where 1 is "Not at all Significant", 2 is "Not Very Significant", 3 is "Neutral", 4 is "Significant" and 5 is "Very Significant". *[Rotate list]*

	Not at all Significant	Not Very Significant	Neutral	Significant	Very Significant	Don't Know
a. Lack of financial support for apprentices	1	2	3	4	5	DK
b. The cost of technical training for apprentices	1	2	3	4	5	DK
c. Lack of training opportunities in the apprentices' region	1	2	3	4	5	DK
d. Insufficient number of journeyed/trained supervisors	1	2	3	4	5	DK
e. Lack of work for apprentices	1	2	3	4	5	DK
f. Inadequate training/preparation prior to apprenticeship	1	2	3	4	5	DK
g. Nature of construction work differs from apprentices' expectations	1	2	3	4	5	DK
h. Apprentices do not perceive any value in continuing their apprenticeship	1	2	3	4	5	DK
i. Apprentices do not want to dedicate the time/effort required to complete an apprenticeship	1	2	3	4	5	DK

	Not at all Significant	Not Very Significant	Neutral	Significant	Very Significant	Don't Know
j. Employers do not have sufficient time/resources to train an apprentice	1	2	3	4	5	DK
k. Block release leaves company short-handed	1	2	3	4	5	DK

B5. Are there any other barriers/challenges that apprentices may encounter during their apprenticeship program?

1. Yes (please specify)

2. No

99. Don't Know/No Response

[Go to Section C if QB1 = 0]

B6. What incentives do you provide to apprentices to encourage them to complete their apprenticeship program? *[Select all that apply]*

1. Promotion/job growth opportunities
2. Top-up of EI benefits during in-school training
3. Medical/health benefits during in-school training
4. Wages during in-school training
5. Cover/partially cover tuition and related fees
6. Tools/equipment
7. Scholarships
8. Use of company vehicle
9. Continuing education training
10. Other (please specify) _____
77. Not Applicable
99. Don't Know/No Response

B7. What other supports or incentives do you think would ensure that apprentices complete their apprenticeship program?

99. Don't Know/No Response

SECTION C: CONCLUSION

C1. Do you have any additional comments you would like to make regarding apprenticeship completion?

99. Don't Know/No Response

C2. Would you be willing to participate in future research regarding apprenticeship completion?

1. Yes

2. No

99. Don't Know/No Response

} [End survey]

C3. Please verify your contact information:

Name: _____

Title: _____

Phone: _____

Thank you for taking part in this important research!

APPENDIX C, Sample (completed surveys) Sizes for Cohorts

1.	2.	3.	4.	5.	6.	7.	8.
	Lower Mainland	Vancouver Island/Coast	Kootenays	Thompson /Okanagan	Northern BC	Sum of Regions	Province-Wide (includes small # of unknowns)
Carpenter Participants	332	306	197	283	215	1,333	361
Electrician Participants	340	275	161	270	234	1,280	360
Finisher Participants	127	61	9	39	4	240	175
Participant Sub-total						2,853	896
Carpenter Graduates	184	152	80	125	97	638	279
Electrician Graduates	274	173	93	148	143	831	319
Finisher Graduates	50	15	1	5	7	78	70
Graduate Sub-total						1,547	668
Carpenter Non-completers	308	264	123	232	174	1,101	348
Electrician Non-Completers	303	185	89	181	137	895	333
Finisher Non-Completers	171	80	1	41	29	322	215
Non-Completer Sub-total						2,318	896
Carpenter Sponsors	298	269	139	163	54	923	346
Electrician Sponsors	273	191	88	169	158	879	324
Finisher Sponsors	70	29	4	24	10	137	112
Sponsor Sub-total						1,939	782
Grand total						8,657	3,215

Bidders to Provide:

- **Price for administering surveys for each cohort by trade, province-wide (Sample size in column 8.)**
- **Alternate price for administering surveys for each cohort by trade and by region (Sample size in column 7.)**

Appendix D, Historic Cohort Response Rates

Pursuant to section 15 of the RFP, historic cohort response rates are provided for information purposes only, to illustrate response rates from generally the same cohort groups in recent apprenticeship surveys.

The following is a May 2007 estimate of actual BC response rates for the recent National Apprenticeship Survey (NAS) conducted by Statistics Canada for Long-term Continuers, Completers, and Discontinuers. Note that the NAS definitions differed slightly from the definitions used for the current survey.

NAS Cohort Definitions:

Long Term Continuers: apprentices who were continuing in the program as of 2004 but whose date of registration on the frame indicated that they had been in the program for more than twice the nominal duration of the program.

Completers: apprentices whose status on the frame indicated that they had completed the program at some point during the reference period.

Discontinuers: apprentices whose status on the frame indicated that they had discontinued as an apprentice in their program during the reference period.

May 2007 estimate of BC Cohort actual response rates for the NAS Survey:

- Long-term Continuers: 50%
- Completers: 55%
- Discontinuers: 30%

ITA Customer Satisfaction Index Survey:

Employer/Sponsor response rate for the 2006 ITA Customer Satisfaction Index Survey was 33%.