

**REGISTERED APPRENTICESHIP INFORMATION
SYSTEM
DATA ELEMENTS**

**Statistics Canada
June 1998**

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 individual registered in the apprenticeship system during the reporting year. Almost all data elements should be reported for the registered apprentices. The required information for tradepersons, however, is covered under data elements 1 to 7, 13, 18 and 22.

For each data element, which is identified by name, number and mnemonic characters, 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.

DATA ELEMENTS

<u>Element No.</u>		<u>Description</u>
01.		Reporting Year
02.		Identification Number
03.		Province Identification
04.		Sex
05.		Date of Birth
06.	*	Red Seal Designator
07.		Trade Identifier
08.		Duration of Program
09.		Hours per Level
10.		Current Year or Level of Program
11.		Registration Status
12.		Status at end of Reporting Period
13.		Type of Certificate Granted
14.		Date of Registration
15.		Type of Indenture
16.		Type of Institutional Training
17.		Expected Time of Completion
18.		Date Certificate Granted
19.		Reason for leaving Program
20.		In-School Credits
21.		On-the-Job Training Credits
22.		Prior Trade Certification
23.		Residence Twelve Months prior
24.	*	Input Type
25.	*	Certificate Designator
26.	*	Age in Years

* Derived variables

Element No. 1

REPORTING YEAR

Mnemonic: REPYR

Description

The calendar year for which reported data are valid.

Size of Field

Four digits numeric.

Codes

- YYYY

Element No. 2

IDENTIFICATION NUMBER

Mnemonic: IDENT

Description

A unique identifier for each individual record for an apprentice or tradesperson. It should remain consistent from year to year.

Size of Field:

Nine digits.

Codes

- Can be alpha/numeric although numeric is preferred.
Social Insurance No. (S.I.N.) can be used and is preferable but not necessary.
- left justify.

Element No. 3

PROVINCE IDENTIFICATION

Mnemonic: PROV

Description

Identifies the province submitting the data.

Size of Field

Two digits numeric.

Codes

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

Element No. 4

SEX

Mnemonic: SEX

Description

The gender of the apprentice or tradesperson must be reported.

Size of Field

One digit numeric.

Codes

1 = male

2 = female

Element No. 5

DATE OF BIRTH

Mnemonic: BIRTHD

Description

The date of birth of the apprentice or tradesperson.

Size of Field

Eight digits numeric.

Codes

In the form of DDMMYYYY.

DD = day (01 to 31).

MM = month (01 to 12).

YYYY = Year (19XX to 20XX).

99999999 = not reported.

Element No. 6

RED SEAL DESIGNATOR

Mnemonic: REDSEAL

Description

Reserved for Statistics Canada to identify if trade is with or without interprovincial standards.

Size of Field

One digit numeric.

Codes

- 1 = with interprovincial standards
- 2 = without interprovincial standards

Element No. 7

TRADE CODE

Mnemonic: TRADE

Description

The trade for which the apprentice is registered or tradesperson is certified. The Statistics Canada identifier is six digits in length with the first four digits based on the Canadian Classification and Dictionary of Occupations (C.C.D.O.).

Size of Field

Six digits numeric.

Codes

Statistics Canada identifiers. Other codes are acceptable but a list of the codes and their interpretation must be provided.

Element No. 8

DURATION OF PROGRAM

Mnemonic: DUR

Description

The normal duration in years or in levels (if level is used then Element No. 9 must also be reported). It should represent the length of time in years or in number of levels that it takes an individual to complete the program assuming continuous registration and normal work/study activity.

Size of Field

Two digits numeric.

Codes

If reporting in years - 01 - 05.

If reporting in levels - 01 - 10.

If tradesperson, leave blank.

Element No. 9

HOURS PER LEVEL

Mnemonic: HOURS

Description

The average number of hours per level. This element should be reported only if Element No. 8 was reported in levels. If years were reported in Element No. 8, then this element should be zero filled.

Size of Field

Four digits numeric.

Codes

0000 - 9999.

If tradesperson, leave blank.

Element No. 10

CURRENT YEAR OR LEVEL OF PROGRAM

Mnemonic: YRSTUD

Description

The year or level of the program in which the apprentice was registered during the reporting period.

Size of Field

Two digits numeric.

Codes

If reporting in years - 01 - 05.

If reporting in levels - 01 - 10.

If tradesperson, leave blank.

Element No. 11

REGISTRATION STATUS

Mnemonic: REGIST

Description

This element identifies the registration status of the apprentice at the beginning of the reporting period and during the reporting period. Apprentices who were reinstated during the reporting period should be considered as not registered at the beginning of the period.

Size of Field

One digit numeric.

Codes

- 1 = Already registered at beginning of period.
- 2 = New registration added during the reporting period.
- 3 = Reinstatement added during reporting period.

If tradesperson, leave blank.

Element No. 12

STATUS AT END OF REPORTING PERIOD

Mnemonic: STATEND

Description

This element identifies the situation of the apprentice at the end of the reporting period.

Size of Field

One digit numeric.

Codes

- 1 = Continuing, the apprentice is still registered.
- 2 = Successfully completed.
- 3 = Discontinued, the apprentice has not completed and dropped out of the program.
- 4 = Transferred to another trade.
- 5 = Suspended or cancelled.

If tradesperson, leave blank.

Element No. 13

TYPE OF CERTIFICATE GRANTED

Mnemonic: CERT

Description

This element identifies the type of certificate granted to the apprentice or tradesperson. The certificate granted refers to the certificate of qualification. If the certificate of qualification is granted to an apprentice, we assume that the certificate of apprenticeship was automatically granted.

Size of Field

One digit numeric.

Codes

- 0 = No certificate granted.
- 1 = Certificate granted with red seal to an apprentice.
- 2 = Certificate granted without red seal to an apprentice.
- 3 = Certificate granted with red seal to a tradesperson.
- 4 = Certificate granted without red seal to a tradesperson.

Element No. 14

DATE OF REGISTRATION

Mnemonic: DATEREG

Description

The date of indenture i.e. when the contract was signed by the apprentice. If the apprentice was indentured more than once, please report the latest date of indenture.

Size of Field

Eight digits numeric.

Codes

In the form of DDMMYYYY.

DD = day (01 to 31).
MM = month (01 to 12).
YYYY = Year (19XX to 20XX).

99999999 = not known.

If tradesperson, leave blank.

Element No. 15

TYPE OF INDENTURE

Mnemonic: INDENTU

Description

The type of sponsor of the apprenticeship contract or indenture.

Size of Field

One digit numeric.

Codes

- 1 = Employer
- 2 = Union
- 3 = Provincial Labour Department
- 4 = Joint boards
- 5 = Other

If tradesperson, leave blank.

Element No. 16

TYPE OF INSTITUTIONAL TRAINING

Mnemonic: TRAINING

Description

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

Size of Field

Two digit numeric.

Codes

- 1 = Day release, full-time
- 2 = Block release, full-time
- 3 = Modular, full-time
- 4 = Other, full-time
- 5 = Day release, part-time
- 6 = Evenings, part-time
- 7 = Modular, part-time
- 8 = Other, part-time
- 98 = Not applicable
- 99 = Not reported

If tradesperson, leave blank.

Element No. 17

EXPECTED TIME OF COMPLETION

Mnemonic: EXYG

Description

The month and year the apprentice expects to complete the program. The time of completion should represent the normal completion time assuming continuous registration and normal work/study activity. This element should be estimated by the Apprenticeship Division in every province. It is NOT the individual's perception of "expected time of completion".

Size of Field

Six digits numeric.

Codes

In the form of MMYYYY.

MM = month (01 to 12).

YYYY = Year (19XX to 20XX).

999999 = not known.

If tradesperson, leave blank.

Element No. 18

DATE CERTIFICATE GRANTED

Mnemonic: DATECERT

Description

This element identifies the date the Certificate of Qualification was granted to an apprentice or tradesperson. If a province grants both a Certificate of Qualification and an Apprenticeship Certificate, report only the Certificate of Qualification in this element. It will be assumed that the Certificate of Apprenticeship was automatically granted before or at the same time as the Certificate of Qualification.

Size of Field

Eight digits numeric.

Codes

In the form of DDMMYYYY.

DD = day (01 to 31).
MM = month (01 to 12).
YYYY = Year (19XX to 20XX).

99999998 = not applicable.

99999999 = not reported.

Element No. 19

(Updated-11-03-94)

REASON FOR LEAVING PROGRAM

Mnemonic: REASON

Description

This element identifies the reason for leaving the apprenticeship program. It should be reported for apprentices who discontinued, transferred to another trade or were suspended or cancelled (codes 3, 4 and 5 in element No. 12).

Size of Field

Two digits numeric.

Codes

- 01 = Could not find work/not enough work.
- 02 = Laid off.
- 03 = Family responsibilities.
- 04 = Own illness or disability.
- 05 = Took work in another field/occupation.
- 06 = Didn't like/failed in-class portion.
- 07 = Didn't like trade/apprenticeship program.
- 08 = Lack of money/poor wages.
- 09 = Training allowance/UI benefits not enough/didn't get.
- 10 = Had enough training to get a good job.
- 11 = Failed exam.
- 12 = Became inaccessible as a result of my moving.
- 13 = Transferred to another trade.
- 14 = Suspended or cancelled.
- 15 = Other.
- 16 = At own request.
- 17 = Left the employer.
- 18 = Lack of practical.
- 99 = Not applicable.

If tradesperson, leave blank.

Element No. 20

IN-SCHOOL CREDITS

Mnemonic: SCHRDT

Description

This element identifies whether credits were given for in-school training prior to starting the apprenticeship program. If not applicable then zero fill the element.

Size of Field

Four digits numeric.

Codes

XXXX = the number of hours credited as equivalencies (0000-9999).

If tradesperson, leave blank.

Element No. 21

ON-THE-JOB TRAINING CREDITS

Mnemonic: JOBCRDT

Description

This element identifies whether credits were given for on-the-job training prior to starting the apprenticeship program. If not applicable then zero fill the element.

Size of Field

Four digits numeric.

Codes

XXXX = the number of hours credited as equivalencies (0000-9999).

If tradesperson, leave blank.

Element No. 22

PRIOR TRADE CERTIFICATION

Mnemonic: PRECERT

Description

This element identifies whether the apprentice already had a trade certification prior to entering the present program. The previous trade certification must be one recognized in Canada. If the apprentice or tradesperson was certified in more than one trade, please report the latest trade in which they were certified.

Size of Field

Six digits numeric.

Codes

The Statistics Canada identifier is six digits in length with the first four digits based on the Canadian Classification and Dictionary of Occupations (C.C.D.O.). Other codes are acceptable but a list of codes and their interpretation must be provided

999998 = not applicable.

999999 = not reported.

Element No. 23

RESIDENCE TWELVE MONTHS PRIOR

Mnemonic: PREPROV

Description

Province or territory of residence twelve months prior to registration in the apprenticeship program.

Size of Field

Two digits numeric.

Codes

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
98 = Outside Canada
99 = Not reported

If tradesperson, leave blank.

Element No. 24

INPUT TYPE

Mnemonic: INPTYPE

Description

Reserved for Statistics Canada to identify whether individual student reporting or aggregated reporting.

Size of Field

One digit numeric.

Codes

1 = individual

2 = aggregated

Element No. 25

CERTIFICATE INDICATOR

Mnemonic: CERTIND

Description

Reserved for Statistics Canada to identify whether enrolment file or certificate file.

Size of Field

One digit numeric.

Codes

1 = enrolment

2 = certificate

Element No. 26

AGE IN YEARS

Mnemonic: AGE

Description

Reserved for Statistics Canada to derive age in years using the year of birth.

Size of Field

Two digits numeric.

Codes

XX - 15 to 98

99 - not reported