



Inter office memorandum

DATE: December 7, 2007

TO: Richard Paquin

COPIES TO: Gord Marrs, Lori Horner, Doug Conroy,
Irene Gaudet, Nancy Picard, Greg Warnock

FROM: Doug Sarvas

SUBJECT: **INDUSTRIAL ELECTRICIAN & INDUSTRIAL MILLWRIGHT APPRENTICESHIP
BASIC TRADE SCHOOL GAP ANALYSIS AND EXEMPTION EXAM**

Exemption Exam:

An individual wishing to be exempt from attending "In-school" training for the basic level of Industrial Electrician and Industrial Mechanic Millwright apprenticeship programs may write an exemption exam. These exams have been developed under the guidance of the Ministry of Training, Colleges and Universities, Employment and Training Division and may be written at any of the 24 community colleges in Ontario. These exams consists of 100 questions multiple choice with a pass mark of 70%. An individual who fails an exam must wait 6 months before being eligible to re-write.

Gap Analysis:

Cambrian College now offers through their Skills Technology Institute, SkyTech, a process to determine if an individual has the level of knowledge required to attempt the Basic Exemption Exam for the Industrial Electrician and Industrial Mechanic Millwright apprenticeship program. This process has been designed to assist an individual in determining if he or she is ready to write the Basic exemption exam and if they are not, identify a continuing education program specific to the individual based on results of a Gap Analysis Trade Test. When completed the recommended program they will have prepared themselves to write the Basic exemption exam.

Cost:

Xstrata Nickel will cover the cost for an employee to complete the Gap Analysis and write the Exemption Exam up to a maximum of 2 times. Employees wishing to attempt the Gap Analysis or the Exemption Exam in excess of this amount can do so at their own expense or contact Nancy Picard, HR Training Development Specialist, 966 3411 ext. 6875 to review their request. Any upgrading recommended by the faculty will be covered under the terms and conditions of the Xstrata Nickel's Tuition Assistance Program.

Details of the program are outlined in the attached document titled;

Skills Technology Institute, SkyTech, Cambrian College
Procedure for "Gap Analysis"
Industrial Mechanic Millwright and Industrial Electrician

Doug Sarvas
Utilities Specialist