



Province of Alberta

## APPRENTICESHIP AND INDUSTRY TRAINING ACT

# SHEET METAL WORKER TRADE REGULATION

### **Alberta Regulation 303/2000**

With amendments up to and including Alberta Regulation 165/2017

### Office Consolidation

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(Consolidated up to 165/2017)

**ALBERTA REGULATION 303/2000**  
**Apprenticeship and Industry Training Act**  
**SHEET METAL WORKER TRADE REGULATION**

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**Definitions**

**1** In this Regulation,

- (a) repealed AR 254/2003 s1;
- (b) “apprentice” means a person who is an apprentice in the trade;
- (c) “certified journeyman” means a certified journeyman as defined in the *Apprenticeship Program Regulation*;
- (c.1) “heating system” means a system for heating and circulating air inside a building using a gas fired appliance;
- (d) “sheet metal items” means
  - (i) square or round duct lines and fittings;

- (ii) sheet metal containers;
- (iii) sheet metal roofs, roof flashings and accessories;
- (iv) repealed AR 120/2010 s2;
- (v) sheet metal lagging;
- (vi) all other custom fabricated objects constructed from sheet metal;
- (e) “technical training” means technical training as defined in the *Apprenticeship Program Regulation*;
- (f) “trade” means the occupation of sheet metal worker that is designated as a compulsory certification trade pursuant to the *Apprenticeship and Industry Training Act*;
- (g) “ventilation system” means a system for exchanging air inside a building with fresh outside air and circulating air within a building;
- (h) “venting system” means a system for exhausting combustion gases to the outside of a building and supplying air for combustion by heating systems.

AR 303/2000 s1;254/2003;270/2006;120/2010;165/2017

### **General Matters Respecting the Trade**

#### **Constitution of the trade**

**2** The following undertakings constitute the trade:

- (a) laying out, preparing, fabricating, assembling and installing sheet metal items;
- (b) fabricating, installing, servicing, maintaining and upgrading
  - (i) fume and dust exhaust systems for residential, commercial and industrial sites,
  - (ii) heating systems, ventilation systems and venting systems for residential, commercial and industrial sites,
  - (iii) air conditioning systems of up to 5 tons total capacity per system for residential sites, and
  - (iv) equipment associated with the undertakings referred to in subclauses (i) to (iii).

- (c) repealed AR 120/2010 s3.

AR 303/2000 s2;254/2003;120/2010;165/2017

### Tasks, activities and functions

**3** When practising or otherwise carrying out work in the trade, the following tasks, activities and functions come within the trade:

- (a) applying the correct principles of sheet metal pattern development involving parallel line, radial line, triangulation and rollation;
- (b) using various types of sheet metal, including metallic and non-metallic materials;
- (c) assembling and installing equipment, materials and system components on the job site;
- (d) installing residential split system air conditioning systems of up to 5 tons total capacity per system;
- (d.1) laying out, preparing, assembling and installing venting systems and pre-fabricated components of venting systems;
- (e) installing, maintaining and repairing
  - (i) furnaces,
  - (ii) combination rooftop units,
  - (iii) make-up air units,
  - (iv) heat recovery and indoor air quality systems,
  - (v) heating systems,
  - (vi) ventilation systems,
  - (vii) air conditioning systems of up to 5 tons total capacity per system,
  - (viii) appliances, and
  - (ix) accessories to any item listed in subclauses (i) to (viii) and equipment similar to any item listed in subclauses (i) to (viii) related to or used for sheet metal work;
- (f) carrying out the following servicing on electrical components of heating systems, ventilation systems and air conditioning systems, along with the associated

connection and disconnection of de-energized electrical supply circuits of the systems:

- (i) servicing or changing controls, contactors and motors;
- (ii) repairing burnt or broken wires;
- (iii) making minor upgrades of controls to existing heating systems, ventilation systems and air conditioning systems;
- (g) using sheet metal welding equipment in heat straightening, cutting and joining metals;
- (h) using sheet metal shop equipment, including rotary, bench and floor machines;
- (i) assembling, erecting, installing and removing material and personnel handling devices, scaffolds, ropes and slings;
- (j) applying new innovative trade-related technological changes, including materials and methods of construction;
- (k) using hand tools, power tools, transits, levels and explosive actuated tools;
- (l) using detailed drawings and blueprints and other specifications;
- (m) estimating, job planning, preparing and scheduling.

AR 303/2000 s3;254/2003;120/2010;165/2017

## **Apprenticeship**

### **Term of the apprenticeship program**

**4(1)** Subject to credit for previous training or experience being granted pursuant to an order of the Board, the term of an apprenticeship program for the trade is 4 periods of not less than 12 months each.

**(2)** In the first period of the apprenticeship program an apprentice must acquire not less than 1500 hours of on the job training and successfully complete the technical training that is required or approved by the Board.

**(3)** In the 2nd period of the apprenticeship program an apprentice must acquire not less than 1500 hours of on the job training and successfully complete the technical training that is required or approved by the Board.

(4) In the 3rd period of the apprenticeship program an apprentice must acquire not less than 1500 hours of on the job training and successfully complete the technical training that is required or approved by the Board.

(5) In the 4th period of the apprenticeship program an apprentice must acquire not less than 1500 hours of on the job training and successfully complete the technical training that is required or approved by the Board.

AR 303/2000 s4;165/2017

### Employment of apprentices

**5(1)** Where a person employs an apprentice, that employment must be carried out in accordance with this section.

(2) Subject to subsection (3), a person who is a certified journeyman in the trade or employs a certified journeyman in the trade may employ 2 apprentices and 2 additional apprentices for each additional certified journeyman in the trade that is employed by that person.

(3) Subsection (2) does not apply to an apprentice who is engaged in an apprenticeship program in the trade and has completed all the requirements required or approved by the Board for advancement into the 4th period of that apprenticeship program.

AR 303/2000 s5;102/2006;270/2006;1/2011

### Wages

**6(1)** Subject to the *Apprenticeship Program Regulation*, a person shall not pay wages to an apprentice that are less than those provided for under subsection (2).

(2) Subject to the *Employment Standards Code*, a person employing an apprentice must pay wages to the apprentice that are at least equal to the following percentages of the wages paid to employees who are certified journeymen in the trade:

- (a) 50% in the first period of the apprenticeship program;
- (b) 65% in the 2nd period of the apprenticeship program;
- (c) 75% in the 3rd period of the apprenticeship program;
- (d) 85% in the 4th period of the apprenticeship program.

AR 303/2000 s6;270/2006

### **Transitional Provisions, Repeals and Coming into Force**

#### **Apprenticeship continues**

**7** A person who immediately prior to January 1, 2001 was an apprentice in an apprenticeship program under the *Sheet Metal Worker Trade Regulation* (AR 199/95) continues as an apprentice in that apprenticeship program under this Regulation.

#### **Repeal**

**8** The *Sheet Metal Worker Trade Regulation* (AR 199/95) is repealed.

**9** Repealed AR 165/2017 s6.

#### **Coming into force**

**10** This Regulation comes into force on January 1, 2001.











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