

## Information Sheet Best Practice Models for Industry Engagement

### Overview

From June 2020 to June 2022, the Canadian Apprenticeship Forum, a national, non-profit organization will pilot the Valid-8 tool with 2,000 apprentices and journeypersons. The Valid-8 tool helps apprentices document their skills achievements and progress in their training.

This research project is being funded by the Future Skills Centre which was founded by a consortium whose members are Ryerson University, Blueprint ADE and the Conference Board of Canada. The Future Skills Centre is dedicated to helping Canadians gain the skills they need to thrive in the changing workforce.

The Canadian Apprenticeship Forum is asking apprentices, journeypersons and employers to participate in its research project. Apprentices will receive free access to the Valid-8 tool where they will be asked to upload videos and pictures of their skills achievements and complete questionnaires at the beginning and end of the project. Journeypersons will assess the uploaded materials and will provide feedback to improve apprentice skills. Employers, journeypersons and apprentices will receive training on how to use the system and how to submit evidence. They may volunteer to participate in interviews if they would like to share your experiences. The information gathered will influence policy decisions and help create tools and resources that will assist apprentices progress in their training.

### Who can participate in the research?

All apprentices in the electrical, carpentry, plumber and welder trades are welcome to participate. Journeypersons and employers in those trades may also participate.

### What choice do you have?

Participation is entirely **voluntary**. If you decide to participate, you may withdraw from the project at any time without giving a reason.

### How will my privacy and confidentiality be protected?

Any feedback provided by apprentices will remain confidential in accordance with *Canada's Freedom of Information and Protection Privacy Act*. The information provided will be used for research purposes only. Apprentices, employers or journeypersons will not be asked to purchase any product or service during the project.

All information collected will be scrubbed of any personal identifiers. All information collected will be stored securely with the researchers. Only researchers at Vametric and DataAngel, the software and research firms whom the Canadian Apprenticeship Forum is working with, will have access to the information and no one from the Canadian Apprenticeship Forum or any other organization will see individual responses. Data files will be password protected and stored on a secure, firewalled server.

At any time as a participant, you have a right to refuse to participate or withdraw at any time without jeopardizing your apprenticeship or employment.

If you choose to withdraw, your data will be destroyed immediately. Participants may email Emily Arrowsmith at [emily@caf-fca.org](mailto:emily@caf-fca.org) to opt out at any time.

### **What will you be asked to do?**

We are asking apprentices to sign-up for an online tool where they will be asked to complete 2 questionnaires and to use the tool. On average, each questionnaire should take 15 minutes to complete. All questionnaires will be completed online.

The first questionnaire asks questions about background such as trade and apprentice level. The second questionnaire asks about how apprentices liked using the tool.

Apprentices, employers and journeypersons will be invited to participate in a interview process if they would like to share more with the researchers about their experiences.

### **What are the risks and benefits of participating?**

There is minimal risk to participating in this study. Participation is completely voluntary and participants may withdraw at any time without penalty. Participants will not waive any rights to legal recourse in the event of research-related harm.

### **Will you receive an incentive for participation?**

By participating, apprentices have the chance to be entered into a draw to win a gift card or cash incentive. Apprentices may retain the prize, even if they decide to withdraw from the study. Journeypersons and employers are not eligible for the prizes or draws.



### **How will the information collected be used?**

The researchers will use the data to develop a summary report, which participants may access by emailing [info@caf-fca.org](mailto:info@caf-fca.org). Comments participants make may become part of the report, but will not be attributed to individual participants.

### **What do participants do if they want to participate?**

Participants should read this information letter and be sure they understand its contents before they consent to participate. If there is anything they do not understand, or if they have any questions, please contact the principal investigator.

Those who would like to participate should go to the Canadian Apprenticeship Forum project webpage for more information. The website is [www.caf-fca.org](http://www.caf-fca.org). When on the Canadian Apprenticeship Forum webpage about the project, participants will be redirected to the Valid-8 website where they will be asked to review and click the “I consent” box on an online consent form.

### **For further information contact:**

For more information contact:

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