October 9, 2015

Dear [Redacted]

**Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [Our File #: AES/032/2015]**

On September 21, 2015 the Department of Advanced Education and Skills received your request for access to the following records/information:

For each apprentice that passed the Red Seal Certification Exam in 2013 and 2014 how many weeks of school did they complete in the trade? Please include Auto Service Tech, Carpenter, Heavy Duty Equipment Mechanic, Plumber, and Sheet metal worker. Please specify if the apprentices completed Entry Level Training or were Direct Entry and if the weeks of Entry Level Training were included in total weeks of training.

Please be advised that the Plan of Training for each trade outlines the amount of time apprentices spend in school prior to writing the exam and are actually measured in hours rather than in weeks. These plans are publicly available information and are located at [http://www.aes.gov.nl.ca/app/plans.html](http://www.aes.gov.nl.ca/app/plans.html).

The Department of Advanced Education and Skills does not collect information to determine if apprentices complete Entry Level Training or are Direct Entry. Therefore there are no records responsive to the second part of your request.

Section 42 of the act provides that you may ask the Information and Privacy Commissioner to review the processing of your request or you may appeal to the Supreme Court Trial Division. A request to the Information and Privacy Commissioner shall be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:
Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL A1B 3V8

Telephone: (709) 729-6309
Facsimile: (709) 729-6500

In the event you wish to appeal to the Supreme Court, you must do so within 15 business days of the date of this letter. Section 52 of the act sets out the process to be followed when filing such an appeal.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement’s website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact the undersigned at (709) 729-4276 or SharonSeaward@gov.nl.ca.

Sincerely,

SHARÓN SEAWARD
ATIPP Coordinator