



TestDrive

Employer Guide - 2027

How long will the student be working for me?

TestDrive asks host employers to provide students with 200 hours (approx. 5 weeks) of employment. Once 200 hours are completed, it is up to the employer and the student if they want to continue employment. We ask that you and the assigned mentoring Journeyperson review the provided Onboarding Guide. As you become familiar with your student's skills, abilities, and confidence, and they demonstrate readiness to assume more responsibility, we encourage as many opportunities as possible for the student to experience supervised hands-on work.

How does the student get paid?

Host employers are responsible for student wages. There is no set wage. Students are guaranteed nothing more than minimum wage. Host employers are encouraged to pay students whatever wage they feel is fair for an entry-level employee within their company.

What is my commitment to the program and responsibility as an employer?

As a TestDrive host employer, you commit to:

1. Providing a PAID summer work opportunity to a student.
2. Ensuring a safe work environment in accordance with the OH&S Act.
3. Designating a Journeyperson to mentor the student (to guide and direct their work).
4. Providing supervised skills training and feedback to the student and their supervising teacher.

What is the “Employer Agreement”? When do I sign it?

TestDrive requires all host employers to sign an Employer Agreement form. The form further outlines the host employer responsibilities and, when possible, provides the student and their teacher contact info. Please return the signed Employer Agreement as soon as possible. This helps TestDrive staff confirm the student's placement and, if needed, provides sufficient time to make alternative arrangements.

How does this student impact my Compliance with Apprenticeship?

TestDrive students working in a compulsory certified trade are not required to have a ratio variance request completed by the employer. The names of the students and employers participating in this program are shared with the NSAA Compliance and Enforcement division, who are aware of the nature of the program.

When will I find out who will be placed with me this summer?

The final list of TestDrive students is available in April. From there, students are matched with host employers based on location and occupation interest. Matches are finalized in the month of June prior to the end of the school year. The start date for most placements will be the first week in July.

How does insurance work?

TestDrive students are covered through the School Insurance Program (SIP - <http://sip.ca/>). Students are covered by student accident insurance while on a Co-operative Education work placement. A certificate of insurance showing commercial general liability insurance coverage through SIP can be provided by the supervising teacher upon request.

- Students must also be added to the company WCB coverage where it is required by law.
- While participating in any aspect of the TestDrive program, students are not allowed to carry passengers in their personal vehicles; operate employer or customer vehicles; or use their personal vehicles for work purposes.
- Students are not allowed to enter any confined spaces. In-ground vehicle repair pits are considered confined spaces.

What do I do if the student is injured on the job?

If a student is injured on the job, treat the injury/incident the same as you would with any regular employee in accordance with OH&S legislation, WCB requirements and company policy. TestDrive asks that you contact the student's supervising teacher as soon as possible after the injury/incident occurs, and also inform the TestDrive manager about the incident.

Who is the teacher supervising the student and what does that mean?

All TestDrive students have a supervising teacher. Their role is ensuring that students are completing all Co-operative Education requirements. They are responsible for setting up the start date and initial meeting between students and host employers. They are also responsible for checking in with the student and host employer throughout their summer work placement. Sometimes this will be by phone or email; sometimes it will be in person. During the summer, the supervising teacher is the first point of contact for host employers.

What type of credit does a student gain from this program?

For completing all aspects of the TestDrive program, the student will earn 3 high school Co-op credits. They will also earn 300 hours of Apprenticeship Practical credit. These hours will be tracked by the Nova Scotia Apprenticeship Agency and will be credited to the student upon their future registration as an apprentice in any trade.

What if a student's work performance is unsatisfactory?

While a 200-hour employment term is part of the agreement, students are employed by the company and must adhere to workplace expectations and standards. The host employer is asked to discuss any issues with the supervising teacher as they arise. If the student has unsatisfactory work performance, termination with cause is acceptable.