



Apprenticeships in Bermuda

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Apprenticeships are a structured **“earn-and-learn”** pathway that builds local skill, raises standards, and widens access to careers.

Today

- How Bermuda defines an apprenticeship and an apprentice
- Where apprenticeships sit in the Department of Workforce Development (DWD) framework
- The end-to-end process: application → contract → training → certification
- Key roles: employer, supervisor/journeyperson, DWD/Board, apprentice
- Legislation and what it requires in practice
- Recent programme examples and community impact
- Labour Market Alignment, Key Information Sources

DWD's Mission Statement

“To develop a resilient workforce, to provide a sustainable and stable community.”



Definition

An apprenticeship is a formal pathway where someone is hired to learn a recognised occupation by doing real work under supervision, while completing structured learning and assessments.

In Bermuda's DWD framing, it is post-secondary training that teaches industry-standard skills, with hands-on learning under a certified journeyman, with "earn while you learn" pay.

Legal Definition (Bermuda)

In Bermuda law, an **"apprentice"** or **"trainee"** is a person who enters a contract of apprenticeship or training (under a scheme) to receive occupational training.

Act-based distinctions:

Apprentice: minimum 4 years

Trainee: maximum 3 years

The Board may approve a shorter period in specific cases.

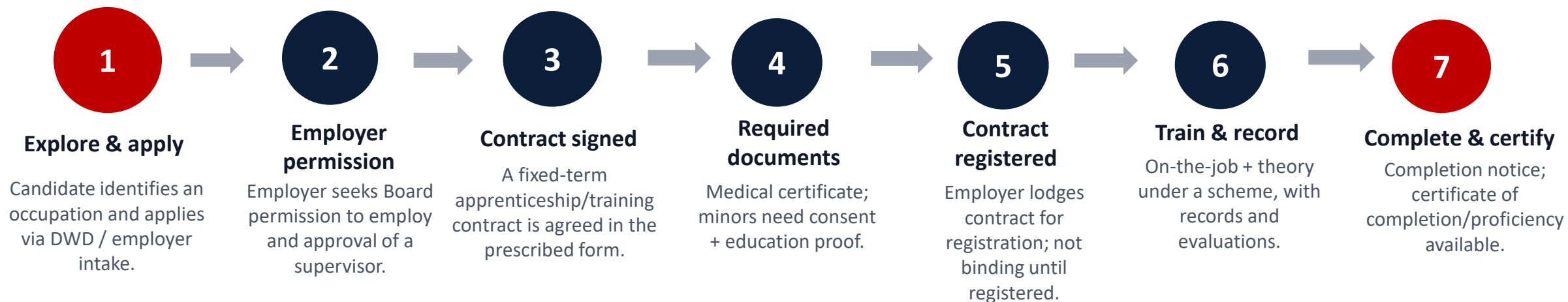
Working definition for this presentation: *A paid employee on a time-bound training contract who is building competence toward certification in a recognised occupation.*

Where apprenticeships sit in Bermuda's workforce development system



Delivery happens in workplaces, with government oversight.





Reality check:

The “**paperwork**” steps exist for a reason: they protect apprentices, clarify responsibilities for employers, and make certification credible across the island.



Apprentice / Trainee

- Shows up ready: attendance, punctuality, safe work habits
- Completes the training plan and related instruction
- Keeps training records up to date (logbook/record book)
- Takes assessments/tests required by the scheme
- Raises issues early (support works best when it's early)

Employer + Supervisor

- Provides supervised, progressively challenging work
- Ensures the approved supervisor is in place
- Keeps records of hours, pay, and training progress
- Submits probation evaluation and completion notice on time
- Supports release time for related training where required

DWD + NCAB

- Approves employers to employ apprentices/trainees
- Approves supervisors and sets training schemes
- Registers contracts and supports compliance
- Maintains credibility of certification and standards
- Can approve transfer/termination when needed



Core legal instruments (Bermuda)

National Certification and Apprenticeship Board Act 1997 (renamed in 2024)

Establishes the Board, Director, and training schemes
Governs contracts, registration, probation, and enforcement

NCAB (Apprenticeship and Training) Regulations 2009

Operational rules: permission to employ, contract forms, ID cards, records, completion

Related legislation referenced in the process:

Education Act 1996 (minors: proof not of compulsory school age)
National Occupational Certification Act 2004 (certification framework referenced in contracts)
Employment Act 2000 (general employment standards still apply)



Practical Compliance Checklist

Employer must apply to the Board for permission to employ and for approval of a supervisor

A written contract is required (prescribed form); it must be lodged for registration

Contract is not binding until registered; Director issues an ID card on registration

Probation: 3 months (apprentice) or 2 months (trainee); either party can terminate

Minors: parental/guardian consent (or magistrate order) + medical certificate; plus education proof when lodging the contract

Record-keeping: employers must keep approved records/logbooks; submit as required

Overtime: contracts cannot require overtime for apprentices/trainees under 18 (unless Board permits for an occupation)

Completion: employer gives notice within 30 days; certificates available on application



Skilled Trades Apprenticeship

- Launch: Oct 2024 (DWD + construction industry)
- Focus trades: masonry, plumbing, carpentry
- Approach: supervised earn-and-learn training
- Outcome: hands-on experience plus certification pathway
- Aim: Grow local skilled-trades capacity

IT Development Programme (ITDP)

- Length: three-year apprenticeship programme
- Lead: Bermuda Hospital Board
- Goal: Build a pipeline of Bermudian IT capability
- Focus: Technical skills plus essential workplace skills
- Fit: Structured work-based learning aligned to national needs

Key message: different programmes, same backbone — approved employer + supervisor, registered contract, structured scheme, and credible assessment.



Why “quality” matters

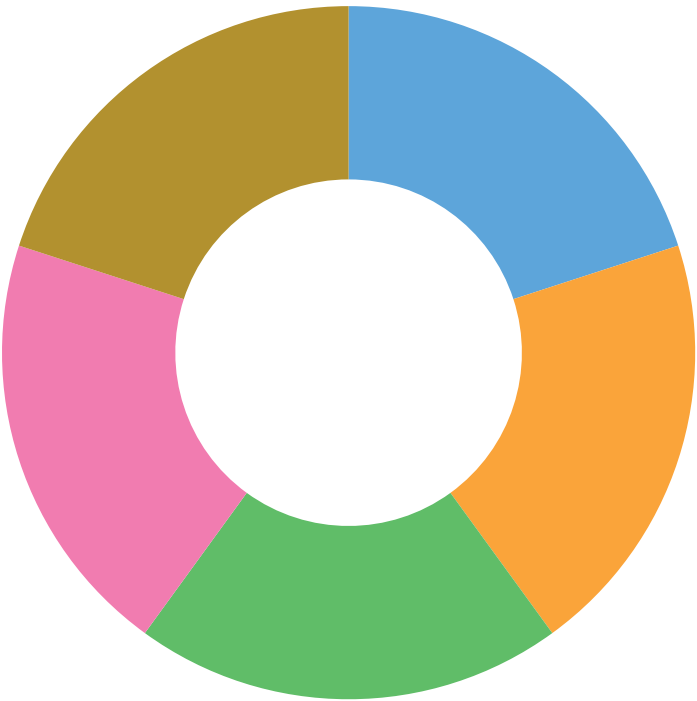
In 2024, Government and the ILO highlighted that Bermuda’s Apprenticeship Program aligns with the ILO’s Quality Apprenticeships Recommendation, 2023 (No. 208).

That matters because “quality” is what protects apprentices, keeps employers confident, and makes certification portable and trusted.

Community-level outcomes (when delivery is strong)

- Clearer school-to-work pathway (especially in trades and priority sectors)
- Higher local competence and fewer skills bottlenecks
- Better retention and mobility through recognised certification
- Stronger employer pipelines and more consistent industry standards
- More inclusive access when selection and support are transparent

The “quality” mix (conceptual)



■ Structured training ■ Assessment ■ Certification ■ Fair conditions ■ Inclusion + dialogue

Note: chart is illustrative (not a measured breakdown).



If you are an employer

- Choose occupations where you can offer real, progressive training tasks
- Apply to the Board for permission to employ and approval of a supervisor
- Use the prescribed contract and lodge it for registration early
- Plan supervision capacity (good apprenticeships are not “set and forget”)
- Treat certification as the finish line: build the pathway into your workforce plan

If you want to be an apprentice

- Choose an occupation where you want a long-term career (not just a job)
- Expect a formal contract, probation period, and documented training plan
- Keep your records clean: logbooks, attendance, assessment evidence
- Ask about the scheme and the supervisor before you commit
- Use DWD services to strengthen readiness: CV, interviews, career guidance

Community Support

- Promote apprenticeships as a respected route, not a “second choice”
- Encourage transparent recruitment and fair access to placements
- Support partnerships across schools, industry, unions, and government
- Track outcomes that matter: completion, certification, sustained employment
- Advocate for quality: supervision, safety, and credible assessment

Resources: dwd.bm (Apprenticeship Programmes) | gov.bm (Workforce Development) | bermudalaws.bm (NCAB Act & Regulations)



- **Quarterly Job Briefs (Office of Statistics):** flags shifting demand by industry and occupation
- **Work Permit Data (Department of Immigration):** highlights recurring skills gaps and hard-to-fill roles
- **Workforce Development Advisory Board (Private Sector):** validates what employers are actually struggling to hire for
- **Why these matter:** they help DWD avoid “training for training’s sake” and focus on real market demand
- **Output:** priority occupation list for programme planning, updates, and employer engagement



- **Step 1: Identify demand signals**
(job briefs show trends, work permits show shortages, employers confirm real-world needs)
- **Step 2: Translate demand into skills**
define what competencies and behaviours the apprentice must demonstrate on the job
- **Step 3: Build or adjust programme design**
update curriculum, add missing skills, adjust duration, strengthen employer training plans
- **Step 4: Measure outcomes**
completion, certification where relevant, placement into work, promotion, retention

Success story snapshot (template you can reuse):

Programme created/updated because: (job demand signal + employer confirmation)

Skills added or strengthened: (technical + workplace readiness)

Outcome: trainees/apprentices transitioned into employment, upgraded roles, or continued training pathways