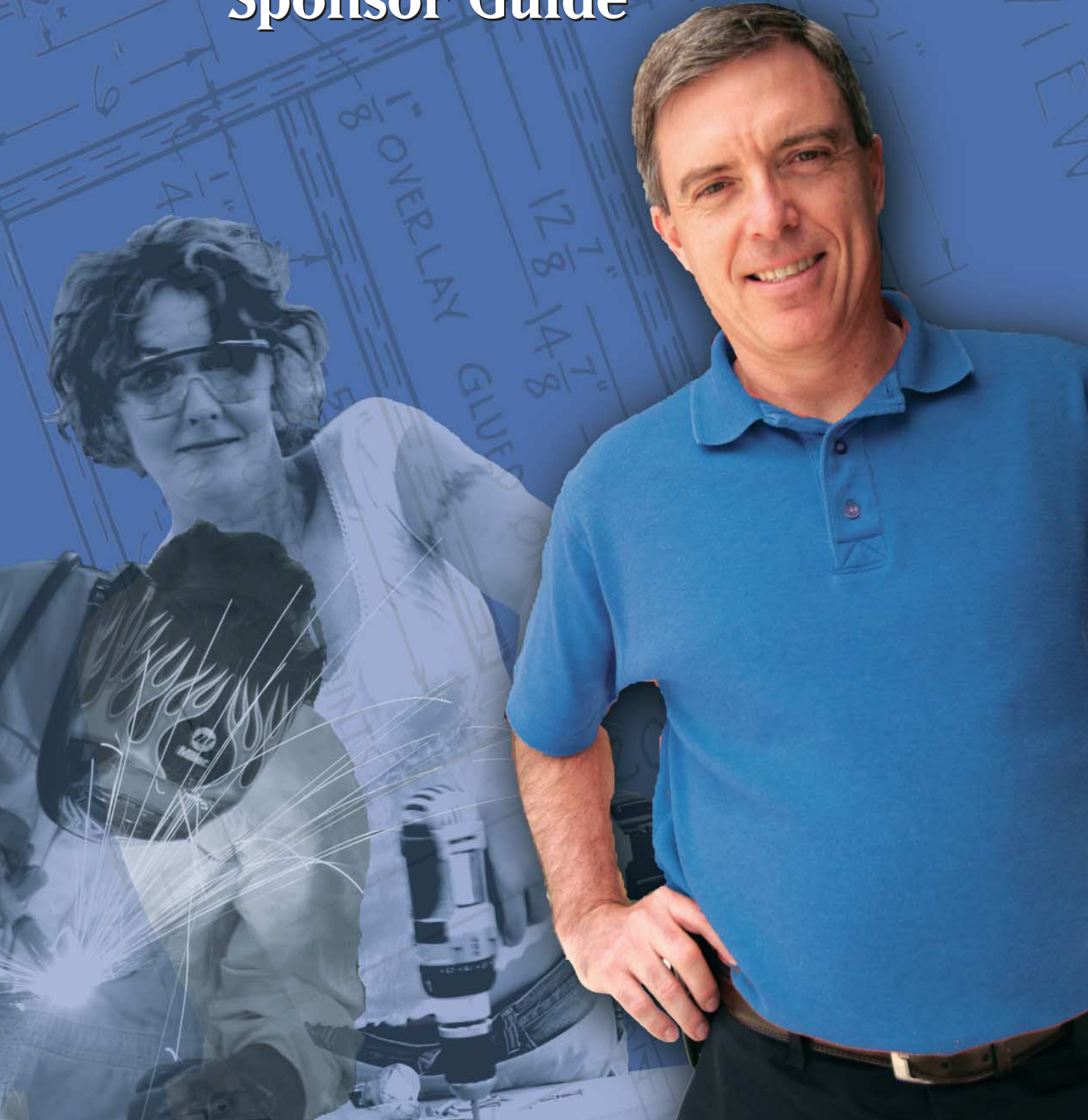




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INDUSTRY TRAINING IN BRITISH COLUMBIA

# Sponsor Guide





ita

industry training authority

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## S P O N S O R   G U I D E

### PURPOSE OF THIS GUIDE

The Sponsor Guide provides information on how the industry training system works in British Columbia. It defines the scope of the industry training system, outlines the functions and responsibilities of key participants in the system and provides information to help sponsors train apprentices.

The guide is published by the Industry Training Authority (ITA), the provincial government agency that governs and manages BC's industry training system.

The ITA is working to create a more flexible, relevant industry training system that provides a timely supply of skilled labour for employers and career development opportunities for British Columbians.

This guide and the ITA forms referred to in it are available on the ITA website at [www.itabc.ca](http://www.itabc.ca). ***The Sponsor Guide will be updated on an annual basis.*** The ITA will send sponsors the relevant updated sections with instructions for placement in the binder.

***ITA forms, policies and procedures are updated on a regular basis.*** In the event of a discrepancy between an ITA policy and information in this guide, the ITA policy will take precedence. Please consult the ITA website for the most current information regarding industry training in BC.



## CONTACT INFORMATION

### Industry Training Authority (ITA)

### Can Assist With

### Contact Information

#### Customer Service

- general information
- registration
- records and transcripts for trainees and apprentices
- assessments for prior work experience and training credit
- applications for challenging an exam
- scheduling exams
- certification

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#### Website

- industry training program profiles
- forms
- authorized training providers
- general information

**www.itabc.ca**

#### Head Office

- policy-related matters
- service-quality issues
- new training needs and program development

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# An Introduction to BC's Industry Training System





# A

## AN INTRODUCTION TO BC'S INDUSTRY TRAINING SYSTEM

Industry training is a type of post-secondary education. It gives people interested in pursuing a career in the trades an opportunity to earn while they learn and to acquire a provincially or nationally recognized trade certificate.

In BC, the ITA provides training programs for approximately 145 occupations.

### A.1 MANAGING THE TRAINING SYSTEM

The ITA has primary responsibility for managing BC's industry training system. The agency works in partnership with industry to develop and maintain programs that give people the skills and experience needed to become certified tradespersons.

The ITA's key responsibilities include:

- providing customer service to those accessing the industry training system
- maintaining standards for each industry training program
- funding the delivery of industry training programs
- improving the relevance and flexibility of industry training in BC
- maintaining the quality, accessibility and affordability of the training system
- working with industry to develop new training programs
- increasing training completion rates
- increasing participation of apprentices and employers in the training system
- maintaining trainee and apprentice records
- overseeing exams and issuing credentials
- promoting trades careers



### Industry Training Organizations

Industry Training Organizations (ITOs) help the ITA manage the industry training system. ITOs are non-profit organizations established by industry and co-funded by industry and the ITA to manage the training needs for particular industry sectors.

The key responsibilities of ITOs include:

- providing the ITA with forecasts of the type, location and timing of training required
- updating existing program standards and develop new training programs
- providing program information to employers, apprentices, trainees and other stakeholders
- promoting relevant training programs

An important part of the ITA's mandate is to work with industry through ITOs and other industry organizations to develop and formalize new training programs and credentials that respond to industry's needs for skilled workers.

Proposals for new industry training programs must be brought forward by industry. Guidelines are available for industry groups with an interest in submitting a proposal for a new program or for modifications to an existing program and may be downloaded from the ITA website at [www.itabc.ca](http://www.itabc.ca) or requested from ITA Customer Service.

Further information on proposals that are currently under review by the ITA — or where reviews have recently been completed — is available on the ITA website.



## A.2 COST SHARING

The cost of the industry training system is shared by the following stakeholders:

- **BC Government** – provides annual funding to the ITA to manage the industry training system in BC
- **ITA** – purchases training services from public and private training providers that deliver the in-school, technical training component of industry training programs, invests in the development and maintenance of industry training program standards and provides services to customers and other stakeholders
- **Industry** – invests in the development, maintenance and promotion of industry training programs
- **Employers** – invest in industry training programs by paying apprentices to learn on the job
- **Apprentices and Trainees** – generally pay for costs associated with technical training, such as tuition, books, tools and incidental expenses.  

In some cases, employers may cover all or some of these costs. Some trainees and apprentices qualify for Employment Insurance benefits while taking technical training that requires them to be off the job.
- **Government of Canada** – provides Employment Insurance benefits for eligible trainees and apprentices; invests in the development and maintenance of inter-provincial (Red Seal) standards for industry training programs





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# Industry Training Programs

B. Industry Training Programs





# B

## INDUSTRY TRAINING PROGRAMS

BC's industry training system comprises two types of industry training programs: apprenticeship industry training programs and foundation industry training programs. An overview of apprenticeship programs is provided in section B.1 – Apprenticeship Industry Training Programs below; an overview of foundation programs is provided in section B.2 – Foundation Industry Training Programs.

Both apprenticeship and foundation programs follow a prescribed curriculum with education and certification standards set by industry.

### B.1 APPRENTICESHIP INDUSTRY TRAINING PROGRAMS

Apprenticeship programs provide the knowledge and skills required of a certified tradesperson. These programs involve a combination of work-based training and technical training leading to a provincial and/or national industry training credential. Apprenticeship programs vary in length though most take about 4 years to complete.

#### B.1.1 Apprenticeship Program Profiles

The BC industry training system includes approximately 100 provincially recognized apprenticeship programs and 45 nationally recognized inter-provincial (IP) Red Seal programs. Program profiles set out the requirements for each program and include:

- type of credential issued
- description of the occupation or trade
- duration, structure and completion requirements
- pre-requisites and challenge requirements
- assessment methods
- program providers
- technical training content outline
- IP examination competencies

Complete program profiles are available at [www.itabc.ca](http://www.itabc.ca). Program profiles are updated frequently. Sponsors are encouraged to consult the relevant program profile frequently to ensure that they are familiar with program requirements.

	Trade Specific Resources in this guide:
●	Apprenticeship Industry Training Program Profile for the program in which your apprentice is registered
●	List of all ITA Apprenticeship Industry Training Programs
	This same information is also available on the ITA website at <a href="http://www.itabc.ca">www.itabc.ca</a> .



### B.1.2 Registration

A person taking an apprenticeship program is referred to as an apprentice. Apprentices must have a sponsor and both parties must be registered with the ITA.

Registration for an apprentice and their sponsor is generally done at the same time. Registration forms may be downloaded from the ITA website at [www.itabc.ca](http://www.itabc.ca) or requested from ITA Customer Service.

Once registered, the apprentice and his/her sponsor are jointly responsible for managing progress towards completion of the industry training program. A separate Apprentice and Trainee Guide is sent to each registered apprentice that provides detailed information on apprentice responsibilities for monitoring training. For reference purposes, an apprentice's key responsibilities include

- finding a sponsor who is willing, able and eligible to fulfill the sponsorship responsibilities
- ensuring that they and their sponsor are registered with the ITA
- notifying the ITA of any change to their sponsorship status or contact information
- understanding and ensuring that they complete all the requirements of their industry training program necessary for certification
- ensuring that their sponsor tracks and reports work-based training hours
- reviewing documentation sent by the ITA regarding training progress with their sponsor and reporting any discrepancies to the ITA in a timely manner
- scheduling technical training with a training provider and arranging required time off work with their sponsor
- applying for EI benefits if applicable.

**Note:** Apprentices must self-register for technical training; classes fill up quickly and apprentices are encouraged to register well in advance.

### B.1.3 Sponsorship

Approximately 80 per cent of an apprenticeship program is completed on the job while working for one or more employers. An apprentice must, therefore, be sponsored by an employer. Sponsorship helps to ensure that the

- highest quality of training is provided
- full scope of training for a trade is covered
- apprentice achieves an industry training credential at the completion of their program.

In most cases, a sponsor is an employer, such as a certified tradesperson or company. However, a sponsor may also be a joint union-management training board, industry association, training institution or other entity.

Detailed information regarding sponsorship is discussed in section C – Sponsoring An Apprentice.

Registering for an Apprenticeship Program	
<b>1</b>	Download the registration form at <a href="http://www.itabc.ca">www.itabc.ca</a> or request it from ITA Customer Service
<b>2</b>	Complete the registration form
<b>3</b>	Send the completed registration form to ITA Customer Service  The ITA will send confirmation of registration to both the Apprentice and the Sponsor. Registrations are generally processed within 15 days.



### **B.1.4 Work-Based Training in an Apprenticeship Program**

Each apprenticeship program has a set number of work-based or on-the-job training hours that must be completed by an apprentice before certification. Consult the relevant ITA apprenticeship program profile to determine the number of work-based training hours required.

Work-based training comprises the majority of an industry training program – 80-85 per cent – and takes place on the job at an sponsor's place of business.

An apprentice can start earning work-based training hour credits as soon as they begin working for their sponsor or at a time specified by the sponsor, e.g., after a probationary period. One hour of worked-based training is awarded for each hour worked on the job. For this reason, the time it takes to accumulate work-based training hours varies depending on the type of employment offered by the sponsor. For example, apprentices employed in the construction industry often work large amounts of overtime and therefore accumulate hours faster than apprentices who do not work overtime.

Work-based training must be completed under the direction or supervision of a certified tradesperson or equivalent.<sup>1</sup> This individual can be either the sponsor or the person who supervises or directs the apprentice.

With the concurrence of their sponsor, apprentices are able to apply for credit for previous work experience obtained while working for employers other than their sponsor. For information on how apprentices can be credited with prior work experience, see section C.4.3 – Supporting An Apprentice's Application For Crediting of Previous Work Experience.

### **B.1.5 Technical Training in an Apprenticeship Program**

Most apprenticeship programs include one or more levels of technical or in-school training. Consult the relevant ITA apprenticeship program profile to determine the specific technical training requirements for a program.

Technical training accounts for 15-20 per cent of an industry training program and is normally done in a classroom or shop setting.

Technical training consists of both theoretical and practical assessments. Apprentices must obtain a minimum score of 70 per cent overall to be granted credit for a level of technical training.

#### **B.1.5.1 Technical Training Providers**

A variety of training providers offer technical training courses. Prior to registering for a course, apprentices need to ensure that the training provider is authorized by the ITA to deliver the relevant type and level of technical training.

For a list of authorized training providers and course offerings at the time of writing, see section E – Technical Training Resources. For the most current information, consult the ITA website at [www.itabc.ca](http://www.itabc.ca).

#### **B.1.5.2 Taking Technical Training Outside BC**

Apprentices may take technical training elsewhere in Canada, e.g., for convenience or where no authorized technical training provider exists in BC. Apprentices seeking such training must first notify the ITA to make arrangements for registration and to ensure that the training results are credited to the apprentice's record at the ITA.

<sup>1</sup> An equivalent to a certified tradesperson is defined as an individual with equivalent trade experience of no less than 1.5 times the work-based training hours required for a certified tradesperson. Individuals must apply to the ITA and be assessed for equivalency status. See Section C.3.1 – Registering as an Equivalent to a Certified Tradesperson for more information.



### B.1.5.3 Challenging for Technical Training Credit

Instead of taking a technical training course, an apprentice may choose to challenge for credit for a technical training level in programs where appropriate ITA exams exist.

**Note:** ITA challenge exams do not exist for all levels in all programs.

Apprentices seeking to challenge for a technical training level credit may do so by submitting a level examination application to ITA Customer Service. There is no fee for challenging a technical level exam, however, a fee may apply to re-write an exam (see below).

Credit for completion of a technical level will be awarded where a mark of 70 per cent or higher is attained on a challenge level exam and recorded on the apprentice's record.

Re-writing a challenge level exam is permitted under the following conditions:

- Individuals must wait 30 days from the previous writing.
- Individuals who write a challenge level exam for the first time and fail with a mark of less than 60 per cent must attend technical training or demonstrate equivalent upgrading.
- Individuals who write a challenge level exam for a second or subsequent time and fail must attend technical training or demonstrate equivalent upgrading regardless of the mark received.
- Payment of the appropriate fee – there is no fee for the first re-write of a challenge level exam; second and subsequent re-writes are subject to a \$50 fee.

Applications to challenge level exams can be downloaded from the ITA website at [www.itabc.ca](http://www.itabc.ca) or requested from ITA Customer Service.

<b>Generally, the process for certification is as follows:</b>	
<b>1</b>	Apprentice successfully completes all work-based and technical training and other program requirements
<b>2</b>	ITA sends the sponsor a request to recommend the apprentice for certification
<b>3</b>	Sponsor signs the recommendation for certification and returns it to the ITA
<b>4</b>	ITA processes the recommendation for certification and sends a non-expiring certificate to the sponsor for signature and presentation to the apprentice
<b>5</b>	ITA maintains a permanent file of the apprentice's record of certification



## B.1.6 Certification

Apprentices who successfully complete an apprenticeship program are awarded an ITA credential. Where the apprenticeship program leads to a national credential, an inter-provincial (IP) Red Seal Endorsement is affixed to the ITA credential. For provincially recognized programs (BC programs), the ITA awards a Certificate of Qualification and/or a Certificate of Apprenticeship credential.

Certification exams are generally the exam associated with the final level of technical training and are written during the course of scheduled technical training.

In the case of a program leading to a national credential, the apprentice will write an inter-provincial (IP) Red Seal certification examination. The IP examination is cumulative, which means that it tests knowledge from all technical training levels.

In the case of a BC program, the apprentice writes either a certificate of qualification examination, a completion examination or a final level examination. Certificate of qualification and completion examinations are cumulative examinations, however, the final level examination is not cumulative. There are a small number of BC programs that do not require a final examination.

**Note:** Prior to writing an IP or BC program examination, an apprentice must

- be in the final level of technical training
- have earned credit for all previous technical training levels
- generally have completed 75 per cent of work-based training hours.

### B.1.6.1 Challenging for Certification

An individual may challenge for an ITA trade credential instead of taking an apprenticeship program if they have the required knowledge and experience.

Re-writing of a certification challenge exam is permitted under the following conditions:

- Individuals must wait 30 days from the previous writing.
- Individual who write a certification challenge exam for the first time and fail with a mark of less than 60 per cent must attend technical training or demonstrate equivalent upgrading.
- Individuals who write a certification challenge exam a second or subsequent time and fail must attend technical training or demonstrate equivalent upgrading regardless of the mark received.
- Payment of the appropriate fee – there is no fee for the first re-write of a certification challenge exam; second and subsequent re-writes are subject to a \$100 fee.

#### To challenge for certification an individual must:

1

Be assessed by the ITA to determine if they are eligible to challenge for certification. Certification challenge applications can be downloaded from the ITA website at [www.itabc.ca](http://www.itabc.ca) or requested from ITA Customer Service. Assessments generally take 60 days from receipt of a complete application and are subject to a \$120 fee.

The assessment process requires the applicant to submit documentation to the ITA, signed by previous employers, that demonstrates the individual has accumulated 1.5 times the work-based training hours required by the industry training program for that trade. Generally, accumulated hours are expected to cover the scope of the trade.

2

Write the certification challenge examination and achieve a minimum score of 70 per cent



### B.1.7 Preparing for Examinations

Technical training is intended to prepare apprentices to write appropriate level and/or certification exams. Program-specific exam preparation materials can be purchased from training provider book stores or Government Publications Services. Visit [www.publications.gov.bc.ca](http://www.publications.gov.bc.ca) or call 1-800-663-6105.

Apprentices and challengers preparing to write Interprovincial (IP) Red Seal exams should familiarize themselves with the National Occupational Analysis (NOA) for their trade program. NOAs are available at [www.red-seal.ca](http://www.red-seal.ca). Additionally, the ITA offers a guide, *Final Exams: Preparing for Success*, to assist individuals who are preparing to write IP exams. The guide includes suggestions for writing multiple-choice exams, organizing study time, dealing with test anxiety and other exam preparation strategies. It is available on the ITA website at [www.itabc.ca](http://www.itabc.ca).

### B.1.8 Modified Administration of Exams for Candidates with Special Needs

The ITA is committed to providing fair and accessible examinations, including reasonable accommodations to individuals with special needs. The ITA considers requests for modified administration of examinations in collaboration with relevant industry and safety organizations. Contact ITA Customer Service for information on applying for this service.

**Note:** In no case shall accommodations lower or remove established examination standards or content.

#### Service Fee Schedule

The ITA administers fees for certain services. Fees must be paid in full prior to provision of the service.

Service	Fee
1. All assessments, except assessments of equivalency status or an apprentice's prior work experience	\$120
2. Second and each subsequent re-write of ITA challenge Certificate of Qualification or IP exam	\$100
3. Second and each subsequent re-write of ITA challenge level exam	\$50
4. Exam Re-schedule:	
	First re-schedule No Fee
	Second and subsequent re-schedules \$50
	No Show* \$50
* Five working days' notice of non-attendance is required to avoid a no-show fee	
5. Certificate Exchange (IPSE), Replacement Certificate, Walletcard or Welder's Log Book	\$35
6. Direct mail of official, sealed transcript	\$35



## B.2 FOUNDATION INDUSTRY TRAINING PROGRAMS

Foundation programs are a new category of ITA credentialed programs, introduced in April 2006. These programs provide the knowledge and essential skills needed for entry into a particular industry occupation and may precede entry into an apprenticeship program. Foundation programs involve minimal employment based training and vary in length.

Foundation programs may provide credit towards an apprenticeship industry training program. For example, Entry Level Trades Training (ELTT) programs are a type of foundation program and provide a minimum credit of Level 1 technical training towards an apprenticeship industry training program.

Foundation programs are delivered by a many training providers authorized by the ITA. More information on foundation programs will be available on the ITA website at [www.itabc.ca](http://www.itabc.ca) as policies and procedures are developed.

### Registration

A person taking a foundation program is referred to as a trainee. Trainees must registered with the ITA, but do not require sponsors.

Registration procedures for foundation programs are currently being developed and will be published once completed.

Trainees are responsible for managing their own progress in an industry training program. A separate Apprentice and Trainee Guide is available from the ITA which provides detailed information for trainees regarding how to manage their industry training program.

### Certification

Trainees who successfully complete a foundation program are awarded an ITA Certificate of Completion.

The process for certification is as follows:	
●	Trainee completes an ITA foundation program
●	Training provider sends the trainee's results to the ITA
●	ITA processes the results and sends a Certificate of Completion to the trainee
●	ITA maintains a permanent record of the trainee's certification





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## B.3 OPPORTUNITIES FOR YOUTH IN INDUSTRY TRAINING PROGRAMS

The ITA offers several programs designed to improve awareness of trades careers among youth and to provide young people with opportunities to begin an industry training program while they are still in secondary school.

- **ACE IT (Accelerated Credit Enrolment in Industry Training)**

ACE IT enables a secondary school student to take a foundation program and/or begin the technical training portion of an apprenticeship program while still in school. Students may earn credit towards an apprenticeship program if on-the-job training is included as part of their ACE IT program. In addition, students may obtain secondary school graduation credit(s) and/or post-secondary credit(s) depending on how the ACE IT program is structured within the school district. A funding package of \$2,750 per student is available from the ITA to school boards offering ACE IT programs.

- **SSA (Secondary School Apprenticeship)**

SSA enables a secondary school student to start the work-based training portion of an apprenticeship program while still in school. Students receive credit for a minimum of 480 hours of work-based training towards an apprenticeship program and can also earn up to 16 secondary school graduation credits. SSA students may also qualify for a \$1,000 scholarship at the completion of the program.

- **YES 2 IT (Youth Exploring Skills to Industry Training)**

YES 2 IT is a program for students in grades 6-9 and their parents. Funding of up to \$5,000 per project is available from the ITA for applicants to organize and deliver an activity that provides the target group with a tactile experience in a variety of trades. Activities provide students with exposure to a variety of trades and tradespersons in their community.

More information, including application details for these programs, is available from the ITA website at [www.itabc.ca](http://www.itabc.ca) or from ITA Customer Service.

# Sponsoring an Apprentice





# C

## SPONSORING AN APPRENTICE

This section of the Sponsor Guide provides information to existing and potential sponsors regarding eligibility requirements, responsibilities, and procedures associated with sponsoring apprentices in the BC industry training system.

### C.1 SPONSOR ELIGIBILITY REQUIREMENTS

In most cases, sponsors are employers, i.e., individual certified tradespersons or companies. However sponsors may also be other entities such as joint union-management training boards, industry associations, training institutions, etc.

	<b>There are three basic eligibility requirements for sponsors of apprentices:</b>
●	A sponsor must be a legal entity (e.g., a company or organization) or an individual who is a certified tradesperson or equivalent <sup>2</sup>
●	A sponsor must be registered, or become registered, with the ITA
●	A sponsor must be willing to assume the responsibilities listed in section C.2 – Sponsor Responsibilities

<sup>2</sup> See footnote on page 9 for the definition of an equivalent to a certified tradesperson.



## C.2 SPONSOR RESPONSIBILITIES

Sponsorship is an important element of the industry training system. It helps ensure that the highest quality of training is provided, the full scope of training for a trade is covered and the apprentice receives an industry training credential at the completion of their program. The specific responsibilities of sponsors are to

●	Register themselves and their apprentice(s) with the ITA
●	Notify the ITA of any changes to their (the sponsor's) contact information
●	Ensure that the apprentice has a safe place to work and proper equipment
●	Ensure that work-based training done by the apprentice is completed under the direction or supervision of a certified tradesperson or equivalent
●	Ensure that the apprentice receives work-based training that incorporates the full scope of the apprenticeship program; training can take place at multiple work sites if required
●	Track and report the apprentice's work-based training hours to the ITA
●	Release the apprentice as necessary to attend technical training
●	Review documentation sent by the ITA regarding training progress with the apprentice and report any discrepancies to the ITA in a timely manner
●	Recommend the apprentice for certification when all required work-based training, technical training and any other program requirements have been completed; refer to section C.4.4 – Enabling Apprentices to take Technical Training for detailed information regarding the recommendation for certification process

The ITA gives sponsors the flexibility to determine how best to manage an apprentice in an apprenticeship industry training program. There are currently no ITA requirements related to the

●	Size of the workplace
●	Number of certified tradespersons on staff
●	Nature of the working relationship between the sponsor and apprentice, such as contract, full- or part-time employment
●	Wages
●	Number of apprentices that can be sponsored
●	Duration of sponsorship for a particular apprentice

Sponsors are not required to sponsor an apprentice for the entire duration of the apprentice's industry training program. For example, the availability of work, the sponsor's ability to provide training covering the scope of the trade or an apprentice's decision to change jobs may result in an apprentice having one or more sponsors during the time it takes for them to complete an apprenticeship program and obtain an ITA credential.



## C.3 SPONSOR REGISTRATION

Sponsors of apprentices must be registered with the ITA. Generally sponsors and apprentices register at the same time. To register:

- Download the registration form at [www.itabc.ca](http://www.itabc.ca) or request a registration form from ITA Customer Service
- The apprentice completes the apprentice section of the registration form
- The sponsor completes the sponsor section of the registration form indicating who will be the key contact with the ITA (Note: If you are already registered as a sponsor, record your number on this form)
- Both the apprentice and the sponsor sign the registration form
- Return the completed form to ITA Customer Service
- The ITA will process the registration and send a confirmation of registration to both the sponsor and the apprentice
- Upon registration, new sponsors will be assigned a registration number

### C.3.1 Registering as an Equivalent to a Certified Tradesperson

As noted in section C.2 – Sponsor Responsibilities, the ITA requires a certified tradesperson or equivalent to direct/supervise an apprentice's work-based training and to recommend an apprentice for certification when all program requirements have been met.

An equivalent to a certified tradesperson is defined as an individual with equivalent trade experience of no less than 1.5 times the work-based training hours required for a certified tradesperson. The equivalent trade experience is generally expected to cover the scope of the trade.

For example, a certified carpenter requires 5,000 work-based training hours. An equivalent to a certified carpenter would require at least 7,500 hours of work experience covering the scope of the carpentry trade.

To register with the ITA as an equivalent, individuals are required to complete an equivalency application and be assessed by the ITA. If approved, an equivalency registration number will be assigned.

Equivalency registration numbers are issued solely for the purposes of enabling sponsors and/or tradespersons to direct/supervise work-based training of apprentices and recommend apprentices for certification.

Tradespersons from within BC and other jurisdictions may apply for equivalency status. Individuals granted equivalency status are also eligible to challenge for certification in a trade.

Equivalency application forms are available on the ITA website at [www.itabc.ca](http://www.itabc.ca) or from ITA Customer Service. There is no fee for registering as an equivalent.



## C.4 MONITORING AN APPRENTICE'S PROGRESS

Monitoring an apprentice's progress in an industry training program is a shared responsibility between the sponsor and the apprentice.

Additionally, sponsors are responsible for tracking and reporting work-based training hours accumulated by an apprentice to the ITA.

### C.4.1 Industry Training Program Transcripts

To assist with monitoring and reporting an apprentice's progress, the ITA periodically sends a transcript of the apprentice's industry training record to both the sponsor and the apprentice. The transcript shows the results of any technical training taken by the apprentice, the results of any ITA examinations taken by the apprentice and the work-based training hours that have been reported for the apprentice.

A sample Industry Training Program Transcript is shown on the following two pages.

ITA Customer Service sends a transcript to the sponsor and apprentice each time one of the following events occurs:

- an apprentice completes a level of technical training
- an apprentice writes a technical training level exam on a challenge basis
- an apprentice or sponsor provides notification that a sponsorship has changed
- there has been no contact with the apprentice or sponsor for 14 months

Sponsors and/or apprentices may request a transcript at any time by contacting ITA Customer Service.

Sponsors are encouraged to review transcripts with their apprentice(s). Any discrepancies should be reported to ITA Customer Service as soon as possible.



## Sample Industry Training Program Transcript



### ITA OFFICIAL INDUSTRY TRAINING PROGRAM TRANSCRIPT

**Sponsor**

NAME  
COMPANY NAME  
ADDRESS  
CITY, PROVINCE POSTAL CODE

Tel:  
Fax:  
Email:  
Reg No:

**Trainee/Apprentice**

NAME  
ADDRESS  
CITY, PROVINCE POSTAL CODE

Tel:  
Fax:  
Email:

---

**INSTRUCTIONS**

1. Please review the contact information above and report any missing or incorrect information to:

**ITA Customer Service**

Tel: 778-328-8700 or tollfree 866-660-6011  
Fax: 778-328-8701  
Mail: Suite 100 - 2985 Virtual Way, Broadway Tech Centre,  
Vancouver, BC V5M 4X7

2. Custom message

3. Custom message

---

**Industry Training Program Information**

Report Date: 2006-01-27  
Trade: INDUSTRIAL INSTRUMENT MECHANIC (0062)  
Registration No: 000000  
Apprenticeship ID: 00-00000

**TECHNICAL TRAINING RESULTS**

Training Provider	Level of Training Taken	Date Training Completed	Score (%)	Achievement
n/a	n/a	n/a	n/a	n/a



### Sample Industry Training Program Transcript (cont'd)



ITA Industry Training Program Transcript  
Trainee/Apprentice  
Registration No: #####  
Apprenticeship ID: #####  
Page 2 of 2

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#### TECHNICAL TRAINING RESULTS CONT.

Training Provider	Level of Training Taken	Date Training Completed	Score (%)	Achievement
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#### ITA EXAM RESULTS

Type of Exam	Date Exam Taken	Score (%)	Achievement
n/a	n/a	n/a	n/a

#### WORK-BASED TRAINING RESULTS

Hours Required for Certification:	7800	Hours Accumulated:	7800	Hours Remaining:	0
-----------------------------------	------	--------------------	------	------------------	---

Name of Sponsor/Employer	Report Period Start Date	Report Period End Date	Number of hours Reported
Credit For Prior Experience			500
Credit For Prior Experience			300
Credit For Prior Experience			-420
Credit For Prior Experience			-300
Credit For Prior Experience			-500
COMPANY NAME	1998-01-01	1998-12-31	1200
COMPANY NAME	2001-07-01	2001-12-31	900
COMPANY NAME	2002-01-01	2002-12-31	1600
COMPANY NAME	2003-01-01	2003-01-10	100
COMPANY NAME	2004-01-01	2004-01-31	140
COMPANY NAME	2004-02-01	2004-02-28	142
COMPANY NAME	2004-03-01	2004-06-30	800

**Total Work-based Training Hours Reported To-Date: 7830**

END OF REPORT





## **C.4.2 Reporting Work-Based Training Hours to the ITA**

Sponsors are required to track and report work-based training hours accumulated by an apprentice to the ITA.

An apprentice may accumulate work-based training hours while working for their sponsor and/or by working for an employer different from their sponsor. Regardless of where the hours are worked, the sponsor is required to:

- ensure that work-based training is being done under the direction/supervision of a certified tradesperson or equivalent; and,
- report work-based training hours to the ITA for crediting to the apprentice's program.

***For sponsors with nine or less apprentices, reporting work-based training hours is prompted by the ITA and will be required approximately once per year per apprentice.*** A request to report work-based training hours is included with each transcript the ITA sends to the sponsor. A sample of this form is provided in this section.

To complete the Request to Report Work-Based Training Hours, sponsors need to fill in the end date of the reporting period and the total number of hours being reported. Instructions are included on the form.

**Note:** An authorized representative of the sponsor can sign the Request to Report Work-based Training Hours form; it is not necessary to have a certified tradesperson sign this form.

***For sponsors with 10 or more apprentices, the ITA provides two choices for reporting work-based training hours to ensure that reporting requirements are kept to a minimum.*** Sponsors can choose to:

1. Report work-based training hours upon receipt of each apprentice's transcript, as outlined above; or,
2. Report work-based training hours once annually for all apprentices, as prompted by the ITA. Instructions for how to report annually are specific to individual sponsor circumstances and determined jointly by the sponsor and the ITA.

The ITA will contact sponsors with 10 or more apprentices to determine which reporting option they prefer.

## **C.4.3 Supporting an Apprentice's Application for Crediting of Prior Work Experience**

As indicated in section B.1.4 – Work-Based Training in an Apprenticeship Program, an apprentice may apply for credit for prior work experience gained while working for an employer other than their sponsor. If awarded, these credits may make it possible to earn certification in a trade sooner.

To apply for credit for previous work experience, an apprentice must submit documentation to the ITA, signed by previous employers, demonstrating the number of hours worked and the relevance of the work to their industry training program. The apprentice's current sponsor must also sign the application to indicate that the sponsor is in agreement with the crediting of the previous work experience.

Applications for credit for previous work experience are available at [www.itabc.ca](http://www.itabc.ca) or from ITA Customer Service.



### Sample Request to Report Work-Based Training Hours



#### REQUEST TO REPORT WORK-BASED TRAINING HOURS

##### INSTRUCTIONS

Please use this form to report work-based training hours for the trainee/apprentice indicated below. Fill in the **End Date of Report Period**, indicate the **Number of Hours Reported** and **sign** where indicated.

Return by mail or fax to:

<b>ITA Customer Service</b>	Sponsor Name
Suite 100 – 2985 Virtual Way, Broadway Tech Centre,	Address
Vancouver, BC V5M 4X7	City Prov PC
<b>FAX: 778-328-8701</b>	<b>FAX:</b>

#### Report of Work-Based Training Hours For:

**Trainee/Apprentice:** NAME  
**Registration No:** 00000  
**Apprenticeship ID:** 00-00000

Name of Sponsor/Employer Reporting Work-Based Training Hours	Start Date of Report Period (YEAR-MO-DAY)	End Date of Report Period (YEAR-MO-DAY)	Number of Hours Reported
NAME COMPANY NAME Registration No: 00000	2005-11-16	_____	_____

#### Signature attesting to the statement below is required

I attest that the work-based training completed by the above named trainee/apprentice is being done under the supervision/direction of a certified tradesperson or equivalent.

\_\_\_\_\_  
Name of authorized sponsor representative - please print

\_\_\_\_\_  
Signature of authorized sponsor representative



#### **C.4.4 Enabling Apprentices to Take Technical Training**

Sponsors are required to make it possible for their apprentices to take technical training, where this is a requirement of the apprentice's industry training program. This may include releasing the apprentice from work for the duration of the technical training class. Depending on the trade, approximately 15-20 per cent of an industry training program consists of technical or classroom training away from the job.

Technical training courses are provided by a range of public and private training providers throughout the province. In order for technical training results to be recognized by the ITA, the training must be provided by a training provider authorized by the ITA to deliver the specific course and level of training.

For a listing of ITA authorized training providers and their program offerings at the time of writing, see section E – Technical Training Resources. For the most current list of ITA authorized trainers and program offerings, visit the ITA website at [www.itabc.ca](http://www.itabc.ca).

Classes for technical training fill up quickly. Sponsors should encourage their apprentices to register for technical training well in advance of when they wish to take training. Contact training providers directly for course scheduling and registration information.

#### **C.4.5 Recommending an Apprentice for Certification**

Once an apprentice completes all work-based and technical training requirements and passes the relevant certification exam, the ITA sends the sponsor a Request to Recommend for Certification form. A sample of this form is shown on the following page.

By completing this form, the sponsor is attesting that it is the judgement of a certified tradesperson or equivalent that the apprentice is now working at the skill level of a certified tradesperson.

A sponsor and/or the certified tradesperson may decide not to recommend the apprentice for certification. In this case, the sponsor must provide the reasons for not recommending the apprentice for certification and suggest a future date for the ITA to send another request to recommend certification. The sponsor is also responsible for communicating the decision not to recommend for certification to the apprentice.

The completed form must be returned to ITA Customer Service. Once a positive recommendation is received, the ITA will issue the appropriate trade certificate and send it to the sponsor for presentation to the apprentice.



### Sample Request for Recommendation for Certification



#### REQUEST FOR RECOMMENDATION FOR CERTIFICATION

##### INSTRUCTIONS

The attached Industry Training Program Transcript indicates that the trainee/ apprentice named below meets the standards for completion of their industry training program. **If certification is recommended, complete and return Sections 1 and 2 on this page. If certification is not recommended, complete and return Sections 3 and 4 on the following page.**

Return by mail or fax to:

<b>ITA Customer Service</b>	Sponsor Name
Suite 100 – 2985 Virtual Way, Broadway Tech Centre,	Address
Vancouver, BC V5M 4X7	City Prov PC
<b>FAX: 778-328-8701</b>	<b>FAX:</b>

#### SECTION 1: RECOMMENDATION FOR CERTIFICATION BY SPONSOR AND CERTIFIED TRADESPERSON OR EQUIVALENT

Trainee/Apprentice:      NAME  
 Registration No:        #####  
 Apprenticeship ID:      #####

I/We hereby confirm that the trainee/apprentice named above is working at the competency level of a certified tradesperson and recommend certification.

_____	_____
NAME	Date
COMPANY NAME	
Registration No: #####	

_____	_____	_____
Name (please print) and signature of certified tradesperson or equivalent	Certificate No.	Date

#### SECTION 2: TRAINEE/APPRENTICE ACKNOWLEDGEMENT

The decision of my sponsor has been discussed with me.

_____	_____
NAME	Date
Registration No: #####	
Apprenticeship ID: #####	



### Sample Request for Recommendation for Certification (cont'd)



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Request for Recommendation for Certification Cont.

Trainee/Apprentice: Name  
Registration No: #####  
Apprenticeship ID: #####  
Page 2 of 2

#### SECTION 3: CERTIFICATION NOT RECOMMENDED BY SPONSOR

##### RATIONALE

If you do not recommend certification for the trainee/apprentice please indicate the reason(s) below and provide a date on which the ITA should send a request for recommendation for certification again. Signature of an authorized representative of the sponsor is also required.

---

---

---

Date for ITA to re-send  
Request for Recommendation for Certification: \_\_\_\_\_

\_\_\_\_\_  
NAME  
Company Name  
Registration No: #####  
Date

#### SECTION 4: TRAINEE/APPRENTICE ACKNOWLEDGEMENT

The decision of my sponsor has been discussed with me.

\_\_\_\_\_  
NAME  
Registration No: #####  
Apprenticeship ID: #####  
Date

Return by mail or fax to:

**ITA Customer Service**  
Suite 100 – 2985 Virtual Way, Broadway Tech Centre,  
Vancouver, BC V5M 4X7  
**FAX: 778-328-8701**

Sponsor Name  
Address  
City Prov PC  
**FAX:**



## C.5 BEST PRACTICES CHECKLIST FOR SPONSORING APPRENTICES

The checklist below is provided to assist sponsors to create an environment that helps an apprentice work well while taking an industry training program.

●	Identify training objectives
●	Show the apprentice around the workplace, explain business objectives and expectations of the apprentice
●	Work with the apprentice and the supervising certified tradesperson or equivalent to develop a training plan
●	Develop a plan for monitoring the apprentice's progress against the training plan
●	Keep in touch with the apprentice and the certified tradesperson or equivalent who is supervising/directing the apprentice
●	Educate staff on the value of training and the need for apprentices on the job site
●	Demonstrate a commitment to training, such as displaying training certificates and providing recognition for employees who excel
●	Encourage supplementary training where applicable by posting information about courses or seminars and encouraging staff to upgrade training

# Trade Specific Resources





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# D

## TRADE SPECIFIC RESOURCES

### D.1 PROGRAM PROFILE

The program profile(s) for the apprentice(s) you currently sponsor is included following this page.

Program profiles are updated frequently. Consult the ITA website at [www.itabc.ca](http://www.itabc.ca) to ensure you are familiar with current program requirements.





## D.2 LIST OF INDUSTRY TRAINING PROGRAMS

The ITA categorizes apprenticeship programs under two classifications: Red Seal (Accredited) and BC (Recognized). Programs in each classification are listed on the following pages.

### D.2.1 Red Seal (Accredited) Industry Training Programs

#### Definition

Red Seal (Accredited) industry training programs lead to an ITA credential with an inter-provincial endorsement that gives tradespersons mobility to work anywhere in Canada. These programs follow national standards for content, assessment and achievement. The Red Seal trade name is listed first; where applicable, the BC trade name is shown in italics.

#### Programs

- Agricultural Equipment Technician
- Appliance Service Technician
- Automotive Painter  
(Automotive Refinishing Technician)
- Automotive Service Technician
- Baker
- Boilermaker (Construction Boilermaker)
- Bricklayer (Mason)
- Cabinet Maker (Joiner)
- Carpenter
- Concrete Finisher (Cement Mason)
- Construction Electrician (Electrician)
- Cook
- Electric Motor Systems Technician  
(Winder Electrician)
- Electronics Technician (Consumer Products)
- Floor Covering Installer
- Glazier
- Hairstylist (Cosmetologist)
- Heavy Duty Equipment Technician (Mechanic)
- Industrial Electrician
- Industrial Instrument Mechanic
- Industrial Mechanic (Millwright) (*Millwright*)
- Insulator (*Heat and Frost Insulator*)
- Ironworker Generalist (Ironworker)
- Lather (Interior Systems Mechanic)  
(*Wall and Ceiling Installer*)
- Machinist
- Metal Fabricator (Fitter)
- Mobile Crane Operator (Mobile Crane Operator – Construction Industry)
- Motor Vehicle Body Repairer (Metal & Paint)  
(*Automotive Collision Repair Technician*)
- Motorcycle Mechanic
- Oil Burner Mechanic (Residential)
- Painter and Decorator
- Partsperson (Automotive Partsperson)
- Plumber
- Power Line Technician
- Recreation Vehicle Service Technician
- Refrigeration and Air Conditioning Mechanic  
(Refrigeration Mechanic)
- Roofer
- Sheet Metal Worker
- Sprinkler System Installer
- Steamfitter / Pipefitter
- Tiler
- Tool and Die Maker
- Transport Trailer Technician  
(Commercial Trailer Mechanic)
- Truck and Transport Mechanic  
(Commercial Transport Vehicle Mechanic)
- Welder (Welder Level "A" or Welder Level "B")



## D.2.2 BC (Recognized) Industry Training Programs

### Definition

BC (Recognized) industry training programs lead to an ITA credential recognized within BC. These programs follow provincial standards for content, assessment and achievement.

### Programs

- Aggregate Plant Operator
- Aircraft Maintenance Technician
- Aircraft Structural Technician
- Arboriculturist (Urban Forestry)
- Architectural Sheet Metal Worker
- Asphalt Paving / Laydown Technician
- Asphalt Plant Operator
- Automatic Transmission Service Technician
- Automotive Glass Technician
- Automotive Machinist
- Automotive Radiator Manufacturer and Repairer
- Automotive Refinishing Prep Technician
- Automotive Upholsterer
- Automotive Wheel Alignment and Brake Service Technician
- Barber
- Boom Truck Operator Class A Trade
- Boom Truck Operator Class B Trade
- Building Envelope Technician
- Cable Splicer
- Community Antenna Television Technician
- Concrete Plant Operator
- Construction Formwork Technician
- Dairy Production Technician
- Diesel Engine Mechanic
- Diesel Fuel Injection Mechanic
- Domestic/Commercial Gasfitter
- Drywall Finisher
- Electronics Communications Technician
- Electronics Technician
- Electro-Plater
- Elevator Mechanic
- Embalmer & Funeral Director
- Excavator Operator
- Florist
- Forklift Mechanic
- Funeral Director
- Graphic Arts - Artist (Mechanical and Creative)
- Graphic Arts - Bookbinder I
- Graphic Arts - Bookbinder II
- Graphic Arts - Composer
- Graphic Arts - Electronic Pre-Press
- Graphic Arts - Electronic Pre-Press (Advanced)
- Graphic Arts - Litho Press Feeder
- Graphic Arts - Litho Press Operator (Web or Sheet Feeder)
- Graphic Arts - Litho Pressperson (Web, Sheet Fed, Rotary & Gravure)
- Graphic Arts - Platemaker
- Graphic Arts - Printer
- Graphic Arts - Stripper and Assembler
- Hardwood Floorlayer
- Hydraulic Crane Operator
- Hydraulic Service Mechanic
- Inboard/Outboard Mechanic
- Industrial Engines and Equipment Partsperson
- Industrial Warehouseperson



## D.2.2 BC (Recognized) Industry Training Programs (continued)

- Landscape Horticulturist
- Locksmith
- Log Builder
- Lumber Manufacturing Industry – Circular Sawfiler
- Lumber Manufacturing Industry – Sawfitter
- Lumber Manufacturing Industry – Benchperson
- Marine Engine Mechanic
- Marine Repair Technician
- Meatcutter
- Meter Technician
- Motion Picture & Theatre – Assistant Location Manager
- Motion Picture & Theatre – Costumer (Film)
- Motion Picture & Theatre – Entertainment Rigger
- Motion Picture & Theater – First Assistant Make-up Artist
- Motion Picture & Theatre – Grip
- Motion Picture & Theatre – Lighting Technician – Stage
- Motion Picture & Theatre – Second Assistant Camera
- Motion Picture & Theatre – Second Assistant Picture Editor
- Motion Picture & Theatre – Set Dresser
- Motion Picture & Theatre – Script Supervisor
- Motion Picture & Theatre – Third Asst. Director
- Moulder and Coremaker
- Oil and Gas Rig Technician 1
- Oil and Gas Rig Technician 2
- Oil and Gas Rig Technician 3
- Outdoor Power Equipment Technician
- Piledriver and Bridgeworker
- Planermill Maintenance Technician 1
- Planermill Maintenance Technician 2
- Plasterer
- Production Horticulturist
- Railcar Mechanic
- Reinforcing Steel Installer
- Residential Building Maintenance Worker
- Residential Construction Framing Technician
- Residential Steep Roofer
- Security Alarm Installer
- Telecontrol Technologist
- Tire Repairer
- Tower Crane Operator
- Transport Refrigeration Mechanic
- Utility Arborist
- Water Well Driller
- Welder Level 'C'

# Technical Training Resources



# E

## TECHNICAL TRAINING RESOURCES

The following list includes courses offered by authorized public and private training providers directly funded by the ITA at the time of writing. For the most current list, visit [www.itabc.ca](http://www.itabc.ca). Training providers for foundation programs will be posted as they are authorized.

### E.1 PUBLIC TRAINING PROVIDERS

#### Lower Mainland Region

Authorized Training Provider	Program
<p><b>BC Institute of Technology</b> (604) 456-8100 <a href="http://www.bcit.ca">http://www.bcit.ca</a></p>	<ul style="list-style-type: none"> <li>• Aircraft Maintenance Technician (CAT:M)</li> <li>• Aircraft Structural Technician (Apprenticeship)</li> <li>• Aircraft Structural Technician (CAT:S)</li> <li>• Automotive Service Technician</li> <li>• Automotive Service Technician (GM/Honda)</li> <li>• Carpenter</li> <li>• Commercial Transport Vehicle Mechanic</li> <li>• Construction Boilermaker</li> <li>• Domestic/Commercial Gasfitter</li> <li>• Electrician</li> <li>• Glazier</li> <li>• Heat and Frost Insulator</li> <li>• Heavy Duty Equipment Mechanic</li> <li>• Inboard/Outboard Mechanic</li> <li>• Industrial Instrument Mechanic</li> <li>• Ironworker</li> <li>• Joiner</li> <li>• Lumber Manuf. Industry – Benchperson</li> <li>• Lumber Manuf. Industry – Circular Sawfiler</li> <li>• Lumber Manuf. Industry – Sawfitter</li> <li>• Machinist</li> <li>• Metal Fabricator (Fitter)</li> <li>• Millwright</li> <li>• Motorcycle Mechanic</li> <li>• Piledriver and Bridgeworker</li> <li>• Plumber</li> <li>• Refrigeration Mechanic</li> <li>• Sheet Metal Worker</li> <li>• Steamfitter / Pipefitter</li> <li>• Telecommunications</li> <li>• Welder</li> </ul>



### Lower Mainland Region

**Authorized Training Provider**

**Program**

**Capilano College**

(604) 984-4905  
<http://www.capcollege.bc.ca>

- Motion Picture & Theatre – Assistant Location Manager
- Motion Picture & Theatre – Third Assistant Director

**Vancouver Community College**

(604) 871-7041  
<http://www.vcc.bc.ca>

- Automotive Collision Repair Technician
- Automotive Glass Technician
- Automotive Refinishing Prep. Technician
- Automotive Refinishing Technician
- Automotive Service Technician
- Baker
- Commercial Transport Vehicle Mechanic
- Cook
- Cosmetologist
- Heavy Duty Equipment Mechanic

### Fraser Valley Region

**Authorized Training Provider**

**Program**

**Kwantlen University College**

(604) 599-2000  
<http://www.kwantlen.bc.ca>

- Automotive Partsperson
- Automotive Service Technician
- Carpenter
- Floor Covering Installer
- Horticulturist (Common Year 1)
- Horticulturist (Common Year 2)
- Industrial Engines & Equipment Partsperson
- Landscape Horticulturist
- Mason
- Millwright
- Outdoor Power Equipment Technician
- Production Horticulturist
- Wall and Ceiling Installer
- Welder

**University College of the Fraser Valley**

(604) 854-4548  
<http://www.ucfv.bc.ca>

- Aircraft Structural Technician (CAT:S)
- Automotive Service Technician
- Carpenter
- Electrician
- Welder / Metal Fabricator (Fitter)
- Welder



## Interior Region

### Authorized Training Provider

### Program

#### College of the Rockies

(250) 489-8239  
or toll free 1-877-489-2687  
<http://www.cotr.bc.ca>

- Automotive Collision Repair Technician
- Automotive Collision Repair Technician/Paint and Prep
- Automotive Service Technician
- Baker
- Carpenter
- Cook
- Electrician (includes Mining AP)
- Electrician
- Heavy Duty Equipment Mechanic (includes Mining AP)
- Heavy Duty Equipment Mechanic
- Millwright
- Planermill Bridging for Millwright
- Planermill Maintenance Technician 1
- Planermill Maintenance Technician 2
- Residential Construction Framing Technician
- Welder

#### Okanagan College

1-800-621-3038  
<http://www.okanagan.bc.ca>

- Aircraft Maintenance Technician (CAT:M) (NLC Partnership)
- Automotive Collision Repair Technician
- Automotive Refinishing Technician
- Automotive Refinishing Prep. Technician
- Automotive Service Technician
- Carpenter
- Cook
- Electrician
- Heavy Duty Equipment Mechanic
- Joiner
- Plumber
- Recreation Vehicle Service Technician
- Residential Construction Framing Technician
- Sheet Metal Worker
- Welder

## Interior Region

### Authorized Training Provider

### Program

#### Selkirk College

(250) 352-6601, local 204  
<http://www.selkirk.bc.ca>

- Automotive Service Technician
- Carpenter
- Cosmetologist
- Electrician
- Heavy Duty Equipment Mechanic
- Joiner
- Millwright
- Welder
- Welder / Metal Fabricator (Fitter)



### Interior Region

**Authorized Training Provider**

**Program**

**Thompson Rivers University**  
(250) 371-5659  
<http://tru.ca/index.html>

- Carpenter
- Commercial Transport Vehicle Mechanic
- Cook
- Electrician
- Heavy Duty Equipment Mechanic
- Meatcutter
- Millwright
- Plumber
- Residential Construction Framing Technician
- Welder
- Welder / Metal Fabricator (Fitter)

### North Region

**Authorized Training Provider**

**Program**

**College of New Caledonia**  
(250) 561-5804  
or  
1-800-371-8111, local 804  
or  
1-866-370-2111  
<http://www.cnc.bc.ca/homepages>

- Automotive Service Technician
- Carpenter
- Commercial Transport Vehicle Mechanic
- Electrician
- Heavy Duty Equipment Mechanic
- Machinist
- Millwright
- Planermill Maintenance Technician 1
- Residential Construction Framing Technician
- Welder
- Welder / Metal Fabricator (Fitter)

**Northern Lights College**  
1-866-463-6652 local 7501  
or  
(250) 784-7501 local 7501  
<http://www.nlc.bc.ca/index.php>

- Aircraft Maintenance Technician (CAT:M)
- Aircraft Maintenance Technician (CAT:M) (Okanagan Partnership)
- Automotive Service Technician
- Carpenter
- Commercial Transport Vehicle Mechanic
- Electrician
- Heavy Duty Equipment Mechanic
- Industrial Instrument Mechanic
- Oil & Gas Rig Technician
- Welder

**Northwest Community College**  
(250) 635-6511 Local 5202 or  
1-877-277-2288 & Ask for Advisor  
for your program  
<http://www.nwcc.bc.ca>

- Carpenter
- Electrician
- Millwright
- Residential Building Maintenance Worker
- Welder
- Welder / Metal Fabricator (Fitter)





### Vancouver Island Region

**Authorized Training Provider**

**Program**

**Camosun College**

(250) 370-3822  
<http://www.camosun.bc.ca>

- Automotive Service Technician
- Carpenter
- Cook
- Electrician
- Plumber
- Residential Construction Framing Technician
- Sheet Metal Worker
- Steamfitter / Pipefitter
- Welder
- Welder / Metal Fabricator (Fitter)

**Malaspina University College**

(250) 740-6255  
<http://www.mala.ca>

- Automotive Service Technician
- Baker
- Barber
- Barber (Online Continuous Intake)
- Carpenter
- Cook
- Cosmetologist
- Heavy Duty Equipment Mechanic
- Residential Construction Framing Technician
- Welder
- Welder / Metal Fabricator (Fitter)

**North Island College**

(250) 923-9700  
or  
(250)923-9710  
<http://www.nic.bc.ca>

- Aircraft Structural Technician (CAT:S)
- Electrician
- Heavy Duty Equipment Mechanic
- Millwright
- Plumber
- Welder
- Welder/Metal Fabricator (Fitter)



## E.2 PRIVATE TRAINING PROVIDERS

Authorized Training Provider	Program	Location
<b>British Columbia Funeral Service Association</b> 1-800-665-3899 <a href="http://www.bcfunerals.com">http://www.bcfunerals.com</a>	Embalmer & Funeral Director	Victoria
<b>BC Floor Covering Joint Conference Society</b> (604) 524-6006	Floor Covering Installer	Delta
<b>D.C. 38 Joint Trade Society</b> (604) 580-3112 <a href="http://www.dc38.ca">http://www.dc38.ca</a>	Painter	Surrey
<b>E.I.T.I. – Electrical Industry Training Institute</b> (604) 590-8708 <a href="http://www.eiti.bc.ca">http://www.eiti.bc.ca</a>	Power Line Technician Utility Arborist	Surrey
<b>Graphic Arts Training Institute of BC</b> (604) 879-4423 <a href="http://www.gatiofbc.org">http://www.gatiofbc.org</a>	Various Graphic Arts Trades	Vancouver
<b>Joint Apprentice Refrigeration Training School (JARTS)</b> (604) 882-8212 <a href="http://www.jarts.bc.ca">http://www.jarts.bc.ca</a>	Refrigeration	Surrey
<b>O.E. Training Limited</b> (604) 299-7764 <a href="http://www.iuoe115.org">http://www.iuoe115.org</a>	Mobile Crane Operator – construction industry	Burnaby
<b>Pacific Vocational College</b> (604) 421-5255 <a href="http://www.pacificvocationalcollege.ca">http://www.pacificvocationalcollege.ca</a>	Plumber; Sprinkler Fitter; Domestic/Commercial Gasfitter	Burnaby
<b>Quadrant Marine Institute Inc.</b> (250) 656-2824 <a href="http://www.quadrantmarine.com">http://www.quadrantmarine.com</a>	Marine Repair Technician	Sidney
<b>RCABC Educational Foundation</b> (604) 882-9734 <a href="http://www.rcabc.org">http://www.rcabc.org</a>	Roofer	Langley
<b>Secwepemc Cultural Education Society</b> (250) 828-9842 <a href="http://www.secwepemc.org">http://www.secwepemc.org</a>	Residential Building Maintenance Worker	Kamloops
<b>Sheet Metal Workers Training Centre Society</b> (604) 291-0656 <a href="http://www.smwtc.ca">http://www.smwtc.ca</a>	Sheet Metal Worker	Burnaby
<b>Trowel Trades Training Association</b> (604) 298-2021 <a href="http://www.angelfire.com/bc3/ttta/">http://www.angelfire.com/bc3/ttta/</a>	Tilesetter Cement Mason	Burnaby/Sidney
<b>Salvation Army Cascade Community Church</b> (604) 556-7000 <a href="http://www.cascadechurch.ca">http://www.cascadechurch.ca</a>	Cook	Abbotsford
<b>YuleScapes Broadband Institute</b> (604) 889-9115	Community Antenna TV Technician	New Westminster

# Glossary of Terms





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## GLOSSARY OF TERMS

**Accredited Training Programs** are those programs that have been designated through regulation by the Minister Responsible under the provisions of the Industry Training Authority Act and lead to a *Certificate of Qualification* with an Inter-Provincial *Red Seal* endorsement.

**ACE IT (Accelerated Credit Enrolment in Industry Training)** is a program for BC secondary students resulting in level 1 (or higher) technical training credit towards an ITA apprenticeship industry training program. Students may also achieve work-based training hour credits towards an apprenticeship industry training program if they complete work-based training as part of their ACE IT program. The program may result in secondary school graduation credit(s) and/or post-secondary credit(s) depending on how the program is structured in the school district. *ACE IT* can be combined with *Secondary School Apprenticeship (SSA)*.

**Apprentice** is the term used to describe individuals registered in an ITA apprenticeship industry training program.

**Apprenticeship Training** is one type of *Industry Training* that combines work-based training and experience with components of in-school training leading to provincial and/or national (e.g. Red Seal) industry training credentials for trades-related occupations.

**Certificate of Completion** is the credential awarded by ITA to trainees who have successfully completed the requirements of a *Foundation Industry Training Program*.

**Certificate of Qualification** is the credential awarded by ITA to apprentices who have successfully completed the requirements of an *Accredited Industry Training Program* or a *Recognized Industry Training Program*, and to individuals who have successfully challenged the Certificate of Qualification exam. An *Inter-Provincial Red Seal Endorsement* is affixed to a *Certificate of Qualification* for those challengers and apprentices in *Accredited Training Programs* who pass the written Inter-provincial Red Seal examination.

**Certificate of Qualification Examination** is a standardized provincial exam that is normally written upon completion of an *Industry Training Program*. Individuals with relevant prior experience in the trade may qualify to challenge the Certificate of Qualification exam. Successful completion of a *Certificate of Qualification* exam leads to the issuance of a provincial *Certificate of Qualification*.

**Competency Profile** is a curriculum component that graphically and logically delineates an occupation into a performance-based framework comprising major duties, tasks, and sub-tasks. *Competency profiles* are typically developed with input from practitioners who work in the trade.

**Curriculum** contains formally documented, instructional components that are designed to guide the delivery of an *Industry Training Program* to established standards. *Curriculum* components include a *competency profile*, a *program outline*, *learning resources* and *assessment tools*.

**Equivalency Number** is an identification number issued to a non-certified tradesworker who has been granted *Equivalency Status* by the Industry Training Authority.



**Equivalency Status** in the context of industry training is conferred on a non-certified tradesworker by the ITA through a formal assessment of prior related work experience in a trade. It is not a form of certification, but rather authorizes the holder to supervise and recommend apprentices for certification in the applicable trade.

**Foundation Industry Training Programs** are those which have been approved by the Industry Training Authority Board of Directors and are consistent with the policy “Criteria for Approving Foundation Industry Training Programs”. They are primarily in-school based and focused on acquisition of skills needed to gain entry into a particular occupation; include minimal employment-based training; and integrate with existing Accredited and Recognized Industry Training Programs. Successful completion of a *Foundation Industry Training Program* results in the issuance of a Certificate of Completion.

**Industry** is employers and their associated organizations, including sponsors of apprentices, within the various sectors (e.g. forestry, construction, tourism, etc.) and sub-sectors of the British Columbia economy who effectively utilize and manage the skills and knowledge produced by the BC industry training system.

**Industry Training** is a broad strategy used to introduce individuals to the trades (as in the case of Foundation Industry Training Programs) or to provide individuals with the competencies and attendant credentials required to work in *industry* (as in the case of *Recognized or Accredited Industry Training Programs*). The defining features of industry training, within the context of the Industry Training Authority’s (ITA’s) mandate, are:

1. Occupational competencies and standards for each occupation are defined by industry and approved for Foundation, Recognized and/or Accredited industry training programs by the Industry Training Authority under the provisions of the Industry Training Authority Act.
2. Demonstration of defined competencies and standards by individuals results in the awarding of a credential by ITA and / or its designates;
3. The training methodologies for Recognized and Accredited Industry Training Programs, while varied and flexible, normally comprise in-school or distance education delivery of theoretical and technical training, as well as work-based training and / or experience that enables individuals to practically acquire and / or apply skills and knowledge.

**Industry Training Organization (ITO)** is a not-for-profit legal entity incorporated under the provincial *Societies Act*, which is accountable to the ITA and takes lead responsibility for industry training within a particular sector. Established and operated by industry and with a province-wide mandate, ITOs are approved and financially co-supported by industry and the Industry Training Authority.

**Industry Training Program** is a program of learning recognized and valued by industry comprised of:

1. A *Competency Profile*;
2. The measurable standards to assess attainment of the competencies defined in the *Competency Profile*; and
3. The *Certificate of Completion or Certificate of Qualification* that is to be awarded by ITA and/or its designate(s) upon demonstration of competence.

**[Note: This definition excludes the specific instructional methods by which individuals acquire competencies (e.g. work experience, classroom training, work-based training)]**

**Industry Training Program Profile** is a standards document approved by the Board of the Industry Training Authority outlining program standards and requirements for the issuance of credentials in Foundation, Accredited and Recognized *Industry Training Programs*.



**Industry Training Program Transcript** is an official permanent record of trainee or apprentice progress toward completion of an industry training program and/or certification. The record shows, as applicable, results for technical training and examinations completed and/or challenged, number of work-based training hours completed and/or credited, and certificates issued.

**Inter-Provincial Red Seal Examination** is a standardized inter-provincial examination available in a number of trades. The successful completion of an *Inter-Provincial Red Seal Examination* exam leads to a Red Seal Endorsement being affixed to the corresponding provincial *Certificate of Qualification*.

**ITA Designated Training Provider** is an individual or organization that provides training services and has been designated by the ITA to deliver a specific course and level of training for an ITA Industry Training Program. Training providers may be public, private, post-secondary and/or secondary school organizations.

**Learning Resources** means a *curriculum* component, derived from a *Program Outline*, which comprises the specific instructional materials required by a trainer to teach prescribed skills and knowledge to trainees in foundation *Industry Training Programs* or to apprentices in Accredited and Recognized apprenticeship *Industry Training Programs*. The development of Learning Resources is the responsibility of the training provider and can include lesson plans, teaching notes, audio-visual aids, handout materials and self study materials.

**Level Examination** is a provincial exam that is normally written by registered apprentices upon completion of a level of *Technical Training*. Level exams can also be challenged in cases where *Technical Training* is not completed.

**Modified Examination Administration** is an adjusted assessment procedure to accommodate candidates with documented special needs, who would be at a significant disadvantage due to language barriers or physical, emotional, or learning disabilities if tested under standard administration of regular print editions of examinations. The adjusted assessment procedure does not alter the assessment criteria or lower the performance standard for the program; it provides examinees with special needs equal opportunity to demonstrate the knowledge, skills, or competencies being assessed.

**National Occupational Analysis (NOA)** is a *Competency Profile* for an *Accredited Industry Training Program* that is nationally developed under the Inter-Provincial Red Seal Program.

**Occupation** is a job for which people are recruited, retained and compensated, including self-employment. Occupations comprise many broad activities called duties that the incumbent performs. Trades are one occupational sub-category for which *Apprenticeship Training* is the traditional method of skill and knowledge acquisition.

**Prior Learning Assessment and Recognition (PLAR)** is a formal evaluation of the relevance of an applicant's documented previous work experience, theoretical and/or technical training, and/or credentials (obtained in BC, elsewhere in Canada, or in other jurisdictions) to the requirements for completion of a *Recognized or Accredited Industry Training Program*. The PLAR determination may result in full or partial work-based training and/or technical training credit towards certification, eligibility to challenge a Certificate of Qualification or Inter-Provincial Examination, or granting of Equivalency Status.

**Program Outline** is a *curriculum* component, derived from a *Competency Profile*, which delineates prescribed competencies into learning objectives/tasks, key content areas, and recommended time allocations and sequencing. Program outlines are typically used to guide the technical (in-school or distance education) component of *Industry Training Programs*.



**Recognized Training Programs** are those programs that have been approved pursuant to a bylaw by the Industry Training Authority Board of Directors and lead to a *Certificate of Qualification*. Inter-Provincial Red Seal endorsement is not applicable to Recognized Training Programs.

**Red Seal** is a standardized national endorsement for specified trades that enables greater inter-provincial and inter-territorial tradesworker mobility. Upon successful completion of an *Inter-provincial Red Seal Exam*, a nationally recognized Red Seal endorsement is affixed to the provincial *Certificate of Qualification*.

**Related practical experience** refers to documented previous experience of a practical nature gained through employment or other hands-on practical engagement in tasks related to the competency profile for a specific trade or occupation.

**Secondary School Apprenticeship (SSA)** is a program for BC secondary students, resulting in a minimum of 480 work-based training hour credits towards an ITA apprenticeship industry training program and up to 16 secondary school graduation credits. Eligible students may also be awarded a \$1,000 scholarship.

**Sponsor** is a person or organization registered with the Industry Training Authority willing and able to ensure the apprentice receives training and related practical experience in the tasks, activities and functions that are carried out in that occupation. The sponsor recommends for certification an apprentice who has met the established standards for the *Industry Training Program*. A sponsor must be a legal entity other than an individual, or an individual who is a certified tradesperson or has been granted ITA equivalency status for the relevant trade.

**Technical Training** is the institution-based (in-class or distance education) component of *Industry Training Programs* that is intended to provide apprentices with a combination of theoretical knowledge and practical skills to complement their work-based training.

**Trainee** is the term used to describe a person who is registered in an ITA *Foundation Industry Training Program*. Unlike apprentices, trainees typically do not have a sponsor.

**Work-Based Training** is the workplace component of an apprenticeship *Industry Training Program* wherein an apprentice receives training under the direction and supervision of a certified tradesperson or equivalent in a work environment conducive to learning the tasks, activities and functions required by the *Industry Training Program* in which the *apprentice* is registered.

**YES 2 IT (Youth Exploring Skills to Industry Training)** is a joint initiative of the Industry Training Authority and the BC Ministry of Education designed to increase awareness of trades careers amongst grade 6 – 9 students and their parents.