

GO!

Apprentice Guidebook



WHO

Meet the Partners of the Apprenticeship Industry Training Program

Industry Training Authority (ITA)

The Industry Training Authority (ITA) is the provincial government agency that governs and manages BC's industry training system. Responsibilities of the ITA include providing information and assistance through the customer service office. ITA maintains trainee and apprentice records, oversees exams, issues credentials and funds training at public and some private institutions.

Apprentice

An apprentice works with a sponsor to complete work-based training, technical training, other program requirements and exams. An apprentice is registered with the ITA and, along with the sponsor, reports progress towards program requirements.

Sponsor

A sponsor is registered with the ITA, and is a legal entity (e.g., a company or organization) or a certified tradesperson or equivalent. A sponsor provides an apprentice with the opportunity to learn on the job. The sponsor, along with the apprentice, reports progress towards program requirements.

Training Provider

The technical training provider must be designated by the ITA to deliver the relevant type and level of technical training. A list of designated training providers and course offerings are listed on the ITA Web site, www.itabc.ca.

Industry Training Organization

An Industry Training Organization (ITO) is an independent, non-profit association. It is responsible for consulting with industry to develop and maintain provincial program standards for each trade and recommend changes for approval by the ITA as needed. Program standards are the basis of technical training programs.

WHY



Apprentices like you make BC's industry training program work.

You have chosen an apprenticeship industry training program that allows you to earn while you learn. Successful completion of the apprenticeship will result in the achievement of a provincially or nationally recognized trade credential. In BC, there are training programs for approximately 145 occupations.

Apprenticeships contribute to BC's ability to grow and prosper, now and into the future.

As a certified tradesperson you will benefit from an above-average income, wide-ranging job opportunities and the ability to choose a lifestyle that fits with your ambition.

Congratulations on your choice to become a certified tradesperson.

HOW

Completing an Apprenticeship

Apprenticeship industry training programs, commonly called apprenticeships, provide the knowledge and skills required of a certified tradesperson. These programs involve a combination of work-based training and technical training. Apprenticeship programs vary in length but most take about four years to complete. The profile of your apprenticeship program has been included in this package.

Your responsibility is to learn trade skills through work-based training and technical training. Your sponsor's role is to ensure you are trained in all aspects of your chosen trade, release you to take the technical training and work with you to report progress towards your program requirements.

Managing your apprenticeship program is an important responsibility and every step is required to properly complete the program. Please take the time to review the six steps.



1

Workplace Knowledge

Your first responsibility is to gain an understanding about your workplace and your sponsor's expectations. If you are new to your workplace and/or new to the trade, do not hesitate to ask questions.

In addition, you are responsible for finding out from your sponsor:

- The proper equipment and safety standards of your workplace.
- Which certified tradesperson (or equivalent) is responsible for supervising your work-based training.

IMPORTANT NOTE:

Create a Training Plan

Clear and regular communication is the key to a smooth and successful completion of the apprenticeship. Request time with your sponsor to identify your training objectives and agree on a plan for monitoring progress throughout the apprenticeship industry training program.

2

Registration

Both you and your sponsor must register with the ITA, generally at the same time.

- Download the registration form at www.itabc.ca or request one from ITA customer service.
- Both you and your sponsor complete and sign the form.
- Send the completed registration form to ITA Customer Service.
- Look for a confirmation of the registration from the ITA within approximately 10 days.
- Notify the ITA of any changes to your contact information such as change of name, address, phone number, or email address.

3

Track and Report Work-based Hours

Once registered, you and your sponsor are jointly responsible for managing progress towards the completion of the apprenticeship.

About 80 per cent of an apprenticeship program is completed through work-based training.

Your apprenticeship program requires the completion of a set number of work-based training hours. One hour of work-based training is awarded for each hour worked on the job.

As an apprentice, you may accumulate work-based training hours while working for your sponsor and/or by working for an employer different than your sponsor. Work-based hours must be completed under the direct supervision of a certified tradesperson or equivalent and approved by your current sponsor. Your sponsor is responsible for tracking and reporting to the ITA work-based training hours you have accumulated.

In addition, you are responsible for:

- Checking with your sponsor to ensure the tracking and reporting is completed at regular intervals.

4

Review and Confirm Documentation

The ITA periodically sends to you and your sponsor a transcript of your training record. You can expect to receive ITA information when you:

- **Complete a level of technical training*
- **Write a technical training level exam on a challenge basis*
- **Notify the ITA that a sponsorship has been changed*
- **Report no activity*
- **“Time-out” of a youth apprenticeship*

You are responsible for:

- Reviewing with your sponsor documentation sent by the ITA.
- Asking your sponsor to report any discrepancies in the documentation/transcripts to ITA Customer Service in a timely manner.

IMPORTANT NOTE:

Sponsor Change

You may change sponsors during an apprenticeship. You are responsible for ensuring the change is properly communicated with the ITA.

The new sponsor must register with the ITA. You and your new sponsor are required to update the ITA Apprentice/Trainee and Sponsor Registration form, available at www.itabc.ca or through ITA Customer Service. Follow up with your previous sponsor to confirm that all applicable hours have been reported to the ITA.

IMPORTANT NOTE:

Exams

Technical training is intended to prepare you for writing the appropriate level and/or certification exams.

Program-specific exam preparation materials can be purchased from training provider bookstores or Government Publication Services. Visit www.publications.gov.bc.ca or call 1-800-663-6105.

Exam re-writes are subject to a 30 day waiting period from the previous attempt.

If you are an apprentice or challenger preparing to write the Inter-Provincial (IP) Red Seal exam you should familiarize yourself with the National Occupational Analysis (NOA) for your trade program. NOAs are available at www.red-seal.ca.

ITA offers a guide, **Final Exams: Preparing for Success**, to assist individuals who are preparing to write IP (Red Seal) exams. This guide is available on the ITA Web site, www.itabc.ca.

5

Technical Training Completion

About 20 per cent of the apprenticeship program is technical training. Technical training consists of both theoretical and practical assessments. You must obtain a minimum score of 70 per cent overall to be granted credit for a level of technical training.

Your sponsor is required to make it possible for you to take the technical training. This may include releasing you from work for the duration of the technical training class.

Technical training should be scheduled approximately one year after registering as an apprentice. If you have already been working in the trade for some time, then a shorter interval may be appropriate. Check class availability.

Your responsibilities include:

- Setting up a schedule with your sponsor for the technical training aspect of the apprenticeship.
- Selecting and registering for your technical training with an ITA designated training provider. A list of ITA designated training providers and course offerings are listed on the ITA Web site, www.itabc.ca. In addition, the BC Trades Training Consortium's Web site is a good source of schedules at public institutions: www.tradestrainingbc.ca. Note: Classes fill up quickly—be sure to register well in advance.



6

Certification

Once all required work-based training, technical training and any other program requirements have been completed and you pass the relevant certification exam, the ITA sends your sponsor a Recommendation for Certification form.

- By completing this form, your sponsor is attesting that it is the judgment of a certified tradesperson or equivalent that you are now working at the skill level of a certified tradesperson. The form must be signed by your sponsor and/or a certified tradesperson or equivalent.
- The completed form must be returned to ITA Customer Service. Once a positive recommendation is received, the ITA will issue to your sponsor the appropriate trade certification for presentation to you.
- The ITA maintains a permanent file of your record of certification.
- Your sponsor may decide not to recommend you for certification. In this case, your sponsor provides the reasons and a training plan to remedy the identified skill and knowledge deficiencies and suggests a future date for the ITA to send another Recommendation for Certification form. Your sponsor is responsible for communicating with you about this decision and plan.

CERTIFICATION

The certification process is as follows:

- A** You successfully complete all apprenticeship program requirements.
- B** ITA sends your sponsor a Recommendation for Certification form for completion and submission.
- C** ITA processes the Recommendation for Certification form and sends a non-expiring certificate to your sponsor to sign and present to you.
- D** ITA maintains a permanent file of your record of certification.

WHAT

Provincial and National Credentials

When you successfully complete a BC apprenticeship program, you are awarded an ITA credential.

For provincially recognized programs, the ITA awards a Certificate of Qualification and/or a Certificate of Apprenticeship credential.

For nationally recognized programs, an Inter-Provincial (IP) Red Seal endorsement is affixed to the ITA credential.

Grants and Tax Credits

You are eligible for federal grants and provincial tax credits of \$1,000 or more when each level of technical training and the accompanying work-based training hours are successfully completed. In addition, effective January 1, 2009, a completion grant is available upon certification. For information on how to apply, see the Financial Assistance section of the ITA Web site, www.itabc.ca.

WHAT IF?

Brief explanations of topics that may arise during the industry training program are noted below. If you wish to pursue any one of the topics addressed here, you can find out more detailed information by contacting the ITA.

Challenge for Technical Training Credit

Instead of attending and completing a technical training course, apprentices may choose to challenge a level of technical training in programs where appropriate ITA exams exist. To challenge for technical training credit, complete a Level Exam application form available on the ITA Web site or through ITA Customer Service. Once the exam is passed with a mark of 70% or better, the credit will be applied to your ITA record. There is no fee for this service.

Challenge for Certification

An apprentice may challenge for an ITA trade certification instead of taking an apprenticeship program if they have the required knowledge and experience. Generally, challengers are required to complete 1.5 times the hours in the trade required for an apprenticeship. To challenge for certification, an individual must complete three steps, as follows:

1. Complete a trade-specific Certification Challenge Application form available on the ITA Web site or through ITA Customer Service. This process includes providing documentation from your current and past employers to verify the number of hours and the task/duties completed in the trade.
2. Pay the \$120 application fee.
3. If approved, write the Certificate of Qualification or Inter-Provincial (IP) exam and achieve a mark of 70% or better.

Take Technical Training Outside BC

BC apprentices may take technical training elsewhere in Canada. Apprentices seeking such training must first contact the ITA for approval, make arrangements for registration and ensure that the training results are credited to their record at the ITA.



Modified Administration of Exams for Candidates with Special Needs

The ITA is committed to providing fair and accessible examinations, including reasonable accommodations for 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.

Register as an Equivalent to a Certified Tradesperson

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. If a sponsor is not a certified tradesperson and requires an equivalent to assume these responsibilities, you must complete an Equivalency Application form available on the ITA Web site or through ITA Customer Service.

Apply for Credit for Prior Work-based Training Hours

An apprentice may apply for credit for prior work experience gained while working for an employer other than the sponsor. Upon approval from the current sponsor, this time credit may make it possible to earn the trade certification sooner. To apply for previous work experience credit, apprentices must complete and submit a trade-specific Prior Work-based Training Application form available on the ITA Web site or through ITA Customer Service.

Financial Information

- Apprentices and challengers are eligible for a number of federal grants and provincial tax credits when each level of technical training and the accompanying work-based training hours are successfully completed. In addition, a completion grant is available upon certification. Refer to the Financial Assistance section at www.itabc.ca for more information.
- Apprentices are responsible for tuition and other costs associated with their technical training. Costs may vary widely between institutions and apprentices are encouraged to research carefully when selecting and registering for training. Some apprentices attending technical training may apply to Service Canada for employment insurance, depending upon individual circumstances.

Program Standards

If you have any questions about the technical aspects of your apprentice's training program, such as curriculum or duration, information can be found on the ITA Web site or by contacting the Industry Training Organization (ITO) for your sector.

GO!

Contact Information

ITA Customer Service: 778-328-8700 or
1-866-660-6011 (toll free outside the Lower Mainland)

ITA Web site: www.itabc.ca

Email: customerservice@itabc.ca

Address: 110 – 2985 Virtual Way,
Vancouver, BC, V5M 4X7



Printed on recycled paper



CHECKLIST OF APPRENTICE RESPONSIBILITIES

- Gain an understanding about your workplace and your employer's expectations, including:
 - The proper equipment and safety standards at your workplace.
 - Which certified tradesperson or equivalent is responsible for your work-based training.
- Register with the ITA. Generally you and your sponsor register at the same time.
- Check in with your sponsor regularly to ensure the tracking and reporting of work-based hours is up to date.
- Review with your sponsor documentation sent by the ITA regarding training progress.
- Ask your sponsor to report any discrepancies in the documentation/transcripts to the ITA in a timely manner by calling ITA Customer Service.
- If you change sponsors, ensure the change is properly communicated and registered with the ITA.
- Set up a schedule with your sponsor for the technical training aspect of the apprenticeship.
- Select and register for your technical training at an ITA designated training provider.
- Complete all program requirements and pass the relevant certification exam.
- Receive a provincially or nationally recognized trade credential.



Summary of Sponsor Responsibilities

Your sponsor has received a Sponsor Guidebook that outlines his/her specific responsibilities. For your information, here is a brief summary of your sponsor's responsibilities:

- Apprentice has proper equipment and a safe place to work.
- Apprentice's work-based training is completed under the direction or supervision of a certified tradesperson or equivalent.
- Apprentice receives work-based training that incorporates the full scope of the apprenticeship program (training can take place at multiple work sites if required).
- Register with the ITA. Generally the sponsor and apprentice register at the same time.
- Track and report to the ITA the apprentice's work-based training hours.
- Review with the apprentice documentation sent by the ITA regarding training progress and report discrepancies to the ITA in a timely manner.
- Help the apprentice plan the technical training component at an ITA designated training facility and provide the release time required to complete the program.
- Recommend the apprentice for certification when all work-based training, technical training, other program requirements and exams are successfully completed.
- Sponsor and/or the certified tradesperson or equivalent sign the apprentice's Recommendation for Certification form.
- Presentation of the credential to the apprentice with congratulations on becoming a certified tradesperson.