



ACE IT APPLICATION -- STEP 2: ELIGIBILITY CRITERIA

Instructions for Preparing Step 2 Eligibility Criteria Documentation

The purpose of Step 2 of the ACE IT application process is to ensure that School District/Board Authorities are best positioned to offer quality industry training programs. School District/Board Authorities are required to:

1. Review the following eligibility criteria

Table 1 is provided as a guide for School District/ /Board Authorities to ensure that the required elements for offering individual industry training programs have been considered and addressed.

2. Complete required forms electronically

An MS Word file has been provided for each required form. School District/ /Board Authorities are required to complete these forms and submit them electronically. Forms have been set-up with input fields. Double click on shaded boxes to check the box.

Please note, a file naming protocol has been provided and must be adhered to. For example: sd45_Sept 11 PSF. In addition, please ensure that all documents have the School District/Board Authority number in the top right corner of each page (page header)

3. Provide supporting documentation as necessary

4. Submit completed eligibility criteria documentation to the ITA

All completed MS Word files should be forwarded at the same time by e-mail to:

rhargreaves@itabc.ca

Questions Regarding Your Application

Questions regarding your application may be directed to:

Rodger Hargreaves
Lead, Youth Initiatives
Tel: 604.649.4624
Industry Training Authority
E-mail: rhargreaves@itabc.ca

Application Processing

Applications (Intent to Deliver and Eligibility Criteria forms) for the September 2011 February 2011 ACE IT in-take will be **processed as they are received and accepted up until April 15, 2011.**

Please note, if you do not have your programs developed for the February 2012 intake, applications may be submitted up to November 15, 2011.

Approval will be communicated by May 30th, 2011.

ACE IT Application Checklist	
<p>1. School District/Board Authority Commitments Form</p> <p>a) School District/Board Authority commitment to act as ITA registered sponsor/employer for students secured</p> <p>b) Commitment to participate in the evaluation of the ACE IT program secured</p> <p>c) Key contact identified and processes in place for liaison with the ITA and submission of registration forms and training progress reports</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Program Structure Form (PSF)</p> <p>a) Details summarized on ACE IT Program Structure Form</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Technical Training Partner (TTP) Form(s)</p> <p>a) Program delivery model (including responsibilities, procedures and fees for instruction, facilities and assessment) determined for each Industry Training Program</p> <p>b) Program Outlines determined for each Industry Training Program</p> <p>c) Completed TTP Commitment Form</p> <p>d) Assessment process identified and agreed to with technical training partner(s) and industry partner(s)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Industry Partnership Form(s) (IPF)</p> <p>a) Local industry partners</p> <p>b) Provincial industry partner (if applicable)</p> <p>c) Completed Industry Partner Commitment Form</p> <p>d) List of local employers supporting work-based training placements</p> <p>e) Advisory Committee meeting schedule and list of partners</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Articulated Communications Plan</p> <p>a) Description of communication plan including plan for sharing success stories with ITA</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

ACE IT Program: School District/Board Authority Commitments

1. Commitment to Sponsor Students as Trainees/Apprentices

Under the ACE IT program, the School District/Board Authority is registered with the ITA as the Sponsor/Employer for each student participating in an industry-training program (except for those students who already have a sponsor/employer e.g., SSA students). As a registered ITA Sponsor/Employer, the School District/Board Authority is responsible for:

- Enabling the trainee/apprentice to pursue technical training requirements as detailed in the ACE IT program structure form;
- Submitting Training Progress Reports to the ITA upon completion of technical training and where appropriate work-based training;
- Where work-based training is part of the student's ACE IT program, facilitating placements and ensure that training is under the direction of one or more qualified individuals (someone who either has an Industry Training Credential in the relevant occupation, or who has relevant experience equivalent to at least 1.5 times the work-based training hours requirement);
- Completing a Trainee/Apprentice and Sponsor/Employer Registration form for each student; and,
- Submitting Trainee/Apprentice and Sponsor/Employer Registration forms, Training Progress Reports and other required ITA forms **electronically** to the ITA. Forms are available on the ITA website at www.itabc.ca

Supporting documentation required:

- Completion and sign-off of the Eligibility Criteria Cover Form (attached file: sd#_ COV.doc) and School District/Board Authority Commitments form (attached file: sd#_ SIGS.doc) for the commitment indicated below:

"The School District/Board Authority agrees to become a Sponsor/Employer for students participating in the ACE IT program and will fulfill the responsibilities of being a Sponsor/Employer."

2. Commitment to Participate in the Evaluation of the ACE IT Program

The ITA will conduct regular evaluations of ACE IT programs to determine if program and accountability outcomes are being met and to determine if funding for the program should be continued.

Supporting documentation required:

- Completion and sign-off of the Eligibility Criteria Commitments form (attached file: sd#_ SIGS.doc) for the commitment indicated below:

"The School District/Board Authority agrees to participate in evaluating the ACE IT program including making available appropriate staff and program documentation upon request by the ITA."

ACE IT Program: Required Eligibility Criteria Information

1. Structure of Industry Training Programs in the School District/Board Authority/Board Authority

Please indicate how the School District/Board Authority on the ACE IT Program Structure Form will offer each industry-training program. A sample of a completed Program Structure form has been included for reference.

Note if submitting an application for both the September 2011 and the February 2012 intake, a separate Program Structure Form must be submitted. You will also be requested to submit an updated PSF for February 2012 by November 15th, 2011.

Supporting documentation required:

- Completed ACE IT Program Structure form (attached file: sd#_Feb 12 PSF.doc)

2. Demonstrated Technical Training Partnership

School District/Board Authorities participating in the ACE IT program are expected to partner with a technical training provider (public or private post secondary institution or industry training organization) experienced in delivering the industry training program(s) which the School District/Board Authority seeks to offer. The purpose of this partnership is to ensure quality program delivery and the use of provincial program outlines and standardized assessment tools and processes. School District/Board Authorities are required to use the relevant program outline and assessment tools/procedures used by their technical training partners for both the technical and practical assessment. The School District/Board Authority should contact the ITA as soon as possible in cases where it is not possible to structure a partnership with a technical training provider.

Instruction and facilities for industry training programs offered under ACE IT should be determined in consultation with technical training providers and industry partners. Instruction is to be provided by a qualified instructor (as deemed by the School District/Board Authority) with appropriate industry training credentials or experience. School District/Board Authorities are highly encouraged to use instructors who have credentials in the relevant trade.

Instruction for Industry Training Programs may occur in a secondary school, post-secondary institution or other facility as deemed appropriate by the School District/Board Authority and their technical training partner(s) and industry partners.

Partnerships with experienced technical training providers are intended to enhance the School District/Board Authority's access to curriculum resources, instructional expertise and training facilities as well as provide smooth transition paths to higher-level technical training. Partnerships with local training providers are encouraged. For a list of technical training providers, see the "Schools, Programs and Courses" section under "Apprentices" heading at www.itabc.ca. In addition, instructional resources can also be obtained from the Queens Printer at <http://www.publications.gov.bc.ca>.

Supporting documentation required:

- Completed Technical Training Partner Commitment Form (attached file: sd#_ TTP.doc)

3. Demonstrated Industry Partnership

School District//Board Authorities participating in the ACE IT program are expected to partner with industries/employers that will provide guidance for the development and delivery of industry training programs in the district. The purpose of these partnerships is to ensure quality program delivery that meets industry needs and best positions students to obtain employment directly related to their training. Districts are encouraged to seek partnerships with relevant industry associations as well as with direct employers. Work-based training is optional, but strongly recommended to complement the technical training program.

Supporting documentation required:

- Completed Industry Training Partnership form (attached file: sd#_ITP.doc)

4. Assessment and Reporting

Students participating in the ACE IT program are required to undergo the **same technical training and practical assessment and meet the same competency standards as regular trainees/apprentices**. Assessment tools (practical and theoretical) should be obtained from the technical training partner. In cases where this is not possible, the School District/Board Authority will contact the ITA to arrange for students to use the appropriate ITA assessment tools and processes.

The ITA will provide School District//Board Authorities with the appropriate forms for reporting student registration and training results. School District/Board Authorities are required to forward completed forms electronically and submit them to the ITA so that results can be entered on each trainee's permanent record. Confirmation of these results will be sent to the School District/Board Authority (sponsor) including a copy for the School District/Board Authority and the student.

Supporting documentation required:

None

5. Articulated Communications Plan

Regular communication with key stakeholders has been shown to be a critical success factor in the Secondary School Industry Training pilot projects initiated by the Ministry of Advanced Education. School District/Board Authorities are required to develop a one page communications plan for their ACE IT program which details how the School District/Board Authority will regularly communicate with and solicit feedback from ACE IT students, School District/Board Authority and school-based staff, technical training provider and industry partners and parents regarding the, delivery and results of industry training programs delivered under ACE IT.

The ITA is also developing a communications plan for the ACE IT program, which will include both local and provincial media relations as well as the development of a success story databank. School District/Board Authorities participating in the ACE IT program are expected to assist in this communications program by providing upon request 1 or 2 stories or contacts for stories or both per year.

Supporting documentation required:

Completed communications plan including commitment for success story information (attached file: sd#_ COM PLN)

6. Program Evaluation

An evaluation/audit will be conducted on the ACE IT program and accountability outcomes for each School District/Board Authority. The basis for the evaluation/audit will be an ITA generated report identifying the following factors for each School District/Board Authority:

- The number of students registered for each industry training program;
- The number of students completing each industry training program;
- The number of students achieving apprenticeship Level 1 (and/or other levels as appropriate) technical training credit for each industry training program; and,
- The number of students who have continued their industry-training program after graduation.

The evaluation/audit will also take into account a measure of satisfaction with the program from students, teachers, School District/Board Authority administrators, post-secondary partners and industry partners.

Supporting documentation required:

- None

Instructions

1. Complete the table below with details for each Industry Training program your district will offer
2. Save this file in the same format as the following example SD#26 Sept 11 PSF

Indicate intake
(yy)

SD/BA#:00

Sept 11 Intake

Feb ____ Intake

Industry Training Program		Technical Training Information					Work-based Training (wbt)	Program Schedule		
Name of program	Number of Students	Program Type	Technical Training Partner (TTP)	Exam and Credits		Instruction & Facilities Location				
		Apprenticeship: Level 1, Level 2 Or Foundation Or Technical	Name of TTP & Fee Per Student to be Charged Or ITA Designation	<u>Final Exam</u> C of Q or ITA Issued or Proprietary	<u>Credit Type</u> BAA/MOE or PSI or Both	Secondary School: Technical Training Partner: Secondary School & Technical Training Partner:	SS + School Name TTP SS & TTP	Yes / No If yes, how many wbt hours will be credited for the program?	Start Date mm/dd/yyyy	Finish Date mm/dd/yyyy
<u>Repeating Programs</u>										
1. Carpentry	16	Level1	Designated	ITA Issued	BAA/MOE	SS - West Heights Sec.		Y – 240hr	09/01/11	01/31/12
2. PC1	3	Technical	VCC/\$2,000	CofQ	PSI	TTP		N	09/01/11	10/31/11
3. Plumbing	1	Foundation	Kwantlen /\$1500	Proprietary	PSI	TTP		N	09/01/11	12/15/11
4. Const. Electrician	15	Level 1	BCIT/\$1,800	Proprietary	Both	SS & TTP		Y - 350	09/01/11	09/30/12
5.										
6.										
7.										
<u>New Programs</u>										
1. Welding	2	Technical	UFV,\$2,895	Proprietary	Both	SS & TTP		N	09/01/11	04/20/12