



THE RIGHT SKILLS ► A PROVEN ADVANTAGE

Guidelines for Training Providers Applying for ITA Program Designation



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GUIDELINES FOR TRAINING PROVIDERS APPLYING FOR ITA PROGRAM DESIGNATION

INTRODUCTION

Industry Training Authority

The Industry Training Authority (ITA) is a provincial government agency with legislated responsibility to govern and develop the industry training system in BC.

The ITA works with industry, people who are pursuing training, and training providers to develop an approach that will effectively meet industry training needs, now and in the future.

Some trades and industry occupations in British Columbia are facing skills shortages that have the potential to limit the growth of specific industries and the provincial economy. The ITA aims to address this challenge by increasing the number of people in industry training, as well as by improving completion rates and creating greater flexibility within the industry training system.

The ITA is responsible for the overall governance and development of the industry training system in BC. Roles and responsibilities include:

- Working with industry to identify current and emerging skills requirements, and to explore training and certification options;
- Working with public and private training providers to coordinate and maximize the efficiency of training;
- Providing quality standards for training and credentials that are consistent with industry needs, provincial regulations, and national Red Seal standards where applicable; and
- Providing services to apprentices (registration, examinations, etc.) through the ITA Customer Service division.

The process to recognize and formally designate training provider programs reflects ITA's mandate to support the development and delivery of quality industry training programs in BC.

Purpose of This Document

The Industry Training Authority (ITA) recognizes that training institutions play an important role in the delivery of industry training in the province. This document provides guidelines that have been established by the Industry Training Authority for the designation of programs delivered by training institutions and leading to credit toward ITA Industry Training Programs.

These guidelines outline the requirements to be met by training providers, describe some of the benefits associated with designation, and provide an overview of the process for training providers to have training programs reviewed for designation by ITA.

Designation Overview

The concept of designation applies to the delivery of specific programs by training institutions. When a training institution's program is designated by the ITA, this means that the institution has met basic quality standards that apply to all institutions as well as quality standards specific to the program the institution is delivering. Program-specific standards are set by the relevant industry and approved by ITA. A list of ITA Accredited (Red Seal), Recognized (Provincial) and Foundation (which includes entry level trades training formerly referred to as ELTT programs) training programs is provided at www.itabc.ca.

ITA designation is mandatory for any private training provider intending to claim that their program is designated by ITA, recognized or endorsed by ITA, associated in any way with the ITA or the provincial apprenticeship system, or that the program will lead to credit toward an ITA Industry Training Program. Institutions designated by ITA are required to use the official name of the ITA Industry Training Program they are designated to deliver.

ITA designation is not mandatory for public post secondary institutions or public secondary schools. It is also not mandatory for private training providers delivering programs that do not claim (explicitly or implicitly) any association with the ITA, or claim that the program leads to credit toward an ITA Industry Training Program. ITA designation is also not required for training providers offering programs that are 'refresher' or 'exam-prep' type courses, as long as there is no claim that completing such a program will entitle or qualify an individual to challenge an ITA examination. While not mandatory, institutions may still apply for designation, proceed through the designation process, receive valuable feedback on the program's suitability for its industry and intended audience and may be granted status as an ITA designated training provider.

When an institution is designated to deliver a program by the ITA, successful completion of the program by students will result in credit toward an ITA credential. In the absence of designation by the ITA, no claim can be made by a private training institution that successful completion of a particular program will lead to credit toward an ITA industry training program or credential. The ability to challenge ITA exams is unrelated to this process. Any individual, regardless of how or where they received their training will have access to the challenge process as outlined in ITA Policy PA3002 – Examinations (see www.itabc.ca).

Some key points training providers should be aware of regarding the ITA designation process are:

- ITA designation is available to all training providers offering or intending to offer training in any of the trades which falls under the authority of the ITA in BC. A complete list of these trades is available at the ITA web site.
- ITA administers the designation process, linking with industry and in the case of private training institutions with the Private Career Training Institutions Agency (PCTIA).
- ITA designation is specific to a particular program and in the case of leveled programs, may be specific to a single level of the program. Training providers receive designation from ITA for the delivery of a program and/or level.
- Institutions registered with or accredited by PCTIA and offering trades training which falls under the authority of ITA are required to apply for designation. Contact PCTIA directly if you require more detail regarding this requirement.
- Where PCTIA has determined that designation is mandatory, training providers must be designated to deliver programs they are currently offering before June 1, 2008. PCTIA reserves the right to withhold approval for any trades program that hasn't met ITA designation standards. Contact PCTIA directly if you require more detail regarding this requirement.
- In cases where programs are delivered as leveled programs (e.g. apprenticeship technical training), each level of the program will be reviewed for designation independent of one another.
- A program or level being reviewed for designation must be delivered for at least one entire intake and have had at least 8 students complete the program or level before the review process can be concluded.
- An application fee will be charged to training providers applying for designation and applicants are also expected to cover any direct costs associated with review of their program. This will include review of the curriculum, an initial site visit, and a program audit. The costs will include approximately four days of a reviewer's time as well as travel and personal expenses incurred by the review team.
- Designated training providers are subject to review every 5 years or as required.

Fees

ITA has established the designation review process as a cost recovery service. Training providers are expected to pay the direct costs associated with the process in three stages.

1. Application fee of \$350.
2. Invoice of projected costs which will likely fall between \$1250 and \$2225.
 - The projected direct costs include:
 - Curriculum review at \$350 of staff time

- Site visit at between \$625 and \$938 of staff and subject matter expert (SME) time
 - On-site program audit at between \$625 and \$938 of staff and SME time
3. Travel expenses which are location dependent.

The initial non-refundable application fee is \$350. which must be submitted with the application. After receiving the application, ITA staff will determine whether a curriculum review, site visit and program audit are required. In most cases, all three of these stages of designation will be required. If an institution is using ITA developed or recognized curriculum, a curriculum review may not be necessary. After receiving the application, ITA staff will provide a quote to the institution outlining the anticipated costs through these stages of designation review. In most cases the total cost will be in the range of \$1500.-\$2000. plus travel and minor expenses. Payment of this projected amount excluding travel and expenses is due before the designation review proceeds. After the review is conducted, the training provider will be invoiced for the actual travel and expenses less any amount remaining from payments made against the quote of anticipated costs. Training providers will receive the results of the review after ITA receives payment of this final invoice.

Sample Cost Scenarios

	<i>New program with unique or third party curriculum</i>	<i>New program using ITA or ITA recognized curriculum</i>	<i>New level of a previously reviewed program</i>	<i>Designated program 5 year re-evaluation</i>
Application fee	\$350	\$350	\$350	May not be required
Curriculum review	\$350	Not required	May not be required	May not be required
Site visit	\$625 - \$938 staff and SME time	\$625 - \$938 staff and SME time	May not be required	May not be required
On-site program audit	\$625 - \$938 staff and SME time	\$625 - \$938 staff and SME time	\$625 - \$938 staff and SME time	\$625 - \$938 staff and SME time
Travel and expenses	Location dependent	Location dependent	Location dependent	Location dependent
Total	\$1950 - \$2576 plus travel expenses	\$1600 - \$2226 plus travel expenses	\$975 - \$1288 plus travel expenses	\$625 - \$938 plus travel expenses

Value of ITA Designation

The ITA designation of training provider programs is one of the tools that ITA is using to align training outcomes in programs delivered around the province with validated industry standards and labour market needs. ITA designation offers a number of benefits to industry training program providers.

- Designated training providers have the value of their program recognized by ITA publicly and the value of designation promoted by ITA in public communications.
- ITA provides a list of designated training providers on the ITA web site.
- Participating in the program review for designation offers a unique opportunity to confirm that a training program meet the standards set by industry, targets the expectations of employers and provides for the instructional needs of trainees.
- Assessments and grading of students by designated training providers are recognized by ITA toward program recognition and credentials. In contrast, non-designated private providers must have students challenge ITA exams as 100% of the final grade recognized by ITA.
- Designated training providers may promote their programs as designated by ITA and meeting the rigour of ITA standards. Designated training providers are permitted to show their commitment to quality by displaying the ITA program designation logo.
- Designated training providers can influence the direction of industry training in BC by participating in ITA advisory committees.
- Industries and employers have greater quality assurance of industry training programs.

Approval Criteria

The designation process is designed to ensure high standards with respect to facilities, tools and equipment, instructor qualifications, occupational standards and curriculum, assessment processes, student supports, safety requirements and general operations. To ensure these standards are upheld, training institutions must meet two encompassing criteria:

1. Meet basic standards of delivery and program-specific standards set by industry; and,
2. Demonstrate past performance.

In the context of the training provider's history, the demonstration of past performance may be informed by documenting previous instances of program offerings or by the delivery of the program during the designation review. To meet the basic standards of program delivery:

- Training content must follow the relevant ITA program standards (i.e. Competency Profile Chart, Program Profile, Program Outline).

- Instruction must be provided by a qualified individual, either a certified journey person or the equivalent (substantial trade experience with an equivalency ID number) with demonstrated instructional experience; or as otherwise specified in the ITA Program Outline.
- Appropriate equipment and facilities must be in place to provide instruction in the areas specified in the ITA program standards.

Program-specific quality standards are set by industry representatives working on behalf of ITA. For industries which have established Industry Training Organizations (ITOs), the ITOs are involved in setting standards for their respective industry. ITA approves the standards and provides them to designation review teams so these standards can guide the review of programs offered by training providers seeking designation.

PROCESS OVERVIEW

Approval Process

The same process is used for all training providers. This includes all private and public institutions offering ITA programs either as targeted training or as part of a secondary or post-secondary program. Most private training providers in BC are required to register and/or be accredited with the Private Career Training Institutions Agency (PCTIA), under the Private Career Training Institutions Act. In recognition of the requirement by PCTIA that all private training providers Registered with or Accredited by PCTIA obtain ITA designation, the ITA has attempted to harmonize its designation process with PCTIA's processes for Registration and Accreditation and ITA staff will work with an institution and PCTIA staff to minimize the costs and avoid duplication of effort for applicants.

An overview of the designation review process follows.

Guidelines

Obtain and familiarize yourself with the latest version of these Guidelines. The "Guidelines for Training Providers Applying for ITA Program Designation" are published by ITA. The guidelines are available from ITA and can be found on the ITA web site. <http://www.itabc.ca>.

The application form found at the end of this document should be submitted to ITA in order to begin the process for ITA designation.

Basic Eligibility Criteria

To be eligible for ITA designation, the institution must meet the following basic criteria:

- The program for which designation is being sought must correspond directly to an ITA Accredited, Recognized or Foundation training program.
- Programs for which designation is being sought must be delivered successfully for at least one intake and have a cumulative total of at least 8 students who have completed the level or program. This may include students in the program during the review period.
- The institution or organization must be compliant with applicable BC legislation including PCTIA and ITA legislation, regulations, policies and bylaws.

Approval Process for ITA Designation of a Training Provider’s Program	
Review Guidelines and appropriate details	
Submit Application to ITA detailing the program and delivery sites	
Provide documentation and materials for a review of the program curriculum and overall design	
Host an initial site visit conducted by the designation review team	
Obtain provisional approval and proceed with an intake of the program	
Deliver an intake of the program	
Host an audit of the program (usually prior to trainees writing their exam)	
ITA staff make a recommendation to approved or reject ITA designation of the program	
If rejected, cease offering the program	If approved, ITA recognizes the program as an ITA designated program
	Report training outcomes to ITA as prescribed
Consider revising the program to address feedback from ITA and after a one year waiting period, re-apply	Inform ITA if changes are made to the program. ITA will determine if the revised program will require further review to maintain designation.
	ITA re-evaluates the program every 5 years or as required.

Five Steps in the Process

1. Application

The application for ITA designation form and the additional program information it requests including the full program curriculum if not already approved by ITA is required before the program can be considered for designation. Simply complete the application at the end of this document and email or fax it to ITA, including as much detail about the program as possible. Private training institution representatives should note that the designation application form that you prepare for ITA will NOT start the program approval process required by PCTIA. Private training providers must be in compliance with PCTIA requirements in order to pursue ITA designation.

In the case of private trainers whose program has already been approved for delivery by PCTIA, PCTIA requires that the program receive ITA designation before June 1, 2008. To start the process, complete the application at the end of this document and submit it to ITA, noting the program's status with PCTIA.

In addition to basic institution information, the application requests additional program information, including:

- Minimum instructor and facilitator qualifications
- Structure of the program (i.e. instructional hours, delivery format)
- Outline of the curriculum used in the program
- Description of facilities and resources supporting delivery
- Samples of promotional material used to market the program
- Overview of student intakes in the program to date

Applicants who have paid all applicable fees and whose application is deemed complete and acceptable by ITA will proceed into the review process.

2. Curriculum Review

The program must be approved by ITA as an initial step in the review process for designation by ITA. If the curriculum supporting delivery of the program is not ITA developed or approved curriculum, the curriculum in use must be sent to a reviewer who will match the program curriculum with the ITA competencies and learning outcomes. If these match, a site visit will be conducted to ensure that the facilities and equipment meet the standards of the program or level being reviewed.

3. Initial Site Visit

If the program design and curriculum are consistent with the ITA proscribed competencies and learning objectives, an initial site visit will be conducted. Provided that the curriculum, facilities and equipment meet the standards of the program, ITA will give the training provider **provisional approval** to deliver the program and continue through a full review for designation.

During the review process, the training provider must deliver one complete intake; or, in the case of a multi-leveled program, one complete intake of the level under review. In either case, the intake must involve at least 8 students who complete the program. In preparation for the on-site program audit by a review team during the delivery of the program, training providers must report detailed training outcomes to ITA. The report should include:

- An overview of the program and student intake
- Student success and completion rates
- Student evaluations
- Employer evaluations
- Student follow-up (in cases where the program has been delivered previously)

In some cases of previously delivered and established programs, ITA staff may determine based on the curriculum review, details of the application, preliminary site visit, training outcomes report, and other pertinent information that it is appropriate to make an immediate recommendation for designation of the training provider's program. In most cases, training providers will be required to continue through the review process and participate in an on-site program audit.

4. On-site Program Audit

ITA will establish a designation review team comprised of representatives identified by ITA and from the appropriate industry. If the industry has established an Industry Training Organization, the ITO will also be involved in identifying representatives to include on the review team. The on-site program audit will be conducted during the delivery of the program under review and in most cases will be scheduled prior to trainee exams. The designation review team will consider the details of the application, the results of the initial site visit, the training outcomes report, the program audit site visit and any other pertinent information.

5. Recommendation and Approval

The review team will prepare and submit a report to ITA. A recommendation for approval or rejection is put forward to the ITA Product Development Director for discussion with the ITA Chief Operating Officer where the final decision on approval will be made and if approved, designation conferred upon the training provider. If the training provider's bid for designation is rejected, the institution may re-apply after a 12 month waiting period. Training providers who are approved must report yearly training outcomes to ITA including student success rates, student evaluations and employer evaluations of training. Designated programs must be re-evaluated against current program-specific standards every 5 years or as required. ITA will suspend designation in cases where training outcomes are deemed unacceptable or quality standards are not being met.

SOURCES FOR ADDITIONAL INFORMATION

Industry Training Authority (ITA)

Web: <http://www.itabc.ca/>

Email: designation@itabc.ca

Phone: 604.214.8700

Fax: 604.214.8701

Private Career Training Institutes Agency (PCTIA)

Web: <http://www.pctia.bc.ca/>

Email: info@pctia.bc.ca

APPENDIX 1

Sample Application Form



ITA DESIGNATED TRAINER APPLICATION FORM

Please print clearly and return to the address noted above

An application fee of \$350.00 must be submitted with this application and applicants are expected to cover all direct costs associated with the designation review. Review the "Guidelines for Training Providers Applying for ITA Program Designation" for more details.

A. Business Information

Name of Institute or Company (please provide both the operating and legal names if different)		
Street Address:		
City:	Province:	Postal Code:
Mailing Address: <input type="checkbox"/> Same as Above		
City:	Province:	Postal Code:
Telephone Number: ()	Fax Number: ()	Website Address:
PCTIA Registration No:		How Long has the Institution Been Providing Industry Training?

Contact Information:

Name and Title of Person Responsible for Communication Regarding ITA Designation:		
Telephone Number: ()	Fax Number: ()	E-mail address:

B. Program Details:

Name of ITA Accredited (Red Seal), Recognized (Provincial) or Foundation (Formerly ELTT) training program and Level(s)/Module(s) for which ITA designation is being sought (e.g. "Electrician, Level 1 and Level 2"):		
Program delivery (select all that apply): <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Distance <input type="checkbox"/> Hybrid <input type="checkbox"/> Self-Paced		
Describe any other notable aspects of delivery:		
Expected minimum program enrollment:	Number of hours per week in the program:	Number of training weeks:
Do ITA documents (i.e. Program Outline, Competency Profile Chart, Tool and Equipment List) guide program delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, describe alternate sources guiding delivery:		

*Note: Please attach examples of material promoting the program including advertising, brochures or information sheets.

Location Information:

**Note: Please complete a separate page for each delivery site*

The training location(s) for which ITA designation is being sought:

Campus Name:		
Street Address:		
City:	Province:	Postal Code:
Telephone Number: ()	Fax Number: ()	
Location Contact Name:	Telephone Number: ()	E-mail address:
Location Instructor Name (if more than one instructor is involved in the program provide details for each):		
Instructor Qualification:		
<input type="checkbox"/> BC Certificate of Qualification No. _____		
<input type="checkbox"/> Red Seal No. _____		
Years of Teaching Experience:	Years of Practical Experience:	
BC Provincial Instructor Diploma?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Qualifications:		
Describe the location, equipment and tools and consumable trade materials which will be utilized:		

*Note: Please attach Instructors' Resumes and available certificates.

C. Learning Resources:

Please attach a detailed list per level/module of all learning material and or instructional support materials (textbooks, cd's, dvd's, guides, etc.) used to support the program.

D. Tools & Equipment:

Please attach a detailed list per level/module of all tools, equipment and materials to be used to support the program.

ITA DESIGNATED TRAINER APPLICATION FORM

E. Fee Schedule:

Fee to be submitted with this application: \$350.

After receiving this application and discussing it with the training provider contact, ITA will provide an estimate of the direct costs of a designation review. The review will likely include a curriculum review, a site visit and an on-site program audit. The estimated costs will be based on the details in this application and are payable before proceeding with the designation review. For more detail please refer to the "Guidelines for Training Providers Applying for ITA Program Designation" document available from ITA.

Check List

To avoid delays in processing, please use the following checklist to ensure that the application is complete and that the required documentation is attached.

- Application is completed in full and is signed and dated.
- A separate "page 2" for each location is included.
- All documents, including:
 - samples of promotional material
 - site maps, floor plans, photos
 - instructor resumes and certificates
 - resource lists (curriculum outline, tools, equipment, and materials) are attached
- Payment of the application fee in the form of a cheque made out to the "Industry Training Authority" accompanies the application or has been sent "attention ITA designation coordinator"
- Training Provider is prepared to cover the direct costs of the designation review

Certification

I certify that the information I (as the applicant) have provided is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*.)

Applicant's Signature:	Date (YYYY/MM/DD):
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ITA USE ONLY

- Application fee received: Application is complete:
- Curriculum Review required:
- Site Visit required:
- Program Audit required: Provisional approval granted:

Direct Costs Estimate	Coordination days at \$350/day	SME days at \$275/day	Sub Total
1 Application Fee	-	-	350 or PAID
2 Curriculum Review excluding expenses			
3 Site Visit excluding travel and expenses			
4 Program Audit excluding travel and expenses			
		TOTAL	\$