

POLICY: APPRENTICE/TRAINEE AND SPONSOR REGISTRATION

1.0 Entrance Standards

Every prospective *Apprentice* must meet the entrance requirements of the *Industry Training Program* as outlined in the *Industry Training Program Profile*.

2.0 Apprentice Registration

All participants in ITA *Recognized and Accredited Industry Training Programs* must register with the ITA as *Apprentices* under an eligible sponsor. Eligible sponsors must be legal entities or individuals who are journeypersons or equivalent.

A *Sponsor* can be an employer or a 3rd party willing and able to fulfill the responsibilities of a *Sponsor*.

2.1 Responsibilities of Sponsor(s)*

Sponsors will:

- ensure the *Apprentice* receives training and related practical experience under the direction of a qualified individual (certified Journeyperson or equivalent), in a work environment conducive to learning the tasks, activities and functions that form the *Industry Training Program* in which the *Apprentice* is registered
- recommend for certification Apprentices who have, in their opinion, met the program standards outlined in the relevant Industry Training Program Profile.
- enable the *Apprentice* to regularly attend *Technical Training* required under the Apprentice's *Industry Training Program*.
- submit the forms and other documents that are required by the Industry Training Authority attesting to Apprentice completion of established requirements for the *Industry Training Program*.

2.2 Responsibilities of Apprentice

Apprentices will:

- complete the required on-the-job training and practical experience.
- successfully complete or challenge all required *Technical Training*.
- meet any additional requirements of the *Industry Training Program* as outlined in the *Industry Training Program Profile*.

2.3 Cancellation of Registration

- Either the Apprentice or Sponsor may terminate the Registration at any time.
- Termination of Registration does not preclude the Apprentice from re-registering with the same Sponsor, or from registering with a new Sponsor.

- If satisfied that an individual is no longer eligible under the policies of the ITA or under the Regulations to continue to be registered as an Apprentice, the ITA may cancel the registration of the individual and, if the ITA does so, it must inform the individual and the Sponsor of the cancellation, with written reasons.

3.0 Trainee Registration

Upon successful completion of a *Foundation Industry Training Program*, the training institution will register successful *Trainees* with the ITA. If the Trainee progresses to an apprenticeship under an eligible sponsor, a new registration (*Apprentice Registration*) will be required in accordance with Section 2.0 above.

***NOTE: An Apprentice may have multiple Sponsors/Employers over the course of completing an Industry Training Program.**

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