

**POLICY: CRITERIA FOR APPROVING NEW APPRENTICESHIP AND
FOUNDATION INDUSTRY TRAINING PROGRAMS**

This Policy defines the approval criteria by which proposals for new apprenticeship and foundation industry training programs will be assessed.

1.0 Scope

This policy is restricted to proposals that would lead to a new *Apprenticeship* or *Foundation Program*. A proposal to implement a change to an existing Industry Training Program which leads to an existing ITA Credential will be considered in the context of ITA policy PP1001 “Criteria for Approving Changes to Existing Industry Training Programs”.

Program approval decisions are based on meeting ITA Program Standards, and do not create an obligation or imply a current or future funding commitment.

2.0 Definitions

2.1 Apprenticeship Training Programs combine work-based experience and training under the supervision of a registered sponsor with components of theoretical (typically school-based) training, leading to provincial and / or national (e.g. *Red Seal*) industry training credentials. These programs are characterized by four unique operational attributes:

- Province-wide standards are defined by industry and approved by ITA
- On-the-job learning comprises a significant component of the learning (This differentiates the apprenticeship model from most other vocational training models.)
- Employers / industry play an integral role in assessment of qualified workers
- ITA credentials are issued for successful completion; in some cases these may be linked to national standards via the Inter-Provincial (Red Seal) Program.

2.1.1 Accredited Training Programs are those programs that have been designated through regulation by the Minister responsible for the *Industry Training Authority Act*. They are enumerated in ITA Bylaw B1001 – Accredited Industry Training Programs. These programs follow both provincial and national standards, and requirements for completion of an apprenticeship or certification challenge are defined in the relevant Industry Training Program Profile. Successful program completion results in the issuance of a *Certificate of Qualification* with an Inter-Provincial *Red Seal* endorsement and issuance of a *Certificate of Apprenticeship*. Where program challenge is available, successful challengers are issued a *Certificate of Qualification* with *Red Seal* endorsement.

2.1.2 Recognized Training Programs are enumerated in ITA Bylaw B1002 – Recognized Industry Training Programs. These programs follow provincial standards, and requirements for completion or certification challenge are defined in the relevant Industry Training Program Profile. Successful completion results in the issuance of a *Certificate of Qualification* and a *Certificate of Apprenticeship* (Inter-Provincial *Red Seal* endorsement is **not** applicable to

Recognized Training Programs.) Where challenge is available successful challengers are issued a *Certificate of Qualification*.

2.2 *Foundation Industry Training Programs* are enumerated in ITA Bylaw B1003, *Foundation Industry Training Programs*. *Foundation Industry Training Programs* have province-wide standards and focus primarily on knowledge of essential skills needed to gain entry into a particular occupation or skill area in demand by industry. Programs are comprised primarily of school-based training with minimal work-based training and ladder into existing *Accredited* or *Recognized Industry Training Programs*. Requirements for completion are defined in the relevant Industry Training Program Profile. Successful completion of a *Foundation Industry Training Program* results in the issuance of a *Certificate of Completion*.

3.0 Initial Program Approval Criteria

Initial acceptance by the ITA Standards Review Committee is required for piloting a proposed new Industry Training Program. A program will be recommended for final approval only upon completion of a successful pilot.

3.1 Criteria for Initial Approval of New Apprenticeship Industry Training Programs

- a. The training program is consistent with ITA's priorities as defined by our stakeholder letter of agreement, strategic plan, service plan, and development budget.
- b. The training program reflects the future direction of industry by meeting an industry demand for workers with specific skills. This should be evidenced by employer commitment to hire apprentices and graduates of the program and the number of program applicants. Strategies for sustaining industry support should be outlined in detail.
- c. The Program Standards are clearly identified such that they are translatable into learning materials and assessment tools.
- d. The training process or training model results in measurable outcomes aligned with Program Standards.
- e. Proposed assessment tools and processes measure cognitive, practical and other relevant capabilities described in the Program Standards, and are functionally and financially sustainable.
- f. There is an identified process for regular review of the Program Standards and assessment tools with substantial industry input to ensure maintenance of quality and standards, as well as relevance to industry needs.
- g. Laddering and bridging paths to other credentials and cross program credits to other certifications are clearly identified for all related programs
- h. The program implementation plan addresses all ITA operational requirements, and can be functionally and financially supported. Where appropriate the plan includes detailed transition, communication and summative evaluation plans.
- i. The proposed program would not meet criteria for deactivation set out in ITA Operations Policy PP 1002, Criteria for Deactivation of Recognized Apprenticeship and Foundation Industry Training Programs.
- j. To enable program completion, the sponsorship model must align with the responsibilities of sponsors defined in ITA's Apprentice and Sponsor Registration form.

- k. The proposed program should not negatively impact the mobility of registered apprentices or certified tradespersons under Red Seal policies, AIT, TILMA, or other agreements and inter-provincial standards established by relevant regulatory and standards bodies.

3.2 Criteria for Initial Approval of New Foundation Industry Training Programs

In addition to the criteria above, new *Foundation Industry Training Programs* must meet the following:

- a. There is clear evidence that industry intends to hire from the program and progress graduates of the program into an *Apprenticeship Industry Training Program (Recognized or Accredited)* where available.
- b. The program is **not** structured as a pre-cursor to an existing *Foundation Industry Training Program*.
- c. An analysis of existing programs similar to the proposed *Foundation Industry Training Program* has been conducted, and any duplication or overlap with similar programs is justified.
- d. Integration with existing or proposed *Apprenticeship Industry Training Programs* is clearly identified, including bridging mechanisms where appropriate.

4.0 Final Program Approval

Final program approval will be granted by the ITA Standards Review Committee upon successful completion of a program pilot.

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