

**POLICY: CRITERIA FOR APPROVING SUBSTANTIVE MODIFICATIONS TO EXISTING INDUSTRY TRAINING PROGRAMS**

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This policy defines the criteria that will be used in evaluating proposals from industry to make substantive modifications to existing *Industry Training Programs* to enable industry to ensure *Industry Training Programs* remain relevant and are of high quality.

**1.0 Scope**

This policy is restricted to changes to programs that lead to existing *Certificates of Qualification*, *Certificates of Apprenticeship*, and / or *Certificates of Completion*. A proposed change that would lead to a new *Certificate of Qualification*, *Certificate of Apprenticeship*, or *Certificate of Completion* will be considered in the context of the ITA Operations Policy PP1000, "Criteria for Approving New Apprenticeship and Foundation Industry Training Programs".

Program modification 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 Definition**

"Substantive modification" to a program is defined as change in program name, *Program Standards* or *Occupational Performance Standards* assessment methods, program duration, entry requirements, certification model, or challenge process.

**3.0 Criteria****3.1 Transition and Implementation Plan**

Any proposed change to an *Industry Training Program* must include a detailed implementation plan including a transition plan addressing how the change will affect the progression of trainees (in the case of *Foundation Industry Training Programs*), and apprentices (in the case of *Recognized* and *Accredited Apprenticeship Industry Training Programs*) already in the system, and how this will be addressed.

**3.2 Additional Requirements**

In addition to the requirements outlined in section 3.1, proposals for substantive modifications to existing *Industry Training Programs* must meet all criteria defined in PP1000, Criteria for Approving New Apprenticeship and Foundation Industry Training Programs, as enumerated below:

**3.2.1 For Modified Apprenticeship Programs**

- The training program is consistent with ITA's priorities as defined by our stakeholder letter of agreement, strategic plan, service plan, and development budget.
- 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.
- The Program Standards or *Occupational Performance Standards* are clearly identified and described to a standard that is translatable into learning materials and assessment tools.

- The training process or training model is focused on measurable outcomes directly related to the Program Standards or *Occupational Performance Standards*.
- Assessment tools and processes measure cognitive, practical and other relevant capabilities, and are rigorous relevant and meet peer review standards. For formal workplace competency assessment, the proponent must present a model that is consistent with the ITA Standards Specifications, and include an administration plan for the proposed competency assessment that is both functionally and financially sustainable and consistent with ITA policy PP1015, Workplace Competency Assessment.
- There is an identified process for regular review of the Program Standards or Occupational Performance Standards and assessment tools with substantial industry input to ensure maintenance of quality and standards, as well as relevance to industry needs.
- Laddering and bridging paths to other credentials and certifications are clearly identified and specific to each other credential or certification.
- Written intent by employers to hire apprentices and graduates of the program and willingness to participate in program development and maintenance activities reflects the future direction of Industry. Strategies for sustaining industry support should be outlined in detail.
- The modification is consistent with ITA's priorities as defined by the current stakeholder letter of agreement, strategic plan, service plan and development budget.
- Where appropriate the program implementation plan contains detailed transition, communication and summative evaluation plans.
- A feasible sponsorship model that ensures program completion for participants is clearly defined and consistent with the responsibilities of sponsors defined by the ITA.
- Where applicable, the program must meet Red Seal, Trade Investment and Labour Mobility Agreement (TILMA), Agreement on Internal Trade (AIT) or other agreements and inter-provincial standards established by relevant regulatory and standards bodies.

### 3.2.2 For Modified Foundation Programs

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

- 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.
- The program is **not** structured as a pre-cursor to an existing *Foundation Industry Training Program*.
- 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.
- Integration with existing or proposed *Apprenticeship Industry Training Programs* is clearly identified, including bridging mechanisms where appropriate.

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