

**POLICY: FUNDING FOR NEW PROGRAM DEVELOPMENT
AND SUBSTANTIVE CHANGES TO EXISTING PROGRAMS**

1.0 General

This policy defines the criteria used by ITA to approve program development costs to be included in an Enterprise Partnership Agreement or service contract.

2.0 Scope

Funding under this policy is restricted to activities related to developing proposals to create or modify Industry Training Programs. In accordance with PP1000, Criteria for Approving New Apprenticeship and Foundation Industry Training Programs, and PP1001, Criteria for Approving Substantive Modifications to Existing Industry Training Programs, program approvals or modifications are based on meeting ITA Program Standards, and do not create an obligation or imply a current or future funding commitment. Funding is dependent on ITA's development budget and fiscal priorities.

3.0 Funding Program Development and Maintenance Activities

Funding for Program Development and Maintenance Activities will be set out in the relevant Enterprise Partnership Agreement or other ITA Service Contract where no Enterprise Partnership Agreement exists.

- Normally the funding shall not cover the time or expense costs of industry participants in the program development activities.
- Funding will not duplicate any costs that would otherwise be reasonably expected to be covered by other training program development funding sources such as Labour Market Partnerships, Human Resource & Skills Development Canada and national Industry Sector Councils.
- In accordance with PP1014, Intellectual Property Policy, all program development material produced will be the sole property of ITA (Province of BC) unless otherwise explicitly agreed.
- Development funding will be used in the most efficient and cost effective manner possible (e.g. usable learning resources and assessment tools from other jurisdictions will be utilized when available) and all ITA funded development will be conducted in accordance with the terms and conditions of the relevant Enterprise Partnership Agreement or service contract.

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