

GO!



Sponsor Guidebook



WHO

Meet the Partners of the Apprenticeship Industry Training Program

Industry Training Authority (ITA)

The Industry Training Authority (ITA) is the provincial government agency that governs and manages BC's industry training system. Responsibilities of the ITA include providing information and assistance through the customer service office. ITA maintains trainee and apprentice records, oversees exams, issues credentials and funds training at public and some private institutions.

Apprentice

An apprentice works with a sponsor to complete work-based training, technical training, other program requirements and exams. An apprentice is registered with the ITA and, along with the sponsor, reports progress towards program requirements.

Sponsor

A sponsor is registered with the ITA, and is a legal entity (e.g., a company or organization) or a certified tradesperson or equivalent. A sponsor provides an apprentice with the opportunity to learn on the job. The sponsor, along with the apprentice, reports progress towards program requirements.

Training Provider

The technical training provider must be designated by the ITA to deliver the relevant type and level of technical training. A list of designated training providers and course offerings are listed on the ITA Web site, www.itabc.ca.

Industry Training Organization

An Industry Training Organization (ITO) is an independent, non-profit association. It is responsible for consulting with industry to develop and maintain provincial program standards for each trade and recommend changes for approval by the ITA as needed. Program standards are the basis of technical training programs.

WHY

Sponsors like you make BC's industry training program work.

By sponsoring an apprentice, you are passing on your knowledge and expertise. Your role helps ensure that the highest quality of training is provided for the benefit of your apprentice, business, industry and community.

Sponsors also benefit from a training tax credit designed to encourage employers to take on apprentices. The program provides refundable income tax credits equal to 10 per cent of salary and wages, up to \$4000.

Thank you for making an investment in BC's future certified tradespeople.

IMPORTANT NOTE:

Return on Investment

Employers receive a benefit, on average, of \$1.47 for every \$1 invested in apprenticeship training. (Source: Canadian Apprenticeship Forum)

HOW

Sponsoring an Apprentice

Apprenticeship industry training programs, commonly called apprenticeships, provide the knowledge and skills required of a certified tradesperson. These programs involve a combination of work-based training and technical training. Apprenticeship programs vary in length but most take about four years to complete. Industry training programs result in the achievement of a provincial or national trade certification. In BC, there are training programs for approximately 145 occupations. The profile of your apprentice's program has been included in this package.

Sponsorship is an important responsibility and every step is required to properly complete the program. Please take the time to review the six steps.



1

Workplace Orientation

Your first responsibility is to create a workplace environment that helps an apprentice succeed in the industry training program. Remember that your apprentice may be new to your workplace and/or new to the trade.

If you are not sure what your apprentice should be learning, information can be found on the ITA Web site, or by contacting your ITO for more information.

In addition, you are responsible for ensuring:

- Your apprentice has proper equipment and understands the safety standards of your workplace.
- Your apprentice is clear on which certified tradesperson (or equivalent) is responsible for his/her work-based training.
- Your apprentice receives work-based training that incorporates the full scope of the trade; training can take place at multiple work sites if required.

IMPORTANT NOTE:

Create a Training Plan

Clear and regular communication is the key to a smooth and successful completion of the apprenticeship. Identify your apprentice's training objectives and agree on a plan for monitoring progress throughout the industry training program.

2

Registration

Both you and your apprentice register with the ITA, generally at the same time.

- Download a registration form from www.itabc.ca or request one from ITA Customer Service.
- Both you and your apprentice complete and sign the form.
- If you are already registered as a sponsor, record your number on the form; if not, then you will be assigned a number.
- Send the completed registration form to ITA Customer Service.
- Look for a confirmation of the registration from the ITA within approximately 10 days.
- Notify the ITA of any changes to your contact information.

3

Track and Report Work-based Hours

Once registered, you and your apprentice are jointly responsible for managing progress towards the completion of the apprenticeship.

About 80 per cent of an apprenticeship program is completed through work-based training.

Your apprentice's program has a set number of work-based hours that must be completed before certification. One hour of work-based training is awarded for each hour worked on the job.

Your apprentice may accumulate work-based training hours while working for you and/or by working for an employer other than you. Work-based hours must be completed under the direct supervision of a certified tradesperson or equivalent and approved by you.

You are responsible for:

- Tracking and reporting to the ITA at regular intervals the work-based training hours accumulated by your apprentice.

4

Review and Confirm Documentation

The ITA periodically sends to you and your apprentice a transcript of your apprentice's training record when he/she:

- *Completes a level of technical training
- *Writes a technical training level exam on a challenge basis
- *Notifies the ITA that a sponsorship has been changed
- *Reports no activity
- *"Times-out" of a youth apprenticeship

You are responsible for:

- Reviewing with your apprentice the documentation sent by the ITA.
- Reporting any discrepancies in the documentation/transcripts to ITA Customer Service in a timely manner.

5

Technical Training Release Time

About 20 per cent of the apprenticeship program is technical training. Technical training consists of both theoretical and practical assessments. Your apprentice must obtain a minimum score of 70 per cent overall to be granted credit for a level of technical training.

You are required to make it possible for your apprentice to take the technical training. This may include releasing your apprentice from work for the duration of the technical training class.

Technical training should be scheduled approximately one year after registering as an apprentice. If your apprentice has already been working in the trade for some time, then a shorter interval may be appropriate. Check class availability.

Your responsibilities include:

- Setting up a schedule with your apprentice for the technical training aspect of the apprenticeship. Note: Classes fill up quickly – encourage your apprentice to register well in advance.
- Ensuring your apprentice selects a designated training provider. A list of ITA designated training providers and course offerings are listed on the ITA Web site, www.itabc.ca. In addition, the BC Trades Training Consortium's Web site is a good source of schedules at public institutions: www.tradestrainingbc.ca.



6

Recommend Certification

As a sponsor, you are responsible for deciding whether or not to recommend your apprentice for certification.

Once all work-based training, technical training and any other program requirements have been completed and your apprentice passes the relevant certification exam, the ITA sends you a Recommendation for Certification form.

- By completing this form, you are attesting that it is the judgment of a certified tradesperson or equivalent that your apprentice is now working at the skill level of a certified tradesperson. The form is signed by you and/or the certified tradesperson or equivalent.
- The completed form must be returned to ITA Customer Service. Once a positive recommendation is received, the ITA will issue the appropriate trade certificate and send it to you for presentation to the apprentice.
- The ITA maintains a permanent file of your apprentice's record of certification.
- You may decide not to recommend your apprentice for certification. In this case, you must provide the reasons, a training plan to remedy the identified skill and knowledge deficiencies and suggest a future date for the ITA to send another Recommendation for Certification form. You are also responsible for communicating with your apprentice about your decision and plan.

CERTIFICATION

The certification process is as follows:

- A Your apprentice successfully completes all apprenticeship program requirements.
- B ITA sends you a Recommendation for Certification form for completion and submission.
- C ITA processes the Recommendation for Certification and sends a non-expiring certificate to you for signature and presentation to your apprentice.
- D ITA maintains a permanent file of your apprentice's record of certification.

WHAT

Provincial and National Credentials

Apprentices who successfully complete an apprenticeship program in BC are awarded an ITA credential.

For provincially recognized programs, the ITA awards a Certificate of Qualification and/or a Certificate of Apprenticeship credential.

For nationally recognized programs, an Inter-Provincial (IP) Red Seal endorsement is affixed to the ITA credential.

Grants and Tax Credits

Your apprentice is eligible for federal grants and provincial tax credits of \$1,000 or more when each level of technical training and the accompanying work-based training hours are successfully completed. In addition, effective January 1, 2009, a completion grant is available upon certification. For information on how to apply, see the Financial Assistance section of the ITA Web site, www.itabc.ca.

WHAT IF?

Brief explanations of topics that may arise during the industry training program are noted below. If you wish to pursue any one of the topics addressed here, you can find out more detailed information by contacting the ITA.

Challenge for Technical Training Credit

Instead of attending and completing a technical training course, apprentices may choose to challenge a level of technical training in programs where appropriate ITA exams exist. To challenge for technical training credit, complete a Level Exam application form available on the ITA Web site or through ITA Customer Service. Once the exam is passed with a mark of 70% or better, the credit will be applied to your ITA record. There is no fee for this service.

Challenge for Certification

An apprentice may challenge for an ITA trade certification instead of taking an apprenticeship program if they have the required knowledge and experience. Generally, challengers are required to complete 1.5 times the hours in the trade required for an apprenticeship. To challenge for certification, an individual must complete three steps, as follows:

1. Complete a trade-specific Certification Challenge Application form available on the ITA Web site or through ITA Customer Service. This process includes providing documentation from your current and past employers to verify the number of hours and the task/duties completed in the trade.
2. Pay the \$120 application fee.
3. If approved, write the Certificate of Qualification or Inter-Provincial (IP) exam and achieve a mark of 70% or better.

Take Technical Training Outside BC

BC apprentices may take technical training elsewhere in Canada. Apprentices seeking such training must first contact the ITA for approval, make arrangements for registration and ensure that the training results are credited to their record at the ITA.



Modified Administration of Exams for Candidates with Special Needs

The ITA is committed to providing fair and accessible examinations, including reasonable accommodations for individuals with special needs. The ITA considers requests for modified administration of examinations in collaboration with relevant industry and safety organizations. Contact ITA Customer Service for information on applying for this service.

Register as an Equivalent to a Certified Tradesperson

The ITA requires a certified tradesperson or equivalent to direct/supervise an apprentice's work-based training and to recommend an apprentice for certification when all program requirements have been met. If a sponsor is not a certified tradesperson and requires an equivalent to assume these responsibilities, you must complete an Equivalency Application form available on the ITA Web site or through ITA Customer Service.

Apply for Credit for Prior Work-based Training Hours

An apprentice may apply for credit for prior work experience gained while working for an employer other than the sponsor. Upon approval from the current sponsor, this time credit may make it possible to earn the trade certification sooner. To apply for previous work experience credit, apprentices must complete and submit a trade-specific Prior Work-based Training Application form available on the ITA Web site or through ITA Customer Service.

Financial Information

- Apprentices and challengers are eligible for a number of federal grants and provincial tax credits when each level of technical training and the accompanying work-based training hours are successfully completed. In addition, a completion grant is available upon certification. Refer to the Financial Assistance section at www.itabc.ca for more information.
- Apprentices are responsible for tuition and other costs associated with their technical training. Costs may vary widely between institutions and apprentices are encouraged to research carefully when selecting and registering for training. Some apprentices attending technical training may apply to Service Canada for employment insurance, depending upon individual circumstances.
- Sponsors benefit from a training tax credit designed to encourage employers to take on apprentices. The program provides refundable income tax credits equal to 10 per cent of salary and wages, up to \$4000.

Program Standards

If you have any questions about the technical aspects of your apprentice's training program, such as curriculum or duration, information can be found on the ITA Web site or by contacting the Industry Training Organization (ITO) for your sector.



GO!

Contact Information

ITA Customer Service: 778-328-8700 or
1-866-660-6011 (toll free outside the Lower Mainland)

ITA Web site: www.itabc.ca

Email: customerservice@itabc.ca

Address: 110 – 2985 Virtual Way,
Vancouver, BC, V5M 4X7



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CHECKLIST OF SPONSOR RESPONSIBILITIES

- Apprentice has proper equipment and a safe place to work.
- Register with the ITA. Generally, you and your apprentice register at the same time.
- Apprentice's work-based training is completed under the direction or supervision of a certified tradesperson or equivalent.
- Apprentice receives work-based training that incorporates the full scope of the apprenticeship program (training can take place at multiple work sites if required).
- Track and report your apprentice's work-based training hours.
- Review with your apprentice documentation sent by the ITA regarding training progress and report discrepancies to the ITA in a timely manner.
- Help your apprentice plan the technical training component at an ITA designated training facility and provide the release time required to complete the program.
- Recommend your apprentice for certification when all required work-based training, technical training, other program requirements and exams are successfully completed.
- Ensure you and/or a certified tradesperson or equivalent have signed and submitted the Recommendation for Certification form.
- Present the trade credential to your apprentice with congratulations on becoming a certified tradesperson.



Apprentice Responsibilities Summary

Your apprentice has received an received an Apprentice Guidebook that outlines his/her specific responsibilities. For your information, here is a brief summary of your apprentice's responsibilities:

- Gain an understanding about the workplace and the employer's expectations, including:
 - Proper equipment and safety standards of the workplace.
 - Which certified tradesperson or equivalent is responsible for the work-based training.
- Register with the ITA. Generally sponsors and apprentices register at the same time.
- Check in with the sponsor regularly to ensure the tracking and reporting of work-based hours is up to date.
- Review with the sponsor documentation sent by the ITA regarding training progress.
- Ask the sponsor to report any discrepancies in the documentation/transcripts to the ITA in a timely manner by calling ITA Customer Service.
- If there is a change of sponsors, ensure the change is properly communicated and registered with the ITA.
- Set up a schedule with the sponsor for the technical training aspect of the apprenticeship.
- Select and register for the technical training with an ITA designated training provider.
- Complete all program requirements and pass the relevant certification exam.
- Receive a provincially or nationally recognized trade credential.