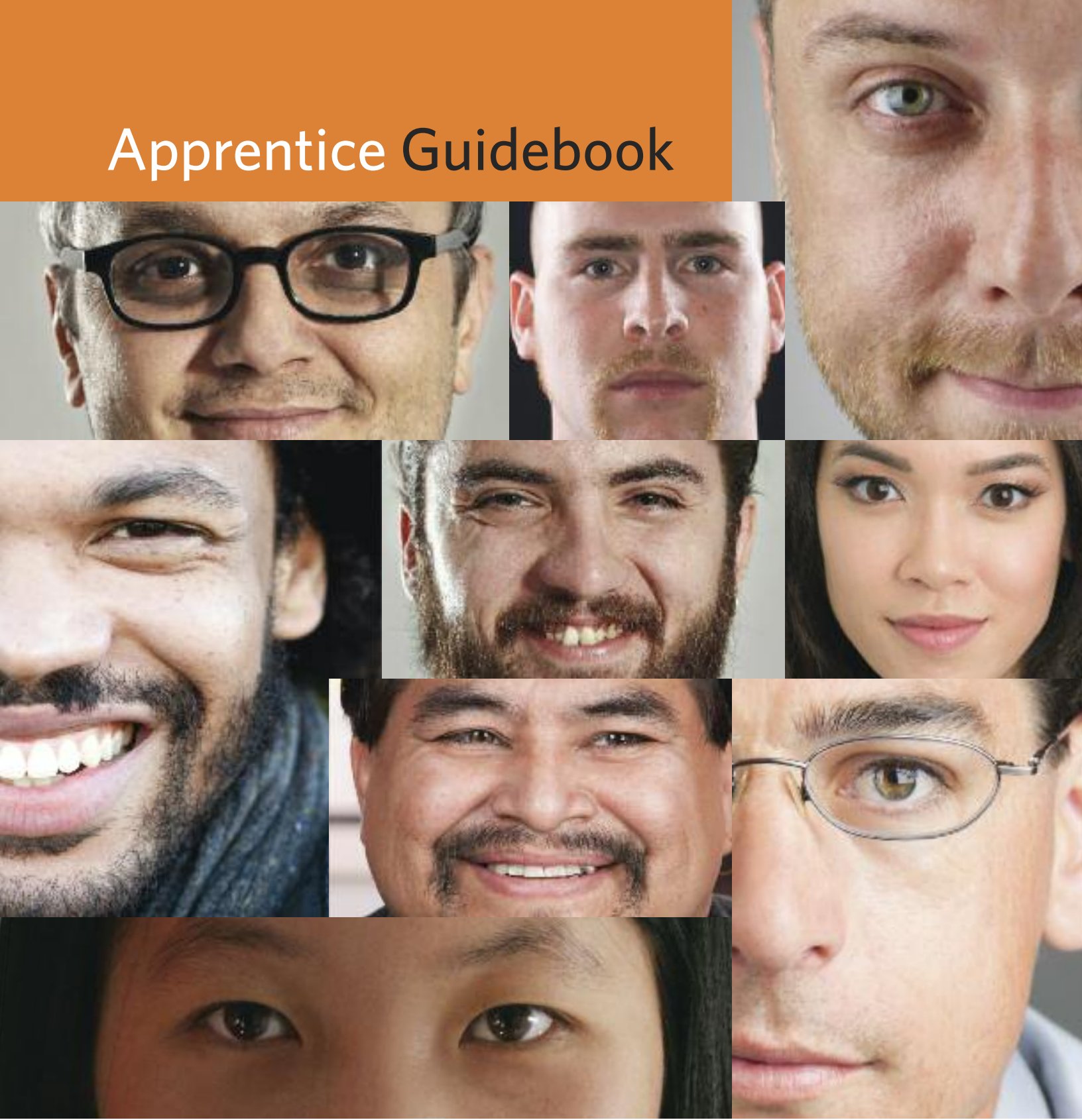




# Apprentice Guidebook



**CERTIFICATE OF QUALIFICATION**  
**YOUR TICKET - TO SUCCESS**



# YOUR TICKET TO SUCCESS

Your goal as an apprentice is to become a BC qualified tradesperson – a professional who has completed an apprenticeship and been awarded a Certificate of Qualification (CofQ), more commonly known as a ticket.

A trade ticket earned through an apprenticeship is a pathway to a successful career. It is your ticket to an above-average income in high-demand jobs with a variety of career paths or you could even start your own business. You can choose a lifestyle that fits with your ambitions and interests, working here in BC or across Canada.

There are many trades training programs in BC. Of the 100 trades available in BC, over 50 are Red Seal trades that qualify you to work anywhere in Canada.

BC's Industry Training Authority (ITA) supports both apprentices and employers throughout the apprenticeship process. Read on, make notes and take your future in your hands.



## CHALLENGERS

You may challenge for an ITA Certificate of Qualification if you have the required knowledge, training and skills through previous experience, whether trained domestically or internationally. Generally, challengers are required to complete 1.5 times the hours in the trade required for an apprenticeship. Once the challenge exam is passed with a mark of 70% or better, you will become a certified tradesperson.

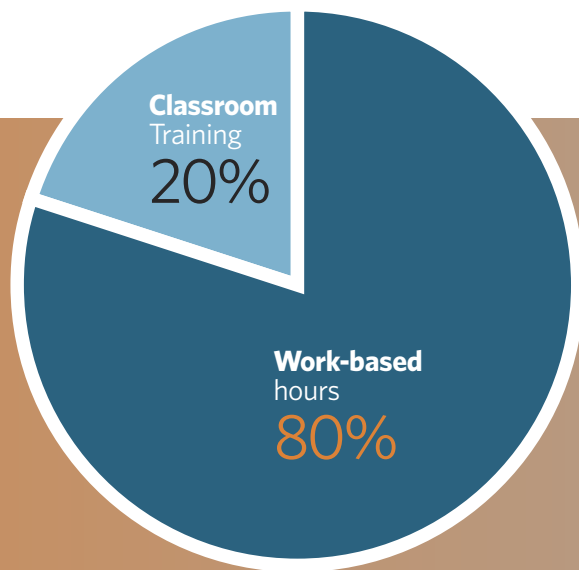
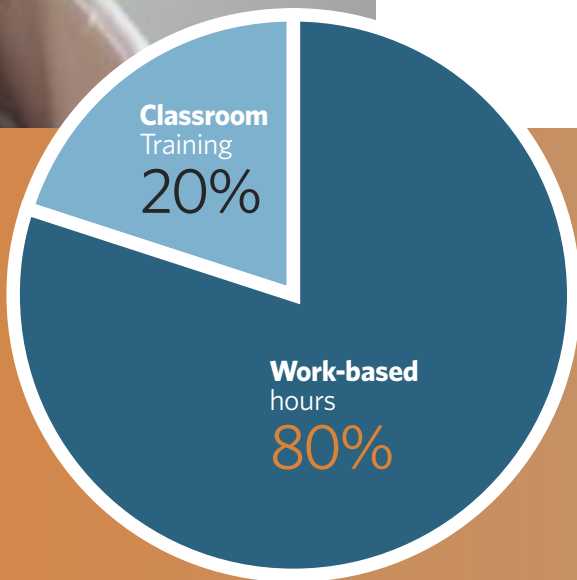
To find out about the steps for challenging: [www.itabc.ca/challengers](http://www.itabc.ca/challengers)





# BC APPRENTICESHIP Pathway

Apprenticeship requirements vary between trades, but most apprenticeships take four years to complete, with 80% of the learning taking place at the worksite and 20% with an ITA-recognized training provider. An apprenticeship is a work-then-school cycle that is repeated each year for about four years.



**REGISTER** .....**YEAR ONE**.....**YEAR TWO**.....



### Register

You and your employer register online in ITA Direct Access, or submit a registration form by email.

### Work-Based Training Hours

Each trade has a mandatory number of work-based training hours during which you learn the skills of your trade under the guidance and supervision of a certified tradesperson.

### Classroom Training

Every year or so you go to school at an ITA-recognized training provider.

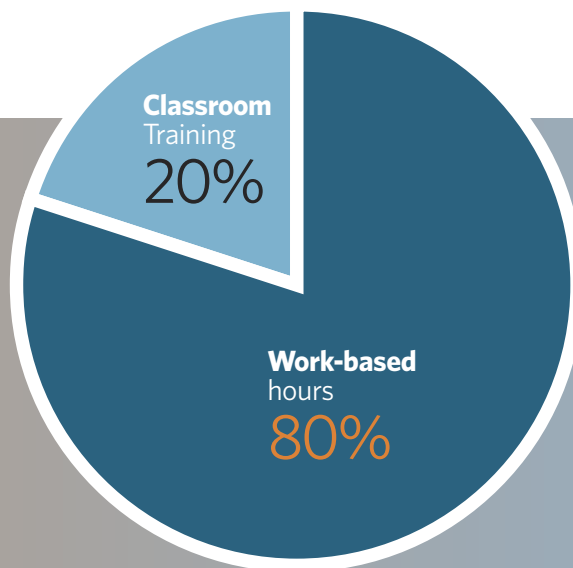
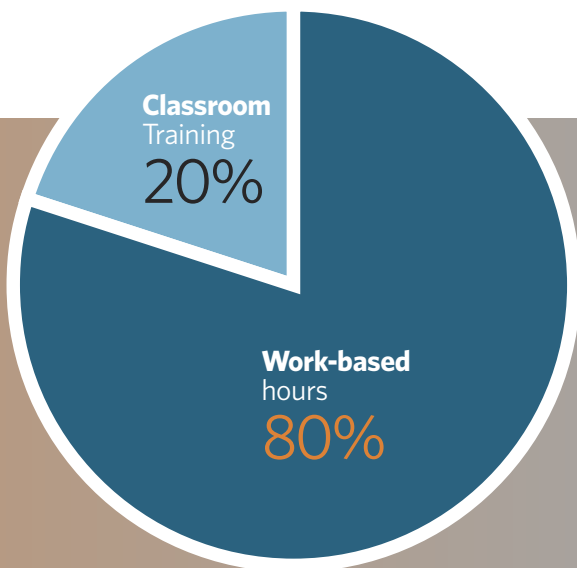
### Certification

Once you have completed the apprenticeship and your employer has recommended you for certification, you will receive your Certificate of Qualification (CofQ) - your ticket.

## YOUR EMPLOYER

An employer who agrees to sponsor you throughout your apprenticeship offers much more than just an income. To sponsor you means the employer ensures you learn the full scope of the trade over the course of the apprenticeship, records your work-based training hours in ITA Direct Access, releases you for the classroom training and recommends you for certification once you have completed your apprenticeship. Employers who sponsor apprentices are a crucial part of BC's apprenticeship system.

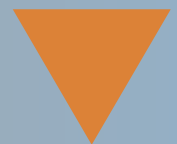
DA



.....YEAR **THREE**.....

.....YEAR **FOUR**.....

**CERTIFICATION**



# REGISTER

Your ticket means a better income and more career opportunities, so it makes sense to properly complete the online registration and make certain your work-based training hours, transcripts and personal information are accurate and up to date.

**ITA DIRECT ACCESS** is the primary account for your apprenticeship.

**DA** [www.itabc.ca/direct-access](http://www.itabc.ca/direct-access)

The screenshot shows the ITA Direct Access user interface. At the top, it says 'ita DIRECT ACCESS'. Below that, it displays 'My Account: test@at' and 'ITAT External: ITA Direct Access v2.13.11.0 (data refresh from PROD: July 26, 2013)'. The user is logged in as 'Login: 639743'. There is a 'save' button. The main section is titled 'Individual' and contains fields for 'Individual ID: 639743', 'Legal Name:', 'Date of Birth:', 'Email Address:', 'Phone number: (778) 528-8700 Ext:', 'Secondary Phone:', and 'Home Address: 800 8100 Granville Ave Richmond BC V6V 3T5'. Below this are tabs for 'Registrations', 'Personal Info', 'Results', 'Certifications', and 'Inbox'. A message states: 'Below is a history of notifications that have been sent to you. 1. You may use the "Resend" button below to resend any message. 2. You must have a valid email address in order to use the "Resend" function. 3. After you have clicked on the "Resend" button, please allow a few minutes to receive your email.' There are input fields for 'Results per page:' and 'Sort between: from dd, yyyy' and 'to: from dd, yyyy'. At the bottom, there is a table with columns: 'Subject', 'Original Sent Date', 'Number of Resends', 'Last Sent Date', 'Sent To', and 'Attachments'. The table contains five rows of notification records. Callouts 1 through 5 point to the 'Individual' section, the 'Home Address' field, the 'Certifications' tab, the 'Results' history table, and the 'Results per page' and 'Sort between' fields respectively.


- Register your apprenticeship and view your transcript
- Certificates and endorsements
- Emails and other important notifications
- Work-based hours, course and exam results
- Your personal and employer information

There are many other ITA Direct Access features that will keep you checking back. Login regularly to ensure your information is accurate.

# 80% WORK-BASED HOURS

Once registered, it's time to start learning your trade skills through work under the guidance and supervision of a qualified tradesperson.


## APPRENTICE RESPONSIBILITIES

- ✓ Know the number of work-based hours that are required to complete your apprenticeship.
- ✓ Connect with the qualified tradesperson who is responsible for your worksite training.
- ✓ Ensure you have the right gear, understand the workplace equipment and know the worksite's safety standards.
- ✓ Check ITA Direct Access to ensure your employer tracks and records your work-based hours. 
- ✓ Agree on the best time to talk to your employer to get feedback about your work performance, your classroom release time and the next steps in your apprenticeship plan.
- ✓ Register for classroom training.

## EMPLOYER CHANGE

Loyalty to your employer is a valued trait. If you do need to change your employer during an apprenticeship, ensure the change is done correctly.

### APPRENTICE RESPONSIBILITIES

- ✓ Confirm that the work-based training hours you completed with your current employer have been reported in ITA Direct Access and applied to your apprenticeship record.
- ✓ You and your next employer update your registration in ITA Direct Access. 



# CLASSROOM TRAINING

An apprenticeship includes schooling with an ITA-recognized training provider, so you are released from work to school for a period of time each year.

The classroom is where you will pick up a lot of the technical knowledge you need to back up your work-based training, and where you can check out the other tools and technology. When you return to your worksite, you are ready to contribute more skills and knowledge to your employer's business as well as start to prepare for your next session of classroom training.

## APPRENTICE RESPONSIBILITIES

- ✓ Register with your training provider early - classes fill up quickly.
- ✓ If you qualify for employment insurance, you will need to apply for your reference code at least six weeks prior to attending classroom training.
- ✓ Put aside some savings while you are working to carry you through your classroom training.
- ✓ Arrange with your employer a mutually convenient time each year for you to attend classroom training.
- ✓ Study and pass the exams.
- ✓ Upon completion of each classroom training session, talk with your employer about the next steps in your training plan.

## FINANCIAL SUPPORT

An important benefit of an apprenticeship is your ability to avoid student debt by earning an income while you learn on your worksite. In addition, you may be eligible for tax credits, grants and employment insurance. You may also be eligible for enhanced credits for First Nations individuals and person with disabilities. Applications for employment insurance must be completed at least six weeks prior to your classroom training. All this potential money is worth checking out at:

[itabc.ca/financial-support](http://itabc.ca/financial-support)



# CERTIFICATION



You have worked long and hard to complete your apprenticeship.


Now you are ready for your employer to recommend you for certification. These are the three main steps for completion and certification:

- 1** ITA sends your employer a Recommendation for Certification (RFC). By completing this form, your employer confirms that you are now working at the skill and competency level of a qualified tradesperson.
- 2** Check with your employer that the Recommendation for Certification steps are completed. ITA will proceed with issuing your certification when the employer and a certified tradesperson sign the RFC and submit it to ITA.
- 3** ITA issues your Certificate of Apprenticeship and Certificate of Qualification and sends them to your employer to present to you. Congratulations! You are now a BC qualified tradesperson.

## DELAYED RECOMMENDATION FOR CERTIFICATION

Your employer and supervising tradesperson may decide not to recommend you for certification. In this case, your employer provides to ITA the reasons and a training plan that addresses the identified skills and knowledge gaps.

Your employer also submits a future date for ITA to send another Recommendation for Certification. Your employer is responsible for communicating this decision and training plan to you, so talk to your employer about what you need to do to complete your certification.



# MORE ANSWERS

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ITA manages the apprenticeship system in BC and works with industry and training providers. Part of our job is to help you complete your apprenticeship by providing information and support.

The ITA website is a valuable resource for answers to your questions:

[www.itabc.ca](http://www.itabc.ca)

Want to explore your options? Apprenticeship Advisors are here to help. Whether you're an apprentice, employer, sponsor, or just thinking about your future, we'd love to talk:

[www.itabc.ca/apprenticeship-advisors](http://www.itabc.ca/apprenticeship-advisors)

WorkBC offices in your area are also excellent resources for information on apprenticeships:

[www.workbc.ca](http://www.workbc.ca)



