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ita
YOUR TICKET.



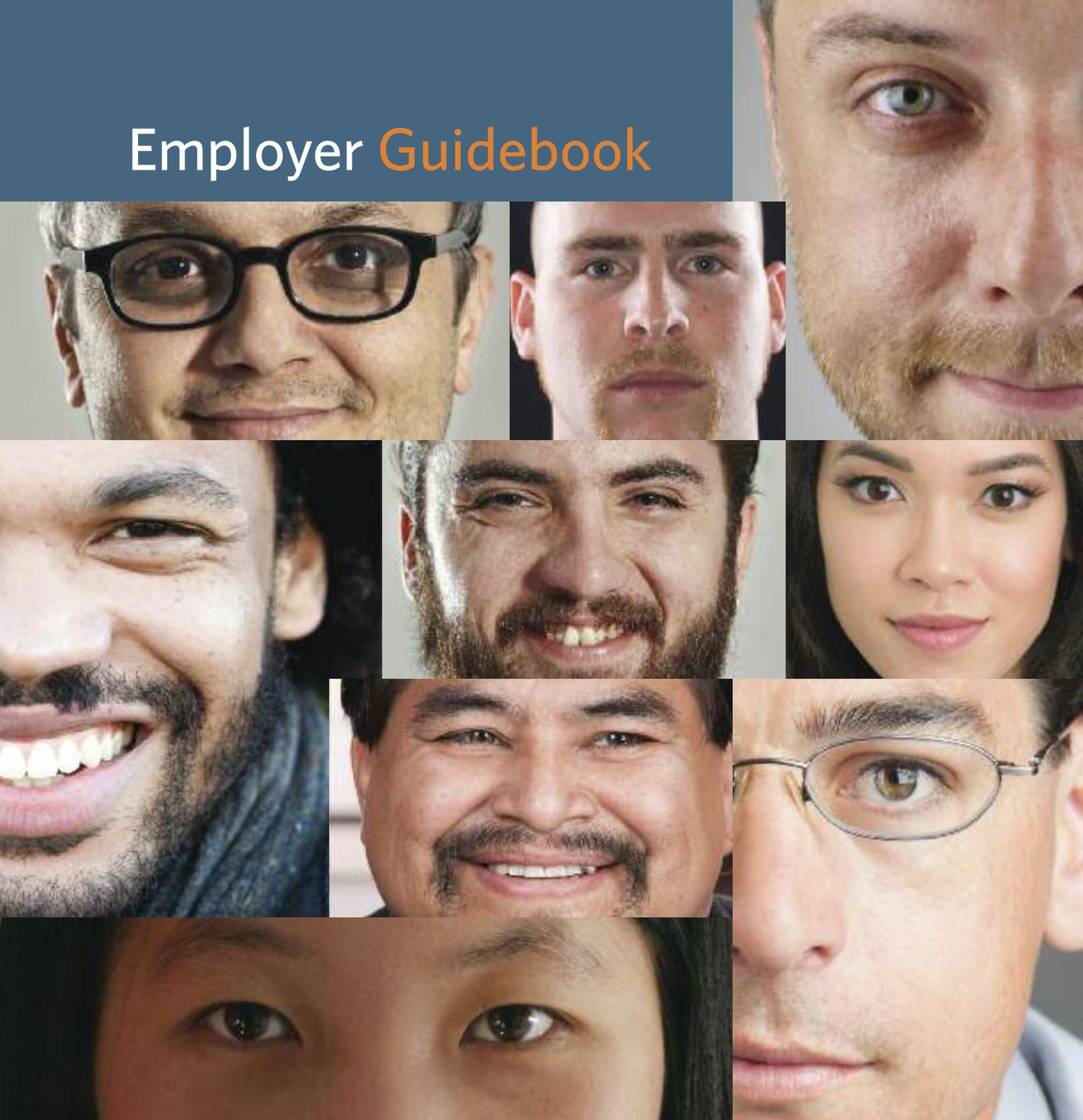
BRITISH
COLUMBIA



JULY 2017



Employer **Guidebook**



SPONSORING AN APPRENTICE
YOUR TICKET - TO SUCCESS



YOUR TICKET TO SUCCESS

Employers who sponsor apprentices continue the tradition of passing on the mastery of skills and investing in BC's future certified tradespeople.

Your role as an employer is to provide a qualified tradesperson (that could be you) to help apprentices earn a trades ticket by teaching them the skills of the trade, input some administration, release them from the worksite about once a year for classroom training and then recommend them for certification.

You are a crucial part of BC's apprenticeship system.

Employing apprentices has many benefits. In addition to being a part of this valued tradition, sponsoring is a great way to recruit and retain talented, enthusiastic people who will be trained to meet a very specific set of work standards.

Apprentices bring back from their classroom training useful tools and technology to apply to your business plus you may be eligible for BC training and federal job-creation tax credits.

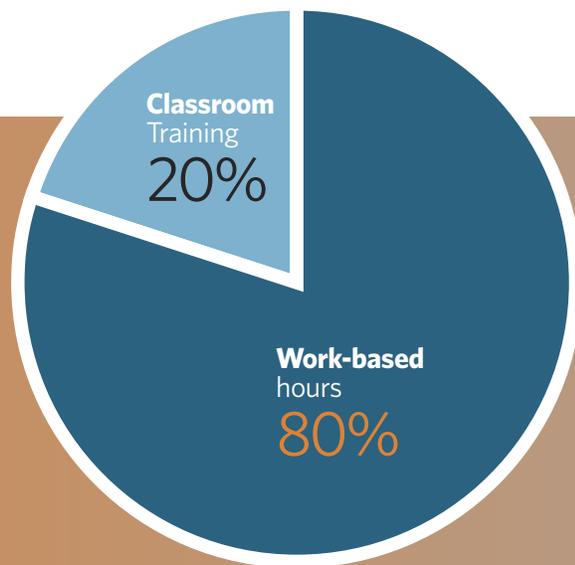
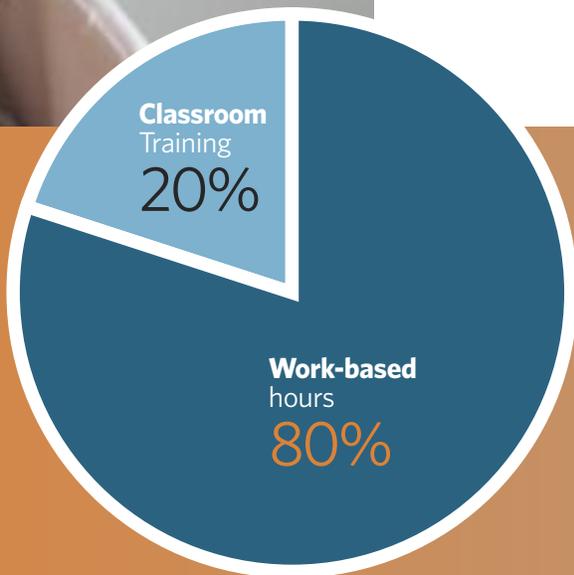
If you have questions or need support throughout the sponsorship process, BC's Industry Training Authority (ITA) is here to help. This Employer Guidebook provides a basic overview of the apprenticeship system and the steps required to sponsor apprentices. More details are available on the ITA website or by contacting our customer service representatives. **Thank you for sponsoring apprentices and investing in BC's future certified tradespeople.**





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 repeated each year for about four years.



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



Register

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

Work-Based Training Hours

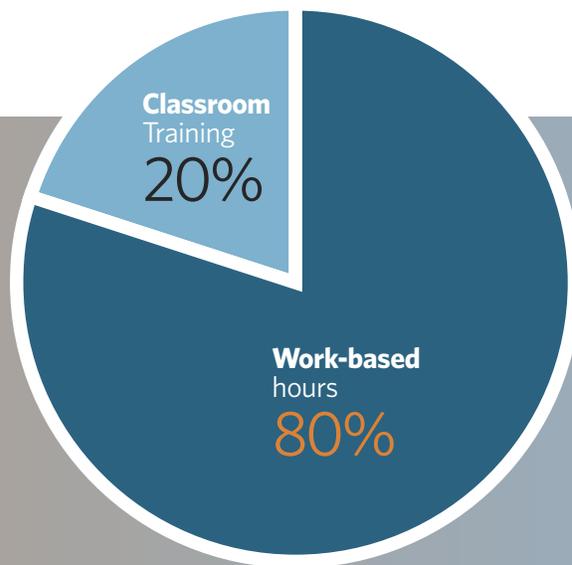
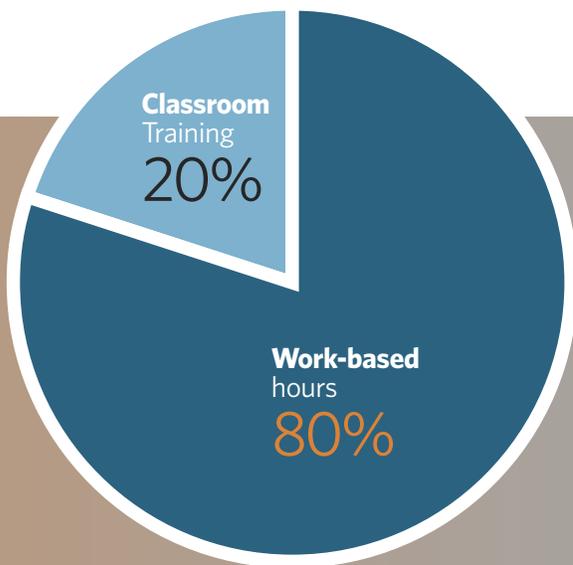
Each trade has a mandatory number of work-based training hours during which the apprentice learns the skills of the trade under the guidance and supervision of a qualified tradesperson.

Classroom Training

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

Certification

Once the apprentice has completed the apprenticeship and is ready, you submit a Recommendation for Certification.



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

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

CERTIFICATION

REGISTER

ITA Direct Access is the primary online account for the apprenticeship.

Employers have several administrative responsibilities throughout the apprenticeship that are completed in ITA Direct Access.

DA www.itabc.ca/direct-access

The screenshot shows the ITA Direct Access web application interface. The top navigation bar includes 'Home', 'My Account', and 'Log Out'. Below the navigation bar, there is a 'Login' field with the value '639741' and a 'Save' button. The main content area is titled 'Organization Summary' and displays various fields for organization information, including Organization ID, Organization Type, Organization Name, Organization Email Address, Mailing Address, and Phone Number. A 'Save' button is located at the bottom of this section. Below the 'Organization Summary' section, there are tabs for 'Details', 'Contacts', 'Apprentices', 'Apprentice Alerts', and 'Index'. The 'Apprentices' tab is selected, showing a list of apprentices with columns for Organization ID, Organization Type, Organization Name, Preferred Channel of Communication, Organization Email Address, Organization Secondary Email Address, Mailing Address, City, Province, Postal Code, Union, and Phone Number. A 'Save' button is also present at the bottom of the 'Apprentices' section. A 'Help' icon is visible in the top right corner. A 'Save' button is also visible in the top left corner of the main content area.

1 Accept registration

2 Organization information

3 Organization staff

4 Emails and other important notifications

5 Apprentices that need your attention

6 List of apprentices with your organization

EMPLOYER RESPONSIBILITIES

- ✓ You and your apprentice register in ITA Direct Access.
- ✓ You are responsible for tracking and reporting your apprentices' work-based hours in ITA Direct Access.
- ✓ You review and confirm all ITA documentation with your apprentices.

80% WORK-BASED HOURS

Your time is valuable and well invested in apprentices who are eager to contribute to your business with skills that grow as they progress through their apprenticeship.

About 80% of an apprenticeship is completed at the worksite under the guidance and supervision of a certified tradesperson. Apprentices may be shared among other certified tradespeople at different worksites in order to meet the full scope of the trade's training requirements.

EMPLOYER RESPONSIBILITIES

- ✓ Ensure your apprentices have workplace knowledge and the proper equipment to work safely.
- ✓ Make sure your apprentices are clear on who is the certified tradesperson responsible for their training.
- ✓ Plan each segment of the work-based learning to cover the full scope of the trade's training requirements.

Trade program profiles are available on the ITA website.
www.itabc.ca/trades-programs

EMPLOYER TAX CREDITS

When you hire an apprentice, you are doing your part to strengthen trades industries in BC and Canada. If your apprentices are registered with ITA, you may be eligible for British Columbia training tax credits, including: basic credits for BC registered trades (Certificate of Qualification) training programs; completion credits for Red Seal and BC registered trades training programs; and, enhanced credits for First Nations individuals and persons with disabilities.

If you employ first-year or second-year apprentices registered in the Red Seal trades, you may be able to claim a federal apprenticeship job creation tax credit of up to \$2,000 per eligible apprentice.



Tax credit reports for Canada Revenue Agency can be downloaded in ITA Direct Access. Find out more about tax credits for employers at: **www.itabc.ca/tax-credits**

CLASSROOM TRAINING

An apprenticeship includes classroom training at an ITA-recognized training provider each year. The classroom time is when your apprentice will learn a lot of the technical knowledge needed to support the work-based training you provide on site.

EMPLOYER RESPONSIBILITIES

- ✓ Arrange with the apprentices a mutually convenient time each year to attend the classroom training.
- ✓ Encourage your apprentices to register with the training provider early as classes fill up quickly and, if applicable, apply for employment insurance at least six weeks prior.
- ✓ The apprentices return to your worksite from the classroom ready to contribute more skills and knowledge to your business. Review your training plan with the apprentices and determine the new trade skills that will become part of the work-based hours going forward.



CERTIFICATION



Once your apprentices have completed the work-based training hours, classroom training and any other apprenticeship requirements, you recommend them for certification.

EMPLOYER RESPONSIBILITIES

- ✓ ITA sends you a Recommendation for Certification (RFC). By completing this form you and the supervising qualified tradesperson are attesting that the apprentice is now working at the skill and competency level of a qualified tradesperson.
- ✓ ITA sends you the Certificate of Apprenticeship and the Certificate of Qualification.
- ✓ Present these certificates to your apprentice.

DELAYED RECOMMENDATION FOR CERTIFICATION

You may decide not to recommend an apprentice for certification. In this case, you provide to ITA the reasons and a training plan that addresses the identified skills and knowledge gaps along with a future date for ITA to send another Recommendation for Certification. You are responsible for communicating with your apprentice and for encouraging completion of the apprenticeship.

EMPLOYER RESPONSIBILITIES

- ✓ Talk with your apprentice about your decision to delay the Recommendation for Certification.
 - ✓ Review the reasons, training plan and future date.
 - ✓ Encourage your apprentice to do what it takes to succeed.
- 

MORE ANSWERS

ITA works with industry and training providers and manages the apprenticeship system in BC. Part of our job is to assist employers who sponsor apprentices by providing information and support throughout the apprenticeship.

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

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

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

www.workbc.ca



