

**Issued: October 10, 2018**  
**Trade: Industrial Mechanic (Millwright)**

**To** ITA Training Providers  
Articulation Chair  
System Liaison Person  
School Districts ITA Training Providers

**Subject** Transition to Harmonized Program Update

**From** ITA Program Standards

**Effective Date** Immediately

**Background** On May 31, 2017 ITA Program Standards issued [OPSN 2017-007](#) which detailed the changes to the Industrial Mechanic (Millwright) Program as a result of the Harmonization Initiative and announced the implementation of a revised Program Outline, effective January 1, 2018. Further to this, on October 23, 2017, ITA issued a [Program Update](#) announcing the [Transition Plan](#) summarized in the graphics below:

Implementation Timelines	
Level 1/ Foundation/ Youth	January 1, 2018
Level 2	January 1, 2019
Level 3	January 1, 2020
Level 4	January 1, 2021

<b>Year 1</b> 2018	HL1	CL2	CL3	CL4
<b>Year 2</b> 2019	HL1	HL2 Gap Training 17 hrs	CL3	CL4
<b>Year 3</b> 2020	HL1	HL2 Gap Training 17 hrs	HL3 CL3	CL4
<b>Year 4</b> 2021	HL1	HL2	HL3	HL4 CL4

**General** As we approach the implementation of Harmonized Level 2 (HL2), ITA would like to revisit some key

## Transition Information

points:

- **Implementation of HL2:** After January 1, 2019, all intakes of Level 2 should be harmonized
- **Apprentice eligibility for courses:** Apprentices who have completed HL1/Harmonized FDN or HL2 complete their training in the harmonized program. **Please do not allow apprentices in the Harmonized program to register for Current Level 3 (CL3).**
- **HL2 SLE:** The HL2 Standardized Level Exam (SLE) will be piloted with one or more of the first classes to complete HL2. Therefore, the final mark for the first cohort of HL2 will be based on in-class assessment only. ITA will send out an OPSN to announce the launch of the HL2 SLE.

## Gap Training Guidelines

The transition plan for Industrial Mechanic (Millwright) includes gap training of 17 hours for apprentices moving from CL1→HL2.

### Delivery and Funding

- All training providers must offer gap training for the levels and years indicated in the scenario.
- Delivery method and schedule is up to the training provider, as long as the gap training is **delivered before completion of the level to which it is attached.**
- Gap training for significant gaps will be funded through ITA. Please contact the Training Investment Department at [investment@itabc.ca](mailto:investment@itabc.ca) for more information.

### Apprentices Required to Take Gap Training

- Only those who have gaps need to take gap training.
  - For harmonized levels that have gap training attached, all students who transition from the current program to the harmonized program at that level must take gap training.
  - Only those students transitioning from current to harmonized need to take the gap training.
  - Students who took the previous level in the harmonized program **do not** need to take gap training.

### How to Determine if an Apprentice Requires Gap Training

- Once an apprentice who requires gap training has transitioned to the harmonized program, their transcript (see **Sample Transcript of an Apprentice Requiring Gap Training** on the following page) will indicate that they require gap training to fully satisfy the achievement requirements for the previous level.
- If you are unsure of a student's status, or if you are unable to access their transcript, please email [assessmentscoordinator@itabc.ca](mailto:assessmentscoordinator@itabc.ca) for assistance.


### Sample Transcript of an Apprentice Requiring Gap Training

<b>Your Registration Information</b>				
<b>Program:</b>	Carpenter Apprenticeship (HL) 2017			
<b>Legal Name:</b>	[REDACTED]	<b>Registration Date:</b>	March 06, 2016	
<b>ITA ID #:</b>	[REDACTED]	<b>Status:</b>	Active	
<b>Sponsor Information</b>				
<b>Organization Name:</b>	[REDACTED]	<b>Contact Name:</b>	[REDACTED]	
<b>Address:</b>	[REDACTED]	<b>Email Address:</b>	[REDACTED]	
<b>Phone Number:</b>	[REDACTED]	<b>Fax Number:</b>	[REDACTED]	
<b>Summary of Program Completion Achievements</b>				
Program Completion Requirements:	Achievement Status:	Date Achieved:		
Level 1 Technical Training	Not Achieved			
Level 2 Technical Training	Not Achieved			
Level 3 Technical Training	Not Achieved			
Level 4 Technical Training	Not Achieved			
Interprovincial Red Seal Exam	Not Achieved			
Workplace Hours	Not Achieved			
Recommendation for Certification	Not Achieved			
<b>Details of Program Completion Achievements</b>				
Completion Requirements:	Status:	Date Achieved:	Result:	Weighting:
<b>Level 1 Technical Training</b>	Not Achieved			1 (2 required)
Carpenter Level 1 TT Blended with Exam startdate prior to March 31, 2017- Gap Training Required prior to completion of Level 2	Achieved	Feb 17, 2017		1 (1 required)
Carpenter - Level 1 Technical Training Blended with Exam (Technical Training)	Passed	Feb 17, 2017		82 %
<b>Level 2 Technical Training</b>	Not Achieved			

#### Reporting Gap Training

Gap training can be reported in one of two ways:

- 1) **By email:** Upon completion of gap training, an email can be sent to [assessmentscoordinator@itabc.ca](mailto:assessmentscoordinator@itabc.ca). This email should indicate:
  - Name and ITA ID
  - Program name and level
  - Successful completion
- 2) **With the Technical Training Result Report:** On the ITA Technical Training Result Report, indicate completion by entering a ✓ in the \*Completed Gap Training (see image below) column for each student who has completed the training.



### ITA TECHNICAL TRAINING RESULT REPORT

ITA Customer Service  
800 - 8100 Granville Ave  
Richmond, BC V8Y 3T8  
Tel: 778-328-8700  
Toll Free: 1-866-860-8011  
[examrequest@itabc.ca](mailto:examrequest@itabc.ca)

Please complete this form and email it to ITA no later than 15 days after class end-date. Missing information may delay the process. The completed form should be emailed to [examrequest@itabc.ca](mailto:examrequest@itabc.ca)

**1 GENERAL INFORMATION**

Training Provider Name	Training Provider Location	Instructor Email	
Training Provider Session ID	Program and Level	Start Date (mm/dd/yyyy)	End date (mm/dd/yyyy)

\*If Applicable, please indicate if student has completed Gap Training.

**2 TECHNICAL TRAINING RESULTS**

ITA Individual ID #	Legal Last Name	Legal First Name	Result (%)	*Completed Gap Training	ITA Use Only
1				✓ <input checked="" type="checkbox"/>	
2				<input type="checkbox"/>	
3				<input type="checkbox"/>	
4				<input type="checkbox"/>	
5				<input type="checkbox"/>	
6				<input type="checkbox"/>	

ITA will record the gap training on each student’s file within 10 business days of receipt. Once recorded, the achievement line for the previous level will appear as “achieved” on their transcript.

**For more information contact**

Program Standards  
[programstandards@itabc.ca](mailto:programstandards@itabc.ca)

**cc:** ITA Staff