

POLICY: DESIGNATION OF TRAINING PROVIDERS

This policy defines the criteria by which ITA will approve training providers other than public post-secondary institutions as designated trainers to deliver programs leading to credit toward ITA Credentials. The designation process is designed to ensure high standards with respect to facilities, tools and equipment, instructor qualifications, occupational standards and curriculum, assessment processes, student supports (including provision of reasonable accommodation for students in accordance with applicable human rights laws), safety requirements and general operations.

1.0 Scope

- This policy does not apply to BC's public post-secondary institutions which deliver programs leading to credit toward ITA Credentials and have signed Letters of Agreement declaring that all aspects of program delivery adhere to ITA program standards.
- This policy does **not** address funding of program delivery. ITA designation does not create a funding obligation or imply a current or future funding commitment.

2.0 Definition of Designation

Training provider designation constitutes ITA approval to deliver specific programs by level and by campus / facility. When a training provider is designated as a trainer by ITA to deliver a specific program or level(s) of a program, this means that the provider has met:

- basic quality standards that apply to all providers (including provision of reasonable accommodation for students in accordance with applicable human rights laws)
- quality standards specific to the applicable program(s) / level(s). Program-specific standards are recommended by the relevant industry, and approved by ITA.

When a training provider is designated to deliver a program or program level(s) by the ITA, successful completers receive credit toward an ITA Credential.

3.0 Restriction on Training Provider Claims in the Absence of ITA Designation

In the absence of designation by ITA, no claim is to be made by a training provider other than an approved public post-secondary institution that successful completion of a particular program will lead to credit toward an ITA Industry Training Program or Credential.

4.0 Framework for Trainer Designation

ITA designation for the delivery of a specific industry training program or level requires a training provider to satisfy three main criteria:

- Compliance with applicable British Columbia laws, and any federal laws applicable in British Columbia;
- Demonstration of satisfactory performance by delivery of at least one successful intake prior to completion of the designation review process; and
- Designation by ITA's Quality Assurance Committee.

5.0 Maintaining ITA Designation

To maintain designation, training providers must:

- continue to meet ITA training delivery standards;
- upon request provide copies of student evaluations; and
- undergo re-evaluation against current ITA training provider delivery and program-specific standards at least once every five years or sooner as determined by ITA's Quality Assurance Committee

ITA's Quality Assurance Committee will review designation status where:

- The program / level has not been delivered for a period exceeding 18 months; or
- Outcomes (including, but not limited to, enrollment, completion, pass rate, marks) fall significantly below the provincial norm for the particular program / level; or
- Changes in staffing, facilities or program delivery result in training which no longer meets ITA program standards

Based on results of the review, ITA may suspend, cancel or renew designation with or without conditions.

6.0 Program Specific Quality Standards

ITA will work with Industry to develop program-specific quality standards that will be used in evaluating training providers for potential ITA designation. These standards will be approved by ITA, and become an integral part of the standards documentation associated with each *Accredited, Recognized, and Foundation Industry Training Program*.

The following basic standards apply in all cases in addition to any program-specific quality standards that are developed by industry and approved by ITA:

- Training content in accordance with the ITA Program Outline;
- Qualified instructors (for example - certified journey person or equivalent with demonstrated instruction experience);
- Appropriate equipment and facilities;
- Adequate student supports, including any support that may be necessary to reasonably accommodate a student and comply with applicable human rights law; and
- Compliance with Occupational Health and Safety requirements.

6.1 Industry Representation

ITA will consult with subject matter experts from relevant industry/industries (which may include industry associations and Sector Advisory Groups) to inform quality standards for evaluating training provider applications for designation.

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