



REPORT REQUEST FORM

ITA Customer Service
 800 - 8100 Granville Ave
 Richmond, BC V6Y 3T6
 Tel: 778-328-8700
 Fax: 778-328-8701
 Toll Free: 1-866-660-6011
 customerservice@itabc.ca

Instructions for use of this form: Fill in the fields, in Adobe 8 or later, you can save the filled in form. Click on the Email button and follow the instructions. Otherwise attach the saved filled in form to an email and send it to ReportRequest@itabc.ca

A. Information

First Name:	Legal Middle Name (s):	Last Name:
Organization:		Job Title:
Suite Number:	Mailing Address:	
City:	Province:	Postal Code:
Phone Number: ()	Secondary Phone Number: ()	Email:

B. Report Information

Description of Report:	
Describe the intended use of the report/data requested::	
Intended audience(s):	
Has ITA created this report before? <input type="checkbox"/> Yes <input type="checkbox"/> No	When:
Time Frame of report: Start Date: (DD/MM/YYYY)	End Date: (DD/MM/YYYY)
Or Point in Time: (DD/MM/YYYY)	
Which records are requested:	
Rules and filters to identify the requested set of records:	
Data points requested:	
Requested Output Format: <input type="checkbox"/> Excel <input type="checkbox"/> CSV <input type="checkbox"/> PDF	
Ideal due date for report:: (DD/MM/YYYY)	



REPORT REQUEST FORM

ITA Customer Service
800 - 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@itabc.ca

Definitions:

1) Active Apprentices

On ITA reports ACTIVE apprentices are defined in the following way:

- A. apprentices whose apprenticeship registration is not yet complete or deregistered (registration status is Active) AND
- B. apprentices who have had activity on their apprenticeship record in the past 18 months (Considered Active for Reporting Purposes). Activity includes,
 - i. results or hours submitted,
 - ii. change of sponsor or
 - iii. change of program
 - iv.

2) Continuation from Youth program to Apprenticeship

Students who were enrolled in ACE IT and completed a level 2 course in any trade within 18 months of their 19th birthday.

3) Continuation from Foundation program to Apprenticeship

Foundation – Continuation to Apprenticeship Rate measures the percentage of individuals who successfully complete a foundation program and who become registered apprentices within 12 months of their foundation credential achievement date.

4) Cohort Completion report

- This is a report which defines a cohort of individuals who start in a given period.
- Each individual is followed for the time given to complete (for a 4 year program ITA gives 6 years to complete).
 - If they get certified within the 6 year period they are counted both as participants and completers.
 - If they do not certify they are only counted as a participant.
- The completion rate is calculated by dividing the number of completers by the number of participants.

Sample Data points:

Individual or Sponsor Details

- First Name
- Last Name
- Full Legal Name
- Individual ID
- Address line 1
- City
- Postal code
- Phone number
- Sponsor Organization name
- Sponsor Organization ID
- Count of Active Apprentices for this Sponsor Organization

Detailed Results

- Course name
- Course result Date
- Course result mark
- Hours entry: start date
- Hours entry: end date
- Hours entry: Number of hours
- Exam name
- Exam result date
- Exam mark
- Total number of hours for apprenticeship
- Last activity date