ACE IT
PROGRAM GUIDE

December 2010

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ACE IT PROGRAM OVERVIEW

Industry Training Programs generally consist of four levels of technical training plus a required number of hours spent working with an employer and under the supervision of a certified tradesperson or equivalent. Relevant occupational experience is obtained with an employer and under the supervision of a certified tradesperson or equivalent. Successful ACE IT programs result at the minimum of the completion of level one technical training and provide opportunities for students to earn hours toward work based training and focus on high demand trades occupations.

The Accelerated Credit Enrolment to Industry Training (ACE IT) program is an Industry Training Authority (ITA) youth initiative that provides financial support to school districts/Board Authorities to provide industry training opportunities to youth. School districts/board authorities can access the funding to support technical training for high school students through an application process. Industry training program delivery varies and ranges from direct seat purchase from a post secondary training provider to providing training in a high school classroom. Funding is also provided for ACE IT student who participate in work experience placements where they can earn work-based training (WBT) hours. WBT is an important component of ACE IT as it provides valuable industry experience and assists student transition from school into the workplace.

Under an approved ACE IT program, the school district will be registered with the ITA as the sponsor (employer) for each participating student and will be responsible for ensuring that results are reported for each student to the ITA.

ACE IT Funding is available as follows:
- Up to $2,000 for each student registered per each level of technical training that student achieves;
- Up to $750 per registered student is provided in the form of a grant to assist with WBT placements and record keeping.

Note: Funding preference is given to first time ACE IT eligible applicants. ACE IT funding applications for students taking a second level of technical training or technical training in another trade will be reviewed on an individual basis and are subject to available funding.

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industry training authority

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A participant in the ACE IT program is eligible for registration if they are enrolled in a BC Ministry of Education graduation program, aged 19 and under and registered with the ITA as a youth apprentice in an ACE IT prior to graduation. Participants will be classified as a youth apprentice until 150 days after graduation from high school at which time they will move to an adult apprentice status, be closed out or withdrawn from the program.

FREQUENTLY ASKED QUESTIONS (FAQS)

What is an apprenticeship?

Apprenticeship is a form of post-secondary education that combines paid, work-based training (about 85% of training), with technical training in a classroom or shop setting (about 15% of training). Successful completion of both components, along with examinations, is required to earn a certificate or ticket, and become a certified tradesperson. The length of an apprenticeship can range from one to five years, but most require four years to complete. To learn more about apprenticeships see the introduction to apprenticeship page on the ITA website http://www.itabc.ca/Page430.aspx

What is the difference between 'Red Seal' and BC trades?

Trades with a Red Seal credential grant workers automatic recognition in all Canadian provinces and territories in Canada and is well recognized internationally. BC Certificate of Qualification Trades fulfill the trades needs of British Columbia and are recognized throughout BC. However, depending on the trade, BC trade credentials may not be in other provinces and territories. For a complete list of trades in BC see the ITA website http://www.itabc.ca/Page496.aspx

What is an ACE IT program?

ACE IT is the technical training component of an industry training program (usually an apprenticeship) for high school students. Successful completion of an ACE IT program will give credit for at least level one technical training (in-class) component of your Industry training Program and because it is a 'dual credit' program students also receive secondary school graduation credits. To learn more about ACE IT see the ACE IT page in the youth section of the ITA website http://www.itabc.ca/Page36.aspx

What is a Secondary School Apprenticeship (SSA) program?

SSA is the work-based training (WBT) component of an industry training program (usually an apprenticeship) for high school students. Upon completion of SSA, students will have completed 480 WBT hours towards their credential and earned 16 secondary school graduation credits.
To learn more about SSA see the SSA page in the youth section of the ITA website http://www.itabc.ca/Page37.aspx or the SSA Program Guide on the Ministry of Education Website
http://www.bced.gov.bc.ca/irp/pdfs/health_career_education/2007pg_secschapprenticeship.pdf

Can students be enrolled in SSA and ACE IT at the same time?

Yes, in fact it is encouraged! Apprenticeship continuation rates 18 months after graduation are much higher (over 70 %) for students that taken technical training through ACE IT and have started their work based training with a sponsor employer as a Secondary School Apprentice.

How can an SSA student do level 1 technical training through ACE IT?

SSA students needs to have a minimum of 1000 hours of work-based training recorded with the ITA in their trade (or permission from the sponsor employer) to be able to register in a level 1 technical training course at an ITA recognized training provider (usually a public college). ACE IT registration must occur in the ACE IT intake of that the level 1 technical training occurs.

Can a student begin an ACE IT program during the summer or any other month of the year?

Yes, but the student must be registered in the ACE IT intake prior to beginning the ACE IT program unless they are in grade 11 and begin a program in the summer before grade 12. In these cases students may register in the Sept ACE IT intake after the ACE IT program has begun.

What is the latest an ACE IT program can end?

All ACE IT programs in any contract must have an end date within 3 months of student graduation and all students must be under the age of 20 at program completion. For more information on ACE IT eligibility criteria please refer to p. 5.

What is the difference between apprenticeships that have level technical training and those that have Progressive Credential technical training?

Many apprenticeships take around 4 years to complete the work-based training (wbt) and have multiple levels of technical training usually taken after each year of wbt had been completed. Upon successful completion of the final level of technical training apprentices are eligible to write their Certificate of Qualification (C of Q) exam which for most of the popular trades is the Red Seal exam.

Just like regular apprenticeships Progressive Credentialing trades such as Cook and Automotive Service Technician (AST) offer certification upon successful completion of a technical training program and a specified amount of work-based training hours. But instead of apprentices serving a multi year/level apprenticeship before becoming a certified trades person, progressive credentialing offers a C of Q at the successful completion of each level. For example Cook used to be a 3 year apprenticeship with 3 levels of technical training. But now that it is a progressive credentialed trade apprentices now gain certifications upon successful

completion of Professional Cook 1 (PC1), PC2 and PC3. Each module is its own apprenticeship with a technical training requirement that includes practical and written C of Q exams and wbt hours that must be completed. Also, with Red Seal trades such as Cook and AST the final certification exam is the Red Seal exam.

Who can sponsor apprentices?

Apprenticeships are based on mentoring, therefore employer sponsors must have an appropriately experienced person(s) with the qualifications to oversee the training of apprentices. In BC the supervisor of an apprentice must have a recognized certificate of qualification for the trade the apprentice is registered in or be recognized by the ITA as having sign-off authority status. Sign-off authority status is the recognition of previous relevant work in a trade which must be at least 11/2 times the length of the apprenticeship's training period (to check which trades offer sign-off authority, click on a trade from the list of trades recognized in BC from the list found on the ITA website to see if there is a sign-off authority application package available). Sign-off authority status is not trade certification, but it does allow an individual to train apprentices in BC.   However, a person who has at least 11/2 times the length of the apprenticeship's training period of relevant experience in a trade can challenge the Certificate of Qualification exam in order to become certified in that trade.

PART ONE: GETTING READY TO OFFER AN ACE IT PROGRAM

Developing a successful ACE IT program involves a number of steps which include:

    A. Identification of the demand for a particular trade
    B. Identification of suitable and eligible students
    C. Determination of the best training model
    D. Description of ACE IT program structure elements
    E. ACE IT Application Instructions
    F. Development of an ACE IT program application

A.   Identification of Local Trade Demands

Both SSA and ACE IT are career programs. A primary objective of ACE IT is to provide students with enough skills and knowledge to be able to find a job in their chosen trade where the sponsor employer will apprentice them. Therefore, identifying trades that are in demand locally is an important first step when considering offering ACE IT programming. Gauging trade demand can be done several ways:

- Canvas local employers involved in the trades of interest
- Contact the local Chamber of Commerce
- Contact trades instructors at a local college
- Contact local trades associations (e.g. home builder or construction association for building trades)
- Contact provincial Industry Training Organization responsible for trades of interest

B.   Identification of Suitable and Eligible Students

Student Suitability for ACE IT

Selection of suitable students for any ACE IT program is critical to the success of a program on a short term and long term basis. Also, ACE IT funding is tied to the success of ACE IT programs. Some traits to look for in suitable candidates are as follows

- Is already in the SSA program
- Has current or previous work experience in the desired trade
- Good references from employers (particularly those in the trade of choice)
- Has links to the trade of choice through family, friends or as a hobby
- Has researched the trade and/or how to get into it
- Has a real desire and aptitude for working with their hands
- Has taken or is taking trade related courses in school (e.g. cafeteria for Cook)
- Has a solid attendance and discipline record and good marks in trades related courses, and core subjects such as math and English
- Has parent/guardian support

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ACE IT Student Eligibility Criteria

In addition to the above qualities, students must meet the ACE IT Student Eligibility Criteria:

- Students aged 19 and under who have not yet achieved MOE graduation
- Students must complete the program before 20th birthday
- Students register for an ACE IT program prior to graduation and must complete training under the ACE IT program within 3 months of graduation
- Students may be concurrently registered in the ACE IT and SSA programs

ACE IT Student Application

The best way to ensure that districts are choosing suitable students is to create a student application package and process that includes the following elements:

- paper copy of the ITA Youth Online SSA/ACE IT Registration form*
- trades and qualification orientation package, including ITA Apprentice Guide http://www.itabc.ca/AssetFactory.aspx?did=15 (this can be photocopied), ACE IT and SSA orientation materials
- research worksheet for trade chosen
- education requirements of the chosen trade
- Interview with a trades person from the chosen trade
- a minimum 30hr work experience in the trade of interest as part of the application process
- A letter from the student explaining why they are interested in the trades and why they would make a good candidate for the ACE IT program (This letter should be discussed in the application interview)
- Letters of reference from employers and appropriate teachers
- Online ACE IT SSA Registration Form
- Entrance Interview with ACE IT contact and relevant teacher(s), Industry representative(s) and parent

*Note: All students must complete a printed copy of the Youth Online Apprentice Sponsor Registration form. The registration form must bet be signed by the student, parent, and SD/BA ACE IT contact and kept with the rest of the ACE IT application package as part of the student's permanent file and available for audit purposes.

See Appendix 1 for a sample ACE IT student application package

C.   Determination of the Best ACE IT Training Model

The best model of delivery for an ACE IT program is dependent on several factors including:

- availability of a Technical Training Partner (TTP)
- proximity to TTP campus
- school and/or TTP time table compatibility
- availability of appropriate facilities and equipment required for the instruction
- availability of qualified teacher/instructor
- transportation
- cost of delivery
- student preferences
- availability of employers for ACE IT student work-based training placements

When developing an ACE IT program, work-based training (WBT) should be built into the program whenever possible to allow students to gain valuable industry experience and assist student transition into the workforce (see the WBT section on page 20 for more details). There are five ACE IT delivery model options:

- ACE IT program is delivered by a technical training provider. In this case the school district/board authority has negotiated a fee for service and pays tuition
- ACE IT program is delivered in partnership with technical training provider with some of the program delivered in the high school
- ACE IT program is delivered in the high school by a high school teacher. The with technical training partnership is structured to provide advise and support for the assessment process
- ACE IT program is taken by an SSA student (who has a minimum of 1000 hrs of WBT recorded with the ITA and or with employer sponsor permission) who takes technical training at a college
- ACE IT program is delivered by the School District/Board Authority who is an ITA Designated Training Provider

All program delivery models require students to meet the eligibility criteria and register in the closest intake to program completion. In the case of a technical training program that is offered in the summer, students must be registered in the February intake and working on preparing for the program either through SSA or independent study.

ACE IT funding may not cover all the costs associated with offering an ACE IT program, so School District/Board Authority budgeting for ACE IT programming is an important consideration. Some examples of extra costs to the district and or student include: program tuition fees can run up to $4,000 depending on the technical training provider (TTP) and

program; there may be other TTP fees associated with examinations, tools, books and other TTP student fees.

D.   ACE IT Program Delivery Responsibilities

Successful programs ensure that the senior management are fully aware of their obligations in delivering ACE IT programs and that a process. As such, there are commitments that must be made and documented and included in the ACE IT application.

School District/Board Authority Commitments to Deliver an ACE IT Program

I. Commitment to Sponsor Students as Trainees/Apprentices

Under the ACE IT program, the School District/Board Authority is registered with the ITA as the Sponsor/Employer for each student participating in an industry-training program (except for those students who already have a sponsor/employer e.g., SSA students). As a registered ITA Sponsor/Employer, the School District/Board Authority is responsible for:

- Enabling the trainee/ youth apprentice to pursue technical training requirements as detailed in the ACE IT program structure form;

- Submit (for designated programs) or ensure TTP submits training results to the ITA upon completion of technical training by 30 days after completion of technical training and where appropriate work-based training hours within 3 months of student graduation;

- Where work-based training is part of the student's ACE IT program, facilitating placements and ensure that training is under the direction of one or more certified tradesperson or equivalent in the same trade and in compliance with ITA policy;

- Submitting Apprentice and Sponsor/Employer Registration using the Youth Industry Training on-line registration at https://aceit.ca/ and Work-based Training Progress Reports and other required ITA forms **electronically** to the ITA. Forms are available on the ITA website at www.itabc.ca.

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II. Commitment to Participate in the Evaluation/Audit of the ACE IT Program

The ITA will conduct regular evaluations/audits of ACE IT programs to determine if program and accountability outcomes are being met and to determine if funding for the program should be continued.

The auditor will examine school district/board authority ACE IT documentation to verify compliance with student eligibility criteria, validity of registration, and proof of program attendance and completion.

See Appendix 5 for compliance audit criteria and student checklist.

An evaluation will be conducted on the ACE IT program and accountability outcomes for each School District/Board Authority based on the eligibility criteria. The basis for the program evaluation will be an ITA generated report identifying the following factors for each School District/Board Authority:

- The number of students registered for each industry training program;
- The number of students completing each industry training program;
- The number of students achieving apprenticeship Level 1 (and/or other levels as appropriate) technical training credit for each industry training program; and,
- The number of students who have continued their industry-training program after graduation.
- The evaluation will also take into account a measure of satisfaction with the program from students, teachers, School District/Board Authority administrators, post-secondary partners and industry partners. School Districts will be expected to participate in the evaluation as requested

III. Commitment to Ensure ACE IT Assessment and Reporting

- Student Assessment: Students participating in the ACE IT program are required to undergo the same technical training and practical assessment and meet the same competency standards as regular trainees/apprentices. Assessment tools (practical and theoretical) should be obtained from the technical training partner. School Districts/Board Authorities are required to establish assessment tools prior to the commencement of all ACE IT programs and establish how marks will be retrieved from the Technical Training Partner (TTP).

- Reporting ACE IT Results: Final results for ACE IT programs to the ITA is done by technical training providers* who record marks directly into the ITA Direct Access data base or email results for ACE IT students to aceitresults@itabc.ca. It is the responsibility of the School District/Board Authority to obtain ACE IT student results from technical training partners for each completed program in order to determine student course marks and when claiming completion payments as part of the invoicing process.

*Note: School Districts/Board Authorities who are designated by the ITA as training providers, see part 4 of the program guide for ACE IT result reporting procedures.

E.   ACE IT Application Instructions

The intent of the ACE IT application is to establish minimum requirements for school districts/board authorities to structure ACE IT programs. Program approval will be based on demonstrating that the criteria have been met. Successful proponents will submit a complete

application along with all the supporting documentation by the due date indicated in the ACE IT program timeline (Appendix 6). Late applications (up to the closure of the online student registration period) will be considered but are subject available funding.

Proponents may apply for ACE IT program funding twice per year for the September or February intake.

- For those proponents with existing approved ACE IT programs the application will cover a program planning horizon of one school year.
- For those proponents submitting an application for a new program or with no prior record of ACE IT program delivery the program(s) will be subjected to a one year conditional approval with subsequent applications moving to reflect a one school year planning horizon.
- ACE IT registration for all approved programs will be expected twice per year (see current ACE IT Timeline for registration openings) and be reflective of approved ACE IT program applications.

Instructions for Preparing ACE IT Application Documentation

The purpose the ACE IT application process is to ensure that School Districts/Board Authorities are best positioned to offer quality industry training programs. School Districts/Board Authorities are required to submit the following:

I. Required Documentation

The ACE IT application documentation is required annually prior to the first intake (Sept or Feb) school districts/board authorities deliver an ACE IT program:

- Intent to Deliver Form* ACE IT Intent to Deliver Form
- Signed School District/Board Authority Commitment Form* School Districts Commitments Form
- Eligibility Criteria Cover Form*[†] Eligibility Criteria Cover Form
- Communications Plan*[†] School Districts Communications Plan Form
- Program Structure Form* Program Structure Form 2011
- Technical Training Partner Form(s)* Technical Training Partnership Program Plan
- Industry Training Partner Forms(s)*[†] (also referred to as ITP) or Industry signed letters of support from Trades Advisory/Program Advisory Committees for any trades that were not offered in the Sept intake. Industry Training Partnership Form

Notes: *This documentation for the February ACE IT intake may be submitted at the same time as the September application (and updated if necessary before the February application submission deadline) so that School District/Board Authorities only have to make a single application submission.
[†] This documentation is only required for programs that are new or if there have been changes.

†Note: Documentation is only necessary when SD/BA have not offered ACE IT program(s) before, information has changed or for new program(s) - Industry Training Partner Forms or Trades Advisory/Program Advisory Committee meeting minutes.

An MS Word file has been provided for each required form and current forms can be downloaded from the Educator page of the Youth programs section on the ITA website (http://www.itabc.ca/Page1000.aspx). School District/ /Board Authorities are required to complete these forms and submit them electronically. Forms have been set-up with input fields. Double click on shaded boxes to check the box.

Please note, a file naming protocol has been provided and must be adhered to. For example: sd26PSF. In addition, please ensure that all documents have the School District/Board Authority number in the top right corner of each page (page header)

I. Provide supporting documentation as necessary

Supporting documentation must be scanned and included with the ACE IT application

II. Submission of ACE IT Application Documentation

With the exception of the "ACE IT Intent to Deliver" form, all completed and signed application documentation should be sent in electronically at the same time to the Youth Initiatives Lead rhargreaves@itabc.ca by the application deadline.

Questions regarding your application may be directed to:
> Rodger Hargreaves
> Lead, Youth Initiatives
> Industry Training Authority
> Tel: 604-649-4624
> E-mail: rhargreaves@itabc.ca

IV. ACE IT Application Approval Process

- ACE IT program application approval is based on
- meeting ACE IT application criteria
- Status of the trade (e.g. active or under review)
- Local demand for the trade
- Previous program student success rate(s)
- Available ACE IT funding

Applications that are incomplete will not be processed until all documentation is received. All late applications received before student registration closes and meet the application criteria will be funded on a first come, first serve basis.

F. Development of an ACE IT Program Application

To ensure all of the ACE IT application requirements have been met please use the "ACE IT Checklist of Required Elements" (Appendix 7)

I. **Structure of Industry Training Programs in the School District/Board Authority/Board Authority**

Please indicate how the School District/Board Authority will offer each industry-training program on the ACE IT Program Structure Form (PSF). ACE IT programs must be structured to ensure a high quality industry training programs are delivered. Successful programs will include and provide evidence of:

      i) Partnerships with experienced technical training providers that support curriculum development, assessment and program delivery

      ii) An ITA designation where there is no experienced technical training provider partnership

      iii) An industry advisory committee comprised of employers/certified trades people representative of ACE IT program offerings that meets two times per year to discuss and approve ACE IT programming

      iv) A student application, selection and transition plan

See Appendix 8 for a sample of a completed Program Structure Form.

Supporting application documentation required:

- Completed ACE IT Program Structure form (attached file: sd#__ PSF.doc)

I. **Demonstrated Technical Training Partnership**

School District/Board Authorities participating in the ACE IT program must partner with a designated public or private technical training provider experienced in delivering the industry training program(s) which the School District/Board Authority seeks to offer. Instruction for Industry Training Programs may occur in a secondary school, post-secondary institution or other facility as deemed appropriate by the School District/Board Authority and their technical training partner(s) and industry partners. The partnership may be based on any one of the models identified earlier.

Partnerships with experienced technical training providers are intended to enhance the School District/Board Authority's access to curriculum resources, instructional expertise and training facilities as well as provide smooth transition paths to higher-level technical training.

Instruction and facilities for industry training programs offered under ACE IT should be determined in consultation with technical training providers and industry partners. Instruction is to be provided by a qualified instructor (as deemed by the Technical Training Partner and School District/Board Authority) with appropriate industry training credentials or experience. School Districts/Board Authorities are highly encouraged to use instructors who have credentials in the relevant trade.

Partnerships with experienced technical training providers are intended to enhance the School District/Board Authority's access to curriculum resources, instructional expertise and training facilities as well as provide smooth transition paths to higher-level technical training. Partnerships with local training providers are encouraged. For a list of approved technical training providers, see the "approved trainer list (Training providers)" on the ITA website (http://www.itabc.ca/Page45.aspx). In addition, instructional resources can also be obtained from the Queens Printer at http://www.publications.gov.bc.ca.

 Supporting application documentation required:

Completed Technical Training Partner Commitment Form (attached file: sd#__ TTP.doc) Document outlining the partnership between the technical training partner and the school district detailing curriculum and assessment support.

II. Demonstrated Industry Partnership

School District//Board Authorities participating in the ACE IT program are expected to partner with industries/employers that will provide guidance for the development and delivery of industry training programs in the district. The purpose of these partnerships is to ensure quality program delivery that meets industry needs and best positions students to obtain employment directly related to their training. School Districts/Board Authorities are encouraged to seek partnerships with relevant industry associations as well as directly with employers. Work-based training is optional, but strongly recommended to complement the technical training program.
School Districts/Board Authorities are expected to establish an industry advisory committee (also known as a Program or Trades Advisory Committee) that meets on a regular basis. The committee membership should be reflective of the ACE IT programs offered

Supporting application documentation required for new and restructured ACE IT programs:

- Industry partner forms (attached file: sd#__ IPF.doc) and/or
- List of advisory committee members and bi-yearly meeting minutes. (minutes must be kept on file for audit purposes)

III. Articulated Communications Plan

Regular communication with key stakeholders on ACE IT program and student progress has been shown to be a critical success factor in the delivery of an ACE IT program. School District/Board Authorities are required to develop a <u>one page</u> communications plan for their ACE IT programs which details how the School District/Board Authority will regularly communicate with and solicit feedback from students, parents, school-based staff, School District/Board Authority, technical training providers and industry partners and parents regarding the development, delivery, progress and results of industry training programs delivered under ACE IT. A Communications Plan is to be submitted by SD/BAs that have not delivered ACE IT programs previously or have added to or changed existing ACE IT program offerings

Supporting documentation required for new and restructured ACE IT programs:
Completed communications plan including commitment for success story information (attached file: sd#__ COM)

PART TWO: REGISTERING STUDENTS FOR AN ACE IT PROGRAM

Once the ACE IT application has been approved, successful school districts/board authorities will register eligible students in their approved ACE IT intake (in the same school calendar year of the ACE IT program's completion). Once registration is complete, ITA will enter into a contract with the school district to fund the program

ACE IT Online Registration*

The ITA Youth Programs On-line system and Dual Credit Management System (DCMS) are for registering high school students as ITA Apprentices.

The ITA Youth Programs On-line system can be accessed through the ITA website in the Youth Section on the ACE IT webpage (https://aceit.ca/).

BC School Districts/Board Authorities that have to DCMS software can also register SSA and ACE IT students. Both systems are for use by BC School Districts/Board Authorities offering Secondary School Apprenticeship courses and approved ACE IT programs.

All ACE IT and SSA student registrations* are required to be submitted through one of these online systems.

On-line registration (in either system) for ACE IT is limited, open only during the specific periods stated on the current ACE IT timeline. However, the ACE IT On-line system and the Dual Credit Management System are always open for continuous SSA student registration.

If you have not used the ACE IT on-line system before, see Appendix 9 for account creation and use instructions.

*Note: All students registered as SSA and/or ACE IT youth apprentices must have completed and signed paper application in their student files. Applications can be downloaded from the Educator Webpage (Registration Form for SSA and ACE IT)

ACE IT Registration Timelines

- There are two ACE IT registration sessions, one in September and the other in February to correspond with the BC secondary school semester calendar and college start times.
- Online Registration opens (about) 1-2 weeks after the intake start date to give School districts/board authorities time to get an accurate student count in each ACE IT program. On-line ACE IT registration remains open approximately 10 days. During this time all ACE IT students that have started or will start an ACE IT program during that intake must be registered. Please ensure all fields on the online application form are filled out and correct.

- For convenience, you can pre-load some or all of your registration data and "save" it before the registration opening and just press "submit" during the registration period. Please check your entry data over carefully and let us know as soon as possible if there are any concerns. If you are having trouble with either of the registration systems please contact the Youth Administrator.
- For due dates, see Appendix 6 ACE IT Timeline.

Note: Student registration is specific to program and intake, therefore students can only be registered in approved programs for a particular intake. Also, any registrations accepted after the online registration period closes are not eligible for ACE IT funding.

ACE IT Registration Procedures

See Appendix 10 for ACE IT Online registration procedures including registration updating and withdraws.

ACE IT Registration Confirmation

Upon Successful registration in the ITADA system all ACE IT (and SSA) Youth apprentice sponsors will receive an Apprenticeship Registration Card with an Individual Identification number*. SD/BA contacts should record and store the Individual Identification number for each youth apprentice in the student's permanent file. The sponsor needs to sign the Apprenticeship Registration card before it is laminated (registration cards are self laminating). It is good practice for the SD/BA contact to hold the original apprenticeship registration card in the student's permanent file and give students a photo copy of the registration card, so if lost another copy can be provided.

All Youth apprentices and sponsors will receive welcome letters from the ITA confirming registration and in addition the sponsor will receive a Sponsor Guide (for first time sponsors) and an Apprentice Guide for each Youth apprentice.

*Note: The Individual Identity Number has replaced the Registration/ Trades Worker Identity and the Apprenticeship Identification numbers on the Apprenticeship Registration Card.

PART THREE: SERVICE CONTRACTS AND PAYMENTS

School districts/Board Authorities enter into a contractual agreement to deliver the ACE IT program as per the details in their approved ACE IT application.

ACE IT Funding Details

ACE IT funding is for approved apprenticeship technical training that leads to level one or certification of Qualification (e.g. PC1, AST1, RCFT, Hairdressing, Welding). School Districts/School Board Authorities can qualify for up to $2750 of ACE IT funding for each eligible student (student completion rates for ACE IT programs should generally be 70% or more) by meeting all the contractual commitments for registration, program delivery and reporting. Criteria for ACE IT funding highlights include:

Note: Funding preference is given to first time ACE IT eligible applicants. ACE IT funding applications for students taking a second level of technical training or technical training in another trade will be reviewed on an individual basis and are subject to available funding.

- Eligible ACE IT Program Delivery:
    - Students must be registered in an intake within one school calendar year of completion of the ACE IT program and meet all eligibility requirements
    - Schools have all ACE IT application documentation approved.
- Initial Payment:
    - The ACE IT contract will identify the funding provided to School Districts/Board Authorities through a schedule that details the program, number of funded students and program end date for each intake
    - Funding in the amount of $1000 will be paid for each eligible registered ACE IT student per intake (for HD/CT the registration funding is $1500)
- Completion Payment:
    - Completion payments will be made for successfully completed students up to the maximum amount funded for the program
    - Technical training results reported and invoicing by 45 days after completion will result in $1000 funding per student for successful completion (for HD/CT the completion funding is $1500).
- ACE IT funding payment documentation for the completion payment is as follows:
    - By 45 days past the program completion school districts must submit to the ITA the following documentation:
        - A completed invoice reconciliation report that includes
            i. A list of students who have successfully completed the technical training as provided by the technical training provider
            ii. A list of students who have completed but were not successful.

      iii. A list of students who have withdrawn from the program.

      iv. A list of students not yet report along with comments

Reconciliation Reports can be downloaded from the Educator webpage (<u>ITA Invoice Reconciliation Report</u> (xls)). See Appendix 11 for a sample Reconciliation Report.

- An official school district invoice that includes a unique invoice number intake date(s), contract number(s), program(s), number of students in each program.
- See Appendix 11 for sample Invoice

- Work-based Training (WBT) Funding:
  - Students who complete 120 or 240 hours of WBT work experience (in addition to practical training already provided through technical training or foundation programs) under the supervision of a qualified trades person (or equivalent) in their trade may be claimed for funding of $375 and $750 respectively
  - WBT funding maybe claimed for paid or un-paid work experience up to 3 months after ACE IT student graduation

  WBT for ACE IT (only) students must be reported on an ACE IT Instructor Work-Based Training Report which can be downloaded from the Educator webpage (<u>ACE IT Instructor Work-Based Training Report</u> (xls)) and must accompany all WBT invoices.

ACE IT Service Contract and Initial Payment Process

- After Online ACE IT registration closes and the ITA has verified the registrations contracts/contract amendments (Schedule E's) will be sent to school districts/board authorities for registration/program verification and signing by a school district/board authority signatory and scanned copies returned electronically to the ITA Lead, Youth Programs within 14 days.

- Upon receipt of contract/contract amendment, please ensure Schedule "E" information o is correct. Dates and dollar amounts stated in contracts are binding, so please ensure all information contained in the Schedule "E" is correct This check includes:
  - number and type of ACE IT programs,
  - number of students in each program and
  - program start and end dates

- If revisions are required, notify the Lead, Youth Initiatives (rhargreaves@itabc.ca ph. 604.649.4624) and a revised contract/contract amendment may be issued.

- School district/board authority signed contracts/contract amendments need to be received by the ITA within **2 weeks** of school district/board authority contract receipt along with a school district/board authority generated invoice for initial payment. Initial invoices need to include a list of students (and programs) that are being invoiced for.

- Contracts and Schedule E must be signed by an official School District/Board Authority signatory and a scanned and emailed along with the list of registered students/programs and the initial invoice to the Lead, Youth Initiatives: rhargreaves@itabc.ca .

  Note: An ITA signed copy of the contract/contract amendment will be emailed back to you for your permanent records.

Reporting ACE IT Results to the ITA

- ITA Direct Access changes the way in which school districts/board authorities submit documentation for the completion payment. Official record of marks goes from the Technical Training Partner (TTP) directly to ITA. School Districts/Board Authorities will submit an 'Invoice Reconciliation Report' to support the invoice. School districts/ board authorities will no longer submit the school reports, or transcripts along with an invoice to the ITA. The new procedure will be driven by the way marks are entered by designated training providers. The physical evidence of completion will remain at the site of technical training provider. All results are subject to audit if necessary.

- Reporting ACE IT results is as follows:

- School Districts/Board Authorities partnering with designated technical training providers.
    - The designated technical training provider will submit a single mark per student to ITA by 15 days after training is complete;
    - School districts/board authorities must work with the designated technical training provider to determine how to calculate one mark if the program delivery is being shared between the two entities;

- School districts/board authorities with designated programs:
    - The school district will report the single in-school technical training mark on an "ITA Youth Technical Training Result Report Form" (ITA Youth Technical Training Result Report Form) for each student within 15 days after the training is complete.

- ITA Direct Access mark reporting process:
    - Model 1 – Technical Training provider delivered programs (foundation or technical training)
        - The training providers submit results for everyone in the class, including ACE IT apprentices. The training provider's name will be recorded in the registry as having delivered the training. The training provider may also provide results directly to the school district via prior arrangement so that the school district will have a record of the mark. Foundation results should be entered directly into the foundation interface. School Districts/Board Authorities will use the monthly 'ITADA Activity Reports' to verify that technical training providers have entered results into ITADA and use the results for invoicing.

    - Model 2 – Designated TTP high school delivery
    - The school must have been designated by the ITA for the program and level in question, and will have been set up as a training provider location (under the school

district) in ITA Direct Access. The school district will be shown as the training provider and will report a single in-school technical training mark on an "ITA Youth Technical Training Result Report Form" (ITA Youth Technical Training Result Report Form) for each student within 15 days after the training is complete.
- ▪

– Model 3 - Combined designated TTP and high school delivery
  - ▪ Some of the secondary schools are partnering with colleges who are recognizing the school site as an "extension of the college" by signing off the site through the ACE IT Program Technical Training Partnership form.
  - ▪ The training provider's name will be recorded in the registry as having delivered the training. If the marks are aggregated from two sources, the designated TTP and school district must work to determine the way to calculate the one mark and then submit as per Model 1 above.

ACE IT Completion Payments

Completion payments will be made after ITA receives the results from the technical training provider and an invoice with a completed invoice reconciliation report from the school district/board authority

ACE IT funding payment documentation for the completion payment is as follows:
- By 45 days past the program completion school districts must submit to the ITA the following documentation:
  - i. A completed Invoice Reconciliation Report that includes all items on the accompanying invoice (ITA Invoice Reconciliation Report (xls)) See Appendix 11 for a sample invoice Reconciliation Report.
  - ii. An official school district invoice that includes a unique invoice number intake date(s), contract number(s), program(s), number of students in each program. See Appendix 11 for a sample invoice

Work Based Training

Work-based training (WBT) is a fundamental component of ACE IT, eligible for ITA funding and should be included as part of every ACE IT program. The primary goal of WBT is to help ACE IT students transition from school into the workforce through work experience which hopefully leads to a sponsor employer for an apprenticeship. WBT is paid or unpaid work experience by ACE IT students in their trade under the supervision of a qualified journeyperson (or sign-off authority) and can be done during or after an ACE IT program (within 3 months of graduation). WBT allows students to gain valuable work based training hours towards their apprenticeship,

WEX12 course credits, and a chance to make local employer contacts within their trade that may lead to employment.

Overview of ACE IT WBT funding

- Students are registered in an approved ACE IT program before they graduate, including students in the SSA program taking technical training through ACE IT
- Work-based training (WBT) is completed in accordance with ITA policy, e.g., signed off by a certified tradesperson (or sign-off authority)
- WBT can be either paid or un-paid work and be completed in the ACE IT trade area under the supervision of a certified tradesperson (or sign-off authority)
- A maximum of $750 will be paid for 240 hours of work-based training; payment can be made for 120 hour increments ($375)
- Work-based training hours completed by students in the SSA program up to one year prior to registration in ACE IT may be counted in relation to ACE IT WBT funding.
- Students have until 3 months after graduation to complete work-based training associated with their ACE IT program

WBT Reporting and Invoicing

A. Reporting Work-based Training (WBT)

- Since Sept 2008 WBT contracts have been integrated and are now part of ACE IT contracts
- WBT must be reported to the ITA within 3 months of student graduation to be eligible for WBT funding or prior to turning 20, whichever comes first.
- Those ACE IT students who are sponsored by the school district/board authority, WBT hours are to be recorded on the ACE IT Instructor Work-Based Training Report (ACE IT Instructor Work-Based Training Report (xls)). To be a valid report the following information must be included for each student:
    - the qualified tradesperson's (or sign-off authority) name and certificate number,
    - ACE IT program intake date,
    - number of WBT hours being reported,
    - WBT reporting period start and end dates.
    - The report's declaration must be signed by the school district/board authority sponsor (the ACE IT contact).
- For ACE IT students who have an employer sponsor (e.g. SSA) WBT hours are to be recorded on a Work-Based Training Report (CS005.1 Work-Based Training Report) signed off by the employer sponsor. To be a valid report it must include:
    - the supervising trades worker name and certificate number (include certificate/sign-off authority number in space below section "B")
    - number of WBT hours being reported,

– WBT reporting period start and end dates
– Signature of sponsor employer.

B. Invoicing Work-based Training (WBT)

• WBT can be invoiced for ACE IT students up to 3 months past graduation.

• WBT claims can be invoiced for ACE IT students when they have accumulated a minimum of 120 WBT hours have been accumulated or 240+ WBT hours

• WBT claims for ACE IT students can be invoiced at anytime but it is preferable that students are only invoiced once as part of a class a class or intake cohort after ACE IT program completion or within 3 months of student graduation

• Invoices must be accompanied with the appropriate and completed Work-Based Training Report (see above) containing all students being claimed for.

• An official school district invoice that includes a unique invoice number intake date(s), contract number(s), program(s), number of students in each program. See Appendix 11 for a sample invoice

PART FOUR: DESIGNATED TRAINING PROVIDERS

About ITA Designated Training Programs

The ITA strongly recommends School Districts/Board Authorities partner with an ITA designated public or a private training institution to assure ACE IT program integrity and to assist students their transition from high school into post secondary education system and employment. In the event a post secondary partnership is not feasible for the development of an ACE IT program, School Districts/Board Authorities that successfully complete the ITA designation process can become eligible to offer ACE IT programs to students as the technical training provider. The role of technical training provider includes the additional responsibilities of ordering ITA challenge examinations and reporting marks into the ITA Direct Access (ITADA). For more information on ITA designation, please refer to the ITA Designation Guidelines (216KB pdf).

For Training Providers responsibilities and procedures please refer to the ITA Training Provider Manual for ACE IT.

Note: School districts must ensure that the trades selected for ACE IT programs are in demand in their local area. School districts must be aware that programs may not be approved on a yearly basis if there is not enough local industry demand in a trade to warrant offering an ACE IT program.

Supporting documentation required:
Designated Trainer Application Form (80KB pdf)

Examinations

For Training Providers examination responsibilities and procedures please refer to the
ITA Training Provider Manual for ACE IT

All ACE IT students in School District/Board Authority designated programs must write a final exam which is the ITA Level 1 or C of Q exam for their trade. Where a mark of 70 percent or greater is attained on an examination, credit for completion of that examination will be granted.

Note: Some trades have common exams. In these trades (eg: Cosmetology, PC1 or AST1) course and exam marks are not blended to produce a final result, so a student must pass the final examination as part of the technical training and ACE IT funding criteria. In other trades, examination results are blended with the technical training class results to produce a final mark.

A level examination request must be submitted via email to the ITA Youth contact at least 8 weeks before the requested examination date. Exam Request forms are available on the Educator webpage (ITA Youth Exam Request Form). See Appendix 12 for examination request procedures

Examination sessions will be provided an invigilator when there are 10 or more students writing exams. Smaller groups in the greater Vancouver area will write at the ITA Customer Service office and those outside of the greater Vancouver area will write at the nearest BC Government Agents office. For a fee of $210 (See Appendix 14 Examination Fee Schedule) an invigilator can be supplied for smaller examination groups if an alternate location (such as a school) is a preferred and must be indicated at the time of application.

Writing at a Service BC Office

For individuals who would like to schedule an exam in another area of BC (outside of the Greater Vancouver area), please refer to the Listing of Service BC Office locations. A confirmation email will be sent to the School District Contact the day we are shipping the exam to the Service BC Office. Exam candidates have 45 days, from the date of the email sent to the district contact, to schedule the date and time of their exam in coordination with the Service BC Office.

Accommodated Administration of Examinations for Candidates with Special Needs

An accommodated examination procedure application (Request for Exam Accommodation) is required for each student who will require a reader, interpreter, or extra time to write the exam (1.5 hours more than the normal 3 hour allotment). The ITA is committed to providing fair and accessible examinations, including the provision of reasonable accommodations to individuals with disabilities. If you require modified administration of an examination because of a disability, contact your district's ITA youth representative for information on how to apply for this service. The ITA considers requests for accommodation administration of examinations in collaboration with industry and relevant safety bodies.

Note: that in no case shall accommodations lower or remove established examination standards or content.

See Appendix 13 for accommodated examination request procedures

Re-writes

Apprentice or Challengers who are not successful in their first attempt and who wish to re-write or re-schedule an exam session may do so by submitting either a Level Exam Application form or an Exam Re-write Application - Certificate of Qualification/IP Examination. There is no charge

for the first re-write. Subsequent attempts are subject to a re-write fee. See the Examination Fee Schedule (Appendix 14) for more details.

Exam re-writes are subject to a 30-day waiting period from the previous attempt. Candidates who write an exam for the first time and fail with a mark of between 60 and 70 per cent are permitted to write a second time without a fee. Individuals who write an exam for the first time and fail with a mark of less than 60 per cent must attend technical training or demonstrate equivalent upgrading and pay the appropriate fee before being permitted to write a second time. Individuals who write an exam for the second time or more and fail must attend technical training or demonstrate equivalent upgrading and pay the appropriate fee before being permitted to write again, regardless of the mark received. See Fee Schedule for more details. Your assigned Youth Administrator will be pleased to answer questions regarding re-writing of examinations.

Note: Re-writes, if permitted, are subject to a 30-day waiting period from the previous attempt and payment of the appropriate fee. Where multiple versions of an examination are available, the 30-day waiting period will not apply.

Examination Rules

- Students writing exams must arrive a minimum of 30 minutes before the examination start time to sign-in and receive instructions.
- Students without proper primary photo identification will not be permitted to write and have to be re-scheduled
- Students who arrive late to an examination session will not be permitted to write and have to be re-scheduled.
- Once an examination starts, students are not permitted to leave the room unless they turn in their exam and not permitted re-entry.

Examination Identification Requirements

All students in designated ACE IT programs including hairdressing that are writing an ITA issued examinations must bring government issued photo identification on exam day to be eligible to write. Students must produce an original primary piece of photo identification that shows legal name and date of birth, those who do not, will not be able to write the examination at that time (student cards and birth certificates are not acceptable identification). Acceptable primary photo identification for examinations are:

- Canadian/US Passport
- Canadian Citizenship Card
- Permanent Status Card
- BC Identification Card (BCID) http://www.icbc.com/driver-licensing/BCID

- BC Enhanced Identification Card (EIC)
http://www.icbc.com/driver-licensing/BCID/eic/eic-apply
- Canadian Drivers License

Note: It is strongly suggested that BCID card applications are given to students to complete on the first day of the ACE IT program if they do not have any primary identification. Allow a minimum of 6 weeks for BCID cards to arrive in the mail. (http://www.icbc.com/driver-licensing/BCID).

ACE IT Designated Programs Assessment

Results Reporting

Designated School Districts/Board Authorities are required to report marks to the Industry Training Authority Youth Initiatives following the same procedures as other private training providers. This requires:

- Submission of a single calculated/weighted course result per student to the ITA Youth department within 15 days of program completion. A "Mark Calculator" spreadsheet (Mark Calculator for School Districts with Designated ACE IT Programs) can be downloaded from the Educator webpage to calculate and weight final course theory and practical results.
- Marks must be submitted on a Technical Training Results Report (ITA Youth Technical Training Result Report Form) which can be downloaded from the Educator webpage
- Completion invoices and reconciliation reports (ITA Invoice Reconciliation Report (xls)) must be received by the ITA within 30 days of program completion.

Course marks will be blended with ITA Level Examination marks by ITA staff and the results will be recorded on the student files in the ITADA data base. A copy of exam and final results will be sent back to the School District/Board Authority contacts for their records and completion invoicing.

See Appendix 15 for technical training result reporting procedures

Supporting documentation required:

- Technical Training Results Report

Fee Schedule

The ITA administers fees for certain services. Fees must be paid in full prior to provision of the service.

See Appendix 14 for the Examination Fee Schedule

Supporting documentation required:

- Exam request form
- Modified exam request form
- Exam Guidelines
- ITA Designation Guidelines (216KB pdf)
-

Request for Exam Accommodation (pdf)

Reader Declaration (pdf)

Translator/Interpreter's Declaration Addendum (pdf)

PART FIVE: SCHOOL DISTRICT SPONSORED HAIRDRESSING PROGRAMS

Notes:

- There are no new programs being approved for the 2011/2012 school year. Only those programs who have offered in prior years will be considered for ACE IT funding.

- School districts/board authorities with hairdressing programs that do not have a public college technical training partner, please refer to the ITA Training Provider Manual for ACE IT for training provider responsibilities and procedures.

Completion Requirements

Successful completion of the Hairdressing (Cosmetology) program is as follows:

1. Students successfully complete the ITA C of Q (70 percent or higher)
2. Students successfully complete an 800 hours technical training program
3. Students complete 240 hours of ITA recorded work-based training (WBT) under the supervision of a qualified Hairdresser (see WBT reporting procedures in section three)

Note: The trade of Hairdressing (Cosmetology) is presently under review and the ITA is not accepting any new youth program applications because there may be program standard changes.

Funding

The package for Hairdressing funding is $2750.
- First payment of $1000 for registration
- Completion of $1000 completion payment will be based on students successfully meeting all three criteria.
- Work based training payment of $750.

Examinations

Please submit your exam requests at least 8 weeks in advance of your preferred written exam date session. Exam requests **must be submitted by email** to the Youth Initiatives Administrator (ddhatt@itabc.ca).

See:"Examinations" in the Designated Training Provider Section (pp 25-7)

See Appendix 13 for examination request procedures.

APPENDIX 1

ACE IT Program Student Application

CAREER PROGRAMS APPLICATION

Career Development Office
School District No. XX
123 57th Street
Anywhere, BC   V4V 3C9
Ph: 604-111-1111   Fax 604-111-0123

Please Print

Applicant Name: _____
(Legal)   (Last)   (First)   (Middle)

Application Date: _____   **PEN No:** _____

School Name: _____   **School Phone:** _____

Program Choices

In District Programs

☐   Auto Service Technician   ☐   Carpenter

☐   Construction Electrician   ☐   Cook Training

Post Secondary / Trade School

☐   Auto Collision Repair   ☐   Metal Fabricator

☐   Auto Refinishing Prep   ☐   Millwright

☐   Baking & Pastry Arts   ☐   Motorcycle Mechanic

☐   Drafting   ☐   Parts & Warehousing

☐   Education & Community Health   ☐   Piping

☐   Heavy Duty Mechanic   ☐   Roofer

☐   Horticulture Technician   ☐   Security System Installer

☐   Light Warehouse   ☐   Steel Fabrication

☐   Masonry/Bricklaying   ☐   Welder

Note

1. Incomplete packages WILL NOT be processed.

2. Applications MUST be completed by all students applying for XX School District Career Programs.

3. Applications must be submitted to the District Career Programs Office by April of each year.

4. Acceptance is subject to approval. Completion of the application and program interview do not guarantee acceptance into a program.

SCHOOL FACILITATOR CHECKLIST

Student must meet the following criteria:

- 15 years of age but under the age of 20
- Registered student in School District #XX
- Have parent/guardian support and permission
- Meet all minimum program entrance requirements
- Demonstrated level of maturity suitable to a post-secondary environment
- Provide own transportation arrangements to program site
- Visit the program site
- Complete the Math/English Assessment
- Attend an interview after submission of the application package

Student must complete/attach the following (with assistance if required):

- ☐ Application for Admission (Page 3)
- ☐ Statement of Interest (Page 4)
  - Current Resume (Attach)
  - Community Reference Letter (Attach)
- ☐ Teacher Reference (Page 5)
- ☐ Graduation Progress Plan (Page 6)
  - Current Transcript or Report Card and Attendance Records (Attach)
  - Documentation of any Learning or Medical Disability (Attach if applicable)

School Facilitator recommendation:

Please rate the applicant's suitability for this program (Circle the most appropriate description):

  SUITABLE   **STRONG**   **EXCEPTIONAL**

Comments: _____

_____

I have interviewed this student and provided him/her with a clear understanding and purpose of the program, and conditions for acceptance.

Recommendation and Checklist completed by:

School Facilitator: _____   Signature: _____

Principal/Vice Principal: _____   Signature: _____

APPLICATION FOR ADMISSION

ID

Program: _____

Personal Information

PEN No: _____   Email Address: _____

Legal Last Name: _____   Grade: _____   Age: _____

Legal First Name: _____   ☐ Male   ☐ Female

Legal Middle Name: _____   ☐ First Nations Ancestry ☐ International Student

Mailing Address: _____   Citizenship: _____

_____   Birthplace: _____

City: _____ Prov: _____   Birthdate: <u>YYYY</u>_____<u>MM</u>_____<u>DD</u>_____

Postal Code: _____   Phone Number: _____

Emergency / Medical Information

Health Care Card #: _____

Name of Family Doctor: _____ Family Doctor Phone No: _____

Describe any *medical or physical* problems that the school/post-secondary institution should be aware of, or that might affect performance. (Diabetes, Epilepsy, Medication, Asthma, Allergies, previous injuries, etc.)

_____

_____

Emergency Contact: _____   Relationship to Applicant: _____

Contact Home Phone: _____ _____   Contact Cell Phone: _____

Describe any special needs that the school/post-secondary institution should be aware of, or that might affect performance (Learning Disability, ADD/ADHD, Physical Needs, etc.) In order to meet student needs, please ensure current documentation/assessment information is attached.

_____

_____

Signatures

A. Parent/Guardian Signature
I grant my son/daughter permission to participate in the program indicated above.

Signature: _____   Date: _____

B. Applicant Signature
I certify that all statements on this application are true and complete.

Signature: _____   Date: _____

STATEMENT OF INTEREST

1. What have you done so far to prepare yourself for study and work in this District Career Program? (related job/volunteer experience, extra-curricular activities/courses, reading, interviews with people)

_____

_____

_____

_____

2. What skills do you have that will help you be successful in this program?

_____

_____

_____

_____

3. What interests you about a career in this field?

_____

_____

_____

_____

4. What knowledge do you have of this career field? (ie: opportunities for work, working conditions, wages)

_____

_____

_____

5. What are your interests outside of school? (hobbies, sports, clubs, special talents, etc.)

_____

_____

_____

6. Please attach current resume and personal reference letter (coach, community member, family friend)

TEACHER REFERENCE

To be completed by current or past subject teacher.

Student: _____ **Program**_____

       Legal Last   **Legal First**

Please CHECK the following traits as:	Excellent	Good	Satisfactory	Needs Improvement
1. Maturity	_____	_____	_____	_____
2. Accuracy / ability to follow instructions	_____	_____	_____	_____
3. Enthusiasm and interest	_____	_____	_____	_____
4. Adaptable - adjusts to new situations	_____	_____	_____	_____
5. Follows through on assigned tasks	_____	_____	_____	_____
6. Attendance	_____	_____	_____	_____
7. Punctuality	_____	_____	_____	_____
8. Shows motivation to learn new skills	_____	_____	_____	_____
9. Can work independently	_____	_____	_____	_____
10. Has positive attitude towards work	_____	_____	_____	_____
11. Accepts constructive criticism	_____	_____	_____	_____
12. Responds as a result of #11	_____	_____	_____	_____

13. Could this student be counted on to represent the District favorably in a College setting?

                                                  Yes _____ Possibly _____

14. Do you feel this student has sincere interest in this District Career program?

                                                  Yes _____ Possibly _____

Comments:

_____

_____

_____

Reference completed by: _____ Subject: _____

Reference Signature: _____ Phone: _____

GRADUATION PROGRESS PLAN

Grade 10 Requirements	Course Credits	Completion Date
☐ English 10	_____	_____
☐ Social Studies 10	_____	_____
☐ Science 10	_____	_____
☐ a Math 10 _____	_____	_____
☐ PE 10	_____	_____
☐ Planning 10	_____	_____
Grade 11 Requirements	**Course Credits**	**Completion Date**
☐ English or Communications 11	_____	_____
☐ a Social Studies 11_____	_____	_____
☐ a Science 11_____	_____	_____
☐ a Math 11_____	_____	_____
Grade 12 Requirements	**Course Credits**	**Completion Date**
☐ English or Communications 12	_____	_____
☐ _____12	_____	_____
☐ _____12	_____	_____
☐ _____12	_____	_____
☐ _____12	_____	_____
☐ _____12	_____	_____
☐ Graduation Transitions 12	_____	_____
☐ Daily Physical Activity Report	_____	_____
Fine Arts / Applied Skills Requirement	**Course Credits**	**Completion Date**
Required: 4 credits in 1 area, or 2 credits in each		
☐ Fine Arts _____ / 11 / 12	_____	_____
☐ Applied Skills _____ 0 / 1 / 12	_____	_____
Additional Courses	**Course Credits**	**Completion Date**
☐ _____ 10 / 11 / 12	_____	_____
☐ _____ 10 / 11 / 12	_____	_____
☐ _____ 10 / 11 / 12	_____	_____
☐ _____ 10 / 11 / 12	_____	_____
☐ _____ 10 / 11 / 12	_____	_____
☐ _____ 10 / 11 / 12	_____	_____
☐ _____ 10 / 11 / 12	_____	_____
Overall Credits (80 Credits Required)	_____	_____
Projected Secondary School Certification	☐ **Dogwood**	☐ **School Completion**

_____   _____
Student Signature   **Date**

_____   _____
Counsellor Signature   **Date**

_____   _____
Parent Signature   **Date**

APPENDIX 2

College Consent Waiver Form

Consent/Waiver Form/Endorsement
XX School District ACE IT Students

Student Name: _____ **XX UC Student No.** _____

Address: _____ **Phone No.** _____

Program: _____ **School:** _____

Parent/Guardian Consent:

I, _____give permission for my daughter/son _____to be enrolled through the ACE IT program at XXX University College. My daughter's/son's attendance will be governed by the policies and procedures that apply to all XXX University College students. I authorize XX School District to release information related to any medical concerns or special needs my child may have to XXX University College.

Media Consent:
I hereby consent that photographs of my daughter/son may be taken for the duration of this program by the XX School District. This release allows XX School District to use photographs from this program for its print publications, internet site and distribution to media outlets.

☐ Yes ☐ No

Signature of Parent/Guardian:	*Date:*

I hereby authorize XXX University College to release information concerning my name, address, telephone number, attendance, progress, grades, admission and transcript information to the person(s) and/or school administrator listed below:

Name of School Contact: _____ and/or
School District Contact: XX, XXXXX, Career Development Coordinator

This release is valid only for the duration that I am registered in the Delta School District CTC Program.

Signature of Student:	*Date:*

Secondary School Administrator signature to indicate support of ACE IT Program.

Signature of Principal/Vice Principal:	*Date:*

APPENDIX 3

Interview Rubric

INTERVIEW RUBRIC	Overall Rating		INTERVIEW RUBRIC	Overall Rating
	Accept Decline			Accept Decline

Student Name: _____

School: _____

Age: _____ **Grade:** _____ **Driver's License/Transportation:** _____

Scale: 1 (Needs Improvement)   2 (Fair)   3 (Good)

	1	2	3
Attendance **Health Concerns?**			
Marks **English** **Math** **LD Status**			
Trades Knowledge			
Related Coursework			
Related Work Experience			
Enthusiasm/Self-motivation			
Interview (depth of answers, on-time, resume)			

Program specific criteria:

☐**Costs:**   ☐**Personal Protective Equipment**
☐**Program Expectations**   ☐**Post-secondary Schedule**

Student Name: _____

School: _____

Age: _____ **Grade:** _____ **Driver's License/Transportation:** _____

Scale: 1 (Needs Improvement)   2 (Fair)   3 (Good)

	1	2	3
Attendance **Health Concerns?**			
Marks **English** **Math** **LD Status**			
Trades Knowledge			
Related Coursework			
Related Work Experience			
Enthusiasm/Self-motivation			
Interview (depth of answers, on-time, resume)			

Program specific criteria:

☐**Costs**   ☐**Personal Protective Equipment**
☐**Program Expectations**   ☐**Post-secondary Schedule**

APPENDIX 4

Student Tracking Sheet

STUDENT TRACKING FORM
ACE IT 2008 – 2009
(Revised Mar 03, 2009)

STUDENT NAME	HOME SCHOOL	GRAD YEAR	DISTRICT APP RECEI	INTERVIEW	ACCEPTANCE LETTERS		POST SECONDARY			TUITION	ITA			Rec'd $$	INTERIM MARKS	ITA			Rec'd $$	WEX OR SSA HOURS	WBT R Rece
					Cond	Final	App.	Fee	Waiver		Contract	Student Reg # Individual ID	1st Invoice			Course Mark	ITA Exam	2nd Invoice			
PIPING (FEB) BCIT																					
John Doe	Delview	2009	☐	☐	n/a	☐	☐	n/a	☐	2,815.50	A0911137(1)	541266	0902R	1000	☐						
ROOFING (FEB) RCA																					
WELDING (FEB) KPU																					
CADD / DRAFTING (SEPT) CTC PROGRAM																					

APPENDIX 5

Compliance Audit Details

Audit Criteria Statement
The auditor will examine school district/board authority ACE IT and documentation to verify compliance with student eligibility criteria, validity of registration, and proof of program attendance and completion.

Eligibility and Sponsorship
Student Eligibility
Ensure that student eligibility has been met:
1.1 Students are aged 19 and under who have not yet achieved MOE graduation.
1.2 Students need to be registered in an ACE IT program prior to graduation and must complete training within 3 months of graduation.
Sponsorship - School Districts/Board Authorities may sponsor students as apprentices and that sponsorship will be effective from the time of a student's registration as an apprentice until 5 months after graduation if sponsorship is not transferred to an employer sponsor before the 5 months has elapsed.

Criteria for ACE IT funding
Technical Training
Programs are reflected and approved in Intent to Deliver and Eligibility Criteria documentation
1.3   Programs must result in ITA recognized Level One apprenticeship technical training or equivalency
1.4   Programs are new programs offered by the school district or expansion of existing programs.
1.5   Apprentice registration forms are completed and submitted on the required dates.

Program Policy Requirements
2.1 The School District/Board Authority will assume the responsibilities of an ITA Sponsor/Employer for each participating student. A Sponsor/Employer must:
2.2 Enable the Apprentice to pursue technical training requirements as detailed in the ACE IT Program Structure Form; • submit Reconciliation Reports to the ITA upon completion of technical training and • where appropriate work-based training reports.

2.3 Instruction and facilities for industry training programs offered under ACE IT are to be determined in consultation with technical training partners and industry partners.

2.4 Instruction must be provided by a qualified instructor (as deemed by the School District/Board Authority) with appropriate industry training credentials or experience. School Districts/Board Authorities are highly encouraged to use instructors who have credentials in the relevant trade.

Audit Criteria
2.5 Regardless of where instruction takes place, the School District/Board Authority must adhere to any applicable laws or regulations enacted in respect of safe practices and instruct the students in those practices and in the matters stated in the prescribed in-school training curriculum and such revisions or changes to the curriculum as may from time to time be agreed to by the parties.
2.6 The School District/Board Authority must exercise industry standard care to protect the students from injury while completing training at the training site.
Reporting
3.1 The School District/Board Authority must Record and submit technical training results for each student in accordance with instructions provided by the ITA.
3.2 The School District must notify the ITA as soon as possible in the event of the withdrawal of a student from an ACE IT Industry Training Program.
Student Assessment
4.1 Ensure students complete the appropriate technical apprenticeship level (or equivalent) assessments whether provided by the ITA or by their technical training partners.
4.2 The School District/Board Authority will complete the services described in Sections 9.1 to 9.10 of this Schedule in accordance with the timelines set out in Schedule E of the contract and the ACE IT Program Structure Form.
4.3 Prior consent of the ITA is required for any substitution or change of the Technical Training Partner.

ACE IT Student Record Checklist

The following checklist is to help ACE IT coordinators ensure they have followed proper procedures and have all the required application and program documentation required for an audit and should be kept in the student's file. ACE IT student documentation files should be available on-site in for an audit inspection.

ACE IT Student Application Checklist and Documentation	Status	
	Verification Date	Comments
Student meets ACE IT Eligibility Criteria: • enrolled in a BC Ministry of Education (MOE) graduation program at an MOE recognized public or private institution		
• 19 and under and have not yet achieved MOE graduation		
• complete ACE IT program before 20th birthday		
• register for an ACE IT program prior to graduation and must complete training under the ACE IT program within 3 months of graduation		
Completed ITA Youth ACE IT application form signed by student parent and coordinator		
Other student application documentation (trade research, Essential Skills Tool Learning plan, etc)		
Student Interview notes(parent interview optional)		
Proof of parent notification/involvement (interview, orientation, information session, notices, etc.)		
Links to student education plan		

ACE IT **Student Program Checklist and Documentation**	Status	
	Verification Date	**Comments**
All ACE IT program fees have been paid (eg. student, equipment and textbook fees)		
Student is attending technical training		
ITA Identification Card received and a copy is in student's file		
Technical training and C of Q exam results (if applicable) have been received and copies are in students		

APPENDIX 6

Program Timelines

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ACE IT

PROGRAM TIMELINES

	School District/Board Authority responsibilities	due dates
Step 1	Submit Intent to Deliver	Mar 15/Oct. 1st
Step 2	Submit ACE IT Application and Eligibility Criteria	Apr 15/Nov. 15
Step 3	Register ACE IT participants (**do not invoice** at this time)	8 days, beginning Monday of the second week of classes for both fall and spring semesters
Step 4	"Echo" report registration check. Ensure all programs and students are correct and reply to Rodger within 2days of receiving. **Students registered after this will not be eligible for ACE IT funding**	Within 2days of receiving "Echo " report
Step 5	Sign contract/contract amendment and schedule E, email to ITA **within 2 weeks** of receipt and invoice ITA for funds and include list of student name and program	Within 2 weeks of receiving contract
Step 6	Marks submitted to ITA by training provider and SD/BA Contact submits reconciliation report and completion payment invoice to ITA (see ACE IT Program Guide for details)	Within 45 days after program completion as per ITA instructions
Step 7	Submission for WBT payment claims must be received by 3 months of graduation. All WBT claims for a program must be **sent as a package** and include all WBT reports/ACE IT Class WBT spreadsheet with a list of students and hours along with a detailed receipt as per ITA instructions	3 months past graduation (Sept 30th for June grads)

APPENDIX 7

ACE IT Application Check List

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ACE IT Application Checklist

1. School District/Board Authority Commitments Form	
a) School District/Board Authority commitment to act as ITA registered sponsor/employer for students secured	☐ Yes ☐ No
b) Commitment to participate in the evaluation of the ACE IT program secured	☐ Yes ☐ No
c) Key contact identified and processes in place for liaison with the ITA and submission of registration forms and training progress reports	☐ Yes ☐ No
2. Program Structure Form (PSF)	
a) Details summarized on ACE IT Program Structure Form	☐ Yes ☐ No
3. Technical Training Partner (TTP) Form(s)	
a) Program delivery model (including responsibilities, procedures and fees for instruction, facilities and assessment) determined for each Industry Training Program	☐ Yes ☐ No
b) Program Outlines determined for each Industry Training Program	☐ Yes ☐ No
c) Completed TTP Commitment Form	☐ Yes ☐ No
d) Assessment process identified and agreed to with technical training partner(s) and industry partner(s)	☐ Yes ☐ No
4. Industry Partnership Form(s) (IPF)	
a) Local industry partners	☐ Yes ☐ No
b) Provincial industry partner (if applicable)	☐ Yes ☐ No
c) Completed Industry Partner Commitment Form	☐ Yes ☐ No
d) List of local employers supporting work-based training placements	☐ Yes ☐ No
e) Advisory Committee meeting schedule and list of partners	☐ Yes ☐ No
5. Articulated Communications Plan	
a) Description of communication plan including plan for sharing success stories with ITA	☐ Yes ☐ No

APPENDIX 8

ACE IT Program Structure Form

ACE IT APPLICATION -- PROGRAM STRUCTURE FORM (PSF)

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Instructions
1. Complete the table below with details for each Industry Training program your district will offer
2. Save this file in the same format as the following example SD#26 Sept 11 PSF

Indicate intake (yy) and SD/BA#

Sept _11_ Intake   SD/BA#:_00_   Feb___ Intake

Industry Training Program		Technical Training Information					Work-based Training (wbt)	Program Schedule	
Name of program	Number of Students	Program Type	Technical Training Partner (TTP)	Exam and Graduation Credits		Instruction & Facilities Location			
		Apprenticeship: Level 1,Level 2 or Foundation or Technical	Name of TTP & Per Student Fee or ITA Designation	Final Exam C of Q or ITA Issued or Proprietary	Credit Type MOE/BAA or PSI or Both	Secondary School: SS and/or Technical Training Partner: TTP and/or Industry Partner: IND	Will wbt funding be claimed for additional hours outside of prescribed program training? Y / N	Start Date mm/dd/yyyy	Finish Date mm/dd/yyyy
Repeating Programs									
1. *Professional Cook 1*	*16*	*Technical*	*Camosun/ $1111*	*CofQ*	*Both*	*SS and TTP*	*Y*	*09/01/2011*	*01/30/12*
2. *Carpenter*	*16*	*Level 1*	*ITA Designated*	*ITA Issued*	*MOE*	*SS*	*N*	*09/01/2011*	*06/30/12*
3. *Electrician*	*3*	*Foundation*	*Kwantlen/$1111*	*Proprietory*	*PSI*	*TTP*	*N*	*09/01/2011*	*03/31/12*
4.									
5.									
6.									
7.									
8.									
New Programs									
1.									
2.									

APPENDIX 9

Online Registrations Account Creation and use Instructions

ONLINE REGISTRATION ACCOUNT CREATION AND USE INSTRUCTIONS

Features of the on-line registration system include:
- A secure electronic registration process
- Pre-filled forms
- On-line submission of completed Trainee/Apprentice Registration forms to the ITA Customer Service
- A tracking system for users to manage their ACE-IT student registrations
- A tracking system for users to manage their SSA student registrations

Creating an On-Line Registration Account

To use the online registration system School District/Board Authority contacts will need to open an account which will require an Access Key. Please contact the Lead, Youth Initiatives at rhargreaves@itabc.ca or ph: 604 649 4624 for an access key. The access key will allow first time access to your account where a personal username and password can be created.

Online Registration System User Instructions:

Adding a new user to the online registration system:

- Log on to https://aceit.ca
- Enter username and password.
- Click the Users tab.
- Click 'Add'
- Complete all fields.
- Determine new user access to system by checking off the corresponding boxes.
- Create username and password.
- To save click 'Add'.

Updating account details:
- Log on to https://aceit.ca
- Enter username and password.
- Click on Account tab.
- Make the necessary changes.
- Click 'Save'.

Check student names by program and/or intake:

- Log on to https://aceit.ca
- Enter username and password.
- Click on Registrations tab.
- From the 'Program Type' select either ACE IT or SSA.
- Select the Program(s).
- In the Date Range section, if a particular start date is needed then select date range and intake date.
- Click sort by 'Trainee' if the registrations are needed in alphabetical order by last name.

Check for registration submission to the ITA:

- Log on to https://aceit.ca
- Enter username and password.
- Click Registrations tab.
- Change 'Form Status' to 'Submitted'.
- Check off the 'Hide updated forms'.
- Select the Program Type and change the Search field to 'Trainee by Last Name'.
- If the 'Form Status' is changed to 'Complete' any of these registrations are still pending and have not been submitted. By clicking the 'Save and Submit to ITA' the registration form will get sent.

Check if submitted registration has been processed by the ITA:

- Log on to https://aceit.ca
- Enter username and password.
- Click Registrations tab.
- Change form status to Processed.
- Select the individual name by using the search 'Trainee Last Name'.
- Click List and the status should show as Processed.

Registering a "Dual Enrolment" student (Both ACE IT and SSA):

- Users can now register Trainees/Apprentices for ACE IT and or SSA programs using a single form.
- Log on to https://aceit.ca
- Enter username and password.
- Click Registrations tab and click 'Add a Registration'.

For ACE IT:

- To submit an ACE IT registration.
- Complete section A and B.
- Complete Section C of the Registration form contains this specific information under Program Information
- Check the ACE IT checkbox in Section C and fill in the relevant information. You do not need to edit the SSA area in Section C if you are only submitting an ACE IT registration.
- Then click 'save and submit to ITA'.

For SSA:

- To submit an SSA registration.
- Locate the individual record by searching under 'Trainee last name' and click on 'Update' from the Status column.
- Complete section A and B.
- Complete Section C of the Registration form contains this specific information under Program Information
- Check the SSA checkbox in Section C and fill in the relevant information within the SSA box on the form. You do not need to edit the ACE IT area in Section C if you are only submitting a SSA registration.
- Then click 'save and submit to ITA'.
- Intake is only relevant to ACE IT registrations.
- In the ACE IT 'Name of ACE IT Program' dropdown, programs authorized for ACE IT funding appear beneath 'Approved'. 'Unapproved' programs in this dropdown are not formally ACE IT approved for your account.

APPENDIX 10

ACE IT Registration Procedures

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ACE IT REGISTRATION PROCEDURES

- Log on to https://aceit.ca.
- Enter Login & Password
- Click + Add Registration (top right hand corner of your screen)
- Enter all required information (* indicates mandatory fields)
- Once you have completed the application be sure to authorize the application and save it
- The screen will refresh, be sure to scroll to the bottom of the page and click Save and Submit(If there are any problems, when the screen refreshes it will indicate the problems at the top of the page) Please go back and correct then click Save and Submit to ITA

Note: If you do not Save and Submit to ITA your application will not be processed.
Applications must be in the "Submitted" status to be eligible for processing.

Updates of Applications

- Log on to https://aceit.ca.
- Enter Login & Password
- Click Registrations (top left hand corner of your screen)
  Click List
- Locate the apprentice's application and click update (far right of the screen)
- Update the information required
- Press Save
- The screen will refresh, be sure to scroll to the bottom of the page and click Save and Submit

Withdrawal of Application

- Log on to https://aceit.ca.
- Enter Login & Password
- Click Registrations (top left hand corner of your screen)
  Click List
- Locate the apprentices application and click withdraw (far right of the screen)
- Screen refreshes, Indicate what the student is withdrawing from (Program, Apprenticeship or Both)
- Click Withdraw

APPENDIX 11

Invoice and Reconciliation Report

ACE IT INVOICE RECONCILIATION REPORT

SD/BA Name:_____   **SD/BA Invoice Number:**_____

Program Details			Students and Completion Details						
Program Name *(list students by Program/Intake)*	**Number of Students Initially Funded**	**Intake Date**	**Name** *(First, Middle, Last)*	**Individual ID** *(Reg. Number)*	**Successful**	**Unsuccessful**	**Withdrawn**	**Not Reported**	**Not Reported Comments** *(Mandatory)*

ACE IT INVOICE RECONCILIATION REPORT

SD/BA Name:_____   **SD/BA Invoice Number:**_____

INVOICE REPORT INSTRUCTIONS

Please complete all program & reporting details

Ensure program details are seperated by trade & intake

This report must accompany your monthly invoice

This report should contain all billable items from the corresponding monthly activity repor

This report must be attached to monthly invoice.

Incomplete reports will not be processed, but returned with invoice

INVOICE INSTRUCTIONS

All invoices must include the following: unique invoice number, contract number(s), intake date(s), program name(s), subtotal(s) & total

This monthly invoice should contain all billable items from the corresponding monthly activity report

Only completed invoices with attached reports will be processed and sent electronically to the ITA Youth Adminsitrator: ddhatt@itabc.ca or fax: 778-329-0749

Program Details			Students and Completion Details						
Program Name *(list students by Program/Intake)*	**Number of Students Initially Funded**	**Intake Date**	**Name** *(First, Middle, Last)*	**Individual ID** *(Reg. Number)*	**Successful**	**Unsuccessful**	**Withdrawn**	**Not Reported**	**Not Reported Comments** *(Mandatory)*
Examples									
Auto Service Tech	*4*	*Feb-08*	*Camdyn Bloggs*	*555321*	☑				
		Feb-08	*Kathleen-Jane Cole*	*563241*	☑				
		Feb-08	*John Raymond Doe*	*534890*			☑		
		Feb-08	*Krista Roberts*	*542136*				☑	*exam re-write scheduled, Mar 1*
Cook	*2*	*Sep-09*	*Jack Russell*	*554367*	☑				
		Sep-09	*Jamie Lee Smith*	*564219*		☑			

APPENDIX 12

Exam Request Procedures

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EXAMINATION REQUEST PROCEDURES

The ITA does not automatically schedule exams on the last day of technical training for apprentices in their last level of technical training. Please submit your exam requests at least <u>8 weeks in advance</u> of your preferred written exam date session.

Exam requests **must be submitted by email** to your school district's assigned Youth Initiatives Administrator ddhatt@itabc.ca
The following information must be submitted with the Examination Request form:

- Name of training provider and contact person (phone and email)
- First and last name of each apprentice
- ITA Individual ID number for each apprentice
- ITA Course ID
- Name of the trade
- Type of exam requested for each apprentice (e.g., carpentry level 1, Professional Cook 1 C of Q)
- Examination location (include room number or special instructions if difficult to find)
- Examination date requested and time preference
- Start date and end date of class
- Special requirements (modified examinations)

Note: When requests for examinations are received with incomplete information or less than 8 weeks prior to the examination date, we will make every effort to fulfill the request, however we cannot guarantee that we will be able to meet the requested examination date.

APPENDIX 13

Request for Exam Accomodation

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ACCOMMODATED EXAMINATION REQUEST PROCEDURES

Request an Accommodated exam

This request must be made 8 weeks prior to the requested exam date. The apprentice must complete the following application Request for Accommodated Examination Application (http://www.itabc.ca/AssetFactory.aspx?did=213) and be sure to submit the appropriate professional medical and/or physical assessment.

Translator – If the apprentice requires a translator, please complete and attach the Translator/Interpreter's Declaration Addendum (http://www.itabc.ca/AssetFactory.aspx?did=214). This form will need to be completed, **notarized** and sent to ITA prior to the requested exam date. Please note the original form is required.

Language Translation Dictionary – The dictionary must provide only English language without work definitions.

Time Extension – Documentation of your requirement for a time extension may be based on a physical or mental disability or illness; or on a learning disability. Indicate the reason why you require the time extension, and attach verification in the form of an appropriate professional (e.g. medical or educational) assessment. If you have questions regarding verification of special needs, contact your assigned Youth Administrator. If approved an additional 1.5 hour time extension will be granted.

Reader – Attach verification of your need for a reader in the form of an appropriate professional assessment. If you have questions regarding verification of special needs, contact your assigned Youth Administrator. If approved, an additional 1.5 hour time extension will be granted.

A reader will be provided by ITA. This request must be sent 8 weeks ITA prior to the requested exam date.

Accommodated exams are written at the Industry Training Authority Customer Service Location or at your local Service BC Office.

Once the approval of an Accommodated exam has been given, the school district contact will be made aware of all exam information.

APPENDIX 14

Fee Schedule

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FEE SCHEDULE

The ITA administers fees for certain services. Fees must be paid in full prior to provision of the service.

SERVICE	FEE
Second and each subsequent re-write of an ITA challenge Certificate of Qualification or IP Exam. *Please note:* There is no fee for the first re-write	$100.00
Second and each subsequent re-write of ITA challenge level exam. *Please note:* There is no fee for the first re-write	$50.00
Exam Reschedules: First re-schedule Second and subsequent re-schedules No Show* *Five working days' notice of non-attendance is required to avoid a no-show fee.	No Fee $50.00 $50.00

The ITA administers fees for certain services. Fees must be paid in full prior to provision of the service.

Invigilator

INVIGILATION	All ITA exams must be invigilated by an ITA authorized invigilator. **APPRENTICESHIP TECHNICAL TRAINING EXAMS** ▪ Level exams ˜ All Level exams are invigilated by an ITA invigilator. ▪ BC C of Q and IP exams ˜ All BC C of Q and IP exams are invigilated by an ITA invigilator. **FOUNDATION PROGRAM EXAMS** Certificate of Completion exams ˜ Certificate of Completion exams are invigilated by an ITA invigilator.

APPENDIX 15

Procedure for Reporting Technical Training Results

PROCEDURES FOR REPORTING TECHNICAL TRAINING RESULTS

REPORTING TRAINING RESULTS TO THE ITA	The process for reporting training results to the ITA varies depending on the type of program offered, whether there are standardized ITA exams available for the program, and whether the results are blended (practical "school" mark and theory mark).
	REPORTING APPRENTICESHIP TECHNICAL TRAINING RESULTS – NO STANDARDIZED ITA EXAMS AVAILABLE FOR THE PROGRAM: Apprenticeship technical training results are reported via ITA Technical Training Results Report.
	Technical Training results should be completed and returned to Customer Service within 15 days after the last day of the class.
	Customer Service will mail a transcript showing training results to both the apprentice and their sponsor within 14 days of receiving a school report from the training provider.
	REPORTING APPRENTICESHIP TECHNICAL TRAINING RESULTS – STANDARDIZED ITA EXAMS AVAILABLE FOR THE PROGRAM (THEORY ONLY): School reports will NOT be used.
	Training Providers are required to provide a final practical (school) mark to Customer Service within 15 days after the last day of class. Training providers are responsible for providing the apprentice with a breakdown of the competency objective areas from their technical training.
	Customer Service will provide exam results to the training provider once the practical (school) mark has been received.
	REPORTING APPRENTICESHIP TECHNICAL TRAINING RESULTS – STANDARDIZED ITA EXAMS AVAILABLE FOR THE PROGRAM (THEORY & PRACTICAL MARKS): School reports will NOT be used.
	Apprentices will receive their final theory mark on an ITA transcript, which combines the practical (school) mark with the theory exam mark. Training providers are responsible for providing the apprentice with a breakdown of the competency objective areas from their technical training.
	Training providers will provide the ITA with the apprentice's practical marks at the time the theory exam is written. The invigilator will collect the practical results from the training provider in a sealed envelope. The training provider will prepare one list which contains the apprentice names, TWID's and practical (school) mark results.