

SKILLEDTRADES^{BC}

**Guidelines for Training Providers Applying for
SkilledTradesBC Program Designation**

TABLE OF CONTENTS

INTRODUCTION..... 3
 SkilledTradesBC 3
 Purpose of This Document 3
 Designation Overview 4
 Fees 6
 Value of SkilledTradesBC Designation 8
 Approval Criteria 8
 PROCESS OVERVIEW 9
 Approval Process 9
 Guidelines 9
 Basic Eligibility Criteria 10
 Five Steps in the Process 11
 SOURCES FOR ADDITIONAL INFORMATION 13

INTRODUCTION

SkilledTradesBC

SkilledTradesBC is a provincial government agency with legislated responsibility to govern and develop the industry training system in BC.

SkilledTradesBC works with industry, people who are pursuing training, and training providers to develop an approach that will effectively meet industry training needs, now and in the future.

Some trades and industry occupations in British Columbia are facing skills shortages that have the potential to limit the growth of specific industries and the provincial economy. SkilledTradesBC aims to address this challenge by increasing the number of people in industry training, as well as by improving completion rates and creating greater flexibility within the industry training system.

SkilledTradesBC is responsible for the overall governance and development of the industry training system in BC. Roles and responsibilities include:

- Working with industry to identify current and emerging skills requirements, and to explore training and certification options;
- Working with public and private training providers to coordinate and maximize the efficiency of training;
- Providing quality standards for training and credentials that are consistent with industry needs, provincial regulations, and national Red Seal standards where applicable; and
- Providing services to apprentices (registration, examinations, etc.) through the SkilledTradesBC Customer Service division.

The process to recognize and formally designate training provider programs reflects SkilledTradesBC's mandate to support the development and delivery of quality industry training programs in BC.

Purpose of This Document

SkilledTradesBC recognizes that training institutions play an important role in the delivery of industry training in the province. This document provides guidelines that have been established by SkilledTradesBC for the designation of programs delivered by training institutions and leading to credit toward SkilledTradesBC Industry Training Programs.

These guidelines outline the requirements to be met by training providers, describe some of the benefits associated with designation, and provide an overview of the process for training providers to have training programs reviewed for designation by SkilledTradesBC.

Designation Overview

The concept of designation applies to the delivery of specific programs by training institutions. When a training institution's program is designated by SkilledTradesBC, this means that the institution has met basic quality standards that apply to all institutions as well as quality standards specific to the program the institution is delivering. Program-specific standards are set by the relevant industry and approved by SkilledTradesBC. A list of SkilledTradesBC Accredited (Red Seal), Recognized (Provincial) and Foundation (which includes entry level trades training formerly referred to as ELTT programs) training programs is provided at www.skilledtradesbc.ca.

SkilledTradesBC designation is mandatory for any private training provider intending to claim that their program is designated by SkilledTradesBC, recognized or endorsed by SkilledTradesBC, associated in any way with the SkilledTradesBC or the provincial apprenticeship system, or that the program will lead to credit toward an SkilledTradesBC Industry Training Program. Institutions designated by SkilledTradesBC are required to use the official name of the SkilledTradesBC Industry Training Program they are designated to deliver.

SkilledTradesBC designation is not mandatory for public post secondary institutions or public secondary schools partnered with post secondary institutions. It is also not mandatory for private training providers delivering programs that do not claim (explicitly or implicitly) any association with SkilledTradesBC, or claim that the program leads to credit toward an SkilledTradesBC Industry Training Program. SkilledTradesBC designation is also not required for training providers offering programs that are 'refresher' or 'exam-prep' type courses, as long as there is no claim that completing such a program will entitle or qualify an individual to challenge an SkilledTradesBC examination. While not mandatory, institutions may still apply for designation, proceed through the designation process, receive valuable feedback on the program's suitability for its industry and intended audience and may be granted status as an SkilledTradesBC designated training provider.

When an institution is designated to deliver a program by SkilledTradesBC, successful completion of the program by students will result in credit toward an SkilledTradesBC credential. In the absence of designation by SkilledTradesBC, no claim can be made by a private training institution that successful completion of a particular program will lead to credit toward an SkilledTradesBC industry training program or credential. The ability to challenge SkilledTradesBC exams is unrelated to this process. Any individual, regardless of how or where they received their training will have access to the challenge process as outlined in SkilledTradesBC Policy PA3002 – Examinations (see www.skilledtradesbc.ca).

Some key points training providers should be aware of regarding the SkilledTradesBC designation process are:

- SkilledTradesBC designation is available to all training providers offering or intending to offer training in any of the trades which falls under the authority of SkilledTradesBC in BC. A complete list of these trades is available at the SkilledTradesBC web site.
- SkilledTradesBC administers the designation process, linking with industry and in the case of private training institutions with the Private Training Institutions Branch (PTIB).
- SkilledTradesBC designation is specific to a particular program and in the case of leveled programs, may be specific to a single level of the program. Training providers receive designation from SkilledTradesBC for the delivery of a program and/or level.
- Institutions registered with or accredited by PTIB and offering trades training which falls under the authority of SkilledTradesBC are required to apply for designation. Contact PTIB directly if you require more detail regarding this requirement.
- Where PTIB has determined that designation is mandatory, training providers must be designated to deliver programs they are currently offering. PTIB reserves the right to withhold approval for any trades program that hasn't met SkilledTradesBC designation standards. Contact PTIB directly if you require more detail regarding this requirement.
- In cases where programs are delivered as leveled programs (e.g. apprenticeship technical training), each level of the program will be reviewed for designation independent of one another.
- A program or level being reviewed for designation must be delivered for at least one entire intake and have had at least 8 students complete the program or level before the review process can be concluded.
- An application fee will be charged to training providers applying for designation and applicants are also expected to cover any direct costs associated with review of their program. This will include review of the curriculum, an initial site visit, and a program audit. The costs will include approximately four days of a reviewer's time as well as travel and personal expenses incurred by the review team.
- Designated training providers are subject to review every 5 years or as required.

Fees

SkilledTradesBC has established the designation review process as a cost recovery service. Training providers are expected to pay the direct costs associated with the process in three stages.

1. Application fee of \$350.
2. Invoice of projected costs which will likely fall between \$1250 and \$2225.
The projected direct costs include:
 - Curriculum review at \$350 of staff time
 - Site visit at between \$625 and \$950 of staff and subject matter expert (SME) time
 - On-site program audit at between \$625 and \$950 of staff and SME time
3. Travel expenses which are location dependent.

The initial non-refundable application fee is \$350, which must be submitted with the application. After receiving the application, SkilledTradesBC staff will determine whether a curriculum review, site visit and program audit are required. In most cases, all three of these stages of designation will be required. If an institution is using SkilledTradesBC developed or recognized curriculum, a curriculum review may not be necessary. After receiving the application, SkilledTradesBC staff will provide a quote to the institution outlining the anticipated costs through these stages of designation review. In most cases the total cost will be in the range of \$1500.-\$2000, plus travel and minor expenses. Payment of this projected amount excluding travel and expenses is due before the designation review proceeds. After the review is conducted, the training provider will be invoiced for the actual travel and expenses less any amount remaining from payments made against the quote of anticipated costs. Training providers will receive the results of the review after SkilledTradesBC receives payment of this final invoice.

Sample Cost Scenarios

	<i>New program with unique or third-party curriculum</i>	<i>New program using SkilledTradesBC or SkilledTradesBC recognized curriculum</i>	<i>New level of a previously reviewed program</i>	<i>Designated program 5-year re-evaluation</i>
Application fee	\$350	\$350	\$350	\$350
Curriculum review	\$350	Not required	May not be required	May not be required
Site visit	\$625 - \$950 staff and SME time	\$625 - \$950 staff and SME time	May not be required	May not be required
On-site program audit	\$625 - \$950 staff and SME time	\$625 - \$950 staff and SME time	\$625 - \$950 staff and SME time	\$625 - \$950 staff and SME time
Travel and expenses	Location dependent	Location dependent	Location dependent	Location dependent
Total	\$1950 - \$2600 plus travel expenses	\$1600 - \$2250 plus travel expenses	\$975 - \$1300 plus travel expenses	\$625 - \$950 plus travel expenses

Value of SkilledTradesBC Designation

The SkilledTradesBC designation of training provider programs is one of the tools that SkilledTradesBC is using to align training outcomes in programs delivered around the province with validated industry standards and labour market needs. SkilledTradesBC designation offers a number of benefits to industry training program providers.

- Designated training providers have the value of their program recognized by SkilledTradesBC publicly and the value of designation promoted by SkilledTradesBC in public communications.
- SkilledTradesBC provides a list of designated training providers on the SkilledTradesBC web site.
- Participating in the program review for designation offers a unique opportunity to confirm that a training program meet the standards set by industry, targets the expectations of employers and provides for the instructional needs of trainees.
- Assessments and grading of students by designated training providers are recognized by SkilledTradesBC toward program recognition and credentials. In contrast, non-designated private providers must have students challenge SkilledTradesBC exams as 100% of the final grade recognized by SkilledTradesBC.
- Designated training providers may promote their programs as designated by SkilledTradesBC and meeting the rigour of SkilledTradesBC standards. Designated training providers are permitted to show their commitment to quality by displaying the SkilledTradesBC program designation logo.
- Designated training providers can influence the direction of industry training in BC by participating in SkilledTradesBC advisory committees.
- Industries and employers have greater quality assurance of industry training programs.

Approval Criteria

The designation process is designed to ensure high standards with respect to facilities, tools and equipment, instructor qualifications, occupational standards and curriculum, assessment processes, student supports, safety requirements and general operations. To ensure these standards are upheld, training institutions must meet two encompassing criteria:

1. Meet basic standards of delivery and program-specific standards set by industry; and,
2. Demonstrate past performance.

In the context of the training provider's history, the demonstration of past performance may be informed by documenting previous instances of program offerings or by the delivery of the program during the designation review. To meet the basic standards of program delivery:

- Training content must follow the relevant SkilledTradesBC program standards (i.e. Competency Profile Chart, Program Profile, Program Outline).
- Instruction must be provided by a qualified individual, either a certified journey person or the equivalent (substantial trade experience with an equivalency ID number) with demonstrated instructional experience; or as otherwise specified in the SkilledTradesBC Program Outline.
- Appropriate equipment and facilities must be in place to provide instruction in the areas specified in SkilledTradesBC program standards.

Program-specific quality standards are set by industry representatives working on behalf of SkilledTradesBC. SkilledTradesBC approves the standards and provides them to designation review teams so these standards can guide the review of programs offered by training providers seeking designation.

PROCESS OVERVIEW

Approval Process

The same process is used for all training providers. This includes all private and public institutions offering SkilledTradesBC programs either as targeted training or as part of a secondary or post-secondary program. Most private training providers in BC are required to register and/or be designated with the Private Training Institutions Branch (PTIB), under the Private Training Act.

An overview of the designation review process follows.

Guidelines

Obtain and familiarize yourself with the latest version of these Guidelines. The "Guidelines for Training Providers Applying for SkilledTradesBC Program Designation" are published by SkilledTradesBC. The guidelines are available from SkilledTradesBC and can be found on the SkilledTradesBC web site. <http://www.skilledtradesbc.ca>.

The application form for SkilledTradesBC Designation can be found on the SkilledTradesBC website in the forms link.

Basic Eligibility Criteria

To be eligible for SkilledTradesBC designation, the institution must meet the following basic criteria:

- The program for which designation is being sought must correspond directly to an SkilledTradesBC Accredited, Recognized or Foundation training program.
- Programs for which designation is being sought must be delivered successfully for at least one intake and have a cumulative total of at least 8 students who have completed the level or program. This may include students in the program during the review period.
- The institution or organization must be compliant with applicable BC legislation including PTIB and SkilledTradesBC legislation, WorkSafe BC regulations, municipal and local government policies and bylaws.

Approval Process for SkilledTradesBC Designation of a Training Provider’s Program	
Review Guidelines and appropriate details	
Submit Application to SkilledTradesBC detailing the program and delivery sites	
Provide documentation and materials for a review of the program curriculum and overall design	
Host an initial site visit conducted by the designation review team	
Obtain provisional approval and proceed with an intake of the program	
Deliver an intake of the program	
Host an audit of the program (usually prior to trainees writing their exam)	
SkilledTradesBC staff make a recommendation to approve or reject SkilledTradesBC designation of the program	
If rejected, cease offering the program	If approved, SkilledTradesBC recognizes the program as an SkilledTradesBC designated program
	Report training outcomes to SkilledTradesBC as prescribed
Consider revising the program to address feedback from SkilledTradesBC and after a one year waiting period, re-apply	Inform SkilledTradesBC if changes are made to the program. SkilledTradesBC will determine if the revised program will require further review to maintain designation.
	SkilledTradesBC re-evaluates the program every 5 years or as required.

Five Steps in the Process

1. APPLICATION

The application for SkilledTradesBC designation form and the additional program information it requests, including the full program curriculum if not already approved by SkilledTradesBC, is required before the program can be considered for designation. Simply complete the application and email or send it to SkilledTradesBC, including as much detail about the program as possible. Private training institution representatives should note that the designation application form that you prepare for SkilledTradesBC will NOT start the program approval process required by PTIB. Private training providers must be in compliance with any PTIB requirements in order to pursue SkilledTradesBC designation.

In the case of private trainers whose program has already been approved for delivery by PTIB, complete the designation application and submit it to SkilledTradesBC, noting the program's status with PTIB.

In addition to basic institution information, the application requests additional program information, including:

- Minimum instructor and facilitator qualifications
- Structure of the program (i.e. instructional hours, delivery format)
- Outline of the curriculum used in the program
- Description of facilities and resources supporting delivery
- Samples of promotional material used to market the program
- Overview of student intakes in the program to date

Applicants who have paid all applicable fees and whose application is deemed complete and acceptable by SkilledTradesBC will proceed into the review process.

2. CURRICULUM REVIEW

The program must be approved by SkilledTradesBC as an initial step in the review process for designation by SkilledTradesBC. If the curriculum supporting delivery of the program is not SkilledTradesBC developed or approved curriculum, the curriculum in use must be sent to a reviewer who will match the program curriculum with the SkilledTradesBC competencies and learning outcomes. If these match, a site visit will be conducted to ensure that the facilities and equipment meet the standards of the program or level being reviewed.

3. INITIAL SITE VISIT

If the program design and curriculum are consistent with the SkilledTradesBC required competencies and learning objectives, an initial site visit will be conducted. Provided that the curriculum, facilities and equipment and instructor qualifications meet the standards of the program, SkilledTradesBC will give the training provider **provisional approval** to deliver the program and continue through a full review for designation.

During the review process, the training provider must deliver one complete intake; or, in the case of a multi-leveled program, one complete intake of the level under review. In either case, the intake must involve at least 8 students who complete the program. In preparation for the on-site program audit by a review team during the delivery of the program, training providers must report detailed training outcomes to SkilledTradesBC. The report should include:

- An overview of the program and student intake
- Student success and completion rates
- Student evaluations
- Employer evaluations
- Student follow-up (in cases where the program has been delivered previously)

In cases of previously delivered and established programs, SkilledTradesBC staff may determine based on the curriculum review, details of the application, preliminary site visit, training outcomes report, and other pertinent information that it is appropriate to make an immediate recommendation for designation of the training provider's program. In most cases, training providers will be required to continue through the review process and participate in an on-site program audit.

4. ON-SITE PROGRAM AUDIT

SkilledTradesBC will establish a designation review team comprised of representatives identified by SkilledTradesBC and from the appropriate industry. The on-site program audit will be conducted during the delivery of the program under review and in most cases will be scheduled prior to trainee exams. The designation review team will consider the details of the application, the results of the initial site visit, the training outcomes report, the program audit site visit and any other pertinent information.

5. RECOMMENDATION AND APPROVAL

The review team will prepare and submit a report to SkilledTradesBC. A recommendation for approval or rejection is put forward to the SkilledTradesBC Quality Assurance Committee where the final decision on approval will be made and if approved, designation conferred upon the training provider. If the training provider's bid for designation is rejected, the institution may re-apply after a 12 month waiting period. Training providers who are approved must report yearly training outcomes to SkilledTradesBC including student success rates, student evaluations and employer evaluations of training. Designated programs must be re-evaluated against current program-specific standards every 5 years or as required. SkilledTradesBC will suspend designation in cases where training outcomes are deemed unacceptable or quality standards are not being met.

SOURCES FOR ADDITIONAL INFORMATION

SkilledTradesBC

Web: <http://www.skilledtradesbc.ca/>

Email: designation@skilledtradesbc.ca

Private Training Institutions Branch (PTIB)

Web: <http://www.privatetraininginstitutionsbranch.gov.bc.ca>

Email: pti@gov.bc.ca

Phone: 1-800-661-7441