Issued: December 21, 2015

Program: Inactivation of Industry Training Programs

To:	ITA Training Providers Articulation Chair System Liaison Person School Districts
Subject:	**INACTIVATION OF PROGRAMS**
OPSN No.:	**OPSN 2015 031**
Effective Date:	**Effective immediately**
Summary of Change:	The following six (6) BC recognized training programs were recently approved for immediate inactivation. These programs have met one or more criteria related to ITA Operations Policy PP1002.

- Geothermal Technician
- Hardwood Floorlayer
- Heating Technician
- Logistics & Distribution 2
- Logistics & Distribution 3
- Residential Framing Technician

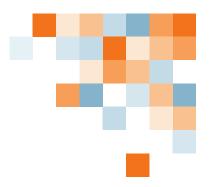|	
Rationale:	The Industry Training Authority (ITA) is responsible for delivering effective and cost efficient programs that ensure apprentices receive the technical training and workplace skills industry needs. ITA reviews all programs on a regular basis to assure compliancy with ITA policies. ITA Operational Policy PP1002 – Criteria for Deactivation of Recognized Apprenticeship and Foundation Industry Training Programs – provides a set of criteria for evaluating ITA programs. Programs meeting one or more of the following criteria are classified as 'inactive' in advance of moving to 'deactivated'.
Details:	New apprenticeship registrations are not accepted for inactive programs; however, apprentices who are registered at the time a program is designated as inactive will have the opportunity to complete their program. The time allocated to complete a program will vary depending on the program's length and the apprentices' needs. The program is deactivated once all of the registered apprentices have completed the program or the time limit on the inactive period has passed. Deactivated programs are removed for the ITA website.

Revising an Inactive Program

Industry has the opportunity to explore the option of restructuring or modifying an inactive program by submitting an Industry Needs Analysis (INA) to ITA. The purpose of the INA is to demonstrate sound reason for re-investment in the program.

An ITA Industry Relations Manager will work directly with Sector Advisory Groups or industry proponents to provide guidance on ITA operational policies related to development of the INA.

Guidelines and templates for development of the INA are available from ITA Program Standards.

Notification to Affected Employers and Apprentices

ITA is in the process of informing all affected employers and apprentices of its intention to inactivate the noted programs. In addition, a statement indicating the program's inactive status can be found the program page on the ITA website.

ITA remains committed to working with the affected employers and apprentices to ensure that registered apprentices have the opportunity to complete their training and receive certification.

Attachments:	***ITA Operations Policy PP1002***
	This attachment provides details on the criteria for deactivation of recognized apprenticeship and foundation industry training programs.

For more information contact:	Kathryn Rockwell
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cc:	All Staff

POLICY: CRITERIA FOR DEACTIVATION OF RECOGNIZED APPRENTICESHIP AND FOUNDATION INDUSTRY TRAINING PROGRAMS

1.0 Scope

This policy applies only to *Recognized Apprenticeship and Foundation Industry Training Programs*; not to *Accredited Apprenticeship Industry Training Programs*.

2.0 Criteria

Programs that meet one or more of the following criteria will be considered for removal from the list of ITA *Recognized Apprenticeship and Foundation Industry Training Programs*:

- Programs that are specific to only one company
- Programs that do not have a *technical training* component or *technical training* is a component but not available
- Programs with less than 12 registrants (typically the number of trainees required to run a class) consistently over the past three years
- Programs which do not have *Assessment Tools* or either Program Standards or *Occupational Performance Standards*
- Programs lacking sufficient industry support to ensure maintenance of quality and standards, as well as relevance to industry's future needs (as defined in ITA Operations Policy PP1000, Criteria for Approving New Foundation and Apprenticeship Industry Training Programs)

3.0 Industry Consultation

The Industry Training Authority will consult industry on any programs identified for deactivation and, where appropriate, will seek the advice of relevant regulatory bodies.

4.0 Conditions for Retention

If industry identifies that a program should not be deactivated, retention will be conditional on upgrading the program to meet the criteria in place for the introduction of a new industry training program. These criteria are found in ITA Operations Policy PP 1000, Criteria for Approving New Apprenticeship and Foundation Industry Training Programs.

Approved: 10.Nov.04
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30.Jul.09   Reviewed 30.Sept.10
21.Sept.11