

Apprenticeship Agreement Policy (External)

E.02.2023 v.1

Purpose

This policy outlines the requirements and responsibilities for an Apprentice and a Sponsor entering into an Apprenticeship Agreement.

In Scope

This policy applies to all trades in British Columbia (B.C.) including Skilled Trades Certification (STC) trades.

Definitions

For the purpose of this policy:

- **“Apprentice”** means a person who is registered as an apprentice in an apprenticeship program in a trade in B.C.
- **“Apprenticeship Agreement”** means the apprenticeship agreement developed by SkilledTradesBC for the purposes of registering a person as an apprentice under the Skilled Trades BC Act, as amended from time to time.
- **“Skilled Trades Certification trades”** or **“STC trades”** means trades designated as a skilled trades certification trade in the *Skilled Trades BC Act* and *Skilled Trades BC Regulation*, as amended from time to time.
- **“Sponsor”** means an individual or organization responsible for ensuring apprentices receive on-the-job training and mentorship from a certified journeyperson.

Policy

Where there is any conflict between this policy and the *Skilled Trades BC Act*, its regulations, or any other applicable legislation as amended from time to time, the provisions of the applicable legislation apply to the extent necessary to resolve that conflict.

1. APPRENTICE AND SPONSOR RESPONSIBILITIES UNDER THE APPRENTICESHIP AGREEMENT

- 1.1 Individuals who want to work in a designated trade as an Apprentice must:
 - a. Register as an apprentice with SkilledTradesBC; and
 - b. Have a Sponsor

- 1.2 Individuals and their sponsors must register their Apprenticeship Agreement with SkilledTradesBC.
- 1.3 Under the Apprenticeship Agreement, an **Apprentice** must:
 - a. meet all requirements outlined in the SkilledTradesBC Program Profile, including:
 - i. successfully completing the required levels of technical training at a SkilledTradesBC-approved training institution; and/or
 - ii. If applicable, successfully challenging the appropriate Standard Level Exam(s). For more information, please refer to the Level Challenger Policy.
 - b. complete all required on-the-job training hours.
 - c. meet any additional requirements identified by SkilledTradesBC; and
 - d. pass the certification exam.
- 1.4 Under the Apprenticeship Agreement, a **Sponsor** must:
 - a. ensure the Apprentice receives the appropriate supervision and report on work-based training hours and Recommendation for Certification.
 - b. release the Apprentice to the extent reasonably possible to attend technical training.
 - c. recommend the Apprentice to SkilledTradesBC for certification when the Apprentice meets all the requirements as included in the SkilledTradesBC Program Profile.
 - d. submit all forms and documents required by SkilledTradesBC to verify the Apprentice has completed all requirements of their apprenticeship completion of the established standards for the applicable trade.
- 1.5 If SkilledTradesBC is unable to register the Apprenticeship Agreement, SkilledTradesBC will notify both the Apprentice and the Sponsor in writing of the reasons for non-registration.
- 1.6 The Apprentice or Sponsor may terminate the registration of the Apprenticeship Agreement with SkilledTradesBC at any time.

2. LOSS OR CHANGE OF A SPONSOR

- 2.1 **STC Trade**
 - a. If an Apprentice is working in an STC trade and loses their Sponsor, the Apprentice cannot continue to work in that trade as an Apprentice or any STC trade until they have a new Sponsor.
- 2.2 **Non-STC Trade**
 - a. If an Apprentice is working in a non-STC trade and loses their Sponsor, the Apprentice may continue working in a non-STC trade but will not receive credit for work-based training hours towards the apprenticeship program until they have a new Sponsor.

- 2.3 When an Apprentice changes Sponsors, they must ensure the requirements outlined in section 1.2 of this policy are completed with the new Sponsor, including but not limited to ensuring the new fully signed Apprenticeship Agreement is registered with SkilledTradesBC.

3. DEREGISTRATION

- 3.1 SkilledTradesBC may cancel an Apprentice's registration in an apprenticeship program:
- a. if the Apprentice is inactive in the trade, or
 - b. if the apprentice has provided false or misleading information to the corporation, or
 - c. as required by SkilledTradesBC.
- 3.2 If SkilledTradesBC cancels and/or deregisters an Apprentice's registration, it will notify the Apprentice in writing of the reasons.

4. REVIEWS AND APPEALS

- 4.1. Applicants dissatisfied with the outcome of their Apprenticeship Agreement application to SkilledTradesBC for designation as an Apprentices may request a review of SkilledTradesBC's decision or order on the grounds for review that are set out in the *Minister's Skilled Trades BC Regulation*, as amended from time to time.
- 4.2. The Request for Review **must be made within 30 days** of receiving SkilledTradesBC's decision or order. For more information refer to SkilledTradesBC's Request for Review Policy.

For assistance, contact SkilledTradesBC Customer Service at:

T: 778-328-8700

Toll Free in BC: 1-866-660-6011

customerservice@skilledtradesbc.ca

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