

POLICY: APPRENTICE/TRAINEE AND SPONSOR REGISTRATION

1.0 Entrance Standards

Every prospective *Apprentice* must meet the entrance requirements of the *Industry Training Program* as outlined in the *Industry Training Program Profile*.

2.0 Apprentice Registration

All participants in ITA *Recognized and Accredited Industry Training Programs* must register with the ITA as *Apprentices* under an eligible sponsor. Eligible sponsors must be legal entities or individuals who are journeypersons or equivalent.

A *Sponsor* can be an employer or a 3rd party willing and able to fulfill the responsibilities of a *Sponsor*.

2.1 Responsibilities of Sponsor(s)*

Sponsors will:

- ensure the *Apprentice* receives training and related practical experience under the direction of a qualified individual [certified Tradesperson or other(s) specified in the *Industry Training Program Profile*, OR holder of an ITA-issued letter authorizing supervision and sign-off of Apprentices in the trade] in a work environment conducive to learning the tasks, activities and functions that form the *Industry Training Program* in which the *Apprentice* is registered
- enable the *Apprentice* to regularly attend *Technical Training* required under the *Apprentice's Industry Training Program*.
- submit all forms and other documents that are required by the Industry Training Authority to verify completion of the established standards for the *Industry Training Program*.
- recommend the *Apprentice* for certification when the *Apprentice* has met the established standards for that program and in the view of the sponsor and qualified individual is performing at the level of a Certified Tradesperson in the trade.

2.2 Responsibilities of Apprentice

Apprentices will:

- complete the required work-based training and practical experience under the direction of a qualified individual as assigned by the *Sponsor*.
- self-manage the *Technical Training* component of their apprenticeship in consultation with the *Sponsor* by:
 - Scheduling and registering themselves into and successfully completing required *Technical Training* at an ITA-approved training institution of their own choice, OR
 - successfully challenging the required *Technical Training* or Level where a challenge assessment exists.

- meet any additional requirements of the *Industry Training Program* as outlined in the *Industry Training Program Profile*.

2.3 Cancellation of Registration

- Either the Apprentice or Sponsor may terminate the Registration at any time. This does not relieve either party from any provisions of the *Employment Standards Act* or any Contract of Employment.
- Termination of Registration does not preclude the Apprentice from re-registering with the same Sponsor, or from registering with a new Sponsor.
- If satisfied that an individual is no longer eligible under the policies of the ITA or under the Regulations to continue to be registered as an Apprentice, the ITA may cancel the registration of the individual and, if the ITA does so, it must inform the individual and the Sponsor of the cancellation, with written reasons.

3.0 Trainee Registration

Upon successful completion of a *Foundation Industry Training Program*, the training institution will register successful *Trainees* with the ITA. If the Trainee progresses to an apprenticeship under an eligible sponsor, a new registration (*Apprentice Registration*) will be required in accordance with Section 2.0 above.

***NOTE: An Apprentice may have multiple Sponsors/Employers over the course of completing an Industry Training Program.**

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