

# Training Provider Designation Policy (EXTERNAL)

External Policy No. E.01.202

## Purpose

This policy defines the criteria by which SkilledTradesBC will approve training providers--other than the public post-secondary institutions--as designated trainers to deliver programs leading to credit toward SkilledTradesBC Credentials.

## In Scope

This policy applies to training providers seeking to obtain or maintain designation from SkilledTradesBC to deliver programs that lead to credit toward SkilledTradesBC Credentials.

## Out of Scope

This policy does not apply to BC's public post-secondary institutions which deliver programs leading to credit toward SkilledTradesBC Credentials and have signed Letters of Agreement declaring that all aspects of program delivery adhere to SkilledTradesBC program standards.

This policy does not address funding of program delivery. SkilledTradesBC designation does not create a funding obligation or imply a current or future funding commitment.

## Policy

For the purpose of this policy, training provider designation constitutes SkilledTradesBC approval to deliver specific programs by level and by campus/facility. When a training provider is designated as a trainer by SkilledTradesBC to deliver a specific program or level(s) of a program, this means that the provider has met:

- basic quality standards that apply to all providers (including provision of reasonable accommodation for students in accordance with applicable human rights laws)
- quality standards specific to the applicable program(s) / level(s). Program-specific standards are recommended by the relevant industry and approved by SkilledTradesBC.

When a training provider is designated to deliver a program or program level(s) by the SkilledTradesBC, successful completers receive credit toward an SkilledTradesBC Credential.

### 1. POLICY STATEMENTS

- 1.1. In the absence of designation by SkilledTradesBC, no claim is to be made by a training provider other than an approved public post-secondary institution that successful completion of a particular program will lead to credit toward an SkilledTradesBC Industry Training Program or Credential.

- 1.2. SkilledTradesBC designation for the delivery of a specific industry training program or level requires a training provider to satisfy three main criteria:
  - a. compliance with applicable British Columbia laws, and any federal laws applicable in British Columbia;
  - b. demonstration of satisfactory performance by delivery of at least one successful intake prior to completion of the designation review process; and
  - c. designation by SkilledTradesBC.
- 1.3. To maintain designation, training providers must:
  - a. continue to meet SkilledTradesBC training delivery standards;
  - b. upon request provide copies of student evaluations; and
  - c. undergo re-evaluation against current SkilledTradesBC training provider delivery and program specific standards at least once every five years or sooner as determined by SkilledTradesBC.
- 1.4. SkilledTradesBC will review designation status where:
  - a. the program/level has not been delivered for a period exceeding 18 months;
  - b. outcomes (including, but not limited to, enrollment, completion, pass rate, marks) fall significantly below the provincial norm for the particular program / level; or
  - c. changes in staffing, facilities, or program delivery result in training which no longer meets SkilledTradesBC program standards.
  - d. Based on results of the review, SkilledTradesBC may suspend, cancel or renew designation with or without conditions.
- 1.5. SkilledTradesBC will work with Industry to develop program-specific quality standards that will be used in evaluating training providers for potential SkilledTradesBC designation. These standards will be approved by SkilledTradesBC and become an integral part of the standards documentation associated with each Accredited, Recognized, and Foundation Industry Training Program.
- 1.6. The following basic standards apply in all cases in addition to any program-specific quality standards that are developed by industry and approved by SkilledTradesBC:
  - a. training content in accordance with the SkilledTradesBC Program Outline;
  - b. qualified instructors (for example - certified journey person or equivalent with demonstrated instruction experience);
  - c. appropriate equipment and facilities;
  - d. adequate student supports, including any support that may be necessary to reasonably accommodate a student and comply with applicable human rights law; and
  - e. compliance with Occupational Health and Safety requirements.

For assistance, contact SkilledTradesBC Customer Service at the information listed below.

Customer Service

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