

STC Trades Designation Application Form

INTRODUCTION:

The information provided in this Skilled Trades Certification (STC) Trades Designation Application Form is the first phase of review to be completed by SkilledTradesBC and will help identify trades that could benefit from STC designation. The information provided will assist SkilledTradesBC in determining if a nominated trade should move to the next more detailed assessment phase, where various factors are examined, such as undertaking a comprehensive analysis relative to the impact designating a trade as STC may have on BC's labour market. The detailed assessment of various factors will provide further support in identifying trades for recommendation as STC designated trades, which in turn will enable SkilledTradesBC's to develop recommendations for consideration by government.

It is important to note that SkilledTradesBC will use specific criteria to assess all trades nominated as part of this application process. This includes identifying alignment with existing frameworks including if either the trade is: 1) currently regulated in BC, or 2) readily aligns to trades already identified as STC trades (for a list of identified STC trades see <https://skilledtradesbc.ca/skilledtradescertification>). SkilledTradesBC will also limit the number of trades that proceed to the detailed assessment phase to a maximum of ten (10).

INSTRUCTIONS:

BC businesses, labour organizations, industry associations, and Indigenous communities and organizations who operate in, or have an interest in the skilled trades may nominate a trade for STC designation by completing and submitting this application.

Applications will be **accepted between May 11 and June 30**. Applicants will be notified if the trade they have nominated will proceed to the detailed assessment phase.

Completed applications may be sent via email to: STCapplication@SkilledTradesBC.ca. Please **limit submissions to only the information requested in this application**. If further information is submitted, it will not be assessed.

If you have any questions or require more information, contact SkilledTradesBC at STCapplication@SkilledTradesBC.ca.

PART 1

ORGANIZATION INFORMATION

ORGANIZATION INFORMATION
Organization Name:
List the trade your organization is nominating for consideration for STC designation.
Provide a brief description of your organization and its relationship to the trade that is the subject of this application: (up to 100 words)

ORGANIZATION REPRESENTATIVE

The organization representative will serve as the primary contact for SkilledTradesBC for the purpose of this application.

ORGANIZATION REPRESENTATIVE	
NAME (<i>Last name, First name</i>)	
TITLE:	
EMAIL ADDRESS:	TELEPHONE:

By signing this application, I, _____, attest that the information provided is correct and that I am authorized to act on behalf of my organization for the purpose of this application. I also confirm I will be available to provide further information as requested by SkilledTradesBC, this may include attending meetings or answering questions in meetings, by telephone or via email.

Signature _____

Date: _____ (dd/mm/yyyy)

PART 2**LETTERS OF SUPPORT****INSTRUCTIONS:**

A minimum of two letters of support are mandatory – one (1) letter from a small-sized employer, and one (1) letter from a medium-sized employer. Employers offering letters of support must employ tradespeople and/or sponsor registered apprentices. Letters of support should be from a single employer and not include, for example, a representative group of employers, contractors, or unions.

A small sized employer is defined as having 1 to 49 employees. A medium-sized employer is defined as having 50 to 499 employees.

Applicants **may also include two (2) optional letters of support** from unique constituency groups who are working, managing or have an interest in the trade being nominated as part of this application. Letters of support should be from a single organization and not, for example, from a representative group of organizations. These letters are **NOT** required, and any more than two (2) additional letters of support will not be considered by SkilledTradesBC.

See Appendix A for instructions and templates that may be used in preparing letters of support.

Please complete the summary table below identifying the letters of support attached to this application.

LETTER #	ORGANIZATION NAME	RELATIONSHIP TO THE TRADE
1	<i>Mandatory (small-sized employer organization)</i> Name:	
2	<i>Mandatory (medium-sized employer organization)</i> Name:	
3	<i>Optional</i> Name:	
4	<i>Optional</i> Name:	

PART 3**QUESTIONS - STC TRADES DESIGNATION RATIONALE**

The following questions will help SkilledTradesBC understand **your organization's perspective** on why the trade nominated in this application should be considered for designation as an STC trade.

If data is cited in your answers, please provide a reference so the information may be validated. **Please note, the inclusion of data is NOT required.**

Instructions:

Please respond to these questions from the perspective of your organization as it relates to the trade you are nominating. Please limit your responses to **approximately 200 words for each question.**

1. **Please describe how STC designation of this trade supports BC's labour market. For example, how does STC designation address recruitment needs, improve the work environment to help retain trade workers and/or improve access to skilled workers to address labour market gaps?**

2. Please describe the level of technical expertise required of a journeyperson in this trade and why STC designation will help meet the standard.

3. Please describe how STC designation of this trade will advance health and safety for the worker on the job site. For example, what do you think are worker safety challenges that could be improved?

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6. Please describe barriers (if any) that you believe exist that could impede implementation of this trade as an STC designated trade, and how these barriers might be addressed?
7. Please describe any other areas that could contribute to successful implementation of this trade as an STC designated trade that have not already been identified above and/or referenced.

Appendix A: Letters of Support Instructions

Mandatory Letters

INSTRUCTIONS:

A minimum of two letters of support are mandatory – one (1) letter from a small-sized employer, and one (1) letter from a medium-sized employer. Employers offering letters of support must employ tradespeople and/or sponsor registered apprentices. Letters of support should be from a single employer and not include, for example, a representative group of employers, contractors, or unions.

A small sized employer is defined as having 1 to 49 employees. A medium-sized employer is defined as having 50 to 499 employees.

The use of this template is not required, however, if it is used, it is recommended the text be transferred to the employer's letterhead providing the letter of support.

To SkilledTradesBC:

On behalf of (insert small/medium employer name), and in support of the application made by (insert applicant organization's name) I am pleased to offer this letter of support for the nomination of the (trade name) trade for consideration as a Skilled Trades Certification (STC) trade.

I acknowledge that my letter of support fulfills one of the following mandatory application requirements (please select one option):

- ☐ Small employer organization (1-49 employees)
- ☐ Medium employer organization (50-499 employees)

Our interest in this trade and reasons for supporting its nomination as an STC trade are as follows.
[please describe your business and its interest in the trade. Please also include the reasons for supporting this application in paragraph form. Please limit your letter to no more than 1,000 words.]

I welcome providing further information regarding the contents of this letter to SkilledTradesBC as may be necessary.

Yours sincerely,

Signature:	Title
Name (Please Print:	Date

Optional Letters

INSTRUCTIONS

This template is for letters of support where an applicant has decided to include two (2) optional letters from unique constituency groups who are working, managing or have an interest in the trade nominated as part of this application. Letters of support should be from a single organization and not, for example, from a representative group of organizations. These letters are **NOT** required, and any more than two (2) additional letters of support will not be considered by SkilledTradesBC.

The use of this template is not required, however, if it is used, it is recommended the text is transferred to the organization's letterhead providing the letter of support.

To SkilledTradesBC:

On behalf of (insert organization's name), and in support of the application made by (insert _____ applicant organization's name) I am pleased to offer this letter of support for the nomination of the (trade name) trade for consideration as a Skilled Trades Certification (STC) trade.

Our organization's interest in this trade and reasons for supporting its nomination as an STC trade are as follows. [please describe your organization and its interest in the trade, and the reasons for supporting this application in paragraph form in the body of the letter. Please limit your letter of support to no more than 1,000 words.]

I welcome providing further information regarding the contents of this letter to SkilledTradesBC as may be necessary.

Yours sincerely,

Signature:	Title
Name (Please Print:	Date
