

# Apprentice Supervision and Sign-Off Authority Policy

External Policy No. E.01.2023

## Purpose

This policy outlines individuals that may:

- 1) supervise an apprentice when the apprentice is training on the job, and
- 2) sign-off on an apprentice's work-based training hours as credit towards certification.

## Trade(s) Application

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

## Definitions

- **“Apprentice”** means a person who is registered as an apprentice in an apprenticeship program in a trade in British Columbia (B.C.), or a person who is registered as an apprentice in a similar program in another Canadian jurisdiction in accordance with the applicable legislation of that jurisdiction.
- **“Journey person”** means a person who holds a certificate of qualification awarded by SkilledTradesBC or who holds a related and valid journey person certificate or credential issued by another Canadian jurisdiction in accordance with the applicable legislation in that jurisdiction.
- **“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.
- **“Temporary Authorization”** means a temporary authorization issued by SkilledTradesBC under the *Skilled Trades BC Act*. A Temporary Authorization is for the purpose of authorizing a person to work in B.C. in an STC trade.
- **“Uncertified Experienced Worker”** means a person who has demonstrated to the satisfaction of SkilledTradesBC that they have at least 36,000 hours of work experience that meet the competencies included in the STC trade program profile.

## 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 degree necessary to settle the conflict.

For the purpose of the policy:

“**Supervisor**” means a person who observes and directs the work of an apprentice while the Apprentice is training on-the-job. For specific requirements outlining supervision in STC trades, refer to SkilledTradesBC’s Apprentice Supervision in an STC trade policy.

“**Sign Off**” means a person has the authority to: a) verify an apprentice’s worked-based training hours which contribute towards program completion and b) sign-off on Recommendation(s) for Certification.

## 1. POLICY STATEMENTS

The following individuals may supervise and sign-off an Apprentice’s work-based training.

### 1.1. For All Non-STC Trades

1.1.1. Individuals able to provide supervision and sign off authority include:

- a. a certified journeyperson, or
- b. an individual who applied to SkilledTradesBC and has received authorization to act as a supervisor and sign-off authority.

### 1.2. For All STC Trades:

1.2.1. Individuals able to provide supervision and sign-off authority include:

- a. a certified journeyperson, or
- b. an individual who applied to SkilledTradesBC and received a Temporary Authorization to work for a specified period in an STC trade as an Uncertified Experienced Worker.

1.2.2. For specific requirements outlining supervision in STC trades, refer to SkilledTradesBC’s Apprentice Supervision in an STC trade policy.

## 2. EFFECTIVE DATES FOR SUPERVISION AND SIGN-OFF REQUIREMENTS

The effective date for supervision and sign-off authority of an Apprentice’s work-based training is as follows:

### 2.1. For individuals identified in section 1.1. (All Non-STC Designated Trades):

- a. the date on which the certified journeyperson is recorded by SkilledTradesBC as the Apprentice’s supervisor and sign-off authority, or
- b. the date on which SkilledTradesBC approved the application form for an uncertified worker to act as an Apprentices’ supervisor and sign-off authority.

### 2.2 For individuals identified in section 1.2 (All STC Designated Trades):

- a. the date on which a certified Journeyperson or Uncertified Experienced Worker with

an approved and active Temporary Authorization issued by SkilledTradesBC, is recorded to be the apprentice's supervisor and sign-off authority.

- 2.3 If an individual was approved to act as a supervisor and sign-off authority for an apprentice under section 1.1.1 b (All **Non-STC Designated** Trades) prior to the trade being designated as an STC trade, the individual may continue to act in this role until the designation for the STC trade comes into effect (see SkilledTradesBC's Trade Program Matrix for applicable dates).
- 2.4 If a trade is in transition to designation as an STC trade (i.e., the trade has been identified for designation but has not yet been designated), supervision and sign-off authority applications will not be accepted.

See the following for more information:

- SkilledTradesBC Trade Program webpage

For assistance, contact SkilledTradesBC Customer Service:

T: 778-328-8700 or Toll Free in BC: 1-866-660-6011

[customerservice@skilledtradesbc.ca](mailto:customerservice@skilledtradesbc.ca)

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