

# Apprenticeship Agreement Policy

External Policy No. E.02.2023

## Purpose

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

## Trade(s) Application

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

## In Scope

This policy applies to all B.C. designated trades including Skilled Trades Certification 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 British Columbia (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 a person who has agreed to sponsor an apprentice. An employer may be a sponsor.
- “**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 extent necessary to resolve that conflict.

## 1. ENTERING INTO AN APPRENTICESHIP AGREEMENT

- 1.1 A person who intends to work in a trade as an Apprentice must have a Sponsor (NOTE: the Apprentice's Sponsor may also be known as the Apprentice's employer).
- 1.2 If a person wishes to register as an Apprentice with SkilledTradesBC, they must:
  - a. meet all registration prerequisites outlined in the SkilledTradesBC Program Profile;
  - b. enter into a signed Apprenticeship Agreement with a Sponsor;
  - c. ensure the Apprenticeship Agreement is signed by both the Sponsor and the Apprentice; and
  - d. submit and register the Apprenticeship Agreement noted in section 1.2 b. and c. of this policy with SkilledTradesBC (see submission details and options outlined in the Apprenticeship Agreement form).
- 1.3 On the date a trade is designated as an STC trade, an Apprentice cannot work or receive on the job training in the STC trade unless all steps included in section 1.2 of this policy are concluded. These requirements also apply to an Apprentice who is from and/or registered in another Canadian jurisdiction and who is working temporarily in B.C. in an STC trade.
- 1.4 If SkilledTradesBC is unable to register the Apprenticeship Agreement (e.g., the trade identified is not offered in B.C.), SkilledTradesBC will notify both the Apprentice and the Sponsor in writing of the reasons for non-registration.
- 1.5 The Apprentice or Sponsor may terminate the registration of the Apprenticeship Agreement with SkilledTradesBC at any time. For clarity, this termination only applies with respect to, and for the purposes of, registration of the Apprenticeship Agreement with SkilledTradesBC, and does not impact any employment relationship that may exist between the Apprentice and Sponsor.

## 2. LOSS OR CHANGE OF A SPONSOR

- 2.1. If an Apprentice loses their Sponsor, they may continue working in a non-STC trade; however, such hours worked cannot be credited toward the relevant apprenticeship program until the Apprentice has a new Sponsor who agrees to continue to fulfill the responsibilities of the Apprentice's former Sponsor.
- 2.2. If an Apprentice is working in an STC trade and they lose their Sponsor, the Apprentice cannot continue to work in that trade as an Apprentice or any STC trade until they have a new Sponsor. The new Sponsor must agree to continue to fulfill the responsibilities of the Apprentice's former 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 or deregister an Apprentice's registration as an apprentice if the Apprentice has:
  - a. been inactive in the trade; or
  - b. has provided false or misleading information.
- 3.2 If SkilledTradesBC cancels and/or deregisters an Apprentice's registration, it will notify the Apprentice in writing of the reasons.

### 4. APPRENTICE OBLIGATIONS WHEN ENTERED INTO AN APPRENTICESHIP AGREEMENT

- 4.1 An Apprentice must meet the following obligations under an Apprenticeship Agreement:
  - a. demonstrate their ongoing commitment to obtaining certification by meeting all requirements contained in the SkilledTradesBC Program Profile, including:
    - i. registering and successfully completing the required levels of technical training at a SkilledTradesBC-approved training institution; or
    - ii. successfully challenging the appropriate level exam(s) (if a challenge exam assessment exists), including following all requirements established by SkilledTradesBC to write the level exam.
  - b. complete all required on-the-job training hours; and
  - c. meet any additional requirements identified by SkilledTradesBC including as referenced in the applicable SkilledTradesBC Program Profile.
- 4.2 In the event of a loss or change of sponsor, ensure the requirements outlined in section 2 of this policy are adhered to.
- 4.3 Ensure their contact information remains current with SkilledTradesBC, for example, telephone number, email address, mailing address, and
- 4.4 Ensure any applicable requirements or applicable forms are completed within the timeframe required by SkilledTradesBC.

### 5. SPONSOR OBLIGATIONS WHEN ENTERED INTO AN APPRENTICESHIP AGREEMENT

- 5.1. Sponsors of Apprentices must:
  - a. ensure the Apprentice receives supervision during on-the-job training under the direction of:
    - i. in a **non-STC trade**, a certified Journeyperson or a person who has been approved by SkilledTradesBC to act as supervisor and sign-off authority for the Apprentice;
    - ii. in an **STC trade**, a certified Journeyperson or an Uncertified Experienced Worker with a Temporary Authorization issued by SkilledTradesBC;

- b. release the Apprentice to the extent reasonably possible to attend technical training (see section 4.1a.i. included in this policy);
- c. submit all forms and documents required by SkilledTradesBC to verify completion of the established standards for the applicable trade;
- d. recommend the Apprentice to SkilledTradesBC for certification when the Apprentice meets all the requirements as included in the SkilledTradesBC Program Profile
- e. provide any additional information requested by SkilledTradesBC to verify the Apprentice has completed all requirements of their apprenticeship; and
- f. follow the requirements as outlined in SkilledTradesBC's applicable policies.

See the following for more information:

- SkilledTradesBC Trade Program webpage

For assistance, contact SkilledTradesBC Customer Service at:

T: 778-328-8700

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

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

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