

SKILLED TRADES^{BC}



Your *apprenticeship* journey.

Get the information you need, know your responsibilities, get on the pathway to certification and join a rewarding career in the skilled trades.

Your *pathway* to certification.

Congratulations on taking your first steps in a rewarding career journey! Becoming a tradesperson means taking charge of your future, aligning your interests and skills with a well-paid, fulfilling and rewarding career. Your goal is to achieve certification—and we are here to help.

How does an apprenticeship work?

Most apprenticeships take four or more years to complete, with 80% of the training at the worksite under the supervision of a certified tradesperson and 20% in-class technical training with a SkilledTradesBC-designated training provider.



WORK-BASED TRAINING

 **80%** Work-based training.

Each trade has a mandatory number of work-based training hours required to become certified. Visit our website to find the required hours for your trade and keep track of them in the SkilledTradesBC Portal.

CLASSROOM TRAINING

 **20%** Classroom training.

The classroom is where you will pick up the technical knowledge to complement your work-based training. Make sure to sign up early for technical training with a SkilledTradesBC-designated training provider.

CERTIFICATION

 **4** years.*

After you've completed your work-based and classroom training hours and you've successfully written your exam, SkilledTradesBC will ask your employer sponsor to sign a Recommendation of Certification (RFC). Once we receive the signed RFC, a certificate package will be sent to your employer to sign and send to you. Congratulations, you're officially certified!



FIND YOUR TRADES PROGRAM OUTLINE.



LIST OF ALL APPROVED TRAINING PROVIDERS.



LEARN MORE ABOUT EXAMS AND RESOURCES.

*Timeline for completion differs for each apprenticeship. 4 years is the average across all trades.

Apprentice *responsibilities.*

- Know the work-based training hours required to complete your apprenticeship.
- Sign into your Portal account often to make sure your hours have been recorded.
- Work with your employer through the steps in your apprenticeship plan.
- Register with your educational training provider early—classes fill up quickly.
- Apply for Employment Insurance (EI) for your technical training period.
- Study and pass the exams. SkilledTradesBC has exam resources to help you prepare.

Frequently asked *questions.*

HOW DO I APPLY FOR FINANCIAL SUPPORT FOR THE TIME I'M IN TECHNICAL TRAINING?

During your technical training, you are eligible to apply for financial supports with WorkBC Employment Services and Service Canada. For instance, you can apply for Employment Insurance (EI) benefits while you are not working to help replace your income during this period. Visit our website for more information about the financial supports available to you.

WHAT IF I CHANGE EMPLOYERS DURING MY APPRENTICESHIP?

If you change your employer during your apprenticeship, confirm that the work-based training hours you completed with your current employer have been reported in the SkilledTradesBC Portal and ensure you and your next employer update your information in the Portal.

MY WORK-BASED TRAINING HOURS ARE INACCURATE OR MISSING. WHAT DO I DO?

Reach out to your employer sponsor—they are responsible for recording your hours in the SkilledTradesBC Portal and have the ability to make adjustments. For any employer-related issues, get in touch with your local Apprenticeship Advisor for further assistance.

REGISTER ON THE PORTAL.

The SkilledTradesBC Portal is your go-to resource. It's where you track your apprenticeship, update your personal information, book your exams, and access information that pertains to your apprenticeship.



FINANCIAL SUPPORT.

You may be eligible for financial assistance including grants, loans, tax credits, and Employment Insurance (EI). Visit our website for more information.



LEARN MORE ABOUT FINANCIAL SUPPORTS.



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ABOUT SKILLEDTRADESBC

SkilledTradesBC is the organization that advances British Columbia's trades training system. We are building the most diverse and sustainable workforce in Canada by supporting equitable access to skilled trades and helping British Columbians unlock their potential—creating a world-class workforce, one career journey at a time.

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