

# Credit for Prior Training and Experience Policy (External)

No. E.04.2024

## Purpose

The policy outlines SkilledTradesBC's requirements for recognizing and applying prior experience and/or credit(s) earned towards an apprenticeship program.

## Trade(s) Application:

This policy applies to all trades.

## In Scope

This policy applies to Apprentices seeking credit related to skilled trades training for previously completed technical training, practical work-based training hours, and/or other experience.

Prior credit will only be considered and, where appropriate, granted for approved British Columbia (B.C.) skilled trades programs currently accepting registrations. A list of approved B.C. skilled trades programs is available on the Trades Program page on SkilledTradesBC's website.

## Out of Scope

This policy does not apply to Trade Qualifiers and Uncertified Experienced Workers.

This policy also does not apply to skilled trades programs that are not recognized in B.C. or where prior experience cannot be verified to the satisfaction of SkilledTradesBC.

## Definition

For the purpose of this policy:

- **“Apprentice”** means a person who is registered as an apprentice in an apprenticeship program in a trade in 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.
- **“Foundation Program”** means a school-based program that is targeted towards trade workers who have little to no experience within a particular trade.

- **“Prior Experience”** means any previously completed technical training (education), work-based training offered as part of a training program (practical), and/or other formal training or work experience related to a skilled trade.
- **“Program Profile”** means a communications document that describes all of the credentialing pathways, credentialing model, completion requirements and credentials associated with a program.

## Policy

### 1. POLICY STATEMENTS

- 1.1. An Apprentice may receive credit for certain types of prior experience in a skilled trade including any combination of, but not limited to:
  - a. relevant work experience in the skilled trade;
  - b. relevant work experience in a different but related skilled trade as outlined in the applicable trade’s program standard;
  - c. successful training related to a skilled trade received in and verified by another Canadian jurisdiction;
  - d. successful completion of a SkilledTradesBC Foundation Program; and/or
  - e. the successful completion of an assessment and/or examination of competencies and skills related to a skilled trades program, where applicable.
- 1.2. An Apprentice may receive credit for prior technical training or education that meets the technical training requirements for an applicable level of a skilled trade program as outlined in the skilled trade’s Program Profile.
- 1.3. An Apprentice may receive credit for prior work-based training hours or other relevant formal work experience:
  - a. offered as part of a training program; and/or
  - b. with agreement from a previous or current employer for their previous work hours in a skilled trade.
- 1.4. Apprentices must provide a minimum of one of the following pieces of documentation to verify technical training (education), work-based training offered as part of a training program (practical), and/or other formal training or work experience:
  - a. Transcripts;
  - b. Certification verifying that they have successfully completed relevant training courses;
  - c. Apprenticeship Agreement Form;
  - d. Work-Based Training Hours Report signed off by a previous or current employer/sponsor.

- 1.5. Individuals with prior experience who do not meet the requirements in the sections above may only receive credit for prior technical training or education by:
- a. applying to challenge and pass a trade program level exam; or
  - b. applying to become and qualifying as a Trade Qualifier.

## 2. REVIEWS AND APPEALS

- 2.1. Under the *Skilled Trades BC Act*, an individual may in specific circumstances, request a review of a decision or order made by SkilledTradesBC. The request for review must be made within 30 days of receiving SkilledTradesBC's decision or order. For more information refer to SkilledTradesBC's Request for Review Factsheet and Reviews and Appeals Policy.

For assistance, contact SkilledTradesBC Customer Service at:

Customer Service

T: 778-328-8700

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

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

Date Approved: July 30, 2024