

Training Provider Designation Policy (EXTERNAL)

External Policy No. E.01.2022 v. 1

Purpose

This policy defines the criteria by which SkilledTradesBC will recognize third parties, other than public post-secondary institutions, as Training Providers designated to deliver programs which provide credit toward SkilledTradesBC Credentials.

In Scope

This policy applies to training providers seeking to obtain or maintain designation from SkilledTradesBC to deliver programs which provide credit toward SkilledTradesBC Credentials.

Out of Scope

This policy does not apply to British Columbia's (B.C.'s) public post-secondary institutions which deliver programs providing credit toward SkilledTradesBC Credentials and have signed Letters of Agreement declaring that all aspects of program delivery adhere to SkilledTradesBC program standards.

This policy does not address funding of program delivery. SkilledTradesBC designation status does not represent a current funding obligation nor imply a future funding commitment.

Definitions

For the purposes of this policy,

- **“SkilledTradesBC Credential”** means a certificate or equivalent issued by SkilledTradesBC confirming that the recipient has met the completion requirements for the relevant trades training program.
- **“Designation”** means SkilledTradesBC's approval of a training provider to deliver a training program for a specific trade, level and location. When a training provider is designated to deliver a program by SkilledTradesBC, an individual's successful completion of said program will lead to credit toward a SkilledTradesBC Credential.
- **“Approval”** means that the training provider has met, for a particular trades training program at a specific location:
 - basic quality standards that apply to all providers (including provision of reasonable

- accommodation for students in accordance with applicable human rights laws)
- program and quality standards specific to the applicable trades and levels. Program-specific standards are recommended by the relevant industry and approved by SkilledTradesBC.
- **“Trades Training Program”** means Accredited Apprenticeship Programs, Foundation Programs and Recognized Apprenticeship Programs.

Policy

1. POLICY STATEMENTS

- 1.1. In the absence of designation by SkilledTradesBC, no claim is to be made by a training provider, other than an approved public post-secondary institution, that successful completion of a particular program will lead to credit toward a SkilledTradesBC Trades Training Program or Credential.
- 1.2. SkilledTradesBC designation for the delivery of a specific Trades Training Program or level requires a training provider to satisfy four main criteria:
 - a. compliance with applicable B.C. laws, and any federal laws applicable in B.C.;
 - b. alignment with the SkilledTradesBC Program Outline(s), credentialing pathways, regulations, policies’
 - c. delivery of the Trades Training Program or level at facilities located within B.C. only; and
 - d. demonstration of satisfactory performance by the delivery of at least one successful intake prior to completion of the designation review process.
- 1.3. To maintain designation status, training providers must:
 - a. demonstrate continued alignment with SkilledTradesBC training delivery standards, criteria and/or terms defined by training agreements where applicable;
 - b. report student marks and provide copies of student evaluations where required; and
 - c. undergo re-evaluation or review against current SkilledTradesBC training provider delivery and program specific standards at regular and reasonable intervals as determined by SkilledTradesBC.
- 1.4. SkilledTradesBC may review designation status at its discretion, and in particular in circumstances where:
 - a. the program/level has not been delivered for a period exceeding 12 months;

- b. outcomes (including, but not limited to, enrollment, continuation/progression, completion, exam pass rate) fall significantly below the expectations for the particular program/level; or
 - c. changes in staffing, facilities, or program delivery result in training which no longer meets SkilledTradesBC program standards.
- 1.5. Based on the results of the review of designation status, SkilledTradesBC may suspend, cancel or renew a training provider's designation with or without conditions.
- 1.6. SkilledTradesBC will work with Industry to develop and maintain program-specific quality standards that will be used in evaluating third parties for potential SkilledTradesBC training provider designation. These standards will be approved by SkilledTradesBC and become an integral part of the standards documentation associated with the trades training program(s).
- 1.7. The following basic standards apply in all cases in addition to any program-specific quality standards that are developed by industry and approved by SkilledTradesBC:
 - a. training content is in accordance with the relevant SkilledTradesBC Program Outline;
 - b. only appropriately qualified instructors are delivering training (for example, certified journey person or equivalent with sufficient experience in the trade and demonstrated instruction experience);
 - c. appropriate tools, equipment and facilities are in place;
 - d. adequate student supports have been implemented, including any support that may be necessary to reasonably accommodate a student and comply with applicable human rights law; and
 - e. ongoing compliance with Occupational Health and Safety requirements.

2. NON-COMPLIANCE

- 2.1. Any designated or non-designated Training Provider who is found to be non-compliant with this policy will be subject to corrective measures as determined by SkilledTradesBC.

For assistance, contact designation@skilledtradesbc.ca or SkilledTradesBC Customer Service at the information listed below:

Customer Service
T: 778-328-8700
Toll Free in BC: 1-866-660-6011
customerservice@skilledtradesbc.ca

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