

## Frequently Asked Questions

### **If I am interested in an Apprenticeship how do I go about getting one?**

There are two steps to registering as an apprentice:

First, you must find a sponsor willing and able to oversee your on-the-job training in the trade of your choice. Your sponsor must be a legal entity, or an individual who is a certified journeyperson or equivalent. Most often your sponsor is your employer, but in some instances (depending on the trade) your sponsor may be a body such as a joint board.

Second, you and your sponsor must submit a completed and signed registration form to [www.itabc.ca](http://www.itabc.ca)

### **How can I get a job and become indentured if I don't have any training?**

Entry-level training may make you more employable. UFV offers Entry Level programs in a variety of trades. For more information check out our website at [www.ufv.ca/trades](http://www.ufv.ca/trades)

### **I'm working in the industry. How do I sign up as an apprentice?**

Step one is for you and your sponsor to indenture you with ITA (Industry Training Authority) as an apprentice. The forms are available by visiting ITA's website. [www.itabc.ca](http://www.itabc.ca)

Simply download the "Apprenticeship and Sponsor Registration Form." Fill out the apprentice section. Fax it to 778-328-8701. If you'd like to speak to someone in person, the toll-free number for the Industry Training Authority is 1-866-660-6011.

### **What is the role of the Industry Training Authority (ITA) in British Columbia?**

The ITA is a provincial government agency with a mandate to govern, expand and improve BC's industry training system. The ITA works to create greater flexibility and accountability within the system, to better align training outcomes with industry requirements, and to meet BC's skilled training needs now and in the future.

As well, the ITA Customer Service administers the industry training system and provides direct services to participants. This includes such things as registrations, assessments of previous experience, administration of examinations, and issuing of certifications.

The ITA continues to support and participate in the Inter-provincial Red Seal program. It is also working with industry and other stakeholders to improve existing programs and to develop new training approaches and programs. Improvements and innovations will include such things as more specialized training programs, a stronger focus on competency rather than time-based evaluations, better recognition of existing skills, and increased use of weekend and evening courses, online and distance learning and other alternative delivery methods.

### **Can I take UFV's apprenticeship training if I'm not working in the trade?**

Apprentices are expected to be indentured (signed up as an apprentice with the ITA) and must have a sponsor to do so.

**Will UFV secure a position for me?**

No. The role of UFV is to provide quality training to indentured apprentices. Potential employers occasionally advise UFV of job openings, however, it is the responsibility of the apprentice to maintain employment.

**How do I start apprenticeship training at UFV?**

As soon as you're registered as an apprentice with the ITA, and have been given a registration number fill out a [training request form](#) and submit a [UFV application form](#), along with \$45 application fee. Upon receipt of your application fee and the training request form, you will receive an email offering a seat in the next available intake and a request for a \$200 commitment fee to secure your seat.

Be prepared to provide:

- Your address
- Phone number
- Date of birth
- UFV student number, if any

**How long are the training sessions?**

- 10 weeks long for Electrical Work
- 6 weeks long for Carpentry
- 6-7 weeks long for Automotive Service Technician

**What do I do if I change employers during my apprenticeship?**

Visit the Industry Training Authority to download the [Apprentice and Sponsor Registration Form](#).

Fill out your section of the form, and have the employer complete the rest. Fax it to 1-778-328-8701.

**I have years of experience in my trade. Can I challenge any of the apprenticeship levels?**

Yes. Please contact the Industry Training Authority at 1-866-660-6011 or visit the website [www.itabc.ca](http://www.itabc.ca) for details as to fees and schedules.

**I am an employer and I have someone I want to apprentice.**

See the ITA's website for information regarding [sponsoring or hiring apprentices](#).

*The answers to the above questions have been extracted from the ITA website and compiled by UFV's Apprenticeship department.*