

Motorcycle Technician

Transition Plan V.1

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Abbreviations

CCDA	Canadian Council of Directors of Apprenticeship
CL	Current Level
DA	Direct Access (ITA's registration system)
ER	Employer sponsor
HL	Harmonized Level
IPSE	Interprovincial Red Seal Exam
NOA	Red Seal National Occupational Analysis
RSOS	Red Seal Occupational Standard; replaces NOA
SLE	Standardized Level Exam
TP	Training provider
TT	Technical training
TW	Trade worker
WBT	Work-based training

Harmonization Overview

The Canadian Council of Directors of Apprenticeship (CCDA) is responsible for the Red Seal Program, which develops common interprovincial standards and examinations. The CCDA is undertaking the Harmonization Initiative in 30 Red Seal trades by 2020. British Columbia is an active participant in this initiative.

The goal is to substantively align apprenticeship systems across Canada by making apprenticeship training requirements more consistent in the Red Seal trades.

Harmonization Priorities

1. Use of Red Seal **trade name**
2. Consistent **total training hours** (in-school and on-the-job)
3. Same number of **training levels**
4. Consistent **sequencing** of training content, including use of most recent Red Seal Occupational Standard (RSOS).

What's changing for MOTORCYCLE TECHNICIAN?	Changing in BC?	What will it be?
TRADE NAME	YES	Motorcycle Technician
NUMBER OF TRAINING LEVELS	NO	4
TOTAL HOURS Technical (TT) + work-based training (WBT)	YES	6,400 hours Increase of 60 TT hrs Decrease of 920 WBT hrs
TRAINING SEQUENCE Order of subjects taught	YES	Changes

Transition Planning Process

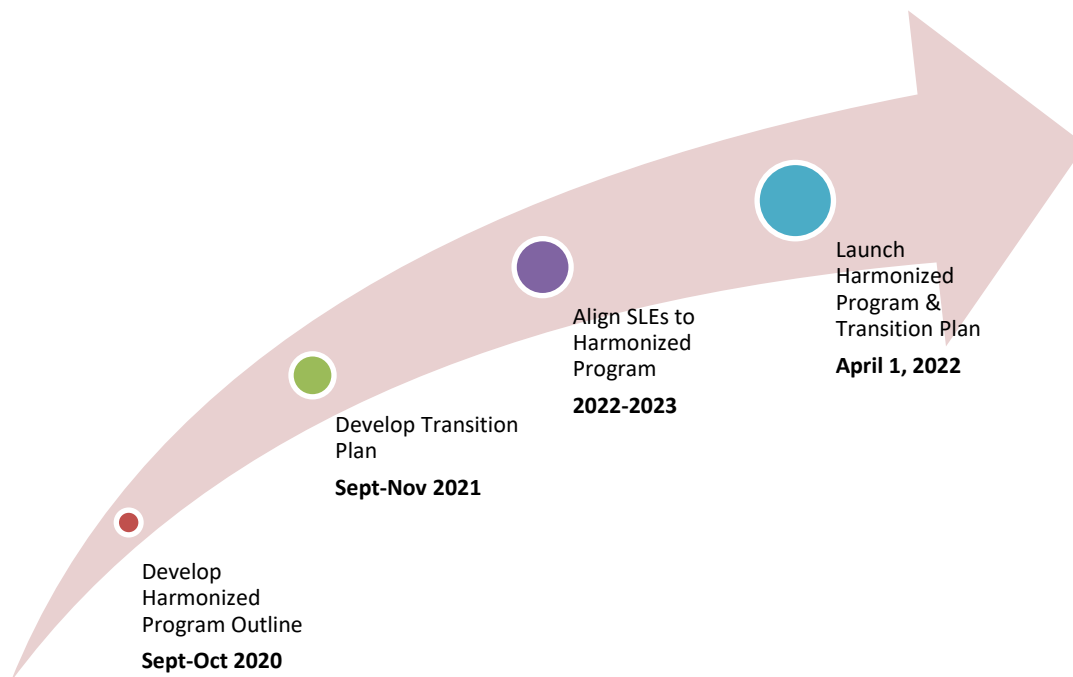
The re-sequencing of the Motorcycle Technician program through the Harmonization Initiative has resulted in changes to the sequencing of technical training, the addition of new content and the removal of content related to outdoor power equipment.

The ITA Transition Team consulted with the post-secondary training provider that delivers the Motorcycle Technician program and considered the input of our internal and external partners. ITA and its partners evaluated transition options and the transition plan outlined in this document was identified as the best option. We have also ensured that there are pathways for all current apprentices to complete their apprenticeship.

Training Provider

BCIT

Program Development and Transition Planning 2019-2021



Apprentice Numbers in Current Program

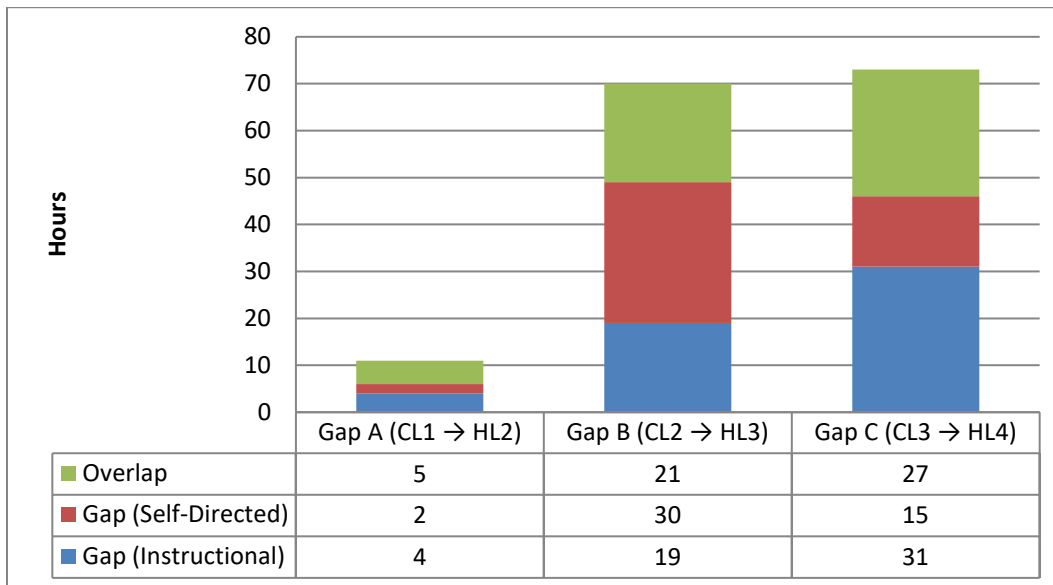
As of October 1, 2021

Highest Level of TT Achieved	0TT	CL1	CL2	CL3	CL4	Total
Active	49	17	12	18	10	106
Inactive	104	25	42	8	5	184
Total	153	42	54	26	15	290

Notes on data:3

1. Numbers are as of October 1, 2021.
2. **0TT:** Apprentices who are registered in Direct Access (DA) but haven't completed any technical training.
3. **CL4s:** TWs who have completed CL4 are not considered in transition planning as they will not be impacted by the implementation of harmonized training.
4. **Active:** Apprentices for whom activity has been logged in DA within the last 18 months.
5. **Inactive:** Apprentices for whom **no** activity has been logged in DA within the last 18 months.

The Gaps



Gaps and Overlaps

A Gap is an estimate of the hours of technical training content **that an apprentice will be missing if they transition** from the current program to the Harmonized program (CL→HL) at a specific level. A current apprentice will only transition to the Harmonized program once and so will only face one gap in their training.

Gap A (CL1→HL2) is the technical training content that an apprentice who has completed Current Level 1 will be missing if they transition into Harmonized Level 2.

Gap B (CL2→HL3) is the technical training content that an apprentice who has completed Current Levels 1 and 2 will be missing if they transition into Harmonized Level 3.

Gap C (CL3→HL4) is the technical training content that an apprentice who has completed Current Levels 1, 2 and 3 will be missing if they transition into Harmonized Level 4.

An Overlap is an estimate of the hours of technical training content that an apprentice will be repeating if they transition from the current program to the Harmonized program (CL→HL) at a specific level.

See *Appendix A: Details of Gaps* for a list of the competencies, content and achievement criteria that current apprentices will be missing (or repeating) if they transition to the harmonized program.

Motorcycle Technician Transition Plan

Instructional Hours and Self-Directed Learning Hours

Instructional Hours is the missing content that requires instructional time to address. It is critical to the apprentice's success and is unlikely to be learnt without intervention.

Self-Directed Learning Hours is missing content that an apprentice will likely learn in the context of other tasks or levels in technical training, on the job, or through self-study. It isn't considered critical to the apprentice's success.

HL apprentices taking CL technical training (i.e., reverse transition)

This is **not** advisable.

Gaps for reverse transition, i.e., when an apprentice transitions from the Harmonized program to the current program (**HL→CL**) will contain different technical training content than normal transition. Reverse transition often results in gaps that are larger than normal transition. **It is never recommended to allow an apprentice to reverse transition.**

Transition Plan Summary

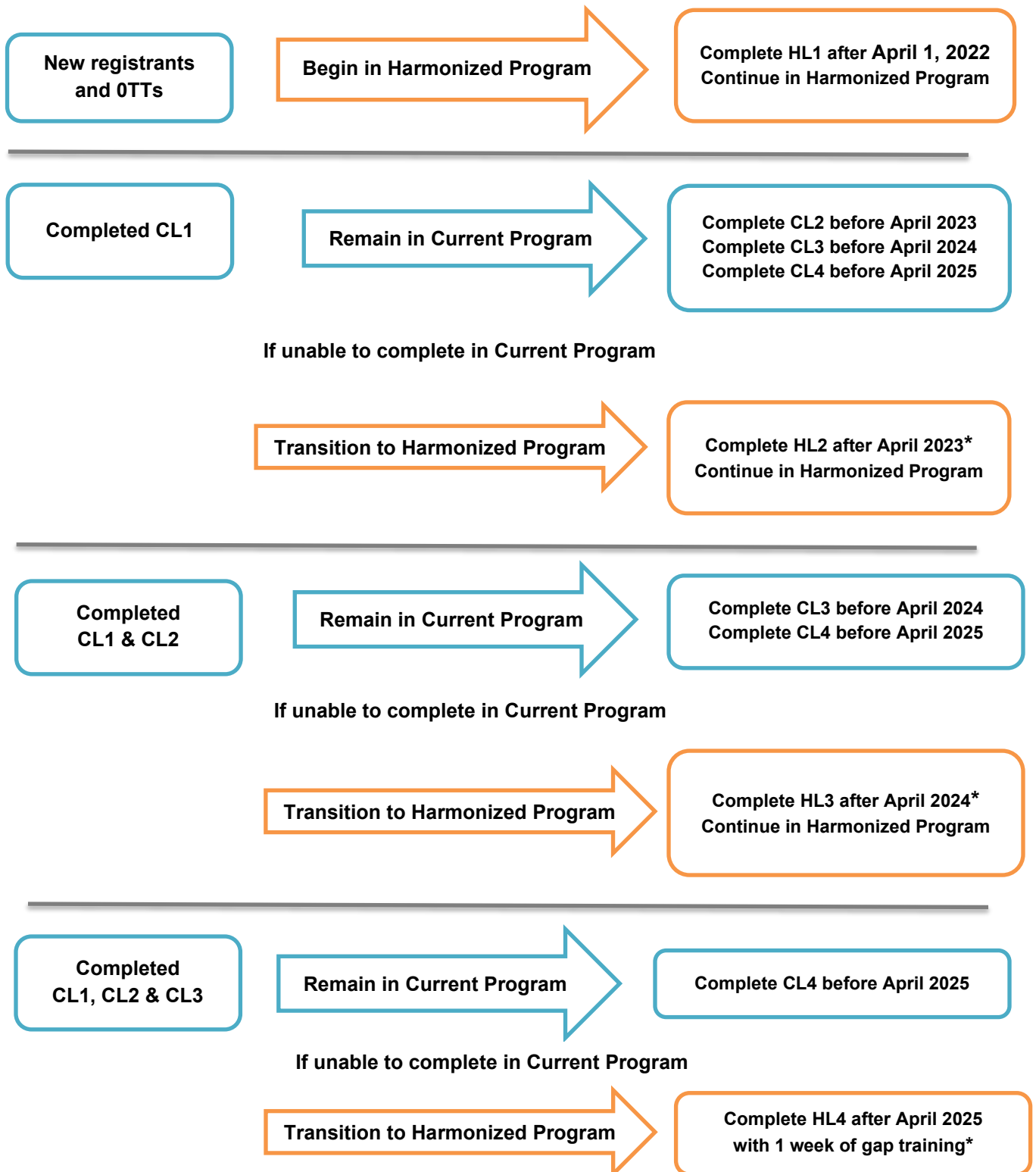
Implementation Timelines	
Harmonized Level 1 (HL1)	April 1, 2022
Harmonized Level 2 (HL2)	April 1, 2023
Harmonized Level 3 (HL3)	April 1, 2024
Harmonized Level 4 (HL4)	April 1, 2025

Year 0 April 2021	CL1	CL2	CL3	CL4
Year 1 April 2022	HL1	CL2	CL3	CL4
Year 2 April 2023	HL1	HL2 TP Support 1 Day	CL3	CL4
Year 3 April 2024	HL1	HL2 TP Support 1 Day	HL3 TP Support 3 Days	CL4
Year 4 April 2025	HL1	HL2	HL3 TP Support 3 Days	HL4 Gap Training 1 Week
Year 5 April 2026	HL1	HL2	HL3	HL4 Gap Training 1 Week

Notes:

- **Training provider (TP) support** at HL2 and HL3 is **not** a requirement for CL1 and CL2 apprentices to get technical training credit. It is offered to training providers to provide support for those apprentices who have transitioned from the current to the harmonized program. The gaps faced by these apprentices are relatively small and can be addressed in a variety of ways.
- **Gap Training** at HL4 is a completion requirement for apprentices who have completed CL3 and will be taking HL4.
- **See Appendix B: Transition Delivery Guidelines** for more information about TP support and gap training.

Pathways for Current Apprentices (Summary)



*See notes for transitioning apprentices below for details.

***Notes for transitioning apprentices**

CL1s transitioning to HL2: You may be missing some content areas. See *Appendix A: Gap Details* for a list of missing content (Gap A). Speak to your instructor and employer about how you can address your gaps.

CL2s transitioning to HL3: You may be missing some content areas. See *Appendix A: Gap Details* for a list of missing content (Gap B). Speak to your instructor and employer about how you can address your gaps.

CL3s transitioning to HL4: You may be missing some content areas. See *Appendix A: Gap Details* for a list of missing content (Gap C). You will **need to complete one week of gap training**. Please contact your training provider to register.

Outdoor Power Equipment Technician (OPET)

Background

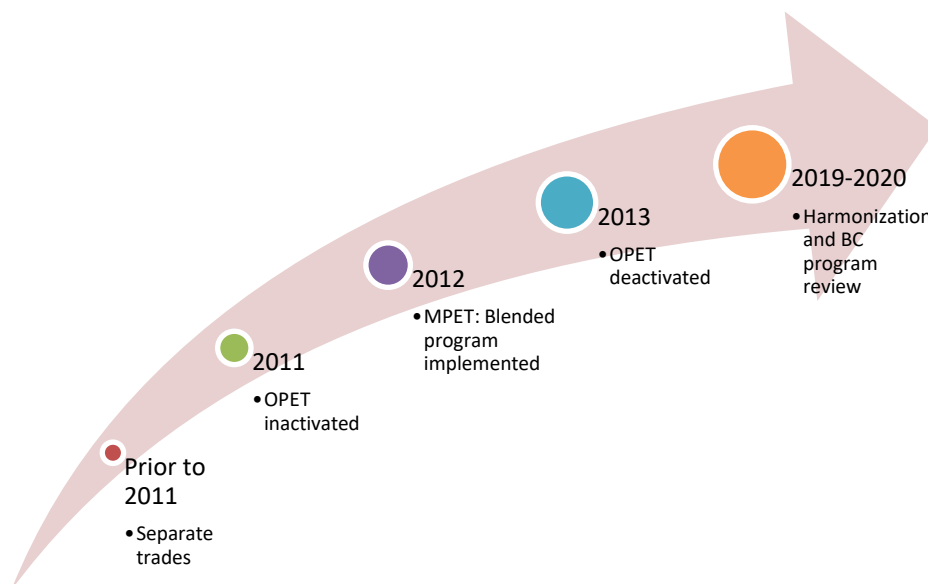
Prior to 2012, OPET and Motorcycle Mechanic were separate trades. OPET was a BC Certificate of Qualification (CofQ) program and Motorcycle Mechanic was/is a Red Seal program.

In 2011, OPET was inactivated because there were insufficient active apprentices in the trade and due to an inability to fill technical training classes. In 2012, OPET was blended with Motorcycle Mechanic. The blended program was named Motorcycle and Outdoor Power Equipment Technician (MPET).

Over the following period (2012-current), concerns were expressed by apprentices, employers, and training providers, such as

- Motorcycle technology has evolved substantially in the last 10 years
- Not enough common technology and competencies to blend well
- Apprentices and sponsors don't want time spent in-school on other trade's technology
- OPET apprentices required to pass the Motorcycle Mechanic Red Seal exam to achieve certification

In 2019-2020, BC conducted extensive engagements with external and internal stakeholders in preparation for and during harmonization activities and subsequent BC program review. There was support from most partners to remove OPET content from the harmonized Motorcycle Technician program.



Motorcycle Technician Transition Plan

Communications to Current Apprentices

- Registered Employers and Apprentices will receive a letter through the ITA Direct Access (DA) system describing the upcoming changes and the timeline for the phasing out of the current program.
- ITA and the TP will collaborate to inform students in current cohorts of technical training of the upcoming changes and the timeline for the phasing out of the current program.

Options for Current Apprentices specializing in OPET

Complete current program

- Complete CL2 before April 2023
- Complete CL3 before April 2024
- Complete CL4 before April 2025

Explore other avenues for training

- Manufacturers' and workplace training
- Colleges may be interested in offering training as part of their continuing studies departments
- Alberta offers certification and apprenticeship training. <https://tradesecrets.alberta.ca/trades-occupations/profiles/0515/>

Options for Current Apprentices specializing in Motorcycle Technician and OPET

Complete current program

- Complete CL2 before April 2023
- Complete CL3 before April 2024
- Complete CL4 before April 2025

Transition to the Harmonized Program

- Pursue Red Seal certification as a Motorcycle Technician
- Some of the expertise gained in the Motorcycle Technician program will be transferrable to working on outdoor power equipment.
- Explore other avenues to receive supplemental training on outdoor power equipment
 - Alberta offers certification and apprenticeship training. <https://tradesecrets.alberta.ca/trades-occupations/profiles/0515/>
 - Manufacturers' training
 - Colleges may be interested in offering training as part of their continuing studies departments.

Changes to Training Hours

The following changes to training time for Motorcycle Technician will come into effect **April 1, 2022**:

- Increased technical training hours to accommodate content added to the Red Seal Occupational Standard (RSOS) (**increase of 30 hours at Level 2 and 30 hours at Level 4**)
- Decreased work-based training (WBT) hours to align with the harmonized standard of **6,400** hours of total training (**decrease of 920 WBT hours**)

Apprenticeship Pathway

Current Program	Hours
Technical Training	540
Level 1 = 150 hours	
Level 2 = 120 hours	
Level 3 = 150 hours	
Level 4 = 120 hours	
Work-based Training Hours	6,720
Current Total Training Hours	7,260

Harmonized Program	Hours
Technical Training	600
Level 1 = 150 hours	
Level 2 = 150 hours	
Level 3 = 150 hours	
Level 4 = 150 hours	
Work-based Training Hours	5,800
Harmonized Total Training Hours	6,400

Note: The increase of technical training hours applies only to Harmonized Levels.

Challenge Pathway and Sign-off Authority

Current Program	Hours
Work-based Training Hours	6,720
	X 1.5
Current Challenge WBT Hours	10,080

Harmonized Program	Hours
Harmonized Work-based Training Hours	5,800
	X 1.5
Harmonized Challenge WBT Hours	8,700

Exams for the Harmonized Program

As harmonized standardized level exams (SLEs) are implemented, there will be a delay before the harmonized exams can be launched.

After exam development, the exams need to be piloted with the first cohort of apprentices that complete the harmonized level. The pilot results are then analyzed, and depending on the result, further revisions or validation may be needed before the exam is launched.

Exam	Exam Development*	Tentative Exam Launch*
HL1	Spring 2022	Fall or Winter 2022
HL2	Spring 2023	Fall or Winter 2023
HL3	Spring 2024	Fall or Winter 2024

***Note:** These timelines may need to be adjusted due to many factors the availability of our system partners to assist with exam development and validation.

For classes that end before the launch of the HL SLE, the final mark for the level will be based solely on in-school assessments.

An OPSN will be sent and posted to the trade page to announce the launch of the HL exams.

Appendix A: Details of Gaps

GAP A: CL1→HL2

This table lists the content that an apprentice will be **missing** if they have completed CL1 and then take HL2. It includes content that moved into HL1. Because many of the competencies in the Harmonized Motorcycle Technician program were split across levels, transitioning apprentices will have the opportunity to encounter much of the gap content in other tasks and in other levels.

Competency	Specific Content	Achievement Criteria	Migration	Instructional Hours*	Self-directed Hours**
C2 Use precision measuring instruments	-Describe precision measuring instruments and their use -Perform basic measurements using precision measuring instruments	Perform basic measurements using precision measuring instruments	HL1←CL2	0	1
G3 Maintain cast wheels	Inspect and service cast wheels	Re & Re a wheel and perform tire balancing	HL1←CL3	0	1
L1 Maintain final drive chains and sprockets	Clean, lubricate, and adjust final chain drive systems	Clean, lubricate, and adjust chain drive systems	HL1←CL3	2	0
L3 Maintain final drive belts and pulleys (sprockets)	Inspect, clean, and adjust final drive belt and pulleys (sprockets)	Inspect, clean, and adjust final drive belt and pulleys (sprockets)	HL1←CL3	2	0
N1 Read diagnostic trouble codes (DTC)	Read and record DTCs	Read and record DTCs	HL1←CL4	0	0
			TOTAL	4	2

***Instructional Hours** are hours of content that an apprentice would likely need dedicated instruction to cover.

****Self-Directed Learning Hours** are hours of content that an apprentice would likely be able to cover through self-study, on the job or in the context of other tasks/levels in technical training.

OVERLAP A: CL1→HL2

This table lists the content that an apprentice will be **repeating** if they have completed CL1 and then take HL2. Overlaps are identified so that instructors and apprentices are aware of the repeated content. There may be opportunities for transitioned CL1 apprentices to use some of their overlap time to study their gap content.

Competency	Repeated Content	Content Migration	Hours
M4 Maintain wiring harness systems	-Interpret wiring diagrams -Repair connections on wiring harness systems	CL1→HL2	5
		TOTAL	5

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GAP B: CL2→HL3

This table lists the content that an apprentice will be **missing** if they have completed CL2 and then take HL3. It includes content that moved into HL1 or HL2.

Because many of the competencies in the Harmonized Motorcycle Technician program were split across levels, transitioning apprentices will have the opportunity to encounter much of the gap content in other tasks and in other levels.

Competency	Specific Content	Achievement Criteria	Migration Details	Instructional Hours*	Self-directed Hours**
C1 Use diagnostic tools and equipment	Perform tests using diagnostic tools and equipment	Perform tests using diagnostic tools and equipment	New to HL2	0	1
E1 Maintain frames	-Describe frames -Describe performing a visual inspection of frames	N/A	HL2/HL3←CL3	0	0
E2 Maintain steering heads	Service steering heads for 2-wheeled motorcycles	Service steering heads for 2-wheeled motorcycles	HL2←CL3	2	0
E3 Maintain steering systems for multi-wheeled motorcycles	Describe diagnosing steering systems for multi-wheeled motorcycles	N/A	New to HL2 and HL3	0	3
F1 Maintain front suspension components	Describe diagnosing and servicing front-suspension components	N/A	HL2/HL3←CL3	0	4
F2 Maintain front suspension components for multi-wheeled motorcycles	-Describe diagnosing front suspension components for multi-wheeled motorcycles -Service ATV front suspension components	Service ATV front suspension components	New to HL2 and HL3	0	2
F3 Maintain rear suspension components	Perform adjustments on rear suspension components	Adjust rear suspension	HL2/HL3←CL3	0	0
G3 Maintain cast wheels	Inspect and service cast wheels	Re & Re wheel and perform tire balancing	HL1←CL3	0	1

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Competency	Specific Content	Achievement Criteria	Migration Details	Instructional Hours*	Self-directed Hours**
J1 Maintain primary drives and driven gears	Diagnose primary drives and driven gears	N/A	HL2←CL3	0	1
J2 Maintain primary drive chains and sprockets	Maintain and adjust primary drive chains	Maintain and adjust primary drive chains	HL2←CL3	0	1
J3 Maintain primary drive belts and pulleys (sprockets)	Describe primary drive belts and pulleys (sprockets)	N/A	HL2←CL3	0	1
J4 Maintain manual clutches	Diagnose and service manual clutches	Service manual clutches	HL2←CL3	7	1
J5 Maintain automatic clutches	-Diagnose centrifugal force (automatic) clutches -Describe servicing centrifugal force (automatic) clutches	N/A	HL2←CL4	0	2
K2 Maintain continuously variable transmissions (CVT)	-Describe CVT, centrifugal clutch and belt drives, and hydrostatic drives -Describe maintaining hydrostatic drives -Maintain centrifugal clutch and belt drives	Service centrifugal clutch and belt drives	HL2←CL4	6	4
L1 Maintain final drive chains and sprockets	Clean, lubricate, and adjust final chain drive systems	Clean, lubricate, and adjust chain drive systems	HL1←CL3	2	0
L3 Maintain final drive belts and pulleys (sprockets)	Inspect, clean, and adjust final drive belt and pulleys (sprockets)	Inspect, clean, and adjust final drive belt and pulleys (sprockets)	HL1←CL3	2	0
N1 Read diagnostic trouble codes (DTC)	Read and record DTCs	Read and record DTCs	HL1←CL4	0	0
M3 Maintain electrical standard and	Install electrical accessory components (specifically	Install electrical accessory components (optional	New to HL1/HL2/HL3	0	1

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Competency	Specific Content	Achievement Criteria	Migration Details	Instructional Hours*	Self-directed Hours**
accessory components	upgrades, e.g., rider assistance systems, audio, GPS)	depending on availability of components)			
O1 Maintain fuel tanks and fuel delivery components	Describe diagnosing and servicing fuel tanks and delivery components	N/A	HL2/HL3←CL4	0	4
O2 Maintain air delivery systems	Diagnose and service air delivery systems (specifically visual inspections, replacing air filters, cleaning throttle bodies)	Test and diagnose air delivery systems	HL2/HL3←CL4	0	1
O3 Maintain carburetor systems	Diagnose and service carburetor systems (on single-cylinder engines)	Service carburetor systems (on single-cylinder engine)	HL2/HL3←CL4	0	3
			Total	19	30

***Instructional Hours** are hours of content that an apprentice would likely need dedicated instruction to cover.

****Self-Directed Learning Hours** are hours of content that an apprentice would likely be able to cover through self-study, on the job or in the context of other tasks/levels in technical training.

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OVERLAP B: CL2→HL3

This table lists the content that an apprentice will be **repeating** if they have completed CL2 and then take HL3. Overlaps are identified so that instructors and apprentices are aware of the repeated content. There may be opportunities for transitioned CL2 apprentices to use some of their overlap time to study their gap content.

Competency	Repeated Content	Content Migration	Hours	Notes
I1 Apply principles of engines and engine construction	Describe engine principles (combustion and measurement)	CL2→HL2/HL3	6	
I2 Maintain cylinder heads	-Describe diagnosing cylinder heads on two-stroke engines -Service cylinder heads on two-stroke engines	CL2→HL3/HL4	0.5	
I3 Maintain valve systems on two-stroke engines	-Diagnose and service valve systems on two-stroke engines	CL2→HL2/HL3	1	
I4 Maintain valve train on four-stroke engines	- Describe diagnosing valve trains on four-stroke engines -Service valve trains on four-stroke engines	CL2→HL3/HL4	5	
I5 Maintain cylinders and pistons	Service cylinders and pistons on two-stroke engines	CL2→HL2/HL3/HL4	2	
I6 Maintain crankshaft assemblies	-Describe diagnosing crankshaft assemblies -Service one-piece crankshaft assemblies	CL2→HL3/HL4	1.5	
I7 Maintain counterbalance assemblies	-Diagnose and service counterbalance assemblies	CL2→HL3/HL4	0.5	
I8 Maintain engine cases	Diagnose and service engine cases	CL2→HL3/HL4	0.5	
I9 Maintain lubrication systems	-Describe diagnosing lubrication systems on four-stroke engines -Service lubrication systems on four-stroke engines	CL2→HL2/HL3/HL4	2	
M1 Apply electrical and electronic principles	-Interpret electrical diagrams -Describe electrical troubleshooting	CL1→HL1/HL3	1	
O4 Maintain exhaust systems	Diagnose and service exhaust systems	CL2→HL2/HL3	1	
		TOTAL	21	

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GAP C: CL3→HL4

This table lists the content that an apprentice will be **missing** if they have completed CL3 and then take HL4. It includes content that moved into HL1, HL2 or HL3.

Because many of the competencies in the Harmonized Motorcycle Technician program were split across levels, transitioning apprentices will have the opportunity to encounter much of the gap content in other tasks and in other levels.

Competency	Specific Content	Achievement Criteria	Migration Details	Instructional Hours*	Self-directed Hours**
C1 Use diagnostic tools and equipment	-Perform tests using diagnostic tools and equipment -Describe advanced use of diagnostic measuring tools and equipment; describe maintenance of diagnostic tools and equipment	Perform tests using diagnostic tools and equipment	New to HL1, HL2 and HL3	0	1
E3 Maintain steering systems for multi-wheeled motorcycles	- Describe diagnosing steering systems for multi-wheeled motorcycles - Diagnose and service steering systems for multi-wheeled motorcycles; describe LMW technology	Re & Re components, make adjustments, and perform wheel alignment on a multi-wheeled motorcycle or ATV	New to HL2 and HL3	0	0
F2 Maintain front suspension components for multi-wheeled motorcycles	- Describe diagnosing front suspension components for multi-wheeled motorcycles; service ATV front suspension components - Diagnose and service front suspension components for multi-wheeled motorcycles	-Service ATV front suspension components -Service front suspension components for multi-wheeled motorcycles	New to HL2 and HL3	0	0

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J5 Maintain automatic clutches	-Diagnose centrifugal force (automatic) clutches -Describe servicing centrifugal force (automatic) clutches	N/A	HL2←CL4	0	2
K2 Maintain continuously variable transmissions (CVT)	-Describe CVT, centrifugal clutch and belt drives, and hydrostatic drives -Describe maintaining hydrostatic drives -Maintain centrifugal clutch and belt drives	Service centrifugal clutch and belt drives	HL2←CL4	6	4
M3 Maintain electrical standard and accessory components	Install electrical accessory components (specifically upgrades, e.g., rider assistance systems, audio, GPS)	Install electrical accessory components (optional depending on availability of components)	New to HL2	0	1
M4 Maintain wiring harness systems	Diagnose wiring harness systems	N/A	New to HL3	1	1
N1 Read diagnostic trouble codes (DTC)	Read and record DTCs	Read and record DTCs	HL1←CL4	0	0
O1 Maintain fuel tanks and fuel delivery components	- Describe diagnosing and servicing fuel tanks and delivery components - Diagnose and service fuel tanks and fuel delivery components	Diagnose and service fuel tanks and fuel delivery components	HL2/HL3←CL4	6	1
O2 Maintain air delivery systems	- Diagnose and service air delivery systems (specifically visual inspections, replacing air filters, cleaning throttle bodies) - Diagnose and service air delivery systems (specifically,	HL2=Test and diagnose air delivery systems HL3=Synchronize throttle bodies and/or carburetors	HL2/HL3←CL4	6	1

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	vacuum leaks, throttle bodies and carburetors)				
O3 Maintain carburetor systems	- Diagnose and service carburetor systems (on single-cylinder engines) - Diagnose and service carburetor systems (advanced, using exhaust gas analysis)	- Service carburetor systems (on single-cylinder engines) - Set up and adjust carburetors	HL2/HL3←CL4	12	4
			TOTAL	31	15

***Instructional Hours** are hours of content that an apprentice would likely need dedicated instruction to cover.

****Self-Directed Learning Hours** are hours of content that an apprentice would likely be able to cover through self-study, on the job or in the context of other tasks/levels in technical training.

OVERLAP C: CL3→HL4

This table lists the content that an apprentice will be **repeating** if they have completed CL3 and then take HL4. Overlaps are identified so that instructors and apprentices are aware of the repeated content. There may be opportunities for transitioned CL3 apprentices to use some of their overlap time to study their gap content.

Competency	Repeated Content	Content Migration	Hours	
I2 Maintain cylinder heads	Diagnose and service cylinder heads on 4-stroke engines	CL2→HL3/HL4	8	
I4 Maintain valve train on four-stroke engines	Diagnose and service valve trains on four-stroke engines	CL2→HL3/HL4	8	
I5 Maintain cylinders and pistons	Diagnose and service cylinders and pistons on four-stroke engines	CL2→HL2/HL3/HL4	6	
I6 Maintain crankshaft assemblies	-Diagnose crankshaft assemblies -Describe servicing multi-piece (built-up) crankshaft assemblies	CL2→HL3/HL4	1	
I7 Maintain counterbalance assemblies	-Verify repair of counterbalance assemblies -Describe specialized designs of counterbalance assemblies	CL2→HL3/HL4	0.5	
I8 Maintain engine cases	Assess engine cases	CL2→HL3/HL4	0.5	
I9 Maintain lubrication systems	-Diagnose lubrication systems on four-stroke engines -Describe lubrication systems accessories	CL2→HL2/HL3/HL4	1	
K1 Maintain constant mesh transmissions	Diagnose constant mesh transmissions	CL3→HL3/HL4	2	
			TOTAL	27

Appendix B: Transition Delivery Guidelines

TRAINING PROVIDER (TP) SUPPORT

For the transition to the Harmonized Motorcycle Technician program, Training Provider (TP) Support applies to

- Gap A (CL1→HL2)
- Gap B (CL2→HL3)

For relatively small gaps such as these, official gap training is not required.

Delivery

- TPs are encouraged to offer support to CL1 and CL2 students in addressing their gaps; how this is done at the discretion of the training provider.
- TPs can request funding to support their instructors in addressing the gap for the levels and years indicated in the Transition Plan.
- Completion of TP Support is
 - not a completion requirement for the apprentice
 - not recorded in ITA Direct Access on the apprentice's transcript

GAP TRAINING

For the transition to the Harmonized Motorcycle Technician program, Gap Training applies to

- Gap C (CL3→HL4) 1 week

Delivery

- TPs are asked offer gap training for the levels and years indicated in the Transition Plan.
- Delivery method and schedule is up to the training provider, as long as the gap training is delivered before completion of the level to which it is attached.

Apprentices Required to Take Gap Training

- CL3 apprentices who transition to HL4 (CL3→HL4) are required to take gap training
- HL3 apprentices who take HL4 are **not** required to take gap training

How to Determine if an Apprentice Requires Gap Training

Once an apprentice who requires gap training has transitioned to the harmonized program, their transcript will indicate that they require gap training to fully satisfy the achievement requirements for the previous level.

Your Registration Information				
Program:	Carpenter Apprenticeship (HL) 2017	Registration Date:	March 06, 2016	
Legal Name:	[REDACTED]	Status:	Active	
ITA ID #:	[REDACTED]			
Sponsor Information				
Organization Name:	[REDACTED]	Contact Name:	[REDACTED]	
Address:	[REDACTED]	Email Address:	[REDACTED]	
Phone Number:	[REDACTED]	Fax Number:	[REDACTED]	
Summary of Program Completion Achievements				
Program Completion Requirements:	Achievement Status:	Date Achieved:		
Level 1 Technical Training	Not Achieved			
Level 2 Technical Training	Not Achieved			
Level 3 Technical Training	Not Achieved			
Level 4 Technical Training	Not Achieved			
Interprovincial Red Seal Exam	Not Achieved			
Workplace Hours	Not Achieved			
Recommendation for Certification	Not Achieved			
Details of Program Completion Achievements				
Completion Requirements:	Status:	Date Achieved:	Result:	Weighting:
Level 1 Technical Training	Not Achieved		1 (2 required)	
Carpenter Level 1 TT Blended with Exam startdate prior to March 31, 2017- Gap Training Required prior to completion of Level 2	Achieved	Feb 17, 2017	1 (1 required)	
Carpenter - Level 1 Technical Training Blended with Exam (Technical Training)	Passed	Feb 17, 2017	82 %	
Level 2 Technical Training	Not Achieved			

If you are unsure of an apprentice's status, or if you are unable to access their transcript, please email assessmentscoordinator@itabc.ca for assistance.


Reporting the Completion of Gap Training to ITA

Gap training can be reported in one of two ways:

- 1) **By email:** Upon completion of gap training, an email can be sent to assessmentscoordinator@itabc.ca. This email should indicate:
 - Name and ITA ID
 - Program name and level
 - Successful completion
 - Date of completion/course end date

Motorcycle Technician Transition Plan

- 2) **With the Technical Training Result Report:** On the ITA Technical Training Result Report, indicate completion by entering a ✓ in the *Completed Gap Training (see image below) column for each student who has completed the training. ITA will record the gap training on each student's file within 10 business days of receipt. Once recorded, the achievement line for the previous level will appear as "achieved" on their transcript. If you have any questions, please contact assessmentscoordinator@itabc.ca.



ITA TECHNICAL TRAINING RESULT REPORT

ITA Customer Service
800 - 8100 Granville Ave
Richmond, BC V6Y 3T8
Tel: 778-328-8700
Toll Free: 1-866-860-6011
examrequest@itabc.ca

Please complete this form and email it to ITA no later than 15 days after class end-date. Missing information may delay the process. The completed form should be emailed to examrequest@itabc.ca

1 GENERAL INFORMATION

Training Provider Name	Training Provider Location	Instructor Email	
Training Provider Session ID	Program and Level	Start Date (mm/dd/yyyy)	End date (mm/dd/yyyy)

*If Applicable, please indicate if student has completed Gap Training.

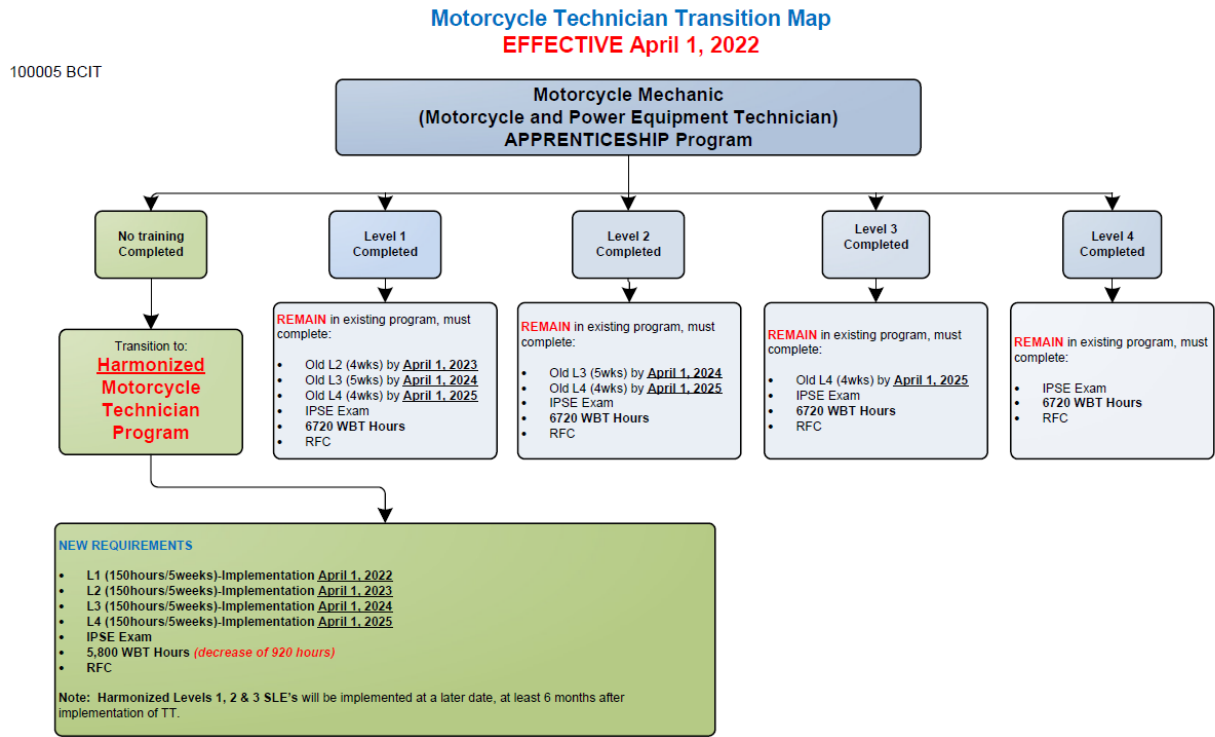
2 TECHNICAL TRAINING RESULTS

ITA Individual ID #	Legal Last Name	Legal First Name	Result (%)	*Completed Gap Training	ITA Use Only
1				✓	
2				☐	
3				☐	
4				☐	
5				☐	
6				☐	

Appendix C: Communication Plan for Transition

Audience	Purpose	Mode
Training Providers	To announce the changes to training standards and the publication of a new Program Outline and Program Profile on the trade webpage on the ITA website	Official Program Standards Notification (OPSN) via email and posting on trade webpage
Training Providers	To plan for transitioning to the new program	Webinar(s), phone calls and/or face to face meetings
Training Providers	To announce the final transition plan	Program Update and Transition Plan via email and posting on trade webpage
Training Providers	To announce the launch of the harmonized level exams	OPSN via email and posting on trade webpage
Employers	To gather input on transition scenarios	Webinar(s), phone calls and/or face to face meetings
Employers	To inform on the upcoming changes to the program and the pathways to completion for their apprentices	Letters sent through ITA Direct Access (DA)
Employers	To inform on the upcoming changes to the program and the pathways to completion for their apprentices	Presentations at Program Advisory Committees (PAC) and other industry events
Apprentices	To inform on the upcoming changes to the program and their pathways to completion	Letters sent through ITA Direct Access (DA)
Apprentices	To inform on the upcoming changes to the program and their pathways to completion	Targeted outreach via phone and email
Apprentices	To inform on the upcoming changes to the program and their pathways to completion	Classroom visits by Apprenticeship Advisors

Appendix D: Transition Map



CHALLENGE PATHWAY
Motorcycle Technician Hours Requirement: 8,700 hours (was 10,080 hours) (decrease of 1380 hours)

Last Updated: November 2, 2021