

POLICY: CRITERIA FOR APPROVING MODIFICATIONS TO EXISTING INDUSTRY TRAINING PROGRAMS

This policy defines the criteria that will be used in evaluating proposals from industry to make modifications to existing *Industry Training Programs* to enable industry to ensure *Industry Training Programs* remain relevant and are of high quality.

1.0 Scope

This policy is restricted to changes to programs that lead to existing *Certificates of Qualification*, *Certificates of Apprenticeship*, and / or *Certificates of Completion*. A proposed change that would lead to a new *Certificate of Qualification*, *Certificate of Apprenticeship*, or *Certificate of Completion* will be considered in the context of the ITA Operations Policy PP1000, “Criteria for Approving New Apprenticeship and Foundation Industry Training Programs”.

Program modification approval decisions are based on meeting ITA Program Standards, and do not create an obligation or imply a current or future funding commitment.

2.0 Definition

“Modification” to a program is defined as a change to any existing Program Standard contained in the Program Profile, Program Outline, or Occupational Performance Standard.

3.0 Criteria

3.1 Transition and Implementation Plan

Any proposed change to an *Industry Training Program* must include a detailed implementation plan including a transition plan addressing how the change will affect the progression of trainees (in the case of *Foundation Industry Training Programs*), and apprentices (in the case of *Recognized and Accredited Apprenticeship Industry Training Programs*) already in the system, and how this will be addressed.

3.2 Additional Requirements

In addition to the requirements outlined in section 3.1, proposed modifications to existing *Industry Training Programs* must meet all criteria defined in PP1000, Criteria for Approving New Apprenticeship and Foundation Industry Training Programs, as enumerated below:

3.2.1 For Modified Apprenticeship Programs

- a. The training program is consistent with ITA’s priorities as defined by our stakeholder letter of agreement, strategic plan, service plan, and development budget.
- b. The training program reflects the future direction of industry by meeting an industry demand for workers with specific skills. This should be evidenced by employer commitment to hire apprentices and graduates of the program and the number of program applicants. Strategies for sustaining industry support should be outlined in detail.
- c. The Program Standards are clearly identified such that they are translatable into learning materials and assessment tools.
- d. The training process or training model results in measurable outcomes aligned with Program

Standards.

- e. Proposed assessment tools and processes measure cognitive, practical and other relevant capabilities described in the Program Standards and are functionally and financially sustainable.
- f. There is an identified process for regular review of the Program Standards and assessment tools with substantial industry input to ensure maintenance of quality and standards, as well as relevance to industry needs.
- g. Laddering and bridging paths to other credentials and cross program credits to other certifications are clearly identified for all related programs.
- h. The program implementation plan addresses all ITA operational requirements, and can be functionally and financially supported. Where appropriate the plan includes detailed transition, communication and summative evaluation plans.
- i. The proposed program would not meet criteria for deactivation set out in ITA Operations Policy PP1002, Criteria for Deactivation of Recognized apprenticeship and Foundation Industry Training Programs. .
- j. To enable program completion, the sponsorship model must align with the responsibilities of sponsors defined in ITA's Apprentice and Sponsor Registration form.
- k. The proposed program should not negatively impact the mobility of registered apprentices or certified tradespersons under Red Seal policies, AIT, TILMA, or other agreements and inter-provincial standards established by relevant regulatory and standards bodies.

3.2.2 For Modified Foundation Programs

In addition to the criteria above, new *Foundation Industry Training Programs* must meet the following:

- a. There is clear evidence that industry intends to hire from the program and progress graduates of the program into an *Apprenticeship Industry Training Program (Recognized or Accredited)* where available.
- b. The program is **not** structured as a pre-cursor to an existing *Foundation Industry Training Program*.
- c. An analysis of existing programs similar to the proposed *Foundation Industry Training Program* has been conducted, and any duplication or overlap with similar programs is justified.
- d. Integration with existing or proposed *Apprenticeship Industry Training Programs* is clearly identified, including bridging mechanisms where appropriate.

Approved: 10.Nov.04
Updated: 24.Jan.05
26.Jul.06
24.Jan.08
15.May.08
30.Jul.09
30.Sept.10
21.Sept.11