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★ **OFFICIAL PROGRAM STANDARDS NOTIFICATION** ★

Issued: September 24, 2009

Program: Sheet Metal Worker

To: ITA Training Providers
Construction Industry Training Organization (CITO)
ACE IT School Districts
Sheet Metal Worker Articulation Committee

RE: **REF: 2009 008**
UPDATE TO SHEET METAL WORKER PROGRAM

Timing: Effective: January 1, 2011

Information: Please be advised that an updated program standard for the Sheet Metal Worker apprenticeship program has been approved by the ITA. An updated program profile and program outline is posted on the ITA website at www.itabc.ca.

Delivery of training for the Sheet Metal Worker apprenticeship program is to be based on the updated program outline as of January 1, 2011.

Background

The Construction Industry Training Organization (CITO) has completed the program outline with extensive consultation with industry and training providers. The program review has resulted in content changes for all four levels of technical training. Training providers will need to ensure their curriculum is aligned to the competencies identified in the new program outline.

Assessment

In-school Training

Training providers delivering Sheet Metal Worker Apprenticeship levels 1, 2, 3 and 4 in-school training are required to enter the following assessment result for each apprentice in ITADirectAccess:

- An in-school mark in the form of a percentage (min. 70% is required for a pass)

The in-school mark is a combined theory and practical assessment determined on the basis of:

- Theory and practical subject competencies and a theory level exam. A table showing the subject competencies and weightings for competencies and the level exam is shown in the attached Assessment Guidelines document. Training providers are expected to use their own proprietary theory level exam until further notice.
- The theory mark is calculated as follows:
 - 78% based on accumulated individual competencies; and
 - 22% based on the score achieved on the final theory level exam.
- The practical mark is calculated based on 100% of accumulated individual subject competencies.
- The final in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 70% to the theory mark and a weighting of 30% to the practical mark and then adding the two results together.

Successful completion of the in-school training for each level is defined as a score of 70% or greater for the final in-school mark.

ITA Standardized Level Examinations

ITA standardized level exams for the Sheet Metal Worker apprenticeship program have been developed and are currently being field tested. Once completed, these exams will replace the proprietary theory level exams being used by training providers delivering in-school training for the Sheet Metal Worker apprenticeship program.

Designated private training providers would ordinarily be expected to arrange for apprentices to write an ITA invigilated exam for each level of the in-school training. While the ITA standardized level exams are being field tested an exception is being made to allow private training providers to use their own proprietary exam. The score from the proprietary exam will count for 22% of the theory mark.

The Construction Industry Training Organization (CITO) is responsible for the administration and invigilation of exams being field tested. Field testing is being conducted by CITO at a limited number of training provider sites. Training providers will be notified when the ITA standardized exams are ready for use by

training providers.

Questions regarding the field testing process should be directed to: Dave Coleman at Construction Industry Training Organization (CITO) at davec@bccito.ca or (604) 431-1994.

Interprovincial (Red Seal) Examination

Sheet Metal Worker apprentices are required to write the Sheet Metal Worker Inter-provincial (Red Seal) exam after completing their in-school training levels, in order to be certified. A score of 70% or greater is required for a pass.

Inter-provincial (Red Seal) exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the Inter-provincial (Red Seal) exam and score and record exam results in ITADirectAccess.

**For more
information
contact:**

Doug Podetz
Industry Training Authority
Tel: (604) 214-8707
Email: dpodetz@itabc.ca

Copy:

ITA Staff

ASSESSMENT GUIDELINES

Program: **Sheet Metal Worker Apprenticeship**

Requirements: **In School Training**

Training providers delivering Sheet Metal Worker Apprenticeship levels 1, 2, 3 and 4 in-school training are required to enter the following assessment result for each apprentice in ITADirectAccess:

- An in-school mark in the form of a percentage (min. 70% is required for a pass)

The in-school mark is a combined theory and practical assessment determined on the basis of:

- Theory and practical subject competencies and a theory level exam. A table showing the subject competencies and weightings for competencies and the level exam is shown in the Grading Sheet section. Training providers are expected to use their own proprietary theory level exam until further notice.
- The theory mark is calculated as follows:
 - 78% based on accumulated individual competencies; and
 - 22% based on the score achieved on the final theory level exam.
- The practical mark is calculated based on 100% of accumulated individual subject competencies.
- The final in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 70% to the theory mark and a weighting of 30% to the practical mark and then adding the two results together.

Successful completion of the in-school training for each level is defined as a score of 70% or greater for the final in-school mark.

Interprovincial (Red Seal) Examination

Sheet Metal Worker apprentices are required to write the Sheet Metal Worker Inter-provincial (Red Seal) exam after completing their in-school training levels, in order to be certified. A score of 70% or greater is required for a pass.

Inter-provincial (Red Seal) exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the Inter-provincial (Red Seal) exam and score and record exam results in ITADirectAccess.

Grading Sheet: Subject Competencies & Weighting Tables

Program:		Sheet Metal Worker apprenticeship	
In-school Training:		Level 1	
ITADirectAccess Code:		00118SM01	
Line	Subject Competencies	Theory Weighting	Practical Weighting
A	Use of Safe Work Practices	4%	0%
B	Use of Tools and Equipment	11%	32%
C	Organize Work	11%	0%
D	Layout and Develop Patterns	33%	15%
E	Fabricate Trade Related Products	14%	53%
F	Install Air Handling Systems	5%	0%
	Weighting for subject competencies	78%	100%
	Weighting for Level Exam	22%	
	Total	100%	100%
	Level 1 in-school mark weighting	70%	30%
	Level 1 in-school mark	X%	

Program:		Sheet Metal Worker apprenticeship	
In-school Training:		Level 2	
ITADirectAccess Code:		0018SM02	
Line	Subject Competencies	Theory Weighting	Practical Weighting
A	Use Safe Work Practices	2%	0%
B	Use Tools and Equipment	10%	17%
C	Organize Work	11%	4%
D	Layout and develop Patterns	34%	18%
E	Fabricate Trade Related Products	15%	43%
F	Install Air Handling Systems	1%	5%
H	Install Architectural and Specialty Components	5%	13%
	Weighting for subject competencies	78%	100%
	Weighting for Level Exam	22%	
	Total	100%	100%
	Level 2 in-school mark weighting	70%	30%
	Level 2 in-school mark	X%	

Program:		Sheet Metal Worker apprenticeship	
In-school Training:		Level 3	
ITADirectAccess Code:		0018SM03	
Line	Subject competencies	Theory Weighting	Practical Weighting
A	Use Safe Work Practices	2%	0%
B	Use Tools and Equipment	12%	14%
C	Organize Work	6%	6%
D	Layout and Develop Patterns	17%	17%
E	Fabricate Trade Related Products	10%	54%
F	Install Air Handling Systems	13%	9%
G	Install Industrial Systems	3%	0%
H	Install Architectural and Specialty Components	2%	0%
I	Service Systems	13%	0%
	Weighting for subject competencies	78%	100%
	Weighting for Level Exam	22%	
	Total	100%	100%
	Level 3 in-school mark weighting	70%	30%
	Level 3 in-school mark	X%	

Program:		Sheet Metal Worker apprenticeship	
In-school Training:		Level 4	
ITADirectAccess:		0018SM04	
Line	Subject competencies	Theory Weighting	Practical Weighting
A	Use Safe Work Practices	1%	0%
B	Use Tools and Equipment	9%	0%
C	Organize Work	16%	15%
D	Layout and Develop Patterns	13%	30%
E	Fabricate Trade Related Products	12%	55%
F	Install Air Handling Systems	11%	0%
G	Install Industrial Systems	8%	0%
I	Service Systems	8%	0%
	Weighting for subject competencies	78%	100%
	Weighting for Level Exam	22%	
	Total	100%	100%
	Level 4 in-school mark weighting	70%	30%
	Level 4 in-school mark	X%	