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★ **OFFICIAL PROGRAM STANDARDS NOTIFICATION** ★

**Issued: September 30, 2008**

**Program: Hardwood Floorlayer**

**To:** ITA Training Providers  
Construction Industry Training Organization (CITO)  
ACE IT School Districts  
Carpentry Articulation Committee

**RE: REF: 2009 010**  
**UPDATE TO HARDWOOD FLOORLAYER PROGRAM**

**Timing:** September 1, 2009

**Information:** Please be advised that a new program standard for the Hardwood Floorlayer 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](http://www.itabc.ca).

Training delivery for the Hardwood Floorlayer apprenticeship program is to be based on the updated program outline as of September 1, 2009.

**Background**

The Construction Industry Training Organization (CITO) has been working on the review and restructuring of the Hardwood Floorlayer program over the past year. The process has involved extensive consultation with industry and has resulted in changes to the in-school training portion of the program. There are no changes to the work-based training requirements of the program.

**In-school Training**

The new standard for Hardwood Floorlayer includes significant changes to in-school training. These include:

- 3 levels of in-school training instead of 1 level under the prior standard; and,
- new learning resources and materials for both instructors and apprentices.

The changes to in-school training are being piloted with each level of training piloted separately. The level 1 in-school training pilot has been completed; the levels 2 and 3 pilots are scheduled to take place between June 2009 and mid 2010.

Once a level of in-school training has been piloted and evaluated, it will be made available for regular delivery. Level 1 in-school training is available for regular delivery.

Selection of training providers for regular delivery of in-school training under the new standard will be by competitive bid. Interested training providers will need to respond to an Invitation for Proposal application or a Request for Request (RFP) application issued by the ITA. Applications will be posted on the BC Bid web site ([www.bcbid.gov.bc.ca/open.dll.welcome](http://www.bcbid.gov.bc.ca/open.dll.welcome)).

### **Notification of Changes to Apprentices and Sponsors**

A letter has been sent to all ITA registered Hardwood Floorlayer apprentices and their sponsors informing them of the changes to the program. A transition plan is not required since there are no apprentices who have completed in-school training to date.

### **Assessment**

The following information applies to training providers delivering level 1 in-school training for Hardwood Floorlayer according to the new standard.

Information regarding assessment procedures for levels 2 and 3 will be forwarded under a separate OPSN once the levels have been approved for regular delivery.

Training providers delivering level 1 in-school training for Hardwood Floorlayer 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 the weightings for competencies and the level exam are noted in the attached Assessment Guidelines.

- The theory mark is calculated by:
  - Adding the individual theory subject competencies to produce a total theory subject competency mark
  - Multiplying the score on the level exam by 35% to produce a weighted level exam mark
  - Adding the total theory subject competency mark to the weighted level exam mark and multiplying the result by 30% to arrive at the weighted theory mark
- The practical mark is calculated by totaling the individual practical subject competencies and multiplying the total by 70% to produce a weighted practical mark.
- The final in-school mark for entry in ITADirectAccess is calculated by:
  - Adding the weighted theory mark and weighted practical mark together to derive the in-school mark.

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

### **ITA Standardized Level Examinations**

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

Designated private training providers would ordinarily be expected to arrange an ITA invigilated exam for each level of in-school training. An exception is being made to allow private training providers to use a proprietary exam during the field testing of the ITA standardized level exams.

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 administration of field testing should be directed to: Dave Coleman at the Construction Industry Training Organization (CITO) at [davec@bccito.ca](mailto:davec@bccito.ca) or 604-431-1994.

### **Certificate of Qualification (C of Q) Exam**

Hardwood Floorlayer apprentices will be required to write the Hardwood Floorlayer C of Q exam after completing their in-school levels, in order to be certified. A score of 70% or greater is required for a pass.

C of Q exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the C of Q exam and score and record exam results in ITA DirectAccess.

**For more information contact:** Doug Podetz  
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Email: [dpodetz@itabc.ca](mailto:dpodetz@itabc.ca)

**Copy:** ITA Staff

## ASSESSMENT GUIDELINES

**Program:**                    **Hardwood Floorlayer Apprenticeship**

**Requirements:**        **In School Training**

The following information applies to training providers delivering level 1 in-school training for Hardwood Floorlayer. Information regarding assessment procedures for levels 2 and 3 will be forwarded under a separate OPSN once available.

Training providers delivering level 1 in-school training for Hardwood Floorlayer 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 the weightings for competencies and the level exam are noted in the Grading Sheet section.
- The theory mark is calculated by:
  - Adding the individual theory subject competencies to produce a total theory subject competency mark
  - Multiplying the score on the level exam by 35% to produce a weighted level exam mark
  - Adding the total theory subject competency mark to the weighted level exam mark and multiplying the result by 30% to arrive at the weighted theory mark
- The practical mark is calculated by totaling the individual practical subject competencies and multiplying the total by 70% to produce a weighted practical mark.

- The final in-school mark for entry in ITADirectAccess is calculated by:
  - Adding the weighted theory mark and weighted practical mark together to derive the in-school mark.

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

### **ITA Standardized Level Examinations**

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**Grading Sheet: Subject Competencies and Weightings Tables**

<b>Program:</b>		<b>Hardwood Floorlayer Apprenticeship</b>	
<b>In-school Training:</b>		<b>Level 1</b>	
<b>ITADirectAccess Code:</b>		<b>0056HW01</b>	
<b>Line</b>	<b>Subject Competencies</b>	<b>Theory Weighting</b>	<b>Practical Weighting</b>
A	Use of Safe Work Practices	10%	10%
B	Use Safety Skills	10%	10%
C	Use Tools & Equipment	5%	10%
D	Selects Product for Application	5%	10%
E	Prepare Site	5%	10%
F	Applies Installation Techniques	15%	25%
G	Applies Sanding & Finishing Techniques	15%	25%
	Weighting for subject competencies	100%	70%
	Weighting for level exam	35%	
	Level 1 in-school mark weighting	30%	70%
	Level 1 in-school mark	X%	