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## ★ OFFICIAL PROGRAM STANDARDS NOTIFICATION ★

Issued: September 30, 2009

### Program: Architectural Sheet Metal Worker

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

**RE:** REF: 2009 011  
UPDATE TO ARCHITECTURAL SHEET METAL WORKER PROGRAM

**Timing:** September 1, 2009

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

Training delivery for the Architectural Sheet Metal Worker 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 Architectural Sheet Metal Worker program over the past year. The process has involved extensive consultation with industry and has resulted in changes to both in-school training delivery and the number of work-based training hours required for certification.

### **In-school Training**

The new standard for Architectural Sheet Metal Worker includes significant changes to in-school training. These include:

- 3 levels of in-school training instead of 2 levels under the prior standard;
- skills training specific to the Architectural Sheet Metal Worker trade versus training embedded in the Sheet Metal Workers trade under the previous 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; pilots for levels 2 and 3 are intended to take place between June 2009 and mid 2010.

Training providers are selected to pilot the in-school level training via a formal Request for Expressions of Interest process. The process has closed for the level 2 pilot. Training providers interested in applying to pilot level 3 should consult the BC Bid web site ([www.bcbid.gov.bc.ca/open.dll.welcome](http://www.bcbid.gov.bc.ca/open.dll.welcome)) in April 2010 for more information.

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 now 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 Proposal (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)).

### **Work-Based Training**

The new standard for Architectural Sheet Metal Worker requires an apprentice to complete 4800 work-based training hours versus 3200 work-based training hours under the previous standard.

### **Transition of Current Apprentices**

The ITA, in cooperation with CITO, has developed an implementation plan to transition registered Architectural Sheet Metal Worker apprentices to the new program standard. A transition flow chart is posted on the ITA website at [www.itabc.ca](http://www.itabc.ca).

Apprentices registering in the Architectural Sheet Metal Worker trade as of April 1, 2009 are required to complete the three levels of in-school training in order to acquire a Certification of Apprenticeship and a Certification of Qualification.

Apprentices registered in the Architectural Sheet Metal Worker apprenticeship program prior to April 1, 2009 will have the option of completing the 2 levels of the Sheet Metal Worker in-school training (provided they do so by December 31, 2009) or the option of completing the 3 levels of Architectural Sheet Metal Worker in-school training.

A communications package will be sent to all Architectural Sheet Metal Worker sponsors and apprentices advising them of the update to the program standard and outlining their options for completing their program and obtaining certification.

## **Assessment**

### **In-school Training**

The following information applies to training providers delivering level 1 in-school training for Architectural Sheet Metal Worker. 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 Architectural Sheet Metal Worker 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 is shown in the attached Assessment Guidelines document.
- The theory mark is calculated by:
  - Adding the individual theory subject competencies and multiplying the total by 50% to produce a weighted theory subject competency mark
  - Multiplying the score on the level exam by 50% to produce a weighted level exam mark
  - Adding the weighted theory subject competency mark to the weighted level exam mark to arrive at the theory mark.

- The practical mark is based 100% on the accumulated individual competencies and is calculated by totaling the individual practical subject competencies.
- The final in-school mark for entry in ITADirectAccess is calculated by multiplying the theory mark by 40%, multiplying the practical mark by 60% and then adding the two results together. Refer to the Assessment Guidelines document.

Successful completion of the in-school training for level 1 is defined as a final mark of 70% or greater.

### **ITA Standardized Level Examinations**

ITA standardized level exams for the Architectural Sheet Metal Worker 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 Architectural Sheet Metal Worker 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 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.

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.

### **ITA Certification of Qualification Exam**

Architectural Sheet Metal Worker apprentices are required to write the Architectural Sheet Worker ITA Certification of Qualification exam after completing their in-school training, in order to be certified. A score of 70% or greater is required for a pass.

ITA Certification of Qualification exams may be requested by training providers via the usual ITA procedure.



The ITA will administer and invigilate the ITA Certification of Qualification exam and score and record exam results in ITA DirectAccess.

**For more information contact:** Doug Podetz  
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**Copy:** ITA Staff

## ASSESSMENT GUIDELINES

**Program:** Architectural Sheet Metal Worker Apprenticeship

**Requirements:** In School Training

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

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- 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 is shown in the Grading Sheet section of this document.
- The theory mark is calculated by:
  - Adding the individual theory subject competencies and multiplying the total by 50% to produce a weighted theory subject competency mark
  - Multiplying the score on the level exam by 50% to produce a weighted level exam mark
  - Adding the weighted theory subject competency mark to the weighted level exam mark to arrive at the theory mark.
- The practical mark is based 100% on the accumulated individual competencies and is calculated by totaling the individual practical subject competencies.

- The final in-school mark for entry in ITADirectAccess is calculated by multiplying the theory mark by 40%, multiplying the practical mark by 60% and then adding the two results together. Refer to the Assessment Guidelines document.

Successful completion of the in-school training for level 1 is defined as a final mark of 70% or greater.

### **ITA Standardized Level Examinations**

ITA standardized level exams for the Architectural Sheet Metal Worker 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 Architectural Sheet Metal Worker apprenticeship program.

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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.

### **ITA Certification of Qualification Exam**

Under the new program standard, Architectural Sheet Metal Worker apprentices will be required to write the Architectural Sheet Worker ITA Certification of Qualification exam after completing their in-school training, in order to be certified. A score of 70% or greater is required for a pass.

ITA Certification of Qualification exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the ITA Certification of Qualification exam and score and record exam results in ITA DirectAccess.

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

<b>Program:</b>		<b>Architectural Sheet Metal Worker Apprenticeship</b>	
<b>In-school Training:</b>		<b>Level 1</b>	
<b>ITADirectAccess Code:</b>		<b>0153CI01</b>	
<b>Line</b>	<b>Subject Competencies</b>	<b>Theory Weighting</b>	<b>Practical Weighting</b>
A	Complies with Safety Requirements	20%	5%
B	Applies Trade Math	20%	0%
C	Examines ASM Systems, Materials & Fasteners	5%	0%
D	Uses Tools & Equipment	20%	15%
E	Uses Ladders, Scaffolds, Work Platforms & Hoisting Equipment	5%	0%
F	Fabricates ASM Products & Components	0%	25%
G	Installs ASM Products & Components	0%	25%
H	Layout & Develops Patterns	0%	10%
I	Interprets Plans & Specifications	0%	5%
J	Welds & Solders ASM Materials	0%	10%
K	Plans & Organizes Projects	0%	5%
	Weighting for subject competencies	50%	100%
	Weighting for level exam	50%	
	Level 1 in-school mark weighting	40%	60%
	Level 1 in-school mark	X%	