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★ **OFFICIAL PROGRAM STANDARDS NOTIFICATION** ★

**Issued: March 30, 2010**

**Program: Architectural Sheet Metal Worker**

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

**RE:** **REF: 2010 008**  
**UPDATE TO ARCHITECTURAL SHEET METAL WORKER PROGRAM**

**Timing:** April 1, 2010

**Information:** This note is an update on the status of the Architectural Sheet Metal Worker trade further to the last OPSN 2009-011 on September 30, 2009.

**Update on the New Program Standards**

The September 30<sup>th</sup> communication indicated that the new program standards for the Architectural Sheet Metal Worker trade had been approved by the ITA. The new standards indicated:

- 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;
- 4800 work-based hours instead of 3200 work-based hours under the prior standard; and,
- Level 2 and 3 would be piloted in 2009 and 2010.

The level 2 in-school training pilot has been completed. Rather than pilot the level 3 in-school training the program will move into full launch on April 1, 2010.

The Architectural Sheet Metal Worker program profile and program outline are posted on the ITA website at [www.itabc.ca](http://www.itabc.ca)

Apprentices registered in Architectural Sheet Metal Worker will be required to complete three levels of technical training. In comparison to the prior program standards the new program content for Architectural Sheet Worker technical training has been changed to provide specific training on skills in the Architectural Sheet Metal Worker trade.

### **Transition of Current Apprentices**

In OPSN 2009-011 the ITA indicated apprentices had until December 31, 2009 to complete the prior program structure. Apprentices who have not completed the prior program structure will be transitioned to the new program standard in early April 2010.

Letters will be sent to these apprentices indicating a transition to the new program standards.

### **Assessment**

Beginning April 1, 2010 training providers delivering Architectural Sheet Metal Worker apprenticeship technical training will be required to enter the following assessment result for each apprentice in ITA DirectAccess:

- 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. A table showing the subject competencies and weighting for each competency and level is shown in the attached Assessment Guidelines document.
- The theory subject competency mark is calculated as follows:
  - 75% based on accumulated individual competencies; and
  - 25% based on the score achieved on the final theory level exam. Until further notice, training providers are expected to use their own proprietary theory level exam.
- The practical subject competency mark is based 100% on the accumulated individual competencies.
- The final in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 40% to the final theory result and a weighting of 60% to the practical result and then adding the two results together. Refer to the Assessment Guidelines document.

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 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.

While the ITA standardized level exams are being field tested designated private training providers are to use their own proprietary exams. The score from the proprietary exam will count for 25% 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 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 Certificate of Qualification Exam**

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

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

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

**For more information contact:** Doug Podetz  
Industry Training Authority  
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**Copy:** ITA Staff

## ASSESSMENT GUIDELINES

**Program:** Architectural Sheet Metal Worker

**Requirements:** In-School Training

Beginning April 1, 2010 training providers delivering Architectural Sheet Metal Worker apprenticeship technical training will be required to enter the following assessment result for each apprentice in ITA DirectAccess:

- 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. A table showing the subject competencies and weighting for each competency and level is shown in the attached Assessment Guidelines document.
- The theory subject competency mark is calculated as follows:
  - 75% based on accumulated individual competencies; and
  - 25% based on the score achieved on the final theory level exam. Until further notice, training providers are expected to use their own proprietary theory level exam.
- The practical subject competency mark is based 100% on the accumulated individual competencies.
- The final in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 40% to the final theory result and a weighting of 60% to the practical result and then adding the two results together.

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

## ITA Certificate of Qualification Exam

Under the new program standard, Architectural Sheet Metal Worker apprentices will be required to write the Architectural Sheet Worker ITA Certificate 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 Certificate of Qualification exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the ITA Certificate 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	6%	8%
B	Applies Trade Math	9%	12%
C	Examines ASM Systems, Materials & Fasteners	8%	11%
D	Uses Tools & Equipment	10%	14%
E	Uses Ladders, Scaffolds, Work Platforms & Hoisting Equipment	6%	8%
F	Fabricates ASM Products & Components	11%	15%
G	Installs ASM Products & Components	7%	9%
H	Layout & Develops Patterns	11%	14%
I	Interprets Plans & Specifications	1%	1%
J	Welds & Solders ASM Materials	5%	7%
K	Plans & Organizes Projects	1%	1%
	Final Exam	25%	
	Total	100%	100%
	Level 1 in-school mark weighting	40%	60%
	Level 1 in-school mark	X%	

<b>Program:</b>		<b>Architectural Sheet Metal Worker apprenticeship</b>	
<b>In-school Training:</b>		<b>Level 2</b>	
<b>ITADirectAccess Code:</b>		<b>0153CI02</b>	
<b>Line</b>	<b>Subject Competencies</b>	<b>Theory Weighting</b>	<b>Practical Weighting</b>
B	Applies Trade Math	5%	6%
C	Examines ASM Systems, Materials & Fasteners	7%	10%
D	Uses Tools & Equipment	7%	10%
E	Uses Ladders, Scaffolds, Work Platforms & Hoisting Equipment	5%	6%
F	Fabricates ASM Products & Components	14%	19%
G	Installs ASM Products & Components	16%	21%
H	Layout & Develops Patterns	11%	14%
I	Interprets Plans & Specifications	4%	6%
J	Welds & Solders ASM Materials	5%	7%
K	Plans & Organizes Projects	1%	1%
	Final Exam	25%	
	Total	100%	100%
	Level 2 in-school mark weighting	40%	60%
	Level 2 in-school mark	X%	

<b>Program:</b>		<b>Architectural Sheet Metal Worker apprenticeship</b>	
<b>In-school Training:</b>		<b>Level 3</b>	
<b>ITADirectAccess Code:</b>		<b>0153CI03</b>	
<b>Line</b>	<b>Subject Competencies</b>	<b>Theory Weighting</b>	<b>Practical Weighting</b>
B	Applies Trade Math	3%	4%
C	Examines ASM Systems, Materials & Fasteners	8%	10%
F	Fabricates ASM Products & Components	17%	23%
G	Installs ASM Products & Components	18%	24%
H	Layout & Develops Patterns	14%	19%
I	Interprets Plans & Specifications	8%	10%
J	Welds & Solders ASM Materials	5%	7%
K	Plans & Organizes Projects	2%	3%
	Final Exam	25%	
	Total	100%	100%
	Level 3 in-school mark weighting	40%	60%
	Level 3 in-school mark	X%	