



THE RIGHT SKILLS ► A PROVEN ADVANTAGE

★ OFFICIAL PROGRAM STANDARDS NOTIFICATION ★

Issued: January 25, 2011

**Programs: Petroleum Equipment Installer & Petroleum Equipment Service Technician**

**To:** ITA Training Providers  
Construction Industry Training Organization (CITO)

**RE:** REF: 2011 004  
NEW PETROLEUM PROGRAMS

**Timing:** February 1, 2011

**Information:** Please be advised that ITA has approved two new recognized Petroleum apprenticeship programs – Petroleum Equipment Installer and Petroleum Equipment Service Technician. Program profiles and program outlines are posted on the ITA website at [www.itabc.ca](http://www.itabc.ca).

A pilot phase for the new programs will be launched in early 2011. Once the pilot phase is completed and evaluated, a decision and date to move the programs into regular delivery will be determined.

Selection of a training provider for the in-school training portion of the pilot has been completed by competitive bid, and a training provider has been selected to deliver the in-school training for the pilot.

Once the programs have been approved for regular delivery, a second competitive process will be used to select training providers. Training providers will be notified of the opportunity to submit a proposal for delivery, by ITA posting a Request for Proposal on the BC Bid website.

**Background**

The Construction Industry Training Organization (CITO) has been working with industry to develop the two new programs. The program standards for each program include:

- A Petroleum Equipment Installer and Petroleum Equipment Service Technician (common core) eight-week Level 1 course.

## **Petroleum Equipment Installer**

- A Petroleum Equipment Installer three-week Level 2 course;
- Completion of an ITA standardized-level exam for each of the two training levels; and
- 4,000 hours of work-based training.

## **Petroleum Equipment Service Technician**

- A Petroleum Equipment Service Technician eight-week Level 2 course;
- Completion of an ITA standardized level exam for each of the two training levels; and
- 6,000 hours of work-based training.

## **Assessment**

### **In-school Training**

Training providers delivering the Petroleum Equipment Installer and Petroleum Equipment Service Technician in-school training are required to enter the following assessment result in ITA Direct Access for each apprentice:

- An in-school mark in the form of a percentage (minimum 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. The subject competencies, as well as the theory and practical percentage weightings for each competency, are shown in the attached Subject Competencies and Weightings Tables.
- The theory subject competency mark for all levels for both programs is calculated based on Level 1 and Level 2 being 70% of the accumulated individual competencies and 30% is based on the score of the final theory-level exam.

- The practical subject competency mark is calculated based on 100% of the accumulated competencies.
- The final in-school mark, which is entered in ITA Direct Access, is calculated by applying a weighting of 60% to the final theory result, and a weighting of 40% to the final practical result, and then adding the two results together.

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

### **ITA Standardized-Level Examinations**

ITA standardized-level exams for both apprenticeship programs have been developed and are currently being field tested. The procedure for writing each level exam will require the training provider to submit an ITA exam request form six weeks before the scheduled exam date. Once ITA Customer Service has received the form, they will notify CITO of the planned date and CITO will assume responsibility for finalizing the scheduled exam writing date with the training provider instructor.

During the pilot delivery, CITO will invigilate and mark the level exams consistent with field testing practices, including analyzing results, and will make any necessary adjustments to the exam. After completing the analysis, CITO will send the exam marks to the training provider so a final in-school mark can be determined and entered into ITA Direct Access.

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

## Certificate of Qualification Exam

Apprentices registered in the Petroleum Equipment Installer and Petroleum Equipment Service Technician programs are required to write a Certificate of Qualification (C of Q) exam and pass with a mark of 70% or greater.

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

ITA will administer and invigilate the C of Q exam, and score and record exam results in ITA Direct Access.

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

**Copy:** ITA staff

## ASSESSMENT GUIDELINES

**Programs:** Petroleum Equipment Installer & Petroleum Equipment Service Technician Apprenticeship

**Requirements:**

### 1. In-school Training

Training providers delivering the Petroleum Equipment Installer and Petroleum Equipment Service Technician in-school training are required to enter the following assessment result in ITA Direct Access for each apprentice:

- An in-school mark in the form of a percentage (minimum 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. The subject competencies, as well as the theory and practical percentage weightings for each competency, are shown in the attached Subject Competencies and Weightings Tables.
- The theory subject competency mark for all levels for both programs is calculated based on Level 1 and Level 2 being 70% of the accumulated individual competencies and 30% is based on the score of the final theory level exam.
- The practical subject competency mark is calculated based on 100% of the accumulated competencies.
- The final in-school mark, which is entered in ITA Direct Access, is calculated by applying a weighting of 60% to the final theory result, and a weighting of 40% to the final practical result, and then adding the two results together.

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

## ITA Standardized-Level Examinations

ITA standardized-level exams for both apprenticeship programs have been developed and are currently being field tested. The procedure for writing each level exam will require the training provider to submit an ITA exam request form six weeks before the scheduled exam date. Once ITA Customer Service has received the form, they will notify CITO of the planned date and CITO will assume responsibility for finalizing the scheduled exam writing date with the training provider instructor.

During the pilot delivery, CITO will invigilate and mark the level exams consistent with field testing practices, including analyzing results, and will make any necessary adjustments to the exam. After completing the analysis, CITO will send the exam marks to the training provider so a final in-school mark can be determined and entered into ITA Direct Access.

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

## Certificate of Qualification Exam

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

ITA will administer and invigilate the C of Q exam, and score and record exam results in ITA Direct Access.

**Grading Sheet:**      **Subject Competencies and Weightings Table for Petroleum Equipment Installer and Petroleum Equipment Service Technician Level 1, Common Core**

<b>Program:</b>		<b>Petroleum Equipment Installer &amp; Petroleum Equipment Service Technician Apprenticeship</b>	
<b>In-School Training:</b>		<b>Level 1</b>	
<b>ITA Direct Access Code:</b>			
<b>Line</b>	<b>Subject Competencies</b>	<b>Theory Weighting</b>	<b>Practical Weighting</b>
A	Apply Safe Work Practices	11%	12%
B	Use Tools and Equipment	10%	38%
C	Organize Work	10%	0%
D	Maintain Environmental Standards	7%	0%
E	Install/Remove Storage Tanks	10%	0%
F	Install/Remove Piping Systems & Monitoring Systems	10%	0%
G	Install/Remove/Maintain Pumps & Dispensers	12%	50%
	In-School Final Exam	30%	
	Total	100%	100%
	Level 1 in-school mark weighting	60%	40%
	Level 1 in-school mark: calculated by the training provider by combining the 60% theory and 40% practical subject competency weightings	X%	

**Grading Sheet:**      **Subject Competencies and Weightings Table for Petroleum Equipment Installer Level 2**

<b>Program:</b>		<b>Petroleum Equipment Installer Apprenticeship</b>	
<b>In-School Training:</b>			
<b>ITA Direct Access Code:</b>		<b>Level 2</b>	
<b>Line</b>	<b>Subject Competencies</b>	<b>Theory Weighting</b>	<b>Practical Weighting</b>
B	Use Tools and Equipment	7%	22%
C	Organize Work	12%	11%
E	Install/Remove Storage Tanks	24%	0%
F	Install/Remove Piping Systems & Monitoring Systems	27%	67%
	In-School Final Exam	30%	
	Total	100%	100%
	Level 2 in-school mark weighting	60%	40%
	Level 2 in-school mark: calculated by the training provider by combining the 60% theory and 40% practical subject competency weightings	X%	



**Grading Sheet: Subject Competencies and Weightings Table for Petroleum Equipment Service Technician Level 2**

Program: In-School Training: ITA Direct Access Code:		Petroleum Equipment Service Technician Apprenticeship Level 2	
Line	Subject Competencies	Theory Weighting	Practical Weighting
B	Use Tools and Equipment	7%	12%
C	Organize Work	12%	16%
F	Install/Remove Piping Systems & Monitoring Systems	14%	22%
G	Install/Remove & Maintain Pumps & Dispensers	17%	25%
H	Use Computer for Testing and Communication	20%	25%
	In-School Final Exam	30%	
	Total	100%	100%
	Level 3 in-school mark weighting	60%	40%
	Level 3 in-school mark: calculated by the training provider by combining the 60% theory and 40% practical subject competency weightings	X%	