ita
YOUR TICKET.

Issued: September 19, 2013

Program:	**Meatcutter**
To:	ITA Training Providers go2 All School Districts
RE:	**OPSN 2013 020** **ITA STANDARDIZED LEVEL EXAM FOR THE MEATCUTTER LEVEL 1 AND FOUNDATION PROGRAM**
Timing:	Immediately
Information:	Please be advised that effective immediately, the Industry Training Authority (ITA) will be launching Standardized Level Examinations for the Meatcutter Level 1 and Foundation Program. All Meatcutter Level 1 and Foundation classes starting training sessions after August 26, 2013 will be scheduled to write an ITA Standardized Level Examination.
Background	In 2012, ITA started launching ITA Standardized Level Examinations for a number of programs. For each level of technical training that includes an ITA Standardized Level Exam a training provider in-school percentage score and a standardized level exam percentage score will be blended to produce a final percentage score. The in-school percentage score will be multiplied by 80% and the exam percentage score will be multiplied by 20%. The two blended (80/20) scores will be added by ITA Direct Access to produce a final percentage score for the level of training.
Scheduling Meatcutter Level Exams	The Meatcutter Level 1 exam is to be requested by training providers via the usual ITA procedure. Training providers are required to complete an ITA Examination Request Form six weeks prior to the exam scheduled date. The Meatcutter Level 1 exam will be available to write through an online computer-based platform. Paper-based exams will continue if a training provider is unable to arrange a computer lab. If a training provider uses the online computer-based platform a computer facility must be booked for a minimum of 4 hours to accommodate the online examination writing. The location of the computer lab must be noted on the ITA Exam request Form.

The benefits of moving to an online platform include:

- Immediate processing of exam results and a quicker turnaround for exam marks;
- Increased exam protection and security with the removal of paper-based exams;
- The ability to "scramble" questions which enhances security of the exam as questions will be presented in a different sequence for each candidate;
- Colour diagrams can be easily reproduced;
- Diagrams in the exams can be manipulated to clarify details, i.e., zoom-in capabilities;
- A consistent evaluation process for all examinations with the ability to quickly modify or remove questions as required.

Registration

Foundation Program:

Candidates enrolled in the Meatcutter Foundation program must provide their instructor with their ITA ID number. This will be required when an instructor fills out the ITA Exam Request Form. These ID numbers are to be submitted together with the Exam Request Form to ITA six weeks prior to the scheduled exam date. If individuals enrolled in the Meatcutter Foundation program do not have an ITA ID number, they will need to follow the instructions on *"How to Sign Up For an Apprenticeship Online"* document to create an ITA ID number. If they have trouble registering online, they can fill out the DirectAccess Registration Form which is available on the ITA website www.itabc.ca. Completed DirectAccess Registration Forms are to be submitted with the Exam Request Form.

Training Provider Component: Calculating the In-School Technical Mark

Foundation Program:

Training providers are expected to calculate a final in-school percentage mark based on the average of all courses that are comprised within the Foundation program.

Results for the Meatcutter Foundation program should **not** be entered into DA through Foundation upload as has been done previously. When students complete the Foundation Program, training providers will need to calculate the final in-school percentage score and then send the marks to ITA on an ITA Technical Training Results. You will need to indicate on the form that it is a Foundation Program.

The ITA Technical Training Results Form is to be submitted to ITA's Training Provider Contact - trainingprovidercontact@itabc.ca

Training Provider Component: Calculating the Level 1 Exam Mark

The ITA will administer and invigilate the Level 1 exam, score and record exam results in ITA Direct Access. ITA will enter the in-school percentage score and standard level examination percentage scores in ITA Direct Access.

Once an in-school Foundation percentage score and the Level 1 exam score have been entered into ITA Direct Access, the system will automatically calculate the final percentage score. The final score for the Foundation program is determined by blending the in-school percentage score and the ITA standardized exam score. The in-school percentage score is multiplied by 80% and the exam percentage scores is multiplied by 20%.

A final score of 70% or greater is required to pass Meatcutter Foundation program.

Apprenticeship Program:

Instructors are expected to follow the *Grading Sheet: Subject Competencies and Weightings* table on pages 6 - 7 to calculate the final in-school percentage score and then enter the in-school percentage score in ITA Direct Access.

Training providers delivering Meatcutter Levels 1 and 2 in-school technical training are required to enter an in-school percentage score for each apprentice into ITA Direct Access.

Training Provider Component: Calculating the In-School Technical Mark

As per the *Grading Sheet: Subject Competencies and Weightings table, on pages 6-7* the in-school percentage score for Meatcutter is derived from a percentage weighting of theory and practical assessments within each level training topic.

To calculate the in-school percentage score for Apprenticeship classes:

Meatcutter Level 1:

- Total the level theory column competency score as noted in the competencies and weightings tables and multiply the total by 10% to produce a weighted theory score;
- Total the level practical column competency results as noted in the competencies and weightings tables and multiply the total by 90% to produce a weighted practical score;
- Add the weighted theory and practical competency scores together to determine the final in-school percentage score for each level;
- After completing the final percentage score for the level on each apprentice enter the score into ITA Direct Access.

ITA Component:

Standardized Level 1 Exam Percentage Score

ITA will enter the standard level examination percentage score in ITA Direct Access for Level 1.

Calculating the final percentage mark for Level 1

Once the training provider has entered the in-school percentage score and ITA has entered the exam percentage score ITA Direct Access will automatically calculate the final percentage score.

The in-school technical training percentage score is multiplied by 80% and the ITA Standardized Level Exam percentage score is multiplied by 20%. These two scores are combined to determine the final level percentage score. This result is the final percentage score that is recorded in ITA Direct Access.

A score of 70% or greater is required to pass Meatcutter Level 1 when the final in-school percentage score and the final ITA Standardized Level Exam percentage score are blended.

*Training
Provider
Component:
Calculating the
In-School
Technical Mark
for Level 2*

Meatcutter Level 2:

The Meatcutter Level 2 training session does not have an ITA Standardized Level Exam. The final percentage score for each apprentice is based on the in-school technical training session. Meatcutter Level 2 assessment is determined by in-school proprietary exams and practical lab marks.

As per the *Grading Sheet: Subject Competencies and Weightings table, on pages 6 - 7* the in-school percentage score for Meatcutter is derived from a percentage weighting of theory and practical assessments within each level training topic.

To calculate the in-school percentage score for Apprenticeship classes:

- Total the level theory column competency score as noted in the competencies and weightings tables and multiply the total by 30% to produce a weighted theory score;
- Total the level practical column competency results as noted in the competencies and weightings tables and multiply the total by 70% to produce a weighted practical score;
- Add the weighted theory and practical competency scores together to determine the final in-school percentage score for each level;
- After completing the final percentage score for the level on each apprentice enter the score into ITA Direct Access.

A score of 70% or greater is required to pass Meatcutter Level 2.

*Program Results
and Eligibility*

After the in-school percentage score and the exam percentage score are blended and a final percentage score is placed into ITA Direct Access there will be situations where an apprentice will have to repeat one of or both the in-school training and exam in order to achieve the required 70% to pass Meatcutter Level 1.

In the event that this does occur, the following table outlines the three scenarios an apprentice may encounter once the 80/20 blending is applied and the final score is less than 70%.

Scenario 1 The apprentice receives less than 70% for the in-school session and 70% or greater on the Meatcutter level exam resulting in a final score of less than 70%.	The apprentice will: - Re-take the Meatcutter level in-school technical training. - Receive credit for the exam.
Scenario 2 The apprentice receives 70% or greater for the in-school session and less than 70% on the Meatcutter level exam resulting in a final score of less than 70%.	The apprentice will: - Receive credit for the in-school technical training. - Re-write the Meatcutter level exam per ITA exam re-write policy.

Scenario 3	The apprentice will:
The apprentice receives less than 70% for the in-school session and less than 70% on the Meatcutter level exam resulting in a final score of less than 70%.	• Re-take the Meatcutter level in-school technical training. • Re-write the Meatcutter level exam per ITA exam re-write Policy.

For more information contact:

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Grading Sheet: **Subject Competency and Weightings**

PROGRAM: IN-SCHOOL TRAINING: ITA DIRECT ACCESS CODE:	MEATCUTTER LEVEL 1 0171MESE01		
LINE	TRAINING TOPICS & SUGGESTED TIME ALLOCATION	THEORY WEIGHTING	PRACTICAL WEIGHTING
A	Apply Occupational Skills	25%	25%
B	Handling Meat, Poultry and Seafood	22%	22%
C	Beef	18%	18%
D	Veal	4%	4%
E	Pork	14%	14%
F	Lamb	6%	6%
G	Poultry	7%	7%
H	Seafood and Freshwater Fish	4%	4%
	Total	**100%**	**100%**
Calculated by the Training Provider **Meatcutter** in-school theory & practical subject competency weighting		10%	90%
Training Provider enters final in-school mark into ITA Direct Access		Calculation of final in-school percentage	

Calculated by ITA: In-school Mark ITA Direct Access calculates the percentage weighting once the in-school mark is entered. Combined theory and practical subject competency multiplied by:	80%
Calculated by ITA: Standard Level Exam Mark ITA Direct Access will calculate the percentage weighting once the standard level exam marks have been entered. The exam score is multiplied by:	20%
Calculated by ITA: Final Mark The final mark for determining credit is calculated by ITA Direct Access.	FINAL%

LINE	TRAINING TOPICS & SUGGESTED TIME ALLOCATION	THEORY WEIGHTING	PRACTICAL WEIGHTING
	PROGRAM: MEATCUTTER **IN-SCHOOL TRAINING:** LEVEL 2 **ITA DIRECT ACCESS CODE:** 0171ME02		
A	Apply Occupational Skills	25%	25%
B	Handling Meat, Poultry and Seafood	22%	22%
C	Beef	12%	12%
D	Veal	4%	4%
E	Pork	10%	10%
F	Lamb	4%	4%
G	Poultry	7%	7%
H	Seafood and freshwater Fish	4%	4%
I	Game	6%	6%
J	Processed Products	6%	6%
		100%	**100%**
	Calculated by the Training Provider: **Meatcutter** in-school theory & practical subject competency weighting	30%	70%
	Training Provider enters final in-school mark into ITA Direct Access	X%	