

2018/19 APPLICATION GUIDE

The School Works: Apprentice Wage Subsidy program (Program) provides a wage subsidy to businesses, non-profit or First Nations organizations, or public bodies in the Columbia Basin to meet their employment needs. The Program supports hiring first level apprentices for full-time employment to complete their first level work-based training requirements for the following trades:

1. Automotive Service Technician
2. Carpenter
3. Construction Electrician
4. Heavy Duty Equipment Technician
5. Industrial Electrician
6. Industrial Mechanic (Millwright)
7. Machinist
8. Motor Vehicle Body Repairer
9. Plumber
10. Refrigeration and Air Conditioning Mechanic
11. Sprinklerfitter
12. Steamfitter/Pipefitter
13. Truck & Transport Mechanic
14. Gasfitter
15. Sheet Metal Worker
16. Metal Fabricator (Fitter)
17. Welder

The Program also supports the retention of participating apprentices if the employer chooses to retain them to complete their second-level work-based training requirements in the same trade.

For more information or questions regarding the program, call toll free 1.877.489.2687 ext. 3584 or email schoolworks@cbt.org. This Program is administered by College of the Rockies.

Frequently Asked Questions:

Who can apply?

Businesses, non-profit and First Nations organizations, and public bodies located the Columbia Basin Trust region ([map](#)).

When can I apply?

Any time. We accept and assess applications on a continuous basis until all Program funds are committed.

How much is the wage subsidy?

\$8.00/hour for the first year. \$4/hour for the second year (if the same apprentice is retained).

Does the Program help me find the apprentice?

No, you must recruit and hire the appropriate candidate for the position.

When can the apprentice start work?

The apprentice can start once your application has been approved and you have signed a contribution agreement with the College of the Rockies. We will continue to accept applications until all the Program funds are committed.

How many apprentices can I hire through the Program?

You can apply for support for up to two apprentices at a time. If you are an employer seeking to hire a large cohort of apprentices, please contact us at schoolworks@cbt.org to discuss your specific needs.

Who can apply?

ELIGIBILITY REQUIREMENTS

Employers Must:	Apprentices Must:
<ul style="list-style-type: none"> <input type="checkbox"/> be a business (with 100 employees or fewer, including management), non-profit or First Nation organization, or public body, <input type="checkbox"/> be located, with business headquarters in the Basin (map), <input type="checkbox"/> have existed for more than one year, <input type="checkbox"/> be a registered business/organization with a Revenue Canada business number, <input type="checkbox"/> be unable to hire an apprentice without School Works Program funding, <input type="checkbox"/> indicate that hiring an apprentice through the School Works Program will not displace a current employee, <input type="checkbox"/> demonstrate that the apprentice’s work will take place within the Columbia Basin, <input type="checkbox"/> be able to supervise the apprentice, provide a safe working environment and commit to the apprentice’s training, <input type="checkbox"/> not hire a relative unless the relative is supervised by someone other than the business owner, <input type="checkbox"/> be registered as a sponsor (or have confirmed you are eligible to register as a sponsor) with the Industry Training Authority (ITA); if you hold a BC Certificate of Qualification or Apprenticeship, you already have an account on ITA Direct Access; for more information contact the ITA at 1.866.660.6011 or visit itabc.ca. <input type="checkbox"/> have a WorkSafeBC account in good standing by the time the apprentice starts work, <ul style="list-style-type: none"> <input type="checkbox"/> if you currently have WorkSafeBC coverage, you must provide a clearance letter with your application (get the form here), <input type="checkbox"/> if you don’t have WorkSafeBC coverage, you must obtain coverage and send us proof of it before the student starts work (register here), and <input type="checkbox"/> adhere to all relevant labour laws. 	<ul style="list-style-type: none"> <input type="checkbox"/> live in the Basin (map), <input type="checkbox"/> be legally entitled to work in Canada, <input type="checkbox"/> have completed a minimum of grade 11 or be enrolled in an ITA approved Youth Train in Trades Program, <input type="checkbox"/> have taken (or will soon take) the technical training they need to complete level one within a year of the start of employment; the Program allows a break in the employment period so apprentices can fulfill these training requirements, and <input type="checkbox"/> have read and understand the process of apprenticeship: itabc.ca/overview

JOB REQUIREMENTS

- The job must be fulfilled by a first level apprentice to be eligible to the Program.
- When you hire on an apprentice, you are committing to train and develop them into a tradesperson. In return, the apprentice will be completing projects, tasks and jobs that are critical to the success of your business.
- You must commit to providing the training and support to the apprentice to complete their first level work-based training requirements as per the trade program outline from the Industry Trade Authority (ITA).
- Tasks must not include personal services to the employer (for example, domestic services or child care).
- There is no set start or end date for the job however, required work-based training hours should be completed within a reasonable timeframe. Individual requirements will be determined on a case by case basis prior to funding approval.
- If you retain the same apprentice to complete their second level work-based training requirements for the same trade, you may re-apply to the Program to qualify for a reduced subsidy. See Wages section below for more detail.

HOURS REQUIREMENTS

The intent of the Program is to provide the apprentice with the required work-based training requirements to complete levels one and two of their trade.

The Program will subsidize a maximum number of hours, depending on the trade. You can apply to receive a subsidy up to this maximum, depending on how many hours your apprentice needs. See table on following page.

Please note: Maximum required hours are determined by the ITA and may change. Applicants are encouraged to check with the [ITA](#) for updates.

Apprentice Program	Max. Annual Hours	Apprentice Program	Max. Annual Hours
1. Automotive Service Technician	1,590	10. Refrigeration and A/C Mechanic	1,805
2. Carpenter	1,590	11. Sprinklerfitter	1,420
3. Construction Electrician	1,500	12. Steamfitter/Pipefitter	1,405
4. Heavy Duty Equipment Technician	1,590	13. Truck & Transport Mechanic	1,590
5. Industrial Electrician	1,500	14. Gasfitter	900
6. Industrial Mechanic (Millwright)	1,590	15. Sheet Metal Worker	1,420
7. Machinist	1,650	16. Metal Fabricator (Fitter)	1,600
8. Motor Vehicle Body Repairer	1,688	17. Welder	1,540
9. Plumber	1,605		

Please note:

- Individual apprentices required hours will be determine on a case by case basis prior to funding approval.
- Once an agreement is signed, the employer must commit to offering the total hours of employment being subsidized. If you are not able to commit to these hours, contact the coordinator immediately.

WORKSAFEBC REQUIREMENTS

You must have a WorkSafeBC account in good standing.

- If you currently have WorkSafeBC coverage, you must provide a clearance letter with your application. Request a letter [here](#).
- If you don't have WorkSafeBC coverage, you must obtain coverage and send us proof of it before the student starts work. Register [here](#).

How does the subsidy work?

WAGES

If your application is successful, you will receive an **\$8.00/hour wage subsidy** to support your first level apprentice.

If you retain the same apprentice to complete their second level work-based training requirements for the same trade, you may re-apply to the program. If your application is successful, you will receive a **\$4.00/hour wage subsidy**.

Employers will be expected to top up this wage to the market wage rate for the position. Find market wage rates under Explore Careers at <https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx>.

For example: In the Kootenay region, a carpenter is paid a median wage of \$25.00/hour, depending on skills and experience.

*Please note: The **minimum wage is \$12.65/hour** effective June 1, 2018 and will increase to \$13.85 effective June 1, 2019.*

MANDATORY EMPLOYMENT-RELATED COSTS

Mandatory Employment-Related Costs (MERCs) include Employment Insurance, Canada Pension Plan, WorkSafeBC and 4% vacation pay.

If you receive a subsidy, we will reimburse you for these costs, calculated as part of the final claim process. They will be based on the total wage subsidy claimed, not the total wage you paid.

For example, if you pay a wage of \$25.00/hour, you will be reimbursed for costs calculated against the \$8 wage subsidy. You are responsible for additional costs related to the wage top-up.

As the Canada Pension Plan is not required to be paid until the age of 18, you will receive 7% MERCs reimbursement for apprentices under 18 and 12% for apprentices 18 and older.

FINANCIAL CLAIMS, PAYMENTS AND MONITORING

We will determine the number of claims and claim dates based on individual agreement start dates.

Generally, Employers may submit their first claim four weeks after the Apprentice's approved start date.

Please Note:

- We will not issue advance payments.
- We will monitor you through an onsite visit, and base financial reimbursements on satisfactory reporting requirements.

If your application is successful, we will provide you with further details on claims, payment and reporting processes.

How do I sponsor an Apprentice?

Register as sponsor with the Industry Trade Authority

If your application is approved, you (the employer) must sponsor the apprenticeship through the [Industry Trade Authority \(ITA\)](#). As the employer sponsor with ITA, you will be responsible for:

- registering the apprentice and your organization,
- training the apprentice under the supervision of a certified tradesperson or an employee with sign-off authority,
- tracking and reporting the apprentice's work-based training hours,
- allowing the apprentice time off to attend school, and
- evaluating and recommending the apprentice for certification.

How do I apply?

We accept and assess applications on an ongoing basis until all funds are spent.

1. Complete the application form here: ourtrust.org/schoolworks
2. Submit your application by email to schoolworks@cbt.org
3. You will receive an email confirming receipt of your application.

If email isn't an option, you can submit your application by mail, courier or fax:

Mail:

School Works Program
College of the Rockies
Main Campus
2700 College Way
Cranbrook, BC
V1C 5L7

Courier:

School Works Program
College of the Rockies
Main Campus
2700 College Way
Cranbrook, BC
V1C 5L7
1.250.489.2751 ext. 3584

Fax: 1.250.489.0800

To be successful, you must:

- Meet all eligibility requirements, as outlined above.
- Provide a safe and supervised employment environment.
- Pay a market wage rate.
- Commit and be accountable to the terms of the School Works – Apprentice Wage Subsidy program contribution agreement.

When will I know if my application has been approved?

We process applications on a first-received, first-served basis.

You will receive an e-mail confirming approval/decline of your application approximately 10 business days following the receipt of your completed application.

If your application requires clarification or further information we will be in touch, however, **we will not consider it “received” until you have provided all required information.**

Please note:

- College of the Rockies, Columbia Basin Trust and their agents shall not be obligated in any manner to any applicant whatsoever.
- College of the Rockies and Columbia Basin Trust reserve the right to fund all or none of any application submitted.
- If your application is successful, you must enter into an agreement with College of the Rockies and commit to offering the total hours of employment being subsidized.
- College of the Rockies is required by the Trust to complete a search at BC Corporate Registry.
- Registered companies are required to be in good standing with BC Corporate Registry.

Reminders:

- We assess the applications as they come in and continue until all funding for the program has been committed.
- Be clear and succinct and use point form where appropriate in the application process.
- Be thorough and complete the application in full; incomplete applications will not be processed.
- Don't forget to upload an electronic copy your **WorkSafeBC Compliance Letter** with your online application (unless not yet covered by WorkSafeBC).

Questions?

Call us toll free 1.877.489.2687 ext. 3584 or email us at schoolworks@cbt.org