

## 2021/22 PROGRAM GUIDE

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The School Works: Apprentice Wage Subsidy program provides a wage subsidy to employers in the Columbia Basin to provide employment to an apprentice to complete their work-based requirements for the following trades:

1. Appliance Service Technician
2. Arborist Technician
3. Auto Body and Collision Technician
4. Automotive Service Technician
5. Cabinetmaker
6. Carpenter
7. Cook
8. Electrician, Construction
9. Electrician, Industrial
10. Heavy Duty Equipment Technician
11. Industrial Mechanic (Millwright)
12. Machinist
13. Metal Fabricator (Fitter)
14. Plumber
15. Recreation Vehicle Service Technician
16. Refrigeration and Air Conditioning Mechanic
17. Sheet Metal Worker
18. Steamfitter / Pipefitter
19. Truck & Transport Mechanic
20. Welder

The program supports the retention of participating apprentices if the employer chooses to retain them to complete work-based training requirements in the same trade, beyond Level 1.

For more information, call toll free 1.877.489.2687 ext. 3584 or email [schoolworks@ourtrust.org](mailto:schoolworks@ourtrust.org). This program is administered by College of the Rockies.

### Frequently Asked Questions:

#### **Who can apply?**

Businesses, non-profits, First Nations communities and local governments with business headquarters located within the Columbia Basin Trust region ([ourtrust.org/map](http://ourtrust.org/map)).

#### **How much is the wage subsidy?**

\$8.00/hour for Level 1 apprenticeship training  
\$4.00/hour if the same apprentice is retained beyond their Level 1 work-based training requirements for the same trade, to complete further levels of their apprenticeship.

#### **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, contact us at [schoolworks@ourtrust.org](mailto:schoolworks@ourtrust.org) to discuss your specific needs.

## Who can apply?

### ELIGIBILITY REQUIREMENTS

Employers Must:	Apprentices Must:
<ul style="list-style-type: none"> <li>• be a business (with 100 employees or fewer, including management), local government, non-profit or First Nation community;</li> <li>• operate, with business headquarters in the Basin (<a href="http://ourtrust.org/map">ourtrust.org/map</a>);</li> <li>• have existed for more than one year;</li> <li>• be a registered business/organization with a Revenue Canada business number;</li> <li>• 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 <a href="http://itabc.ca">itabc.ca</a>;</li> <li>• be unable to hire an apprentice without School Works Program funding;</li> <li>• indicate that hiring an apprentice through the School Works Program will not displace a current employee;</li> <li>• demonstrate that the apprentice's work will take place within the Columbia Basin;</li> <li>• be able to supervise the apprentice, provide a safe working environment and commit to the apprentice's training;</li> <li>• not hire a relative unless the relative is supervised by someone other than the business owner;</li> <li>• adhere to all relevant labour laws, regulatory regulations and guidelines;</li> <li>• have a WorkSafeBC account in good standing by the time the apprentice starts work;</li> <li>• if you currently have WorkSafeBC coverage, you must provide a clearance letter with your application (get the form <a href="#">here</a>); and</li> <li>• if you don't have WorkSafeBC coverage, you must obtain coverage and send us proof of it before the student starts work (register <a href="#">here</a>).</li> </ul>	<ul style="list-style-type: none"> <li>• be living and working in the Basin during the period of employment;</li> <li>• be legally entitled to work in Canada;</li> <li>• have completed a minimum of grade 11 or be enrolled in an ITA approved Youth Train in Trades Program;</li> <li>• have taken (or will soon take) the technical training they need to complete level one within a year of the start of employment;</li> <li>• the program allows a break in the employment period so apprentices can fulfill these training requirements; and</li> <li>• have read and understand the process of apprenticeship: <a href="http://itabc.ca/overview">itabc.ca/overview</a>.</li> </ul>

## **JOB REQUIREMENTS**

- The job must be fulfilled by a first level apprentice to be eligible to the program.
- When you hire 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 for the apprentice to complete their first level work-based training requirements as per the trade program outline from the 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 beyond Level 1 work-based training requirements for the same trade, you may re-apply to the program to qualify for a \$4/hour wage 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 their apprenticeship; on the job training that will eventually lead to a trade credential or 'ticket.'

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.

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. Appliance Service Technician	1,800	11. Industrial Mechanic (Millwright)	1,590
2. Arborist Technician	1,600	12. Machinist	1,583
3. Auto Body and Collision Technician	1,613	13. Metal Fabricator (Fitter)	1,600
4. Automotive Service Technician	1,590	14. Plumber	1,575
5. Cabinetmaker	1,620	15. Recreation Vehicle Service Technician	1,547
6. Carpenter	1,590	16. Refrigeration and Air Conditioning Mechanic	1,553
7. Cook	750	17. Sheet Metal Worker	1,560
8. Electrician, Construction	1,500	18. Steamfitter / Pipefitter	1,575
9. Electrician, Industrial	1,500	19. Truck & Transport Mechanic	1,590
10. Heavy Duty Equipment Technician	1,590	20. Welder	1,540

**NOTE:**

- Individual apprentices required hours will be determined 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 a Level 1 apprentice.

If you retain the same apprentice beyond their Level 1 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.

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

**NOTE: The minimum wage has increased from \$14.60 to \$15.20 effective, June 1, 2021.**

Information regarding BC Minimum Wages and other BC Employment Standards can be found at <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-vice/employment-standards>

### 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 \$8.00 wage subsidy. You are responsible for additional costs related to the wage top-up.

### 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.

#### Note:

- We will not issue advance payments.
- We will monitor you through a virtual meeting or phone.
- We will 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?

Applications are accepted on a first-received, first-served basis and are assessed as they come in and continue until all funding for the program has been committed. Apply through our online application website at [ourtrust.org/schoolworks](http://ourtrust.org/schoolworks).

To be successful, you must:

- Meet all eligibility requirements, as outlined above;
- Provide a safe and supervised employment environment;
- Be following COVID-19 protocols as required by public bodies;
- Pay a market wage rate; and
- 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.**

### 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 toll free 1.877.489.2687 ext. 3584 or email [schoolworks@ourtrust.org](mailto:schoolworks@ourtrust.org).