

2024/25 PROGRAM GUIDE

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

1. Auto Body and Collision Technician
2. Automotive Service Technician
3. Baker
4. Carpenter
5. Construction Craft Worker (labourer)
6. Cook (Professional Cook 3)
7. Electrician, Construction
8. Electrician, Industrial
9. Hairstylist
10. Heavy Duty Equipment Technician
11. Industrial Mechanic (Millwright)
12. Painter and Decorator
13. Plumber
14. Truck & Transport Mechanic
15. Welder
16. Other*

*Contact us at 1.877.489.2687 ext. 3584 or email schoolworks@ourtrust.org to discuss eligibility of other trades.

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.

For more information, call toll free 1.877.489.2687 ext. 3584 or email 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).

When can I apply?

Apprentice Wage Subsidy opens on **July 24, 2024, 1:00 p.m. PT / 2:00 p.m. MT.**

How much is the wage subsidy?

\$8.00/hour for Level 1 and 2 apprenticeship training, and \$4.00/hour if the same apprentice is retained beyond their Level 2 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 to discuss your specific needs.

Can I apply to hire a School Works student?

Yes; however, the [School Works Wage Subsidy Program](#) has a separate application form and eligibility.

Who can apply?

ELIGIBILITY REQUIREMENTS

Employers Must:	Apprentices Must:
<ul style="list-style-type: none"> • be a business (with a maximum of 100 employees), local government, non-profit or First Nation community; • operate, with business headquarters in the Basin (ourtrust.org/map); • have existed for more than one year; • be a registered business/organization with a Revenue Canada business number; • be registered as a sponsor (or have confirmed you are eligible to register as a sponsor) with the Skilled Trades BC; if you hold a BC Certificate of Qualification or Apprenticeship, you already have an account on Skilled Trades BC Portal; for more information contact Skilled Trades BC at 1.866.660.6011 or visit skilledtradescbc.ca; • be unable to hire an apprentice without School Works Program funding; • indicate that hiring an apprentice through the School Works Program will not displace a current employee; • demonstrate that the apprentice's work will take place within the Columbia Basin; • be able to supervise the apprentice, provide a safe working environment and commit to the apprentice's training; • not hire a relative unless the relative is supervised by someone other than the business owner; • adhere to all relevant labour laws, regulatory regulations and guidelines; • have a WorkSafeBC account in good standing by the time the apprentice starts work; • if you currently have WorkSafeBC coverage, you must provide a clearance letter with your application (get the form here); and • if you don't have WorkSafeBC coverage, you must obtain coverage and send us proof of it before the student starts work (register here). 	<ul style="list-style-type: none"> • be living and working in the Basin during the period of employment; • be legally entitled to work in Canada; • have completed a minimum of grade 11 or be enrolled in a Skilled Trades BC approved Youth Train in Trades Program; • have taken (or will soon take) the technical training they need to complete Level 1 within a year of the start of employment; and • have read and understand the process of apprenticeship: skilledtradescbc.ca.

JOB REQUIREMENTS

- The job must be fulfilled by a first or second level apprentice to be eligible to the program.
- If you retain the same apprentice beyond the Level 2 work-based training requirements for the same trade, you may re-apply to the program to qualify for a \$4.00/hour wage subsidy.
- 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 work-based training requirements specified in the trade program outline from the Skilled Trades BC.
- 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.

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, listed in the table below, depending on how many hours your apprentice needs.

NOTE: Maximum required hours are determined by Skilled Trades BC and may change. Applicants are encouraged to check with skilledtradesbc.ca for updates.

Apprentice Program	Max. Annual Hours	Apprentice Program	Max. Annual Hours
1. Auto Body and Collision Technician	1,613	9. Hairstylist	1,575
2. Automotive Service Technician	1,590	10. Heavy Duty Equipment Technician	1,590
3. Baker	1,800	11. Industrial Mechanic (Millwright)	1,590
4. Carpenter	1,590	12. Painter and Decorator	1,800
5. Construction Craft Worker (labourer)	2,000	13. Plumber	1,575
6. Cook (Professional Cook 3)	1,500	14. Truck & Transport Mechanic	1,590
7. Electrician, Construction	1,500	15. Welder	1,540
8. Electrician, Industrial	1,500	16. Other*	NA

*Contact us at 1.877.489.2687 ext. 3584 or email schoolworks@ourtrust.org to discuss eligibility of other trades.

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 a **\$8.00/hour wage subsidy** to support a Level 1 or 2 apprentice.

If you retain the same apprentice beyond their Level 2 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. Eligible wage subsidies based on apprenticeship level is summarized in the table below.

Category	Eligible Wage Subsidy
Level 1 or 2 apprentice	\$8.00/hour
Level 3 or 4 apprentice that has previously received a wage subsidy from this program for the same trade.	\$4.00/hour
Level 3 to 4 apprentice that has <u>not</u> previously received a wage subsidy from this program.	Not eligible

It is expected that you top up these wages to a competitive wage rate for the position.

We will 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 in BC is \$17.40 effective, June 1, 2024.

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- advice/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 employers with apprentice(s) in-person, through a virtual meeting or by phone.
- We will base financial reimbursements on meeting satisfactory reporting requirements including receiving reports by the dates specified in your contribution agreement.

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 Skilled Trades BC

If your application is approved, you (the employer) must sponsor the apprenticeship through skilledtradesbc.ca. As the employer sponsor with Skilled Trades BC, 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 continuous basis until all funding for the program has been committed. All applications must be submitted through our online application portal. Detailed instructions will be posted when the program opens at ourtrust.org/apprentice.

To be successful, you must:

- Meet all eligibility requirements, as outlined above;
- Provide a safe and supervised employment environment;
- Follow health 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 continuous basis until the program is fully subscribed.

You will receive an e-mail confirming approval/decline of your application within 20 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.
- Prioritization of applicants that have not received a wage subsidy from the Program in the past will be a factor in application review and adjudication.
- 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.