



THE RIGHT SKILLS ► A PROVEN ADVANTAGE

REQUEST FOR PROPOSALS

(RFP 8505)

WORK-BASED TRAINING INTERNAL PROCESS REVIEW

CLOSING:

3 December 2007

WORK-BASED TRAINING INTERNAL PROCESS REVIEW

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REQUEST FOR PROPOSALS
(RFP 8505)
WORK BASED TRAINING INTERNAL PROCESS REVIEW

PURPOSE

The ITA wishes to select a contractor to conduct a process compliance review as well as provide recommendations on the efficiency and effectiveness of the current processes for administering the work-based training component of apprenticeship training.

BACKGROUND

Business Context

When the ITA commenced its operations in 2004 one of its initial tasks was to identify, review and document the primary Business Processes followed to ensure effective operations. In 2006 management presented an operational audit type plan to review the then three primary business processes, namely:

The Program Development and Implementation process
The Work Based training process
The In-School base training process

This project concerns an internal review of the work-based training process.

General Context

The Industry Training Authority is a Provincial Crown Agency with a mandate to ensure that British Columbians have affordable access to quality, responsive, integrated, and accountable training that will meet the needs of industry and trainees and apprentices. Under the terms of the *Industry Training Authority Act*, the Authority is established as an occupational standards and certification body for a range of industrial occupations for which apprenticeship training is the predominant method of delivery. In this regard Section 8 of the Act empowers the ITA to:

- a) *designate a training program, including a training program for a trade or an occupation, as a recognized program;*
- b) *recommend to the minister that a training program, including a training program for a trade or an occupation, be designated as an accredited program;*
- c) *develop programs of training and apprenticeship and program standards for the purposes of paragraphs (a) and (b);*
- i) *establish standards, procedures and fees for examinations, assessments and services;*
- j) *set requirements for trainers funded by the authority to deliver industry training programs and conduct examinations and assessments of training and apprenticeship;*

The ITA Board has placed a priority on the establishment of rigorous and well-defined industry training program standards in order to ensure the credibility and broad recognition of the qualifications and credentials it provides to trainees and apprentices. In this respect ITA sees its role as approving and applying standards that have effectively been defined by industry bodies, including national inter-provincial standards mechanisms such as the “Red Seal” program. The basic premise of this approach is that industry is best qualified to define the skills and knowledge required for productive and gainful employment.

The ITA anticipates that there will be significant changes in the way that training services are delivered during the next few years. This will require reengineering current service delivery methods and replacing existing information systems. In particular, the ITA anticipates reengineering its operations to ensure that the system is trainee-, apprentice-, and employer-centred and fully transparent to stakeholders.

PROJECT REQUIREMENTS & SCOPE

Scope

The ITA is seeking the services of a contractor to undertake a process compliance review of the administrative processes associated with work-based training during an apprenticeship. The review will include both a determination of compliance with the current processes, as well as any recommendations for improving the process with regard to efficiency and effectiveness.

The ITA has identified three major models of work-based training:

1. Time Based
2. Hybrid (mix of time and competency)
3. Competency Based

The review will cover the time-based and hybrid models of work-based training for the period of April 1, 2006 to March 31, 2007. The third model, competency based, will not be reviewed as there were no programs that fit this model during the specified time period. The review is not meant to express an opinion as to the merits of one model over the other, but rather to assess compliance and efficiency / effectiveness of each process currently in place to support the relevant model.

The review is to include only apprentices in the programs during the specified time period, and excludes ACE-IT and SSA participants (these are targeted youth programs).

Services

The contractor will be responsible for the following services and duties:

- Conduct a process compliance review based on a representative sample of individual apprentices and apprenticeship programs covering both time-based and hybrid models of work-based training (see appendices for details on apprentice count by program as at end of fiscal year 06/07)
- Make recommendations on opportunities for improvement of each of the processes with regard to potential gains in the areas of effectiveness and efficiency;
- Prepare a final report summarizing findings;
- Prepare a PowerPoint presentation summarizing, at a high level, the findings of the review;

Expertise

Proponents should demonstrate at least 5 years of experience in the following areas:

- Conducting process compliance reviews
- Conducting reviews and recommending changes to business processes for efficiency and effectiveness improvement

EVALUATION CRITERIA

Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet the mandatory criteria will receive no further consideration during the evaluation process.

1. The proposal must be received by email at info@itabc.ca before the specified closing date and time
2. The proposal must be in English
3. The proposal must be sent in electronic copy (Word or PDF format) by e-mail
4. The proposal is electronically signed as required by this RFP

Desirable Criteria

Each proposal will be reviewed prior to the selection process for completeness and adherence to the format. A proposal will be considered complete if all required sections are present.

All proposals will be evaluated against the desirable criteria listed below.

- A. Demonstrated recent (within the past five years) relevant experience in the area of process compliance reviews and process improvement (20%)
 - Specific examples of projects demonstrating the above experience should be cited, and attributed to the specific individual(s) who would be doing the work on this project.

- B. Details of proposed methodology for both the compliance review and the process effectiveness/efficiency review. This methodology should take into account the business processes and list of apprenticeship programs by volume and type as provided in the appendices, and should include a sampling methodology. (25%)
- C. Detailed breakdown of the work plan including profile of the project team, timeline, level of effort by each team member, such that it is clear who will be doing the actual work. (20%)
- D. References. The proposal should include three references based on relevant projects conducted in the past 5 years. (15%)
- E. Total price to conduct proposed work. (20%)

Only proposals that the ITA has determined meet the mandatory criteria will be evaluated against the desirable criteria.

PROPOSAL FORMAT

Any portions of a proposal which proponents wish to be treated by ITA as proprietary and confidential must be clearly marked as such. *Clarity and brevity are important.* All proponents must provide, at a minimum, the following information:

A. Proposal Cover Page (1 page maximum)

The proposal should include a title page citing the RFP number and the closing date and time

B. Transmittal Letter (1 page maximum)

The transmittal letter must be electronically signed by a person authorized to bind the proponent and must include wording substantively the same as the following:

The enclosed proposal is submitted in response to the above-referenced Request for Proposal. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

We further acknowledge and agree to the conditions for participating in this procurement as set out in the “Conditions for Participation” section of the Request for Proposal.

C. Table of Contents (1 page maximum)

Include a table of contents with page numbers.

Key Features of the Proposal

Proponents should organize their submission as outlined in the desirable criteria section:

1. Overview of Proponent (2 pages maximum)

Present a brief description of the company or companies submitting the proposal. In the event that the proponent includes more than one company, briefly describe the contractual or other arrangements between the companies involved. Please note that one firm *must* be the general contractor with responsibility for all work and work products of all members of the bid team.

2. Qualifications of Personnel (2 pages maximum per person)

Proponents should summarize the qualifications of the personnel who will provide services to the ITA consistent with the desirable criteria. Ideally, the ITA is looking to have a single individual act as the prime consultant for the project. Please note this section *must* be limited to qualifications of the persons that the proponent will assign to the project.

3. Methodology

Details of proposed methodology for both the compliance review and the process effectiveness/efficiency review. This methodology should take into account the business processes and list of apprenticeship programs by volume and type as provided in the appendices, and should include a sampling methodology.

4. Work Plan

Detailed breakdown of the work plan including profile of the project team, timeline, level of effort by each team member, such that it is clear who will be doing the actual work.

5. References (1 page maximum)

- | | |
|---|---|
| 1. RFP Released | 20 th November 2007 |
| 2. <i>Deadline for Submission of Proposals</i> | <i>3rd December 2007, 5:00 P.M.</i> |
| 3. Contract Award | 7 th December 2007 |
| 4. Project Initiation | 10 th December 2007 |
| 5. Project Completion | 31 st January 2008 |

Please note that the ITA may, at its sole discretion, establish a shortlist of submissions. The ITA may also elect to invite short listed proponents to present their submission and respond to questions from the selection committee. Based on these interviews, the selection committee may adjust ratings of the proposals against the desirable criteria.

The ITA is not bound to enter into a contract with the proponent who submits the lowest priced proposal or with any proponent.

PROPOSAL SUBMISSION

Proponents must submit by email one electronic copy (in Word or PDF format) of their proposal on or before 5:00 PM Pacific Daylight Time 3rd December 2007.

Proposals should be emailed to: info@itabc.ca.

The subject line of the email should read: RFP 8505 Work Based Training Internal Process Review

**REQUEST FOR PROPOSALS
(RFP 8505)
WORK BASED TRAINING INTERNAL PROCESS REVIEW**

ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- “Authority” or “ITA” means the Industry Training Authority;
- “Contract “ means the written agreement resulting from this Request for Proposal executed by the ITA and the Contractor;
- “Contractor” means the successful Proponent to this Request for Proposal who enters into a written Contract with the Authority;
- “Must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- “Purchasing Commission” means the Purchasing Commission pursuant to the Purchasing Commission Act, RSBC 1996, Chapter 392;
- “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

Request for Proposal Process

Subsequent Information

All subsequent information regarding this Request for Proposal, including changes made to this document will be posted on the BCBID website at www.bcbid.gov.bc.ca.

Enquiries

All enquiries related to this Request for Proposal are to be directed, in writing and by email, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be posted on BCBID.

E-mail: ndanford@itabc.ca

Closing Date

One electronic copy of the proposal in PDF or Word format must be received by 5:00 P.M Pacific Daylight Time on 3rd December 2007 at: info@itabc.ca

The subject line of the email should read: RFP 8505 Work Based Training Internal Process Review

Late Proposals

Late proposals will not be accepted and will be returned to the Proponent via email.

Eligibility

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the ITA's opinion, give rise to a conflict of interest in connection with this project.

Evaluation Committee

Evaluation of proposals will be by a committee formed by the Authority and may include a representative of the Purchasing Commission or other government agencies.

Evaluation and Selection

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The ITA's intent is to enter into a Contract with the Proponent who has the highest overall ranking provided proposals are within the budget set for this project and the work can be completed within the period specified in this document.

At the Authority's discretion, the ITA may establish a shortlist of submissions. The ITA may further, at its discretion, invite short listed proponents to present their proposals to the selection committee and to respond to questions by the committee. Based on the results of the presentation / interview, the selection committee may adjust the ratings of the short listed proponents.

Negotiation Delay

If a written Contract cannot be negotiated within ten days of notification of the successful Proponent, the ITA may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

Debriefing

At the conclusion of the Request for Proposal process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the ITA.

Proposal Preparation

Signed Proposals

The proposal must be electronically signed by a person authorized to sign on behalf of the Proponent and must bind the Proponent to statements made in response to this Request for Proposal.

Irrevocability of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the ITA.

Changes to Proposal Wording

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Industry Training Authority for purposes of clarification.

Working Language of the Industry Training Authority

The working language of the Industry Training Authority is English and all responses to this Request for Proposal must be in English.

Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Industry Training Authority, if any. If the Industry Training Authority elects to reject all proposals, the Authority will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposal specifically states otherwise.

Currency and Taxes

Prices quoted are to be:

- in Canadian dollars;
- inclusive of duty, where applicable;
- FOB destination, delivery charges included where applicable; and
- exclusive of Goods and Services Tax.

Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

Additional Terms

Sub-Contracting

- Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the contract and this should be clearly defined in the proposal.
- Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the opinion of the ITA; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.
- Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added or other changes made, to this list in the Contract without the written consent of the Authority.

Acceptance of Proposals

- This Request for Proposal should not be construed as an agreement to purchase goods or services. The Authority is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Authority will be

- under no obligation to receive further information, whether written or oral, from any Proponent.
- Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

Form of Contract

By submission of a proposal, the Proponent agrees that, should it be identified as the successful Proponent, it is willing to enter into a Contract with the Industry Training Authority in accordance with the terms set out at the end of this Appendix.

Liability for Errors

While the ITA has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the ITA, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

Modification of Terms

The Authority reserves the right to modify the terms of this Request for Proposal at any time at its sole discretion. This includes the right to cancel this Request for Proposal at any time prior to entering into a Contract with the successful Proponent.

Ownership of Proposals

All documents, including proposals, submitted to the ITA become the property of the ITA. They will be received and held in confidence by the Authority, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Confidentiality of Information

Information pertaining to the Industry Training Authority obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the ITA.

Reciprocity

The Authority may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

APPENDIX A

Number of Apprentices registered by Trade (March 31, 2007)

Industry Training Program	Number of Active Apprentices Registered (excluding Ace It Students)	Assessment Model	Program Type
ELECTRICIAN	5,283	Time Based	Red Seal
CARPENTER	4,972	Time Based	Red Seal
PLUMBER	2,679	Time Based	Red Seal
COOK	1,171	Time Based	Red Seal
MILLWRIGHT	978	Time Based	Red Seal
HEAVY DUTY EQUIPMENT MECHANIC	957	Time Based	Red Seal
SHEET METAL WORKER	857	Time Based	Red Seal
AUTOMOTIVE SERVICE TECHNICIAN	846	Time Based	Red Seal
COMMERCIAL TRANS. VEHICLE MECHANIC	596	Time Based	Red Seal
JOINER	520	Time Based	Red Seal
COSMETOLOGIST	500	Time Based	BC
METAL FABRICATOR (FITTER)	472	Time Based	Red Seal
ROOFER	462	Time Based	Red Seal
REFRIGERATION MECHANIC	450	Time Based	Red Seal
MACHINIST	410	Time Based	Red Seal
SPRINKLER SYSTEM INSTALLER	387	Time Based	Red Seal
AUTOMOTIVE COLLISION REPAIR TECHNICIAN	369	Time Based	Red Seal
GLAZIER	291	Time Based	Red Seal
OIL AND GAS RIG TECHNICIAN 1 *	288	Time Based	Red Seal
STEAMFITTER-PIPEFITTER	260	Time Based	Red Seal
PAINTER AND DECORATOR	256	Time Based	Red Seal

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WALL & CEILING INSTALLER	208	Time Based	Red Seal
DOMESTIC/COMMERCIAL GASFITTER	206	Time Based	BC
INDUSTRIAL INSTRUMENT MECHANIC	206	Time Based	Red Seal
POWER LINE TECHNICIAN	176	Time Based	Red Seal
REINFORCING STEEL INSTALLER	165	Time Based	BC
MASON	156	Time Based	Red Seal
AUTOMOTIVE REFINISHING PREP. TECH.	152	Time Based	BC
BAKER	146	Time Based	Red Seal
CEMENT MASON	143	Time Based	Red Seal
LANDSCAPE HORTICULTURIST	135	Time Based	BC
FLOOR COVERING INSTALLER	127	Time Based	Red Seal
UTILITY ARBORIST	125	Time Based	BC
PILEDRIVER AND BRIDGEWORKER	123	Time Based	BC
AUTOMOTIVE REFINISHING TECHNICIAN	109	Time Based	Red Seal
INDUSTRIAL ENGINES & EQUIP. PARTSPERSON	107	Time Based	BC
HEAT & FROST INSULATOR	100	Time Based	Red Seal
DAIRY PRODUCTION TECHNICIAN	97	Time Based	BC
PRODUCTION HORTICULTURIST	96	Time Based	BC
RECREATION VEHICLE SERVICE TECHNICIAN	91	Time Based	Red Seal
CONSTRUCTION BOILERMAKER	84	Time Based	Red Seal
IRONWORKER	84	Time Based	Red Seal
INBOARD/OUTBOARD MECHANIC	69	Time Based	BC
LUMBER MANUF. INDUSTRY - SAWFITTER	69	Time Based	BC
MEATCUTTER	66	Time Based	BC
RESIDENTIAL BUILDING MAINTENANCE WORKER	65	Time Based	BC
SECURITY ALARM INSTALLER	65	Time Based	BC
APPLIANCE SERVICE TECHNICIAN	60	Time Based	Red Seal

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DIESEL ENGINE MECHANIC	56	Time Based	BC
AUTOMOTIVE PARTSPERSON	53	Time Based	Red Seal
TILESETTER	53	Time Based	Red Seal
AUTOMOTIVE GLASS TECHNICIAN	52	Time Based	BC
ARCHITECTURAL SHEET METAL WORKER	49	Time Based	BC
DRYWALL FINISHER	49	Time Based	BC
MOTORCYCLE MECHANIC	47	Time Based	Red Seal
EMBALMER & FUNERAL DIRECTOR	35	Time Based	BC
COMMERCIAL TRAILER MECHANIC	32	Time Based	BC
PLANERMILL MAINTENANCE TECHNICIAN 2	32	Time Based	BC
WINDER ELECTRICIAN	32	Time Based	Red Seal
INDUSTRIAL WAREHOUSEPERSON	31	Time Based	BC
OUTDOOR POWER EQUIPMENT TECHNICIAN	31	Time Based	BC
HARDWOOD FLOORLAYER	27	Time Based	BC
AUTOMOTIVE MACHINIST	25	Time Based	BC
LUMBER MANUF. INDUSTRY-BENCHPERSON	25	Time Based	BC
CONSTRUCTION FORMWORK TECHNICIAN	23	Time Based	Red Seal
LUMBER MANUF. IND.-CIRCULAR SAWFILER	23	Time Based	BC
AIRCRAFT STRUCTURAL TECHNICIAN	22	Time Based	BC
TOOL AND DIE MAKER	22	Time Based	Red Seal
ELECTRONICS COMMUNICATION TECHNICIAN	21	Time Based	BC
TIRE REPAIRER	19	Time Based	BC
HEAVY EQUIPMENT OPERATOR	17	Time Based	BC
AUTOMATIC TRANSMISSION SERVICE TECH.	16	Time Based	BC
HYDRAULIC SERVICE MECHANIC	15	Time Based	BC
BARBER	14	Time Based	BC
GRAPHIC ARTS-LITHO PRESSPERSON	14	Time Based	BC

Work Based Training Internal Process Review

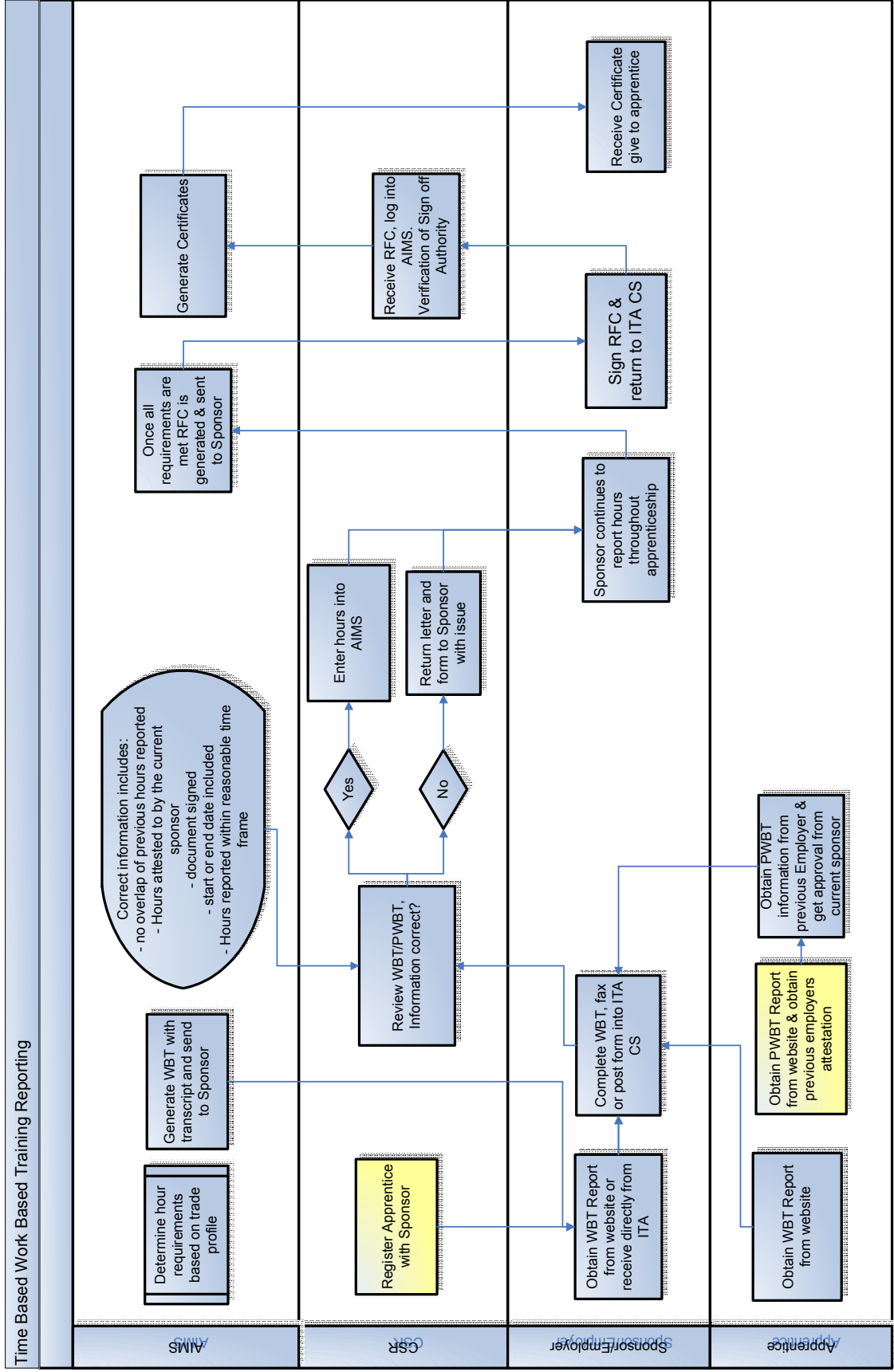
MOTION PICTURE-ASST. LOCATION MANAGER	14	Time Based	BC
AUTO WHEEL ALIGN & BRAKE SERVICE TECH.	13	Time Based	BC
BUILDING ENVELOPE TECHNICIAN	13	Time Based	BC
COMMUNITY ANTENNA TV TECHNICIAN	13	Time Based	BC
LOCKSMITH	13	Time Based	BC
MOTION PICTURE-THIRD ASSISTANT DIRECTOR	11	Time Based	BC
INFORMATION TECHNOLOGY SUPPORT ASSOCIATE	10	Time Based	BC
FUNERAL DIRECTOR	9	Time Based	BC
PLANERMILL MAINTENANCE TECHNICIAN 1	9	Time Based	BC
AUTOMOTIVE UPHOLSTERER	8	Time Based	BC
LOG BUILDER	8	Time Based	BC
METER TECHNICIAN	8	Time Based	BC
PLASTERER	8	Time Based	BC
ELECTRONICS TECHNICIAN	6	Time Based	Red Seal
ELECTRO-PLATER	5	Time Based	BC
FORKLIFT MECHANIC	5	Time Based	BC
GRAPHIC ARTS-BOOKBINDER I	5	Time Based	BC
MOULDER AND COREMAKER	5	Time Based	BC
AIRCRAFT MAINTENANCE TECHNICIAN	4	Time Based	BC
ELEVATOR MECHANIC	4	Time Based	BC
RESIDENTIAL STEEP ROOFER	4	Time Based	BC
RIGGER/SAILMAKER	4	Time Based	BC
SHIPWRIGHT	4	Time Based	BC
SIGN PAINTER	4	Time Based	BC
TELECONTROL TECHNOLOGIST	4	Time Based	BC
TRANSPORT REFRIGERATION MECHANIC	4	Time Based	BC
WATER WELL DRILLER	4	Time Based	BC
AUTO. RADIATOR MANUF. & REPAIRER	3	Time Based	BC
AUTOMOTIVE ELECTRICAL TECHNICIAN	3	Time Based	BC
FLORIST	3	Time Based	BC
GRAPHIC ARTS-PRINTER	3	Time Based	BC
JEWELLER AND GOLDSMITH	3	Time Based	BC
AGRICULTURAL EQUIPMENT TECHNICIAN	2	Time Based	Red Seal

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DIESEL FUEL INJECTION MECHANIC	2	Time Based	BC
GRAPHIC ARTS-LITHO PRESS OP. (WEB-SHEET)	2	Time Based	BC
GRAPHIC ARTS-STRIPPER AND ASSEMBLER	2	Time Based	BC
MOTION PICTURE & THEATRE-GRIP	2	Time Based	BC
OIL BURNER MECHANIC (RESIDENTIAL)	2	Time Based	BC
UPHOLSTERER	2	Time Based	BC
YACHT BUILDER	2	Time Based	BC
ANTIQUÉ FURNITURE RESTORER & FINISHER	1	Time Based	BC
ARBORICULTURIST (URBAN FORESTRY)	1	Time Based	BC
AUTOMOTIVE ELECTRICAL TECHNICIAN	1	Time Based	BC
CABLE SPLICER	1	Time Based	BC
ELECTRONICS TECHNICIAN (CONSUMER PROD.)	1	Time Based	BC
FOOD AND BEVERAGE SERVER	1	Time Based	BC
GRAPHIC ARTS-ELECTRONIC PREPRESS	1	Time Based	BC
MOTION PICTURE & THEATRE-SET DRESSER	1	Time Based	BC
RAILCAR MECHANIC	1	Time Based	BC
RESIDENTIAL CONSTRUCTION FRAMING TECH.	1,002	Hybrid	BC
WELDER -- LEVEL 'A'	381	Hybrid	Red Seal
WELDER -- LEVEL 'C'	317	Hybrid	BC
MARINE REPAIR TECHNICIAN	91	Hybrid	Red Seal
MOBILE CRANE OPERATOR (CONST. IND.)	66	Competency	BC
MARINE ENGINE MECHANIC	11	Competency	BC

APPENDIX B

Time Based Work Based Training Reporting



APPENDIX C

Hybrid Model Work Based Training Reporting

