



B.C.'S SKILLS FOR JOBS BLUEPRINT

Instruction Manual

For Completing:

- Form A - Confirmation of Intent to Use Registered Apprentices
- Form B - Apprentice Utilization Report

APPRENTICES ON PUBLIC
PROJECTS IN BRITISH COLUMBIA

INSTRUCTIONS FOR COMPLETING FORM A

Definitions

Refer to Section 6.0 of the *Apprentices on Public Projects in British Columbia Policy and Procedure Guidelines* (the “**Policy**”) for definitions.

Form A: Confirmation of Intent to Use Registered Apprentices

Each Prime Contractor is responsible for collecting the information necessary to complete this *Form A*, including from its applicable Subcontractors as required.

This *Form A* must be submitted by the Prime Contractor to JTST by email (to publicprojects@gov.bc.ca) as soon as practicable after the Prime Contract is fully executed between the Prime Contractor and the Contracting Authority and no later than five (5) days before work on the Project is scheduled to start.

If the Prime Contractor intends to use one or more additional Subcontractors not referenced in the initial *Form A* on the Project, it must submit a supplementary *Form A* to JTST before such new Subcontractor(s) begin(s) work on the Project.

The purpose of this *Form A* is two-fold:

- For Project-related contracts with a Primary Scope of Work in one of the Specified Trades, this form will confirm that the Prime Contractor and/or its applicable Subcontractors with contracts valued at \$500,000 or more will be using Registered Apprentice(s) throughout the terms of such Contracts.
- For other Project-related contracts, this form will help the Province collect information on the number of Registered Apprentices that will be working on In-Scope Projects.

Approximate Contract Value of the Prime Contract

Provide an approximate value of the Prime Contract held with the Contracting Authority.

A.1) List Prime Contractor and all Subcontractors

Provide the common business name of each Prime Contractor and Subcontractor involved in the Project (regardless of whether or not the work to be performed is in a Specified Trade).

A.2) Apprentice Sponsor Information

If the Prime Contractor or applicable Subcontractor:

- Is a B.C. Employer Sponsor registered with the Industry Training Authority (ITA), provide the applicable ITA Sponsor Identification number; **or**
- Will be using Registered Apprentice(s) managed through a B.C. sponsor organization, provide the name of the applicable sponsor organization; **or**
- Will be using Registered Apprentice(s) registered in a jurisdiction other than B.C., list the Registered Apprentice(s)' home jurisdiction and, if known, the applicable Apprenticeship Authority; **or**
- Does not fit any of the categories listed above, contact JTST prior to submitting *Form A* for information about how to register an apprentice (refer to instructions for field A.5 below).

A.3) Contract's Primary Scope of Work is in one of the Specified Trades

Indicate if the primary purpose of the applicable contract is to complete work in one of the Specified Trades listed in Attachment 1 (in Canada, these trades are known as [Red Seal trades](#)).

For example:

*The main purpose of the Prime Contract/Subcontract is to complete electrical work on the Project. Electrical is one of the Specified Trades listed in Attachment 1 of the Policy, therefore **YES** would be entered in field A.3.*

If NO is entered in field A.3, then the Policy does not apply and the use of Registered Apprentices for the work is not mandatory. However, Prime Contractors are encouraged to include information in *Form A* in respect of such contracts regardless, as it will assist government in better understanding how many Registered Apprentices may be used on In-Scope Projects.

A.4) The Contract Value is \$500,000 or More

Indicate **YES** or **NO** if the applicable contract is valued at \$500,000 or more.

If NO is entered in field A.4, then the Policy does not apply and the use of Registered Apprentices for the work is not mandatory. However, Prime Contractors are encouraged to complete include information in *Form A* in respect of such contracts regardless, as it will assist government in better understanding how many Registered Apprentices may be used on In-Scope Projects.

A.5) The Prime Contractor or the Subcontractor has a Registered Apprentice that will work on the Project

If YES: Prime Contractors and/or their Subcontractors may be asked for additional information to verify that Registered Apprentices will be used on the Project. Prime Contractors must ensure that they and/or their applicable Subcontractors obtain written authorization from any Registered Apprentices whose personal information (as determined by JTST) will be provided to the Province of B.C.. A template will be provided for this purpose.

If NO: Follow the link provided on the form to the ITA website to register an apprentice. Apprentice registration with the ITA typically takes up to five business days but in some cases may take up to ten. There are no fees associated with registering an apprentice. Keep in mind, an apprentice may be an individual currently working for the Prime Contractor or a Subcontractor in one of the Specified Trades but who has not been formerly registered as an apprentice.

A.6) This is the first time the Prime Contractor or Subcontractor has registered an Apprentice

Is this the first time that the applicable contractor has registered an apprentice? Indicate ***YES/NO***.

A.7) ADDITIONAL INFORMATION (OPTIONAL FIELDS):

Include company name in a public listing of organizations supporting Registered Apprentices.

The construction industry has indicated that it is important that those contractors using Registered Apprentices while working on public projects be recognized. Selecting yes in this field signals a company's consent to have the applicable company publicly listed among organizations that support registering apprentices. Please note, this is an optional field; consent is not mandatory.

Prime Contractors must ensure that they have an applicable Subcontractor's consent to be included on this list before answering YES.

Provide the estimated number of Registered Apprentices to be used on the Project.

The construction industry has also indicated that it is important for Prime Contractors and/or Subcontractors to be given the opportunity to provide the number of Registered Apprentices they plan to use on the Project. This is optional information, recognizing that labour needs may change over the course of a Project.

INSTRUCTIONS FOR COMPLETING FORM B

Definitions

Refer to Section 6.0 of the *Apprentices on Public Projects in British Columbia Policy and Procedure Guidelines* (the “**Policy**”) for definitions.

Form B: Apprentice Utilization Report

Each Prime Contractor is responsible for collecting the information necessary to complete this *Form B*, including from its applicable Subcontractors as required.

The purpose of *Form B* is to collect data on the use of Registered Apprentices and Trainees on Public Infrastructure Projects, particularly where the Primary Scope of Work of the contract is in one of the Specified Trades. The government uses this data to monitor compliance with the Policy and to better understand the use of Registered Apprentices and Trainees on such Projects.

Each Prime Contractor must use *Form B* to report on the utilization of Registered Apprentices by it and by all applicable Subcontractors under any and all Contracts for Specified Trades (regardless of their value).

Each Prime Contractor may choose to use *Form B* to report on the utilization of Trainees in relation to the Project, regardless of whether such Trainees are used under Contracts for Specified Trades or other Project-related contracts not for Specified Trades.

A completed *Form B* must be submitted by the Prime Contractor to JTST by email (to publicprojects@gov.bc.ca) at the following times throughout the life of the Project:

- within five (5) business days after the end of each fiscal quarter (March 31, June 30, September 30, December 31); and
- within 30 days of the completion of work under the Prime Contract.

Approximate Contract Value

Provide an approximate value of the Prime Contract held with the Contracting Authority.

Reporting Period

Indicate the period of time to which the specific *Form B* relates. For a quarterly report these dates will represent the start and end date of that fiscal quarter (e.g. from January 1 to March 31). The final *Form B* (submitted at the Project’s conclusion) may relate to a shorter period of time.

Final Apprentice Utilization Report

Indicate **YES** if you are submitting the final *Form B* and **NO** if you are submitting a quarterly report.

B.1) List Prime Contractor and all Subcontractors

Provide the common business name of each Prime Contractor and Subcontractor involved in the Project. Please note, it is only mandatory to list those Subcontractors working on Contracts for Specified Trades in this form. The inclusion of other Subcontractors is at the Prime Contractor's discretion.

B.2) Total Number of Registered Apprentices used on the Contract during reporting period

Indicate the total number (headcount) of Registered Apprentices that worked on the Prime Contract or Subcontract in question (including those who worked directly on the Project but not on the worksite, such as Registered Apprentices doing metal fabrication off-site for specific use on the Project) during the reporting period.

If reporting on a Project-related contract not in one of the Specified Trades, you may opt to instead provide the number of Trainees that worked on the Project during the reporting period (see instructions for field B.4).

B.3) Total Number of Hours of work completed by Registered Apprentices on the Contract during reporting period

Indicate the total number of labour hours that were completed by all the Registered Apprentices referenced in field B.2. This number should also include Registered Apprentices working directly on the Project but not on the worksite.

B.4) Total Number of Trainees used on the Contract during the reporting period

Indicate the total number (headcount) of Trainees used on the Contract.

B.5) Percentage of Contract completed at end of reporting period

Indicate the percentage of the contract-related work that has been completed by the Prime Contractor or applicable Subcontractor to date. If 100% is entered in respect of a Subcontract, the Prime Contractor need not refer to that Subcontract on a subsequent *Form B*. If 0% is entered in this field, this will indicate that the Subcontractor in question has not yet started their portion of work on the Project.