



19077 – 95A AVENUE, SURREY, B.C. CANADA V4N 4P3 TEL (604) 882-7680 FAX (778) 298-0656 admin@smwtcs.ca

APPLICATION PROCESS FOR SHEET METALWORKERS TRAINING CENTRE

*Applications are accepted by the **Sheet Metal Workers Training Centre** on an on-going basis:*

1. Obtain information package – packages can be picked up/mailed/faxed/e-mailed or downloaded from our website www.smwtcs.ca
 - Complete the registration form
 - Sign release of information form
 - Attach a copy of high school transcripts – high school transcripts can be obtained by contacting last high school attended
 - Read the information about the entry test
 - Attach resume and/or letters of recommendation if available
2. Make an appointment to drop the registration papers off and write the entry test (on the same day) at the **Sheet Metal Workers Training Centre** by calling **604-882-7680**
 - **Tests can be written Tuesday's at 9:00 am or 12:00 pm or 1:30pm, (Fridays can be accommodated for writers with special circumstances; start time no later than 1:30pm)**
 - The test takes two hours and covers Math and English Comprehension
 - Test is for evaluation purposes. No pass/fail.
3. Once registration papers have been received and the test has been written, applicants will go on a New Pre-apprentices List at the Local 280
 - Pre-apprenticeship is a period of work that leads to apprenticeship
 - Maximum length is 1000 hours pre-apprenticeship hours are not credited towards the apprenticeship
 - Pre-apprenticeship is suitable for someone with little or no experience
 - **Pre-apprentice rate of pay is currently 40% of journeyman rate at \$15.54/hr + 8% Vac. Pay**
 - BC Medical only from 0 - 800 hours and 801 – 1000 hours – with Health Benefits
 - Employers advise the Training Centre when a pre-apprentice is to become an apprentice
4. On the advice of the employer, the Training Centre changes the status from a Pre-apprentice to a 1st year registered Apprentice.
 - Upon registration of apprenticeship, apprentices are indentured with the sponsor and registered with the Industry Training Authority - ITA (provincial government). They are then assigned to technical training approximately one year later.
 - **1st year apprentice rate of pay is currently at \$19.43/hr + 12% + Health Benefits + Pension.**
 - Completion of apprenticeship requires an apprentice to achieve 6400 worked hours and attend four 6-week sessions of technical training and pass all level exams and the Inter Provincial (IP) Exam.
 - The ITA upon completion of all requirements issues a BC Certificate of Qualification and Interprovincial Red Seal.
5. For those who are already registered with the ITA (Industry Training Authority) - as an apprentice, you may be granted credit for your previous relevant work-based practical experience with the approval of the current sponsor. For any further information please visit their website at www.itabc.ca or contact the ITA at customerservice@itabc.ca