



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

APPLICATION PROCESS FOR SHEET METAL WORKERS TRAINING CENTRE

Applications are accepted by the **Sheet Metal Workers Training Centre and Sheet Metal Workers International Union Local 280** 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 application form – two pages
 - Sign release of information form – consent 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. Call the **Sheet Metal Workers Training Centre** to make an appointment to write the entry test by calling **604-882-7680**. **There is also an option to do the test and fill out forms at Local 280, 6188 Kingsway, Burnaby V5J 1H5 phone 604 430-3388 if this is more convenient.**
 - [Tests can be written:](#) Mondays, Tuesdays and Wednesdays at 9:00 am, 12:00 pm or 1:30pm at the Sheet Metal Workers Training Centre (19077-95A Ave, Surrey).
[Or at:](#) The Local 280 (6188 Kingsway, Burnaby phone 604-430-3388) please call ahead to arrange a date and time.
 - 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 the pre-apprentice list at the Local 280.
 - Pre-apprenticeship is a maximum length of 1000 hours that leads to apprenticeship.
Pre-apprenticeship hours are not credited towards apprenticeship.
 - Pre-apprenticeship is suitable for someone with little or no experience
 - [Pre-apprentice rate of pay is currently 40% of journeyman rate at \\$15.84/hr + 8% Vac. Pay.](#)
0 - 800 hours BC Medical only and 801 – 1000 hours BC Medical + Health Benefits.
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 \\$19.81/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. If you are already registered as an apprentice with the ITA (Industry Training Authority), you may be granted credit for your previous relevant work 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