

## Improve your SKILLS & EMPLOYABILITY



Become a

### **Residential Building Maintenance Worker Apprentice**

#### **The program covers:**

Safety  
Trades Math  
Troubleshoot building problems  
Drywall  
Flooring repairs & maintenance  
Electrical repairs & maintenance  
Painting  
General contractor duties and responsibilities

Care, maintenance & use of tools  
Identifying/selecting building materials  
Roofing repairs & maintenance  
Plumbing repairs & maintenance repairs  
Heating systems repairs & maintenance  
Appliance repairs & maintenance  
Project Management/Estimating

#### ***TENTATIVE DATES***

Level 1	Start: September 12-November 4, 2011	Cost: \$1,300.00
Level 2	Start: January 16-March 9, 2012	Cost: \$1,300.00
Level 3	Start: April 16-June 8, 2012	Cost: \$1,300.00

***Please note: the course dates and fees are subject to change  
These classes will be held in Kamloops, B.C.***

Completion of three 8-week levels combined with 4500 workplace hours is required. (if you already have work experience in this field, you may apply to have your previous work hours credited). **It is the responsibility of the apprentice to find his/her own work placement.** Each apprentice must keep a record of their own hours worked and whom they worked for. This information must be reported to the **Industry Training Authority** on a regular basis. After successfully completing all three levels of in-class courses, completion and reporting of work hours to the ITA, the apprentice will be issued a Residential Building Maintenance Worker Certificate of Qualification for the Province of BC.

**Keep in mind, this program is transferable through the ITA.**  
**[www.itabc.ca/TrainingPrograms\\_Profiles](http://www.itabc.ca/TrainingPrograms_Profiles)**

**For more information and registration packages, please contact:**  
**Secwepemc Cultural Education Society**  
**274A Halston Connector Road, Kamloops, BC V2H 1J9**  
**Phone: (778) 471-5789 Fax: (778) 471-5792**  
**Email: [trades@secwepemc.org](mailto:trades@secwepemc.org)**  
**Website: [www.secwepemc.org](http://www.secwepemc.org)**

# RESIDENTIAL BUILDING MAINTENANCE

## WORKER APPRENTICESHIP

### COURSE OUTLINE

#### LEVEL ONE

- B. USE SAFE WORK PRACTICES
- C. PERFORM TRADES MATH AND FINANCIAL CALCULATIONS
- D. USE AND MAINTAIN TOOLS
- E. DESCRIBE BUILDING STRUCTURE AND DESIGN
  - IDENTIFY CONCRETE FORMWORK
- F. PREVENT AND REMEDIATE MOULD ISSUES
- G. PERFORM CARPENTRY REPAIRS AND MAINTENANCE
- H. REPAIR DRYWALL
- I. APPLY PUBLIC RELATIONS SKILLS

#### LEVEL TWO

- B. USE SAFE WORK PRACTICES
- D. USE AND MAINTAIN TOOLS
- E. DESCRIBE BUILDING STRUCTURE AND DESIGN
- I. APPLY PUBLIC RELATIONS SKILLS
- J. REPAIR AND MAINTAIN PLUMBING
- K. REPAIR AND MAINTAIN ROOFING
- L. REPAIR AND MAINTAIN FLOORING
- M. REPAIR AND MAINTAIN HEATING AND VENTILATION SYSTEMS
  - FURNACE BELTS, FANS AND FILTERS
- N. PERFORM RBMW ADMINISTRATIVE DUTIES

#### LEVEL THREE

- B. USE SAFE WORK PRACTICES
- C. PERFORM TRADE MATH AND FINANCIAL CALCULATIONS
- D. USE AND MAINTAIN TOOLS
- E. DESCRIBE BUILDING STRUCTURE AND DESIGN
- I. PERFORM PUBLIC RELATIONS SKILLS
- M. REPAIR AND MAINTAIN HEATING AND VENTILATION SYSTEMS AND REPAIR & MAINTAIN APPLIANCES
- N. PERFORM RBMW ADMINISTRATIVE DUTIES
- O. DESCRIBE BASIC BUILDING SCIENCES
- P. REPAIR AND MAINTAIN ELECTRICAL
- Q. APPLY PAINT AND WALL COVERINGS

# RESIDENTIAL BUILDING MAINTENANCE WORKER APPRENTICESHIP

## PROGRAM EXPECTATIONS:

### EVERY Level

Students will:

Learn and practice safety,  
Demonstrate care, maintenance & use of tools  
Identify building materials  
Troubleshoot building problems

**be responsible for finding your own work placement**

**be responsible for reporting your apprentice hours to the Industry Training Authority**

## A general training outline is as follows:

### LEVEL ONE

280 hours of class instruction (8 weeks)

1,500 hours of apprentice work that includes:

Describe building structure & design  
Identify building materials  
Carpentry maintenance  
Drywall repairs  
Mold prevention  
Trades Math

### LEVEL TWO

280 hours of class instruction (8 weeks)

1,500 hours of apprentice work that includes:

Identifying building materials  
Plumbing repairs & maintenance  
Roofing repairs & maintenance  
Flooring repairs & maintenance  
Heating system repairs & maintenance  
Trades Math

### **LEVEL THREE**

280 hours of class instruction ( 8 weeks)

1,500 hours of apprentice work that includes:

- Electrical repairs & maintenance
- Appliance repairs & maintenance
- Painting
- Perform general contractor duties
- Perform public relations
- Contractor billings
- Trades Math

Note: It is not necessary to complete all 1,500 workplace hours prior to advancing to the next level of classroom instruction. Every individual's circumstances may vary.

You can find more information on this and other trades at  
[www.itabc.ca/TrainingPrograms\\_Profiles](http://www.itabc.ca/TrainingPrograms_Profiles)

**Please contact our office at  
(778) 471-5789  
if you have any questions or require assistance.**

# Residential Building Maintenance Worker Apprenticeship Program Fees And General Information

## Level One

Aboriginal Apprenticeship & Industry Training (AAIT) currently charges a total of \$1,300.00 for Level one of the program. This will cover student fees, registration, books, Level one manual and Level one tool belt\*.

### Issued in Level One

Level 1 manual

\*Tool belt

### \*The tool belt should contain:

25ft measuring tape  
Combination square  
Torpedo level  
Chalk line  
Framing hammer

Utility knife  
Construction suspenders  
Tri Square  
Hand-held calculator  
Nail puller (forstner bar)

Training will take place at the AAIT Trades School (Tswellcwten),  
200-363 Yellowhead Hwy (white building, next to the Residential School  
building on the Tk'emlúps Indian Band reserve.)

**Note:** Apprentices are also required to supply their own appropriate  
work clothes and safety boots.

***Fees and location of class are subject to change.***

# Residential Building Maintenance Worker Apprenticeship Program Fees And General Information

## Level Two

Aboriginal Apprenticeship & Industry Training currently charges a total of \$1,300.00 for level two of the program. This will cover student fees, registration, books, level two manual, and level two basic hand tools. *The apprentices must bring their Tool belt, and manual that were issued in Level one.*

### **Issued in Level Two:**

Level Two Manual

\*Hand Tools

### **\*Basic Hand Tools:**

7-9" Pipe Wrenches

Basic Plumbing manual

Tube cutter

Basin wrench

Pex Cutter

Tin snips

**Note:** Apprentices are also required to supply their own appropriate work clothes and safety boots.

***Fees and location of class are subject to change.***

# Residential Building Maintenance Worker Apprenticeship Program Fees And General Information **Level Three**

Aboriginal Apprenticeship & Industry Training currently charges a total of \$1,300.00 for Level three of the program. This will cover student fees, registration, books, Level three manual, and basic hand tools. *The apprentice must bring their Tool belts, tools, and manuals that were issued in the previous two levels (if applicable)*

## **Issued in Level Three**

Level 3 manual

\*Hand tools

## **\*Basic Hand Tools:**

Multi-Tester

Cable stripper

Robertson screwdrivers #1, #2, #3

Linesman pliers

Circuit tester

Electrical tool carrier

B.C. Electrical codes–hand-outs

Needle nose pliers

**Note:** Apprentices are required to supply their own appropriate work clothes and safety boots.

***Fees and location of class are subject to change.***

## Secwepemc Cultural Education Society

Phone: (778) 471-5789 Fax: (778) 471-5792 Email: [trades@secwepemc.org](mailto:trades@secwepemc.org)

### Part A

		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Gender			
Date of Birth (DD/MM/YR) _____		Social Insurance Number _____	
Last Name _____		First Name _____	Middle Name/Initial _____
Mailing Address & Postal Code (Ensure Our Office is Notified of any Changes) _____			
Home Phone _____		Work Phone _____	Fax _____
<b>Program Applying For:</b>		<b>Record of Recent Activity:</b>	
Please indicate the course you are applying for		Indicate your MAIN activity during the past year (1 only)	
COURSE NAME: _____		<input type="checkbox"/> Attending Secondary School <input type="checkbox"/> Other Educational Institution	
START DATE: _____		<input type="checkbox"/> Attending University/College <input type="checkbox"/> In Labour Force	
<b>Other:</b>			
<input type="checkbox"/> Seeking Employment		<input type="checkbox"/> Seeking Apprenticeship	<input type="checkbox"/> Seeking Training <input type="checkbox"/> Need Upgrading
I am considering a Trade in _____			
Entry Level Completed _____			
Trade		College	Date Completed
<input type="checkbox"/> ACTIVE APPRENTICE		<input type="checkbox"/> INACTIVE APPRENTICE	
Current Apprenticeship with _____		_____	
Employer		Trade	
Certified Journeyman _____		_____	
Employer		Trade	
<b>Sponsorship Information:</b>			
Band/Organization _____		Address & Postal Code _____	
Contact Person _____		Phone _____	Fax _____
<b>Secondary Education (Attach transcripts of trades courses)</b>			
Secondary School _____		Location _____	Last Grade Completed _____
Program: _____		<input type="checkbox"/> Academic	<input type="checkbox"/> Vocational <input type="checkbox"/> General <input type="checkbox"/> Technical <input type="checkbox"/> G.E.D.
<b>Post Secondary Education</b>			
Course/Program _____		Institution _____	Date Completed _____
Course/Program _____		College/University _____	Level _____ Date Completed _____

Return Application to: SCES, 274A Halston Connector Road, Kamloops, BC, V2H 1J9

**Work Experience Related to Trades (Please Attach Résumé)**

Employers Name	Type of Work	Start Date	End Date
Signature	Date		

**Part B – Student Pre-Requisite Questions**

Questions:	Y	N	Notes:
1. Do you have a valid Drivers License?			
2. If not, are you able to obtain a drivers license? Do you have other picture identification?			
3. Do you have reliable transportation? Explain			
4. What financial arrangements have you made for yourself while you attend school?			
5. Level One first aid? Expiry date?			
6. Transportation Endorsement ticket? Expiry date?			
7. WHMIS Expiry date?			

*(For Office Use Only)*

**Client Follow – Up**

DATE	NOTES

# APPRENTICE AND SPONSOR REGISTRATION FORM

Please complete the relevant portions of this form and print clearly. Mandatory fields are indicated in **BOLD**. Missing information may delay the registration process. Return completed form to ITA Customer Service (email, fax or mail).

If you were a registered apprentice in another province in a designated Red Seal trade your results can be assessed for transfer. Please indicate the province to be contacted: \_\_\_\_\_.

**Note: Sponsorship of an Apprentice is by mutual agreement of the parties and may be cancelled at the discretion of either the Apprentice or Sponsor. Please ensure you return ALL 4 PAGES of the application form, and that the apprentice has initialed pages 2 and 3 in the bottom right corner of the page.**

## A. Apprentice Information

ITA Individual ID #:(leave blank for new registration)		Program (Trade):	
Legal First Name:	Legal Middle Name (s):	Legal Last Name:	
Date of Birth (MMM,DD,YYYY):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Suite Number:	Mailing Address:		
City:	Province: BC	Postal Code:	
Phone Number: ( )	Secondary Phone Number: ( )	Fax Number: ( )	
How do you want to receive updates from the ITA? <input type="checkbox"/> Email <input type="checkbox"/> Mail		Do you identify yourself as an aboriginal person?	
Email Address:		<input type="checkbox"/> Yes <input type="checkbox"/> No First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/>	
PEN Number: <i>Note: PEN and Graduation required if you are an SSA or ACE IT apprentice.</i>		High School Graduation Date (MMM,DD,YYYY): (If you have not yet graduated, please enter your expected graduation date)	

## B. Sponsor Information

Name of Organization:		Organization ID # (if already registered):	
Preferred Channel of Communication: <input type="checkbox"/> Email <input type="checkbox"/> Mail		Secondary Email Address:	
Email Address:			
Suite Number:	Mailing Address:		
City:	Province: BC	Postal Code:	
Union: <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number and Extension: ( )	Fax Number: ( )	
Primary Contact Person: Name :	Date of Birth (MMM,DD,YYYY):	ITA Individual ID# (if already registered):	
Secondary Contact Person: Name:	Date of Birth (MMM,DD,YYYY):	ITA Individual ID# (if already registered):	

# APPRENTICE AND SPONSOR REGISTRATION FORM

## APPRENTICE RESPONSIBILITIES, DECLARATION, AUTHORIZATION AND CONSENT

**(If you do not sign and date this section, your application cannot be accepted and will be returned to you.)**

### C. Agreement to Fulfill Responsibilities of Apprentice

**I understand and agree that it is my responsibility to:**

- Complete the required work-based training and practical experience under the direction of a qualified individual as assigned by the Sponsor;
- Self-manage the Technical Training component of my apprenticeship in consultation with my sponsor by:
  - scheduling and registering myself into and successfully completing required Technical Training at an ITA-approved training institution of my own choice, OR
  - successfully challenging the required Technical Training or Level where a challenge assessment exists;
- Meet any additional requirements of the Industry Training Program as outlined in the Industry Training Program Profile.

### D. Accuracy of Information Provided

**I declare that:**

all information I have provided or will provide to the Industry Training Authority ("ITA") in the future is true and complete.

**I agree to:**

immediately notify the ITA regarding any future changes to information I have provided.

**I acknowledge that:**

if I provide untrue information or false documents to the ITA, or fail to provide information or documents requested by them:

- I may be denied assessment,
- credit I have received toward my apprenticeship program or certification may be cancelled,
- my registration may be cancelled and I may not be allowed to re-register,
- my trade certificate issued by the ITA may be cancelled, and/or
- I may be subject to criminal prosecution.

### E. Authorization to Collect Information Inside or Outside of Canada

**I agree that the Industry Training Authority may:**

- request information, documents and/or records regarding my education, training, work experience and certification related to my apprenticeship program from:
  - my current and former employers
  - other government bodies or organizations that issue qualifications relating to my skills and knowledge
- contact other governments (including departments, boards and agencies), educational institutions I have attended, and current and former employers inside or outside of Canada to verify my certification, education, training and work experience; and

**And I agree to this information being given to the ITA.**

### F. Consent to Disclose Information

I agree to allow ITA, in accordance with the BC Freedom of Information and Protection of Privacy Act, to use and provide to others the personal information I have provided on this form, as well as any other information necessary, for the purpose of administering the apprenticeship training program, including the application process, program delivery, evaluation and certification. I authorize ITA to provide my personal information for the previously stated purpose to apprenticeship officials in other jurisdictions, my present and future sponsors, educational institutions, private trainers and to other agencies, regulatory authorities and ministries of municipal, provincial and federal governments where the information is necessary for them to fulfill their legal responsibilities and/or manage apprenticeship-related programs. I also authorize ITA to make the status of my certification and apprenticeship publicly available.



Apprentice Initial

## APPRENTICE AND SPONSOR REGISTRATION FORM

**I also agree to information from my apprenticeship record with the ITA being provided to others as follows:**

- To officials in other Canadian provinces/territories: Disclosure of any information collected on my apprentice registration form; verification of my certification, education, training and work experience; results of my assessments / examinations; and status of my application and apprenticeship to determine my eligibility for trade certification programs;
- To my sponsor: Disclosure of my examination/assessment results and other information regarding my apprenticeship program which ITA believes is necessary for meeting the responsibilities of a sponsor.
- To an approved training provider where I am currently applying or registered for apprenticeship training: Disclosure of the records of my previous apprenticeship technical training or other related information necessary for delivery and administration of the training program.
- To agencies and ministries of the provincial and federal governments: Disclosure of information required for determining my eligibility for financial assistance (including but not limited to federal or provincial tax credits, tool allowances, employment insurance or supplementary or enhanced apprenticeship benefits, federal or provincial incentive or completion grants, or scholarships).
- To government organizations or private service providers including Industry Training Organizations (ITOs): Disclosure of information required for purposes of verifying my prior education, training, work experience and qualifications.

**G. Option to receive some course notifications (This Section must be Completed by Apprentice)**

Apprentices are personally responsible for seeking, organizing, and registering themselves in training with ITA-approved institutions. You may find it helpful to receive some notifications directly from approved trainers or from ITOs contracted by ITA of available courses that lead to certification in your training program. Notifications are NOT sent for all courses.

**Select appropriate statement:**

- The ITA may provide** my contact information to ITA-approved public and private training institutions and the ITO responsible for the trade in which I am apprenticing so they may notify me of scheduled training courses that lead to certification in my current apprenticeship training program. I understand notification may not be sent for all courses.
- The ITA may NOT provide** my contact information to ITA-approved public and private training institutions or the ITO responsible for the trade in which I am apprenticing so they may notify me of scheduled training courses that lead to certification in my current apprenticeship training program.

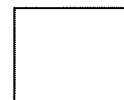
**NOTE TO APPRENTICE:**

*If you have a question or concern about ITA's use of your personal information, contact an ITA Customer Service Representative. From within Vancouver call: 778-328-8700; From outside Vancouver call toll free: 1-866-660-6011*

**H. Apprentice Signature**

**“By my signature below, I signify that I have read, understand and agree to sections C through G of this registration form.”**

Apprentice's Signature:	Date (MM.DD.YYYY):
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Apprentice Initial

# APPRENTICE AND SPONSOR REGISTRATION FORM

## SPONSOR RESPONSIBILITIES AND DECLARATION

(If you do not sign and date this section, your application cannot be accepted and will be returned to you.)

### I. Agreement to Fulfill Responsibilities of Sponsor

#### I understand and agree that it is my responsibility to:

- Ensure the Apprentice receives training and related practical experience under the direction of a qualified individual (certified Tradesperson or other(s) specified in the Industry Training Program Profile, OR holder of an ITA-issued letter authorizing supervision and sign-off of apprentices in the trade), in a work environment conducive to learning the tasks, activities and functions that form the Industry Training Program in which the Apprentice is registered;
- Enable the Apprentice to regularly attend Technical Training that is required under the Apprentice's Industry Training Program;
- Submit all forms and documents required by the Industry Training Authority to verify completion of the established standards for the Industry Training Program;
- Recommend the Apprentice for certification when the Apprentice has met the established standards for that program and in the view of the sponsor and qualified individual is performing at the level of a Certified Tradesperson in the trade.

### J. Accuracy and Currency of Information Provided

#### I declare that:

- the apprentice's work-based training will be performed under the direction of a qualified individual as defined in section I. above; and
- all information I have provided or will provide in the future to the Industry Training Authority is true and complete.

#### I agree to:

immediately notify the ITA regarding any future changes to information I have provided.

#### I acknowledge that:

if I knowingly provide untrue information or false documents to the ITA regarding my apprentice, or fail to provide information or documents requested by them:

- my apprentice may be denied assessment,
- credit my apprentice has received toward completion of the apprenticeship program or certification may be cancelled,
- my apprentice's registration may be cancelled and the apprentice may be prevented from re-registering,
- a trade certificate issued by the ITA to my apprentice based on the said information I provided may be cancelled, and/or
- I may be subject to criminal prosecution.

### K. Sponsor Signature

**"By my signature below, I signify that I have read, understand and agree to sections I through J of this registration form."**

<b>Sponsor's Signature:</b>	<b>Date (MMM,DD,YYYY):</b>
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