

# APPRENTICESHIP AGREEMENT

## between an apprentice and an employer

1. \_\_\_\_\_, (the “Apprentice”), and  
Print Full Legal Name of Apprentice

2. \_\_\_\_\_, (the “Employer”)  
Print Full Legal Name of Business /Employer

for the Trade of \_\_\_\_\_

and the related hours \_\_\_\_\_.

The Industry Training Authority (ITA), is an agency of the Government of British Columbia. The Industry Training Centre, operated by Service BC, provides services to trainees and employers under contract to the Industry Training Authority. The Industry Training Authority assists with:

- Registering apprenticeship agreements
- Assessing Trades Qualification Challengers exams and hours
- Accepts required assessment and exam fees
- Processing certificates and wallet cards for qualified apprentices and challengers

The Apprentice and the Employer will abide by the provisions of *The Industry Training Act of British Columbia*, its regulations and specifically:

The Apprentice and Employer agree:

- The Employer will pay the Apprentice and establish a starting wage and annual increments.
- Each level of training is at least twelve calendar months and includes both the trade’s required hours of practical experience and technical training.
- To discuss the Apprentice’s development and progress and complete required information in the Apprenticeship Training Record Book in a regular basis.
- That there will be a reasonable and sufficient notice of termination of employment by the Employer as required under any relevant employment legislation.
- Either may cancel this Agreement by notifying the other and ITA in writing.
- The Apprentice and Employer will establish the details of costs related to training.
- That although this employment is considered permanent, as a minimum it will be a total commitment of \_\_\_\_\_ years for the apprenticeship training period and an additional \_\_\_\_\_ years for a “Return of Service” as outlined in the Return of Service Agreement. (50%, 75%, or 100%).

The Apprentice agrees to:

- Use financial assistance received from government sources to pay only for education and living costs directly related to apprenticeship training and will return any amount not used for these purposes.
- Fulfill all aspects of the apprenticeship in relation to practical work experience, technical training and examinations.
- Abide by the Employer’s rules, regulations, and practices, including those concerning work schedules, vacation and sick leave, as they may from time to time be adopted or modified.
- Work with the employer to ensure that the Apprenticeship Training Record Book is maintained and updated regularly to reflect the transfer of knowledge and skills that is occurring.

The Employer agrees to:

- Ensure that a certified journey person(s) is available for training.
- Supervise the Apprentice and ensure that the Apprentice is receiving relevant training.
- Arrange for the Apprentice to attend required technical training and examinations.
- To ensure that the apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training.
- Provide proper equipment and shop facilities.

We have read, understand and agree with the terms of this Agreement and signed and dated copies will be distributed to each party.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (if Trainee/Apprentice is under 19 years old)

\_\_\_\_\_  
Date