



Class Information and Enrollment Instructions

To Register for Classes in British Columbia



2008 – 2009 Apprenticeship Courses – Sawfiler Trade

To: Employers and Apprentices (Sawfiler Trade)

The following contains information on apprenticeship classes for the 2008 – 2009 school term and instructions for enrolling in those classes. Arrangements have been made for Alberta apprentices to attend classes in British Columbia because training in the Sawfiler trade is not available in Alberta.

Apprenticeship Classes 2008 – 2009

Enclosed is the '2008 – 2009 Apprenticeship Technical Training Schedule' which provides information on location and dates of classes.

Enrollment Process

- Apprentices are responsible for scheduling their own technical training.
- Apprentices **MUST** consult with their employer **prior** to requesting a class.
- To register for classes at BCIT please refer to the BCIT information package enclosed.
Note: Training spaces will only be assigned upon request. Early registration is recommended as training spaces are limited. At the present time the tuition fee for apprenticeship training at BCIT is \$443.82 for the 4 week course.

IMPORTANT APPRENTICE AND EMPLOYER INFORMATION:

- Please notify your Apprenticeship and Industry Training Office if your mailing address or employer information has changed. This will ensure all relevant information reaches you and your employer.
- Apprentices are required to attend technical training annually.
- If you have not attended technical training in the past year, your contract of apprenticeship may be cancelled. **In order to avoid having your contract of apprenticeship cancelled, register for technical training as soon as possible.**
- If you are no longer pursuing a career in the trades as an apprentice, please contact and advise the local Apprenticeship and Industry Training office in order for your contract of apprenticeship to be cancelled.

For further information, contact your nearest Apprenticeship and Industry Training office:

Bonnyville	(780) 826-6142	Lethbridge	(403) 381-5380
Calgary	(403) 297-6457	Medicine Hat	(403) 529-3580
Edmonton	(780) 427-8517	Peace River	(780) 624-6529
Fort McMurray	(780) 743-7150	Red Deer	(403) 340-5151
Grande Prairie	(780) 538-5240	Slave Lake	(780) 849-7228
Hinton	(780) 865-8293	Vermilion	(780) 853-8150



APPRENTICE TRAINING REQUEST

Apprentice Services

3700 Willingdon Avenue
 Building SW1, Room 2140
 Burnaby, BC V5G 3H2
 Tel. 604-456-8100 • Fax 604-435-1197
 Toll Free 1-800-667-0676
 E-mail: apprentice@bcit.ca • bcit.ca/apprenticeship

BCIT Student Number		Social Insurance Number	
Registration Number		Apprentice Number	
Name (Last)		(Legal First)	(Middle)
Address			
City		Province	Postal Code
Phone Number (Day)	Cell	Fax	Email
Birth Date (yyy/mm/dd)		Gender <input type="radio"/> Female <input type="radio"/> Male	
I am an Aboriginal Person of Canada <input type="radio"/> Indian/First Nations including status, non-status, treaty and non-treaty <input type="radio"/> Metis <input type="radio"/> Inuit <input type="radio"/> Please send me informaton on services available to Aboriginal students			

EMPLOYER INFORMATION (this should be the company/union who signed your apprentice agreement)

Company/Union Name		Mailing Address	
City		Postal Code	Phone

Refer to the Apprentice Training Schedule on the BCIT Apprenticeship website to choose a date that is suitable for you and your employer. bcit.ca/apprenticeship/students/training/. Make a 1st, 2nd and 3rd choice for each level of training. You may choose to sign up for only one level or multiple levels.

Trade/Program Name

LEVEL 1

Choice	Start Date	End Date	Campus/Site
1			
2			
3			

LEVEL 2

Choice	Start Date	End Date	Campus/Site
1			
2			
3			

LEVEL 3

Choice	Start Date	End Date	Campus/Site
1			
2			
3			

LEVEL 4

Start Date	End Date	Campus/Site

LEVEL 5

Start Date	End Date	Campus/Site

If all three of your top choices are not available, we will contact you by phone to find a suitable alternative.

Once we have processed your training request and confirmed your training date, you will be required to pay a \$200 non-refundable, non-transferable commitment deposit per level of training within 14 calendar days. Your commitment deposit will be applied to your tuition. Payments can be by cheque, money order or Visa, Mastercard or American Express.

Please be advised that upon registration into an apprentice technical training date, BCIT Apprentice Services reserves the right to communicate with your employer about your training dates, grades, attendance, and related academic information for purposes of scheduling intakes and administering the apprentice programs. If you have any questions about the protection of your personal information, you may contact the BCIT Records Management and Privacy Office.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
A POLYTECHNIC INSTITUTION

apprenticeship training



contact us

BCIT Apprentice Services

Building SW1, Room 2140
3700 Willingdon Avenue
Burnaby, B.C., V5G 3H2

Phone: 604-456-8100
Toll-free: 1-800-667-0676
Fax: 604-435-1197
E-mail: apprentice@bcit.ca

Hours of operation

Mon-Fri 8:00 a.m. - 4:30 p.m.

Apprenticeship Programs Offered at BCIT	Training Weeks	Fees
Benchperson	4	\$443.82
Circular Sawfiler	4	\$443.82
Sawfitting	4	\$443.82



apprenticeship training



employer information :: sponsoring apprentices

If you want to sponsor your apprentice for training at BCIT, send (mail, fax, or email) a letter to BCIT Apprentice Services. The letter must be on company letterhead and signed by someone with budget authorization.

The letter should include the following information:

- Name of employee(s)
 - Date of birth
 - Social Insurance Number (Optional)
 - Trades Worker Number (if known)
- Apprentice program and level
- Start date and end date for training
- Invoice details:
 - Tuition only or tuition and books
 - Contact person and address

Contact BCIT Apprentice Services for more information.

British Columbia Institute of Technology
3700 Willingdon Avenue, Burnaby, British Columbia, Canada, V5G 3H2, 604-434-5734
www.bcit.ca

