

SKILLEDTRADES^{BC}

**SKILLEDTRACESBC
WORK-BASED
TRAINING**

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Introduction

This guide provides information about the Work-Based Training section. It will outline the process of adding work-based training hours for apprentices.

Access Work-Based Training (WBT)

Sponsors can access the Work-Based Training section through the portal on the left side of the screen.

Sponsors can perform the following functions:

- Select the organization they want to view/ add the WBT hours towards.
- View a list of apprentices and the number of hours submitted for each of them.
- Record hours for each apprentice.
- View hours history.
- Upload hours for multiple apprentices.
- Download work-based training submissions.
- Void work-based training hours.

SKILLEDTRADES BC

Home > Sponsor Landing > Work Based Training

WORK BASED TRAINING HOURS

Select An Organization:
00693644 B.C. Ltd.

SELECT AN APPRENTICE

Show 5 entries

Name	Program	Total Hours	View	Add WBT
.Somit	Aircraft Maintenance Technician Apprenticeship	10		
Bob Smith	Arborist Technician Apprenticeship	19		
emma scott	Automotive Refinishing Technician Apprenticeship (HL) 2021	22		
Michelle Lacarte	Automotive Service Technician 1 Apprenticeship (HL) 2017	7550		
Riaz Rawji	Locksmith Apprenticeship	0		

Showing 1 to 5 of 5 entries

Add Work-Based Training

Employers/sponsors are responsible for submitting the work-based training hours for an apprentice registered under their sponsorship.

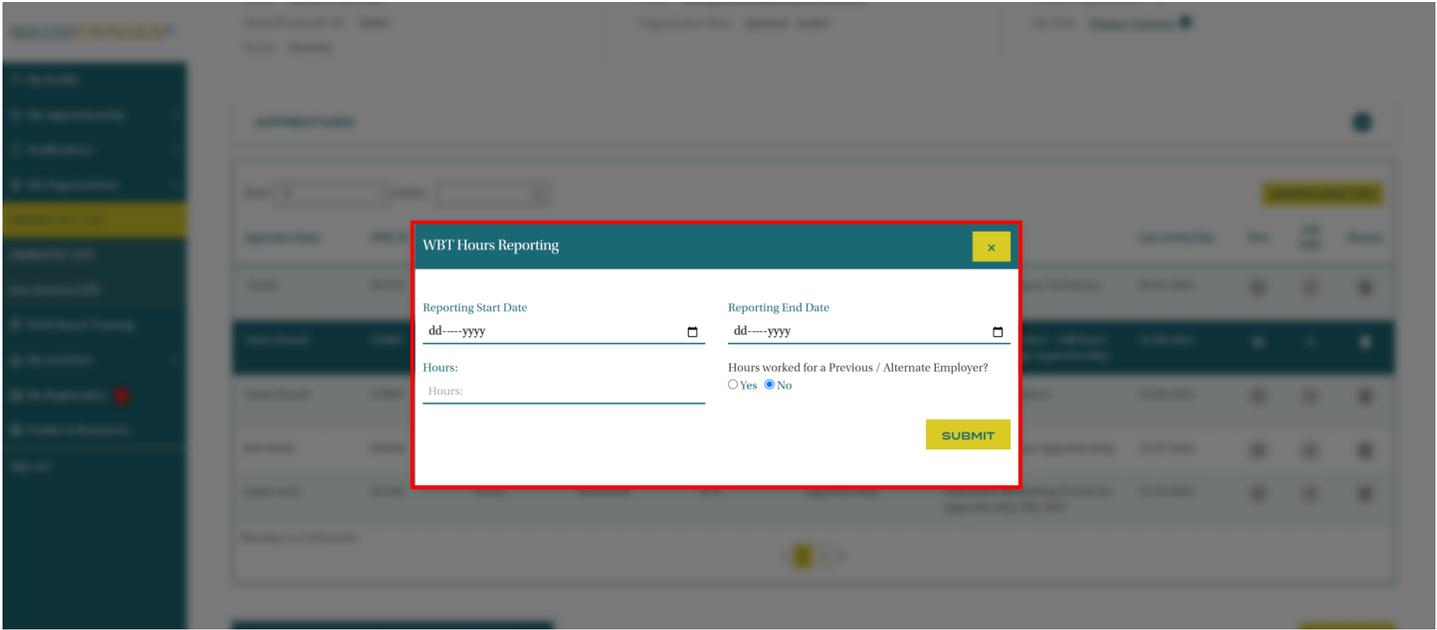
The primary contact or authorized staff members can submit the hours for their apprentices through the SkilledTradesBC portal.

Users can add WBT hours through the following location in the portal:

The Work-Based Training section.

The screenshot displays the SkilledTradesBC portal interface. On the left is a dark teal sidebar with navigation options: My Profile, My Apprenticeship, Notifications, My Organizations, Work Based Training (highlighted), My Activities, My Registration, Guides & Resources, and Sign out. The main content area shows the breadcrumb 'Home > Sponsor Landing > Work Based Training' and a notification bell icon. A yellow '← BACK' button is in the top right. The central section is titled 'WORK BASED TRAINING HOURS' and shows user 'BOB SMITH'. It includes fields for 'Current Sponsor: 00693644 B.C. Ltd.', 'Status: Active', 'Program Name: Arborist Technician Apprenticeship', and 'Hours Remaining: 1581'. A progress indicator shows '1%' completion of 'Total Hours' (19/1600 hrs). Below this is a 'RECORD HOURS' section with input fields for 'Hours', 'Reporting Start Date' (08-Dec-2022), and 'Reporting End Date' (dd----yyyy). A radio button selection for 'Hours worked for a Previous / Alternate Employer?' is set to 'No'. A yellow 'SUBMIT' button is at the bottom of the form. At the very bottom, there is a 'HOURS HISTORY' section with a right-pointing arrow.

The My Organizations section.



Add Work-Based Hours: Select an Apprentice

Navigate to the Work-Based Training section of the dashboard. A list of apprentices is presented. click on the “eye” icon under View to see the apprentice’s details.

Apprentices can be sorted in ascending or descending order.

Sponsors can also search for a specific apprentice by typing their name in the search box.



SELECT AN APPRENTICE

Show 5 entries

Name	Program	Total Hours	View	Add WBT
. Somit	Aircraft Maintenance Technician Apprenticeship	10		
Bob Smith	Arborist Technician Apprenticeship	19		
emma scott	Automotive Refinishing Technician Apprenticeship (HL) 2021	22		
Michelle Lacarte	Automotive Service Technician I Apprenticeship (HL) 2017	7550		
Riaz Rawji	Locksmith Apprenticeship	0		

Showing 1 to 5 of 5 entries

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WORK BASED TRAINING BULK UPLOADS



The apprentice's details are presented.

The screenshot shows the 'WORK BASED TRAINING HOURS' page for Bob Smith. The page is part of the SKILLEDTRADES BC system. On the left is a navigation menu with options like 'My Profile', 'My Apprenticeship', 'Notifications', 'My Organizations', 'Work Based Training', 'My Activities', 'My Registration', and 'Guides & Resources'. The main content area is titled 'WORK BASED TRAINING HOURS' and includes a '← BACK' button. Below the title, the name 'BOB SMITH' is displayed. The page is divided into three columns: 'Current Sponsor: 00693644 B.C. Ltd. Status: Active', 'Program Name: Arborist Technician Apprenticeship Hours Remaining: 1581', and a progress indicator showing '1%' completion of 'Total Hours 19/1600 hrs'. Below this is a 'RECORD HOURS' section with input fields for 'Hours', 'Reporting Start Date' (08-Dec-2022), and 'Reporting End Date' (dd----yyyy). There is a radio button for 'Hours worked for a Previous / Alternate Employer?' with 'No' selected. A 'SUBMIT' button is at the bottom. At the very bottom, there is an 'HOURS HISTORY' section with a right-pointing arrow.

Sponsors can view the following details for the selected apprentice:

- Work-Based Training Hours Overview
- Record Hours
- Hours History

This is a duplicate of the screenshot above, showing the 'WORK BASED TRAINING HOURS' page for Bob Smith. It includes the same navigation menu, header, progress indicator (1% of 19/1600 hours), 'RECORD HOURS' form, and 'SUBMIT' button.

Work-Based Training Hours - Overview

The Work-Based Training Hours provides the name of apprentices, their current sponsor, the program that they are enrolled in, the apprentice's status, and hours remaining to complete their program requirement.

This section also gives a diagram showing total hours, hours completed and hours remaining.

For example, the below apprentice needs to complete 120 hours toward the program.

Out of the required hours, the apprentice has completed 1,00 hours which is 212% of the required hours, displayed in green.

The screenshot shows the 'WORK BASED TRAINING HOURS' page for Bob Smith. The page includes a sidebar with navigation options like 'My Profile', 'My Apprenticeship', and 'Work Based Training'. The main content area displays the apprentice's details: Current Sponsor (00693644 B.C. Ltd.), Program Name (Arborist Technician Apprenticeship), and Status (Active). A progress indicator shows 12% completion, with 'Total Hours' of 128/1000 hrs. Below this is the 'RECORD HOURS' section, which includes fields for 'Hours', 'Reporting Start Date' (08-Dec-2022), and 'Reporting End Date' (dd----yyyy). There is also a radio button for 'Hours worked for a Previous / Alternate Employer?' (set to No) and a 'SUBMIT' button. At the bottom, there is an 'HOURS HISTORY' section with a right arrow.

Record Hours

In this section, sponsors can add work-based training hours for the selected apprentice.

Start Date – the first day of the reporting period.

End Date - last day of the reporting period.

Number of Hours - total work-based training hours worked during the reporting period.

Previous/ Alternate Employer – the sponsor may select yes if the hours are being entered on behalf of an alternate employer.

SKILLEDTRADES^{BC}

WORK BASED TRAINING HOURS

BOB SMITH

Current Sponsor: 00693644 B.C. Ltd. Program Name: Arborist Technician Apprenticeship
Status: Active Hours Remaining: 1578

1%
Total Hours
22/1600 hrs

RECORD HOURS

Hours Reporting Start Date Reporting End Date
Hours 08-Dec-2022 dd----yyyy

Hours worked for a Previous / Alternate Employer?
 Yes No

SUBMIT

HOURS HISTORY

If the sponsor selects yes, a box will appear where the organization /sponsor's name can be entered.

The current sponsor may authorize the apprentice's past work experience to be applied against their apprenticeship. Sponsors may opt to credit all the hours of relevant experience, or a smaller percentage if the apprentice's prior duties were only partially relevant to their current trade.

Sponsors are responsible for collecting sufficient proof to document the quantity and scope of any such hours.

By submitting a WBT report for a prior employer, sponsors are personally signing their name to this past work experience and making an attestation to the accuracy of this report.

WORK BASED TRAINING HOURS

← BACK

BOB SMITH

Current Sponsor: 00693644 B.C. Ltd.
Status: Active

Program Name: Arborist Technician Apprenticeship
Hours Remaining: 1578

1%

Total Hours
22/1600 hrs

RECORD HOURS

Hours

Reporting Start Date

Reporting End Date

Hours

08-Dec-2022

dd----yyyy

Hours worked for a Previous / Alternate Employer?

 Yes No

Previous / Alternate Employer Name

Previous / Alternate Employer Name

SUBMIT

Click Submit.

The hours will be logged under the Hours History.

Overlap Hours

If there is a problem with one of the hour's records being submitted, sponsors will see a warning or error message to notify them.

If the hour report period dates overlap partially or in full of a previous report of hours submitted for the same company, an overlap error or warning is displayed. Warnings do not prevent sponsors from submitting the hour's report; rather they are a prompt to double-check the information.

- My Profile
- Notifications >
- My Organizations >
- Work Based Training
- My Activities >
- My Registration 1
- Guides & Resources
- Sign out

Total Hours
22/1600 hrs

RECORD HOURS

Hours	Reporting Start Date	Reporting End Date
30	08-Feb-2023	10-Feb-2023

Hours worked for a Previous / Alternate Employer?
 Yes No

▲ Potential errors detected. Please review the warnings below to verify the information you entered is correct.

Date range overlap: 02/07/2023 - 02/08/2023
 Date range overlap: 02/07/2023 - 02/09/2023
 Date range overlap: 02/08/2023 - 02/09/2023
 Date range overlap: 02/09/2023 - 02/13/2023
 The amount of Work Based Training Hours appears high for the period entered.

I acknowledge this submission is accurate

SUBMIT WITH WARNINGS
MAKE CHANGES

HOURS HISTORY

➤

Sponsors can either make the changes or submit them with warnings.

To make the changes click on Make Changes and edit the information provided.

- My Profile
- Notifications >
- My Organizations >
- Work Based Training
- My Activities >
- My Registration 1
- Guides & Resources
- Sign out

Total Hours
22/1600 hrs

RECORD HOURS

Hours	Reporting Start Date	Reporting End Date
30	08-Feb-2023	10-Feb-2023

Hours worked for a Previous / Alternate Employer?
 Yes No

▲ Potential errors detected. Please review the warnings below to verify the information you entered is correct.

Date range overlap: 02/07/2023 - 02/08/2023
 Date range overlap: 02/07/2023 - 02/09/2023
 Date range overlap: 02/08/2023 - 02/09/2023
 Date range overlap: 02/09/2023 - 02/13/2023
 The amount of Work Based Training Hours appears high for the period entered.

I acknowledge this submission is accurate

SUBMIT WITH WARNINGS
MAKE CHANGES

HOURS HISTORY

➤

To proceed with the submission, check the box next to “I acknowledge this submission is accurate”.

Click Submit with Warnings to proceed.

High Hours

If the number of hours the sponsor is entering is significantly higher than the expected average for the duration of the WBT reporting period, a high hour warning or error is displayed.

This warning or error indicates a data-entry mistake such as typing an extra digit or the wrong year.

If the sponsor is certain that the details are correct, they may submit hours when a warning is displayed by acknowledging that the submission is accurate.

The screenshot shows the SKILLEDTRADES BC user interface. On the left is a navigation menu with options: My Profile, Notifications, My Organizations, Work Based Training (highlighted), My Activities, My Registration (with a red notification icon), Guides & Resources, and Sign out. The main content area is titled 'RECORD HOURS' and contains a form with the following fields: Hours (30), Reporting Start Date (08-Feb-2023), and Reporting End Date (10-Feb-2023). Below these fields is a question: 'Hours worked for a Previous / Alternate Employer?' with radio buttons for 'Yes' and 'No'. A yellow warning box contains the following text: 'Potential errors detected. Please review the warnings below to verify the information you entered is correct.' followed by four date range overlap warnings and the statement 'The amount of Work Based Training Hours appears high for the period entered.' At the bottom of the form, there is a checkbox 'I acknowledge this submission is accurate' and two buttons: 'SUBMIT WITH WARNINGS' and 'MAKE CHANGES'. Below the form is a section for 'HOURS HISTORY' with a right arrow icon.

Errors will prevent sponsors from submitting the report until the information is edited

Current Sponsor: 00693644 B.C. Ltd.
Status: Active

Program Name: Arborist Technician Apprenticeship
Hours Remaining: 1578



RECORD HOURS

Hours	Reporting Start Date	Reporting End Date
70	08-Dec-2022	10-Dec-2022

Hours worked for a Previous / Alternate Employer?
 Yes No

Errors detected. Please update your submission to address the following:
 The hours exceed the maximum allowed for the period.

[MAKE CHANGES](#)

HOURS HISTORY [▶](#)

Hours History

The Hours History shows all the hours that have been submitted for an apprentice towards a program. The table shows the hours submitted by the current and previous employers for the selected apprentice.

Start Date/ End Date – period for which hours are submitted.

Hours – number of hours completed by the apprentice between the period being logged.

Employer – the sponsor/ employer under whom the apprentice completed these hours.

Submission Date – the date when the employer submitted the hours.

Date Range – this feature allows sponsors to search for the hours submitted between specific dates. Sponsors can also choose to see the hours submitted only by prior employers by checking the box next to “show prior employers?”.

Sponsors also have an option to download work-based training CSV for the selected apprentice.

- My Profile
- Notifications
- My Organizations
- 00693644 B.C. Ltd.
- 0588618 BC LTD
- Joes Services LTD
- Work Based Training
- My Activities
- My Registration 3
- Guides & Resources
- Sign out

APPRENTICES

Show entries

[DOWNLOAD CSV](#)

Apprentice Name	STBC ID	Status	City	Level Completed	Program Type	Program Name	Last Activity Date	View	Add WBT	Remove
. Somit	812703	Active	Haryana	N/A	Apprenticeship	Aircraft Maintenance Technician Apprenticeship	09/01/2022			
Aaron Prasad	678697	Active	Vancouver	N/A	Apprenticeship	Boom Truck Operator - Stiff Boom unlimited tonnage Apprenticeship	03/06/2023			
Aaron Prasad	678697	Active	Vancouver	N/A	Apprenticeship	Cabinetmaker (Joiner) Apprenticeship	03/06/2023			
Bob Smith	830962	Active	Pitt Meadows	N/A	Apprenticeship	Arborist Technician Apprenticeship	12/07/2022			
emma scott	831206	Active	Richmond	N/A	Apprenticeship	Automotive Refinishing Technician Apprenticeship (HL) 2021	12/10/2022			

Showing 1 to 5 of 6 entries

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Void Hours

Upon submission, if sponsors have an option to void the selected hour submission. They can do so by clicking on the “bin” icon under Void.

RECORD HOURS

- My Profile
- My Apprenticeship
- Notifications
- My Organizations
- Work Based Training
- My Activities
- My Registration
- Guides & Resources
- Sign out

Hours Reporting Start Date Reporting End Date

Hours worked for a Previous / Alternate Employer?
 Yes No

SUBMIT

HOURS HISTORY

Date Range
 Start Date End Date Show only prior employers? Show entries

Work-based Hours	Start Date	End Date	Sponsor	Employer	Submission Date	Void
11	11/22/2022	11/23/2022	00693644 B.C. Ltd.	ttt	11/29/2022	
8	11/27/2022	12/07/2022	00693644 B.C. Ltd.	Portal Test 3	12/12/2022	
3	11/21/2021	11/21/2021	Joes Services LTD	Joes Services LTD	11/21/2021	

Showing 1 to 3 of 3 entries

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