

# ICBC LETS Apprenticeship Cohort Pilot Program

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## Program Scope

ICBC has created a Labour Attraction/Retention, Education/Training & Safety (“**LETS**”) pilot program. The goal of LETS is to support key material damage stakeholders through initiatives designed to support industry sustainment.

A key part of LETS is to increase interest in collision repair related trades. The Auto Body & Collision Technician (“**Collision Technician**”) trade is impacted by attrition throughout the Province making it difficult for ICBC’s Collision Repair Program participants to hire key technical employees. To address this industry concern, ICBC is establishing a LETS Apprenticeship Cohort Program as a pilot to create a proof of concept with incentives offered by ICBC for Collision Repair Program participants to attract and retain Collision Technicians.

The LETS Apprenticeship Cohort Program:

- Offers tool grants for new Eligible Apprentices (as defined below) successfully completing their apprenticeship level 1
- Offers mentorship grants to Collision Repair Program participants with Eligible Apprentices completing each level of apprenticeship
- Sets out eligibility requirements for the Collision Repair Program participants and Eligible Apprentices
- Attracts interest to the Collision Technician trade
- Recognizes Collision Repair Program participants who have existing Eligible Apprentices
- Assists ICBC in identifying opportunities for future grants and incentives to increase participation in the collision repair industry

Collision Repair Program participants and Eligible Apprentices must meet the terms and conditions outlined in in this guide in order to be eligible for benefits of the LETS Apprenticeship Cohort Program.

The LETS Apprenticeship Cohort Program is a pilot to establish a proof of concept to measure if targeted initiatives improve apprentice attraction and retention. The pilot will be in place from October 1, 2022 to March 31, 2028 (the “**Program Term**”), which will provide a period of five years following the end of the Eligibility Term (as defined below) in order to enable payments to apprentices and facilities that experience successful level completion.

## Program Benefits

The benefits of the LETS Apprenticeship Cohort Program include:

- Supporting collision repair industry sustainability
- Providing incentives to attract and retain Collision Technicians in the industry
- Creating increased awareness of collision auto careers
- Recognizing Collision Repair Program participants that are supporting Collision Technician apprenticeships

## Apprentice Eligibility

For the purpose of the LETS Apprenticeship Cohort Program, an “**Eligible Apprentice**” is any person who, at any time between October 1, 2022 and March 31, 2023 the (“**Eligibility Term**”) is:

- registered as an Auto Body and Collision Technician apprentice with the Industry Training Authority BC;
- listed as a Collision Technician apprentice by a Collision Repair Program participant in Entegral; and
- employed by an ICBC Collision Repair Program participant.

## Auto Body & Collision Technician Apprentice Incentives

Eligible Apprentices and Collision Repair Program participants will receive incentives based on an Eligible Apprentice’s successful completion of a level of their apprenticeship.

The following are the available incentive payments for Eligible Apprentices and Collision Repair Program participants:

- \$1,500 to Eligible Apprentices who successfully complete their level 1 apprenticeship during the Program Term
- \$1,000 to Collision Repair Program participants that employ (as of the date of level completion) an Eligible Apprentice who successfully completes their level 1, level 2, level 3 or level 4 apprenticeship during the Program Term

### Examples

Scenario	Milestones	Incentives issued
Incentive payments available for a new Eligible Apprentice that has not achieved level 1 as of the commencement of the Program Term	<ul style="list-style-type: none"> <li>• Apprentice meets criteria for an Eligible Apprentice as of January 15, 2023 (i.e. within the Eligibility Term)</li> <li>• Eligible Apprentice completes <b>level 1</b> on January 15, 2024:               <ul style="list-style-type: none"> <li>– ICBC issues \$1,500 tool grant incentive payment to Eligible Apprentice and \$1,000 to Collision Repair Program participant that employs the Eligible Apprentice as of the date of level 1 completion</li> </ul> </li> <li>• Eligible Apprentice completes <b>level 2</b> January 15, 2025:               <ul style="list-style-type: none"> <li>– ICBC issues \$1,000 to Collision Repair Program participant that employs the Eligible Apprentice as of the date of level 2 completion</li> </ul> </li> <li>• Eligible Apprentice completes <b>level 3</b> January 15, 2026:               <ul style="list-style-type: none"> <li>– ICBC issues \$1,000 to Collision Repair Program participant that employs the Eligible Apprentice as of the date of level 3 completion</li> </ul> </li> <li>• Eligible Apprentice completes <b>level 4</b> January 15, 2027:               <ul style="list-style-type: none"> <li>– ICBC issues \$1,000 to Collision Repair Program participant that employs the Eligible Apprentice as of the date of level 4 completion</li> </ul> </li> </ul>	<p>Total incentive payments available over applicable four year period:</p> <ul style="list-style-type: none"> <li>• \$1,500 to Eligible Apprentice</li> <li>• \$4,000 to applicable Collision Repair Program participant(s)</li> </ul>

<p>Eligible Apprentice that is at level 2 apprenticeship as of the commencement of the Program Term</p>	<ul style="list-style-type: none"> <li>• Eligible Apprentice completes <b>level 3</b> September 1, 2023 <ul style="list-style-type: none"> <li>– ICBC issues \$1,000 to Collision Repair Program participant that employs the Eligible Apprentice as of the date of level 3 completion</li> </ul> </li> <li>• Eligible Apprentice completes <b>level 4</b> September 1, 2024 <ul style="list-style-type: none"> <li>– ICBC issues \$1,000 to Collision Repair Program participant that employs the Eligible Apprentice as of the date of level 4 completion</li> </ul> </li> <li>• Eligible Apprentice receives certification</li> </ul>	<p>Total paid over four years</p> <ul style="list-style-type: none"> <li>• \$0 to Eligible Apprentice</li> <li>• \$2,000 to applicable Collision Repair Program participant(s)</li> </ul>
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### Application Process

During the Eligibility Term, applicant apprentices must email [supplierprograms@icbc.com](mailto:supplierprograms@icbc.com) to identify themselves as potential Eligible Apprentices and provide the following information:

- Apprentice first and last name
- Apprentice current employer
- Apprentice enrolled trade
- Apprentice level of completion and date of completion

(the “**Applicant Information**”)

In order to verify that an applicant apprentice is enrolled in an apprenticeship program and confirm their level of completion, ICBC will need to verify their transcript. The applicant’s transcript must be uploaded to Entegral by the applicant’s employer (with the consent of the applicant) or emailed directly to [supplierprograms@icbc.com](mailto:supplierprograms@icbc.com).

ICBC Supplier Programs & Administration will confirm the applicant’s eligibility in accordance with the eligibility criteria set out above and will maintain a list of Eligible Apprentices.

ICBC will not accept applicants into the LETS Apprenticeship Cohort Program if an applicant emails ICBC with Applicant Information outside of the Eligibility Term.

Note that Collision Repair Program participants are responsible for ensuring that Collision Technician apprentice(s) they employ are listed in Entegral and registered with the Industry Training Authority BC.

ICBC will collect and use Applicant Information and applicant transcripts solely for the purpose of administration of the LETS Apprenticeship Cohort Program and applicants, by submitting the Applicant Information and an applicant transcript, provide consent for ICBC to collect and use the Applicant Information and applicant transcript for that purpose.

It is within ICBC's sole discretion to determine whether an applicant to the LETS Apprenticeship Cohort Program meets the applicable eligibility criteria.

## Apprenticeship Level Completions

Once an Eligible Apprentice has successfully completed a level of their apprenticeship, the Collision Repair Program participant must:

- Update the Eligible Apprentice's status in Entegral;
- Notify ICBC by emailing email [supplierprograms@icbc.com](mailto:supplierprograms@icbc.com) and submitting an invoice for the \$1,000 incentive payment to the Collision Repair Program participant (Note: Invoices are not required for the \$1,500 incentive payments directly to Eligible Apprentices upon completion of their level 1 apprenticeship).

ICBC will not recognize notice from any external source, including the ITA. ICBC will confirm receipt of notice of Eligible Apprentice's successful completion of a level once ICBC verifies that completion.

## Incentive Payments

After a Collision Repair Program participant notifies ICBC that an Eligible Apprentice has successfully completed an apprenticeship level ICBC will verify their eligibility and the date of such completion from the Eligible Apprentice's ITA transcript.

After ICBC has verified the Eligible Apprentice's successful level completion ICBC will issue the applicable incentive payments to the Eligible Apprentice (if applicable) and the Collision Repair Program participant within the following calendar month.

There are no restrictions on how the Eligible Apprentices or the Collision Repair Program participants use incentives. ICBC does not require evidence of tool purchase by Eligible Apprentices.