



**Signatures:**      **SATCC Commission Board Chair**

**SATCC Commission Board Vice Chair**

**Board Category**      Program – P2  
**and Policy Name:**      Revisions to Curriculum or Technical Training

**Approved:**              June 21, 2023

**Supersedes:**          March 15, 2001; Nov 30, 2010; April 18, 2016; April 3, 2019

**Next scheduled**      November 2025  
**review:**

**Policy**                      All revisions to curricula or the length of technical training (either by level or total training) with financial implications are required to be approved by the SATCC Board of Directors. The exception is instances where industry (through the SATCC Trade Boards and/or Curriculum and Examination Development Boards) and the SATCC CEO have agreed that the change is required.

Changes without financial implications may be approved by the CEO, or a designate, upon due consideration of all relevant circumstances.

**Procedures**              The SATCC Board of Directors may approve revisions to a trade’s curricula or length of technical training when they receive a recommendation from a Trade Board and/or Curriculum and Examination Development Board.

Approved changes will be communicated to the service provider of apprenticeship technical training for the trade, with a stated effective date of implementation.

**Background**              SATCC Trade Boards and/or Curriculum and Examination Development Boards continuously review and recommend revisions to occupational standards and training curricula. This includes both on-the-job and technical training (in-school) for the designated trades, as well as written and practical assessments for the Red Seal Program. Changes to training curricula, may have financial or other implications for the SATCC.

**Related documents:**      *The Apprenticeship and Trade Certification Act, 2019 – Section 24(2b)*