

TradesFutures BTC Letter of Support Template

[BTC Letterhead / Logo]

[Date]

To TradesFutures,

On behalf of the [Name of Building Trades Council], I am pleased to confirm our support for the Apprenticeship Readiness Program (ARP) operated by [Local Partner Organization].

As the BTC representing the [region/area], we recognize the importance of ARPs in preparing candidates from all walks of life for entry into Registered Apprenticeship programs. We are committed to working collaboratively with [Local Partner] and TradesFutures to ensure the success of this initiative.

Our Council agrees to provide support for the ARP in the following ways (please check/select all that apply and add any additional commitments):

Train the Trainer (TTT) Approval (at least one must be selected):

- ☐ **Provide *blanket* instructor approval to enroll in TTT (recommended).** The BTC will not need to approve individual instructors for enrollment in TTT.
- ☐ **Provide *individual* instructor approval** when requested. The program will submit each new instructor's enrollment in the TTT for approval by the BTC, and furnish approval letter to TradesFutures prior to TTT enrollment.

Program Development:

- ☐ **Feedback on curriculum and program model** to ensure alignment with industry needs and JATC entry requirements.
- ☐ **Feedback on regional industry demand** to ensure ARP cohorts are scheduled in alignment with JATC and local industry demand
- ☐ Other: _____

Program Implementation:

- ☐ **Facilitating site visits**, including to JATCs and work sites during the course of training, so participants can engage directly with training centers and instructors.

☐ **Providing instructors, guest speakers, trade demonstrations, or mentorship opportunities** to ARP cohorts.

☐ Other: _____

Post-Completion (at least one item must be selected):

☐ **Highlighting and promoting the ARP**, including by reviewing and sharing program outcomes with affiliate unions and JATCs to strengthen the pipeline.

☐ **Participation in candidate placement efforts**, including supporting direct entry agreements where possible and advising on best practices for placement

☐ **Securing commitments** from affiliate JATCs and/or employer partners to interview a set number of completers

☐ **Securing commitments** from affiliate JATCs and/or employer partners to accept or hire a set number of completers

☐ **Developing and/or implementing policies** that promote positive placement outcomes for program participants, i.e. direct entry

☐ **Directly advocating** for or supporting individual candidate placement

☐ **Maintaining direct communication** with the ARP to provide real-time updates on available apprenticeship slots, out-of-work lists, and waitlists from affiliate JATCs

☐ Other: _____

We affirm our commitment to collaborate in good faith with [Local Partner] and TradesFutures to ensure that participants of this ARP are fully prepared and well-positioned for success in registered apprenticeship.

Sincerely,

[Name]

[Title]

[Building Trades Council]