



2018 – 2019 Apprenticeship Training for Youth APPLICATION – ITA *Youth TRAIN in Trades* Programs

(Formerly ACE IT)

APPLICATION DEADLINES

First deadline: Wednesday, March 7, 2018 (Applications for Baking must meet this deadline)

Second deadline: Wednesday, April 11, 2018

*Priority given to earlier applicants meeting program eligibility requirements.

Submit to Career Programs Office – 3rd floor SD38 School Board Office

BENEFITS TO STUDENTS

- TUITION PAID** (for Level 1) by Richmond School District #38 (savings of \$2500 - \$4000)
- Earn **TRIPLE CREDITS** for high school, post-secondary and Industry Training Authority credit
- Potential to **EARN WHILE YOU LEARN!** Get a head start on your career!
- Job ready** skills right out of high school!

STUDENT ELIGIBILITY + SKILLS/ATTRIBUTES

- Demonstrate a keen interest in the trade for which student is applying
- Student has not yet achieved Ministry of Education graduation prior to program registration
- Students must complete program prior to reaching the age of 20 (returning grads may be considered)
- Be comfortable using tools and enjoys hands-on work (prior ADST experience an asset)
- Have a demonstrated level of maturity suitable to a post-secondary environment.
- In good physical shape
- Strong English language skills to communicate and interpret information and technical language
- Strong Math and Science skills for solving problems and making decisions
- Driver's license is an asset

BC APPRENTICESHIP PATHWAY

- Most apprenticeships involve 80% work site experience and 20% classroom training with an ITA-recognized provider.
- Richmond SD38 partners with several post-secondary providers, offering apprenticeship training to youth in several different trades.
- An apprenticeship is a cycle between work and school that typically takes four years (levels) before earning full journeyman status, or Red Seal. These programs start this journey, as students take level 1 technical training.

YOUTH TRAIN IN TRADES ... SUPPORTING ANY CAREER JOURNEY

These programs support the career journey of any high school student, including post-secondary paths and plans that may include:

- Level 1 technical training in a trade
- University degree pre-requisites (electives)
- A gap year for travel or other (employable while travelling)

**** Please tear off this page before submitting application ****



Understanding PROGRAM COSTS for Youth Train in Trades Programs

****NOTE:** All fees are approximate at time of printing and are subject to change.**

By taking a *YOUTH TRAIN IN TRADES* program while in high school, SD38 students will **save the cost tuition (a savings between \$2500 - \$4000)**. This cost is covered by the Richmond School District #38. These programs are typically open to those currently in grades 11 or 12. **(Priority given to those applying while in grade 11.)**

ESTIMATED COSTS THAT STUDENT IS RESPONSIBLE FOR:

- Ancillary fees - may include a variety of college, student union and compass pass fees.
- Student program fees - costs such as uniform, required footwear, safety equipment, tools, workbooks, textbooks, learning manuals.
- Costs for Plumbing and Professional Cook are due in May/June prior to program start. **Payment plans are available for these two programs.** All others program fees are due to the post-secondary school once the program begins. *TBD = to be determined (below)*

Automotive Collision Repair Foundation (VCC) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 1745.00 • Student program fees \$ 700.00 • Binder, pens, pencils, calculator \$ 50.00 Runs February – August <p style="text-align: right;">Total \$ 2495.00</p>	Metal Fabrication Foundation (BCIT) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 0.00 • Student program fees \$ 650.00 • Binder, pens, pencils, calculator \$ 50.00 Runs February – July <p style="text-align: right;">Total \$ 700.00</p>
Automotive Refinishing Prep Technician Foundation (VCC) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 750.00 • Student program fees \$ 400.00 • Binder, pens, pencils, calculator \$ 50.00 Runs February – July <p style="text-align: right;">Total \$ 1200.00</p>	Plumbing Foundation (UAPIC and Palmer Secondary) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 100.00 • Student program fees \$ 600.00 • Binder, pens, pencils, calculator \$ 50.00 Runs September – June (alt days) <p style="text-align: right;">Total \$ 750.00</p>
Baking and Pastry Arts Foundation (VCC) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$...630.00 • Student program fees \$ 450.00 • Binder, pens, pencils, calculator \$ 50.00 Runs August - January <p style="text-align: right;">Total \$ 1130.00</p>	Millwright Foundation (KPU) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ *TBD • Student program fees \$ 750.00 • Binder, pens, pencils, calculator \$ 50.00 Runs February – July <p style="text-align: right;">Total \$ *800.00</p>
Carpentry (Framing and Forming) Level 1 (BCIT) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 0.00 • Student program fees \$ 1300.00 • Binder, pens, pencils, calculator \$ 50.00 Runs February – July <p style="text-align: right;">Total \$ 1350.00</p>	Motorcycle Technician Foundation (BCIT) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 0.00 • Student program fees \$ 950.00 • Binder, pens, pencils, calculator \$ 50.00 Runs February – July <p style="text-align: right;">Total \$ 1000.00</p>
Professional Cook – Level 1 (VCC and Richmond High) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 200.00 • Student program fees \$ 1200.00 • Binder, pens, pencils, calculator \$ 50.00 Runs September – June (alt days)+ all July <p style="text-align: right;">Total \$ 1450.00</p>	Painting (Commercial) Level 1 (FTI) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 0.00 • Student program fees \$ 200.00 • Binder, pens, pencils, calculator \$ 50.00 Runs Mid-June – July <p style="text-align: right;">Total \$ 250.00</p>
Construction Electrician Foundation (BCIT) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ 0.00 • Student program fees \$ 1400.00 • Binder, pens, pencils, calculator \$ 50.00 Runs February – July <p style="text-align: right;">Total \$ 1450.00</p>	Welding Foundation (KPU) <ul style="list-style-type: none"> • Ancillary post-secondary fees \$ *TBD • Student program fees \$ 750.00 • Binder, pens, pencils, calculator \$ 50.00 Runs February – August <p style="text-align: right;">Total \$ 800.00*</p>

EXTENDED HEALTH AND/OR DENTAL PLAN:

For students attending Youth Train in Trades programs at Richmond School District or other Post-Secondary School sights, parents/guardians are advised to acquire extended health and/or dental coverage if they do not already have this.

Students applying for a Youth Train in Trades program should...

- Plan to get their driver's license; most industry work sites expect their employees to be able to drive.
- Acquire government issued ID. This is needed to write the trade program ITA exam. Acceptable ID includes a driver's license, Canadian passport, or BC Identification Card. (Go Cards are not recognized.)

More Information...

- Visit <http://youth.itabc.ca> to learn more about the apprenticeship programs for youth!
- Essential Skills – try your hand at the math/English skills needed for Level 1 of your trade program of interest: <http://ita.essentialskillsgroup.com/>



2018-2019 APPLICATION – Youth Train in Trades*

(*Youth Train in Trades – formerly ACE IT)

Application Date: _____ School Year Applying for: 20____ - 20____

PLEASE PRINT CLEARLY

STUDENT INFORMATION

Name: _____ Grade: _____
First Middle Last

Mailing Address: _____

City/Prov: _____ Postal Code: _____ Home Phone: _____

PEN No. _____ Birthdate (year/month/day): ____/____/____

Home School: _____ Grad Date (mm/yy): ____/____ School Counsellor: _____

Parent Email: _____ Parent Cell: _____

Student Email: _____ Student Cell: _____

Applicant's Signature: I certify that all statements in this application package are true and complete.

Date: _____ Signature: _____

YOUTH TRAIN IN TRADES PROGRAM APPLYING FOR Check One:

(Programs will only be offered based on sufficient enrolment)

- | | | |
|--|--|---|
| <input type="checkbox"/> Automotive Collision Repair (VCC) | <input type="checkbox"/> Cooking – Richmond High (VCC) | <input type="checkbox"/> Millwright (KPU) |
| <input type="checkbox"/> Auto Re-Finishing Prep Tech (VCC) | <input type="checkbox"/> Electrician (Construction) (BCIT) | <input type="checkbox"/> Motorcycle Technician (BCIT) |
| <input type="checkbox"/> Baking & Pastry Arts (VCC) | <input type="checkbox"/> Metal Fabrication (BCIT) | <input type="checkbox"/> Painting (Commercial) (FTI) |
| <input type="checkbox"/> Carpentry (Frame/Form) (BCIT) | <input type="checkbox"/> Plumbing – Palmer (PIC) | <input type="checkbox"/> Welding (KPU) |
| | <input type="checkbox"/> Other: _____ <small>(only if arranged through Career Programs Office)</small> | |

Program Locations: **Bold** = SD38 high school location + post secondary **BCIT** = Burnaby Campus or North Delta Secondary satellite
VCC = Pender or Broadway **KPU** = Kwantlen Polytechnic University - Cloverdale

In Partnership with:



For Career Programs Office Use Only: Received Date: _____ Entered into Database: _____

Application Complete Missing Items: _____

Interview Granted: No Yes – Date: _____ Time: _____

Site Visit Complete: No Yes – Date: _____ Time: _____

*****A program site visit is MANDATORY and will be arranged by a Career Programs staff member*****



APPLICATION PROCESS

(Note application deadlines on first page of package)

STEP 1 – APPLICATION CHECKLIST for STUDENT		Page	Completed and Enclosed
1.	Applicant Information <i>(include application date and school year applying for)</i>	3	<input type="checkbox"/>
2.	Complete the checklists for Steps 1, 2 and 3 on this page	4	<input type="checkbox"/>
3.	Statement of Interest and Intent <i>(thoughtfully complete; do rough draft prior to writing on the form)</i>	6	<input type="checkbox"/>
4.	Teacher Reference Form #1 <i>(ask a teacher, counsellor or administrator to fill out)</i>	7	<input type="checkbox"/>
5.	Teacher Reference Form #2 <i>(ask another teacher, counsellor or administrator to fill out)</i>	8	<input type="checkbox"/>
6.	Professional Reference Letter <i>(DO NOT use same person as #4 and #5; can use employer, coach, other teacher)</i>	---	<input type="checkbox"/>
7.	Up-to-Date Resumé <i>(highlight skills or experiences related to your chosen program of study)</i>	---	<input type="checkbox"/>

STEP 2 – PARENT/GUARDIAN PERMISSION AND SUPPORT		Page	Completed
1.	Ensure parent/guardian fully completes parent/guardian section and signs off on permission statement.	5	<input type="checkbox"/>

STEP 3 – APPLICATION CHECKLIST for COUNSELLOR		Page	Completed and Enclosed
1.	Attach most recent Report Card	---	<input type="checkbox"/>
2.	Attach BC Diploma Verification Report	---	<input type="checkbox"/>
3.	Attach up-to-date Attendance Profile	---	<input type="checkbox"/>
4.	Specify Ministry of Ed Special Education Category if Applicable: MoE Code: _____ Code Identification is for: _____ <input type="checkbox"/> Not Applicable	---	<input type="checkbox"/>
5.	Attach student IEP if Applicable: <input type="checkbox"/> Not Applicable <i>(if applicable, check box in right column)</i>	---	<input type="checkbox"/>

**Submit completed application (with all attachments) to the
Career Programs Office (c/o School Board Office)**

After Application is Submitted...

- Applicant receives email acknowledging receipt of application and informing applicant of any missing components.
- If not yet completed, the Career Programs Office will arrange for a program site visit with student.
- Qualifying** students will be invited to an interview (usually in April-May) and write a basic Math/English assessment.
- If successful with the above, notification of conditional acceptance will be sent to applicant in May/June.
- Marks, attendance and behaviour will be reviewed to determine if final acceptance can be offered (late June for programs starting August/September and late November for programs starting in January/February).

Acceptance is subject to approval. As program seats are limited, completion of application and granting of an interview do NOT guarantee acceptance into the program.

****ONLY COMPLETE APPLICATIONS WILL BE PROCESSED.****

PLEASE KEEP A COPY
Students are strongly encouraged to keep a copy of this application, as well as all future correspondence related to this application process.



FOR PARENT/GUARDIAN COMPLETION:

- Medical Information
- Special Needs Information
- Permission and Support

Parent/Guardian: Please respond to the following so that we may understand how to best support your son/daughter in the event he/she is accepted into this *Youth Train in Trades* program.

MEDICAL INFORMATION

List any medical/physical problems that the school/post-secondary institution should be aware of, or that might affect performance (i.e. Diabetes, Epilepsy, Medication, Asthma, Allergies, previous physical injuries, etc.)?

- No medical/physical concerns
 - Yes (PLEASE DESCRIBE and EXPLAIN the concern(s) and the type of support your son/daughter may need to access)
-
-

SPECIAL NEEDS INFORMATION:

Please list any special needs that the school/post-secondary institution should be aware of that might affect performance in this program. (i.e. Learning Disability, ADD/ADHD, Physical Needs, etc).

PERMISSION AND SUPPORT:

- I support my child's participation in the YOUTH TRAIN IN TRADES program indicated in this application package.
- I am aware that we are responsible for arranging transportation to and from the program (including post-secondary school site).
- I am aware that Richmond School District pays the cost of tuition for the first level of this program.
- I am aware that we are responsible for the materials, books & equipment costs for this program.
- I believe that my child demonstrates a level of maturity suitable for a college/university setting and curriculum.
- I understand that the *Youth Train in Trades* program is the same technical program for all apprentices in the province of BC. Some students will be in the same class as adult apprentices at their post-secondary school
- I agree that the information contained herein may be provided to the instructor(s) of the applicable post-secondary institution.

I have reviewed the above information with my child and I hereby grant permission for my child to participate in the YOUTH TRAIN IN TRADES program indicated in this application.

Parent/Guardian FULL Name: _____ Relationship: _____

Date: _____ Signature: _____

STATEMENT OF INTEREST AND INTENT

**** To be HANDWRITTEN by the STUDENT ONLY****

Full Name: _____ **Youth Train in Trades Program:** _____

Please answer the following questions to the best of your ability.

1. What studies and/or work experiences have you taken that would support your participation in this trade program? (i.e. job or volunteer experience, extra-curricular activities, related courses, etc.)

2. What skills and attributes do you have that will help you to be successful in this program? Explain why these will benefit you in this program.

3. What specifically interests you about a career in this trade?

4. What knowledge do you have of this career field? For example: opportunities for work, working conditions, wages, etc. (You may visit <http://youth.itabc.ca> to research your chosen program).

5. What are your interests outside of school? (hobbies, sports, clubs, special talents, etc.)

6. Beyond this program, what is the career pathway you intend to explore or engage in after high school?

TEACHER REFERENCE FORM #1

Student: _____ Grade: _____
Last Name First Name

This student has applied for a seat in the _____ Youth Train in Trades Program. These programs are the college/university technical training component of apprenticeship. When completing, bear in mind that this student has applied to take a rigorous college-level program. Also, there is a significant financial investment of a student's full tuition (mandated by the Ministry of Education).

Please check the following attributes as: Excellent Good Satisfactory Needs Improvement

- | | | | | |
|---|-------|-------|-------|-------|
| 1. Maturity | _____ | _____ | _____ | _____ |
| 2. Accuracy / ability to follow instructions | _____ | _____ | _____ | _____ |
| 3. Enthusiasm and interest | _____ | _____ | _____ | _____ |
| 4. Adaptable - adjusts to new situations | _____ | _____ | _____ | _____ |
| 5. Follows through on assigned tasks | _____ | _____ | _____ | _____ |
| 6. Attendance | _____ | _____ | _____ | _____ |
| 7. Punctuality | _____ | _____ | _____ | _____ |
| 8. Shows motivation to learn new skills | _____ | _____ | _____ | _____ |
| 9. Can work independently | _____ | _____ | _____ | _____ |
| 10. Has positive attitude towards work | _____ | _____ | _____ | _____ |
| 11. Accepts constructive criticism | _____ | _____ | _____ | _____ |
| 12. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ |

13. As a candidate for this program I would rate this student as: (circle the most appropriate description)

1	2	3	4	5
NOT SUITABLE		SUITABLE		EXCEPTIONALLY SUITABLE

14. Could this student be counted on to represent Richmond SD38 favourably in a college setting?

YES _____ POSSIBLY _____ NO _____

15. Do you feel this student has a sincere interest in this District Partnership program?

YES _____ POSSIBLY _____ NO _____

16. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

Teacher Evaluation Completed by:

Print Name: _____ Signature: _____

Subject Area(s): _____ Years Known Student: _____

TEACHER REFERENCE FORM #2

Student: _____ Grade: _____
Last Name First Name

This student has applied for a seat in the _____ Youth Train in Trades Program. These programs are the college/university technical training component of apprenticeship. When completing, bear in mind that this student has applied to take a rigorous college-level program. Also, there is a significant financial investment of a student's full tuition (mandated by the Ministry of Education).

Please check the following attributes as: Excellent Good Satisfactory Needs Improvement

- | | Excellent | Good | Satisfactory | Needs Improvement |
|---|-----------|-------|--------------|-------------------|
| 1. Maturity | _____ | _____ | _____ | _____ |
| 2. Accuracy / ability to follow instructions | _____ | _____ | _____ | _____ |
| 3. Enthusiasm and interest | _____ | _____ | _____ | _____ |
| 4. Adaptable - adjusts to new situations | _____ | _____ | _____ | _____ |
| 5. Follows through on assigned tasks | _____ | _____ | _____ | _____ |
| 6. Attendance | _____ | _____ | _____ | _____ |
| 7. Punctuality | _____ | _____ | _____ | _____ |
| 8. Shows motivation to learn new skills | _____ | _____ | _____ | _____ |
| 9. Can work independently | _____ | _____ | _____ | _____ |
| 10. Has positive attitude towards work | _____ | _____ | _____ | _____ |
| 11. Accepts constructive criticism | _____ | _____ | _____ | _____ |
| 12. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ |

13. As a candidate for this program I would rate this student as: (circle the most appropriate description)

1	2	3	4	5
NOT SUITABLE		SUITABLE		EXCEPTIONALLY SUITABLE

14. Could this student be counted on to represent Richmond SD38 favourably in a college setting?

YES _____ POSSIBLY _____ NO _____

15. Do you feel this student has a sincere interest in this District Partnership program?

YES _____ POSSIBLY _____ NO _____

16. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

Teacher Evaluation Completed by:

Print Name: _____

Signature: _____

Subject Area(s): _____

Years Known Student: _____