



Youth Train in Trades Program APPLICATION

(For TRADES programs to be taken in 2027-2028 School Year)

****APPLICATION DUE DATES****

First (preferred) deadline: Tuesday, February 2, 2027

Second deadline: Tuesday, March 2, 2027

***Submit application to the SD38 Career Programs – c/o Learning Services @ Cambie Secondary School (in person or by email to careerprograms@sd38.bc.ca)**

- ☐ For Piping and Cooking only, applications received past our deadlines MAY be considered ONLY if space remains.
- ☐ For all other Train in Trades programs, these deadlines are firm, as seat availability is very limited.

BENEFITS TO STUDENTS

- ❖ **TUITION PAID** (for Level 1) by Richmond School District #38 (approx. savings of \$2500 - \$4800)
- ❖ **EARN DUAL CREDITS** – high school credits toward graduation + post-secondary credits
- ❖ **EARN INDUSTRY CERTIFICATION** – Level 1/Foundation with SkilledTradesBC
- ❖ **GET AHEAD** – **Start employment** immediately upon graduation; increase your **EARNING POTENTIAL**

STUDENT ELIGIBILITY CHECKLIST:

- ☐ **May only apply if you have Canadian Citizenship or valid Permanent Residency (PR) Card (PR must not expire during program.) International students are not eligible to apply.** 
- ☐ Has keen interest in field for which student is applying
- ☐ Has current/prior Applied Skills course work (e.g. Tech Ed, Foods)
- ☐ Is comfortable using tools/power equipment of chosen area
- ☐ Readiness/maturity for participation in a post-secondary environment
- ☐ Able to commute to post-secondary campus location and arrive on time (some programs start 7:00am or 7:30am)
- ☐ In good physical shape (stamina/strength)
- ☐ Has strong English language skills to communicate and interpret technical program terminology
- ☐ Has strong Math and Science skills for solving problems and making decisions
- ☐ Driver's license an asset (certain industry work sites expect their employees to be able to drive)

BEFORE APPLYING, DO SOME RESEARCH...

- ❖ Visit <https://skilledtradesbc.ca/youth> to learn more about the apprenticeship programs for youth!
- ❖ Find the trade that works for you by exploring: <https://skilledtradesbc.ca/find-your-trade>

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



Understanding YOUR PROGRAM COSTS for Youth Train in Trades Programs

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

SCHOOL DISTRICT #38 PAYS TUITION:

By taking a *YOUTH TRAIN IN TRADES* program while in high school, SD38 students will save the cost of tuition (a savings between \$2500 - \$4800).

ESTIMATED COSTS THAT STUDENT IS RESPONSIBLE FOR MAY INCLUDE:

*TBD = to be determined (in chart below)

- Post-Secondary fees - may include a variety of college, student union and compass pass fees.
- Program-Specific 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.
- For programs through March, there is no Spring Break; also no Pro-D Days. Exceptions: Piping/Cooking as they are in SD38 schools.
- **PROGRAM MONTHS INDICATED BELOW MAY VARY (Check with Career Programs Office)**

PROGRAM	Approximate Student Cost	PROGRAM	Approximate Student Cost
Aircraft Maintenance Engineer – M (BCIT Richmond) *Applicant must meet with Career Programs staff for program costs and details, as these are extensive (ONLY OPEN to Gr. 11 applicants entering Gr. 12 or to non-graduating Gr. 12's) <i>This program is a 20-month commitment and starts in May of Gr. 12 year (scheduled breaks in program).</i>	\$ *TBD	Heavy Mechanical Trades (VCC Broadway) <i>Runs February – October (36 weeks)</i>	\$ 1900.00
		Joinery (Cabinetmaker) Foundation (BCIT Burnaby) <i>Runs February – August (25 weeks)</i>	\$ 1100.00
		Metal Fabrication Foundation (BCIT Burnaby) <i>Runs February – July (23 weeks)</i>	\$ 800.00
Automotive Collision Refinishing and Repair Common Core (VCC Broadway) <i>Runs February – October (35 weeks)</i>	\$ 2300.00	Millwright Foundation (KPU Cloverdale) <i>Runs February – July (24 weeks)</i>	\$ 1100.00 (may be more)
Automotive Service Technician Foundation (BCIT Burnaby) <i>Runs February – September (30 weeks)</i>	\$ 1100.00	Painting (Commercial) Level 1 (Finishing Trades Institute – Surrey) <i>Runs Mid-June – End July (6 weeks)</i>	\$ 900.00
Carpentry (Framing and Forming) Foundation (BCIT Burnaby) <i>Runs February – July (23 weeks)</i>	\$ 1600.00	Piping/Plumbing Foundation (UA Piping Industry College and Palmer Secondary) <i>Runs February – June (Sem 2)</i>	\$ 600.00
Construction Electrician Foundation (BCIT Satellite Campus @ Delta Secondary) <i>Runs January (25th) – July (24 weeks)</i>	\$ 1500.00	Refrigeration & Air Conditioning Technician (BCIT Burnaby) <i>Runs September – March (25 weeks)</i>	\$ 1100.00
Professional Cook – Level 1 (VCC and Richmond High) <i>Runs September – June (Day 1's)</i>	\$ 1400.00	Sheet Metal Foundation (BCIT Burnaby) <i>Runs September – February (20 weeks)</i>	\$ 1100.00
Hairstylist Certification (VCC Broadway) <i>Runs 10 months; Sem. 2 start varies</i> <i>Check with Career Programs for options. (30 weeks)</i>	\$ 4700.00 (VCC fees + Hair kit)	Welding Foundation (KPU Cloverdale) <i>Runs February – August (28 weeks)</i>	\$ 1100.00

EXTENDED HEALTH AND/OR DENTAL PLAN:

For students attending any of our Youth Train in Trades programs parents/guardians are **advised to acquire extended health and/or dental coverage** if they do not already have this.



Youth Train in Trades Program APPLICATION

(For programs to be taken in 2027-2028 School Year)

Date of Application Completion (MM/DD/YYYY): _____ / _____ / _____

PLEASE PRINT CLEARLY

STUDENT INFORMATION

Name: _____ Current Grade: _____
First Middle Last

Mailing Address: _____

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

Current School: _____ Grad Date (mm/yy): _____ / _____ School Counsellor: _____

PEN #: _____ Age: _____ Birthdate (DD/MM/YYYY): _____ / _____ / _____

Canadian Citizen: ☐ YES ☐ NO PR Card: ☐ YES ☐ NO PR Expiry: _____ Aboriginal: ☐ YES ☐ NO

Student Email: _____ Student Cell: _____

Parent/Guardian Info: Email: _____ 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)

- | | | |
|---|---|---|
| ☐ Professional Cook – (VCC at SD38 site) | ☐ Electrician (Common Core) (**BCIT) | ☐ Millwright (KPU) |
| ☐ Piping – (SD38 site + UAPIC) | ☐ Hairstylist (VCC Pender) | ☐ Painting (Commercial) (FTI) |
| ☐ Aircraft Maintenance Engineer –M (*BCIT) | ☐ Heavy Mechanical Trades (VCC) | ☐ Refrigeration Technician (BCIT) |
| ☐ Auto Collision & Refinishing Common Core (VCC) | ☐ Joinery (Cabinetmaker) (BCIT) | ☐ Sheet Metal (BCIT) |
| ☐ Auto Service Technician (BCIT) | ☐ Metal Fabrication (BCIT) | ☐ Welding (KPU) |
| ☐ Carpentry (Frame/Form) (BCIT) | ☐ Other: _____ | (MUST arrange with Career Programs Office prior to applying; call to inquire) |

Program Locations: **Bold** = SD38 high school location + post secondary **BCIT** = Burnaby Campus or *Richmond Aerospace Campus or **North Delta Secondary satellite
VCC = Pender or Broadway **KPU** = Kwantlen Polytechnic University – Cloverdale **UAPIC** = Piping Industry College **FTI** = Finishing Trades Institute of BC

PROGRAM SITE VISITS may be arranged by a Career Programs staff member

In Partnership with:



For Career Programs Office Use Only:

Application Received Date: _____

Entered into Database (date): _____

☐ Application Complete

☐ Missing Items _____



CHECKLISTS for Student, Parent/Guardian, Counsellor

(Please do not submit application until all below are checked off and enclosed.)

STEP 1 – APPLICATION CHECKLIST for STUDENT		Page	Completed and Enclosed
1.	Applicant Information <i>(include application date and school year applying for)</i>	3	☐
2.	Completion of all checklists for Steps 1, 2 and 3 on this page	4	☐
3.	Statement of Interest and Intent <i>(thoughtfully complete; do rough draft prior to completing the form)</i>	6	☐
4.	Teacher Reference Form #1 <i>(teacher, counsellor or administrator completes and sends to Career Programs)</i>	7	☐
5.	Teacher Reference Form #2 <i>(a 2nd teacher, counsellor or administrator completes and sends to Career Programs)</i>	9	☐
6.	ATTACH Professional Reference Letter <i>(NOT same person as #4 and #5; can use employer, coach, other teacher)</i>	---	☐
7.	ATTACH Up-to-Date Résumé <i>(highlight skills or experiences related to your chosen program of study)</i>	---	☐
8.	ATTACH (if applicable) both sides Permanent Resident Card – MUST BE VALID & NOT EXPIRE DURING PROGRAM	---	☐

STEP 2 – PARENT/GUARDIAN PERMISSION AND SUPPORT		Page	Completed
1.	Parent/guardian fully completes parent/guardian section and signs off on permission statement.	5	☐

STEP 3 – APPLICATION CHECKLIST for COUNSELLOR		Page	Completed and Enclosed
1.	Most recent Report Card attached	---	☐
2.	BC Diploma Verification Report attached	---	☐
3.	Up-to-date Attendance Profile attached	---	☐
4.	Indicate Ministry of Ed Special Education Category if Applicable: Ministry Code: _____ Code Identification is for: _____ ☐ Not Applicable	---	☐
5.	IEP MUST be ATTACHED if applicable: ☐ Not Applicable <i>(if applicable, check box in right column)</i>	---	☐

Submit completed application (with all attachments) to the Career Programs Office in person at Cambie Secondary – Learning Services OR by email to careerprograms@sd38.bc.ca

After Application is Submitted...

- ❖ Career Programs sends email acknowledging receipt of application and informing applicant of any missing components.
- ❖ **Qualifying** student will be invited to an interview (usually in late April-May) and writes Math/English assessments.
- ❖ If successful with the above, notification of conditional acceptance will be sent to applicant in May/June.
- ❖ The Career Programs Office will arrange for a program site visit with student.
- ❖ Marks, attendance and behaviour will be reviewed to determine if final acceptance can be offered (late June for programs starting Semester 1 and late November for programs starting in Semester 2).

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 OF THIS APPLICATION
FOR YOUR RECORDS**



FOR PARENT/GUARDIAN COMPLETION:

- **Medical Information**
- **Learning Support/Special Needs Information**
- **Permission and Support**

Parent/Guardian: Please respond to the following so that we may understand how to best support your child in the event they are accepted into this *Youth Train in Trades* program.

MEDICAL INFORMATION

List ALL medical/physical information 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 child may need to access)

LEARNING SUPPORT/SPECIAL NEEDS INFORMATION:

Please list ALL additional supports that the school/post-secondary institution should be aware of in order to help the applicant to achieve success in this industry program. (i.e. has an IEP, 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**). NOTE: Many classes start early. Some at 8am and others at 7:30am.
- ☐ I am aware that Richmond School District pays the cost of tuition for the first level of this college program.
- ☐ I am aware that we are responsible for the costs of college fees, materials, books & equipment 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 college-based technical program that all apprentices take in 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: _____

Parents/Guardians: To learn more about the program for which your child is applying, go to <https://skilledtradesbc.ca/find-your-trade> as well as our Career Programs website (Programs dropdown).

STATEMENT OF INTEREST AND INTENT

**** To only be COMPLETED by the STUDENT APPLICANT****

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

Student: Please answer the following questions thoroughly and with thought/reflection.

1. What courses and/or work experiences have you taken that would support your participation in this trade program? (i.e. tech ed, foods or other courses, job or volunteer experience, extra-curricular activities, 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. (Visit <https://skilledtradesbc.ca/find-your-trade> 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 post-secondary seat in the _____ Youth Train in Trades Program. This program is 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 SD38 financial investment covering a student's full tuition.

Please check the following attributes as:

Emerging Developing Proficient Extending

- | | Emerging | Developing | Proficient | Extending | |
|---|----------------|------------|------------|-----------|------------------------|
| 1. Demonstrates passion/aptitude for trades | _____ | _____ | _____ | _____ | |
| 2. Maturity | _____ | _____ | _____ | _____ | |
| 3. Accuracy / ability to follow instructions | _____ | _____ | _____ | _____ | |
| 4. Enthusiasm and interest | _____ | _____ | _____ | _____ | |
| 5. Adaptable - adjusts to new situations | _____ | _____ | _____ | _____ | |
| 6. Follows through on assigned tasks | _____ | _____ | _____ | _____ | |
| 7. Attendance | _____ | _____ | _____ | _____ | |
| 8. Punctuality | _____ | _____ | _____ | _____ | |
| 9. Shows motivation to learn new skills | _____ | _____ | _____ | _____ | |
| 10. Can work independently | _____ | _____ | _____ | _____ | |
| 11. Has positive attitude towards work | _____ | _____ | _____ | _____ | |
| 12. Accepts constructive criticism | _____ | _____ | _____ | _____ | |
| 13. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ | |
| 14. As a candidate for this college program I would rate this student as: (circle the most appropriate description) | | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| | NOT SUITABLE | | SUITABLE | | EXCEPTIONALLY SUITABLE |
| 15. Could this student be counted on to represent Richmond SD38 favourably in a college setting? | | | | | |
| YES _____ | POSSIBLY _____ | NO _____ | | | |
| 16. Do you feel this student has a sincere interest in this District Partnership program? | | | | | |
| YES _____ | POSSIBLY _____ | NO _____ | | | |
| 17. Please PROVIDE COMMENTS that will aid in the selection of appropriate candidates. | | | | | |

Teacher Evaluation Completed by: Teacher please **SEND DIRECTLY** to careerprograms@sd38.bc.ca or put in school mail c/o Career Programs Office Cambie Secondary

Teacher Name: _____ Signature: _____

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

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Reminder to attach to your application:

- Updated resume
- Professional reference LETTER
- Valid/non-expiring PR Card (front/back) – **if applicable**
 - Items listed under STEP 3 in checklist (pg 4)

TEACHER REFERENCE FORM #2

Student: _____ Grade: _____
Last Name First Name

This student has applied for a post-secondary seat in the _____ Youth Train in Trades Program. This program is 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 SD38 financial investment covering a student's full tuition.

Please check the following attributes as:

Emerging Developing Proficient Extending →

- | | | | | |
|---|-------|-------|-------|-------|
| 1. Demonstrates passion/aptitude for trades | _____ | _____ | _____ | _____ |
| 2. Maturity | _____ | _____ | _____ | _____ |
| 3. Accuracy / ability to follow instructions | _____ | _____ | _____ | _____ |
| 4. Enthusiasm and interest | _____ | _____ | _____ | _____ |
| 5. Adaptable - adjusts to new situations | _____ | _____ | _____ | _____ |
| 6. Follows through on assigned tasks | _____ | _____ | _____ | _____ |
| 7. Attendance | _____ | _____ | _____ | _____ |
| 8. Punctuality | _____ | _____ | _____ | _____ |
| 9. Shows motivation to learn new skills | _____ | _____ | _____ | _____ |
| 10. Can work independently | _____ | _____ | _____ | _____ |
| 11. Has positive attitude towards work | _____ | _____ | _____ | _____ |
| 12. Accepts constructive criticism | _____ | _____ | _____ | _____ |
| 13. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ |
14. As a candidate for this college program I would rate this student as: (circle the most appropriate description)
- | | | | | |
|---------------------|----------|-----------------|----------|-------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| NOT SUITABLE | | SUITABLE | | EXCEPTIONALLY SUITABLE |
15. Could this student be counted on to represent Richmond SD38 favourably in a college setting?
 YES _____ POSSIBLY _____ NO _____
16. Do you feel this student has a sincere interest in this District Partnership program?
 YES _____ POSSIBLY _____ NO _____
17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

Teacher Evaluation Completed by: Teacher please **SEND DIRECTLY** to careerprograms@sd38.bc.ca or put in school mail c/o Career Programs Office Cambie Secondary

Teacher Name: _____ Signature: _____

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