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.

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

RICHMOND SCHOOL DISTRICT NO.38

careerprograms.sd38.bc.ca

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: _____

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

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

Canadian Citizen: ❑ YES ❑ NO Permanent Resident: ❑ YES ❑ NO 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)**
- ❑ **Piping – (SD38 site + UAPIC)**
- ❑ Aircraft Maintenance Engineer –M (*BCIT)
- ❑ Auto Collision & Refinishing Common Core (VCC)
- ❑ Auto Service Technician (BCIT)
- ❑ Carpentry (Frame/Form) (BCIT)
- ❑ Electrician (Common Core) (**BCIT)
- ❑ Hairstylist (VCC Pender)
- ❑ Heavy Mechanical Trades (VCC)
- ❑ Joinery (Cabinetmaker) (BCIT)
- ❑ Metal Fabrication (BCIT)
- ❑ Other: _____ *(MUST arrange with Career Programs Office prior to applying; call to inquire)*
- ❑ Millwright (KPU)
- ❑ Painting (Commercial) (FTI)
- ❑ Refrigeration Technician (BCIT)
- ❑ Sheet Metal (BCIT)
- ❑ Welding (KPU)

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:

SKILLED TRADES BC · BCIT · VCC · KWANTLEN POLYTECHNIC UNIVERSITY · PIC PIPING INDUSTRY COLLEGE of B.C. · FTI Finishing Trades Institute of BC

For Career Programs Office Use Only:

Application Received Date: _____ Entered into Database (date): _____

❑ Application Complete ❑ Missing Items _____

Revised – September 2026

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 *(include application date and school year applying for)*	3	❑
2.	Completion of all checklists for Steps 1, 2 and 3 on this page	4	❑
3.	Statement of Interest and Intent *(thoughtfully complete; do rough draft prior to completing the form)*	6	❑
4.	Teacher Reference Form #1 *(teacher, counsellor or administrator completes and sends to Career Programs)*	7	❑
5.	Teacher Reference Form #2 *(a 2nd teacher, counsellor or administrator completes and sends to Career Programs)*	9	❑
6.	ATTACH Professional Reference Letter *(NOT same person as #4 and #5; can use employer, coach, other teacher)*	---	❑
7.	ATTACH Up-to-Date Resumé *(highlight skills or experiences related to your chosen program of study)*	---	❑
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* *(if applicable, check box in right column)*	---	❑

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

CAREERPROGRAMS
SCHOOL DISTRICT NO. 38 (RICHMOND)

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: _____

Revised – September 2026

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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

CAREERPROGRAMS
SCHOOL DISTRICT NO. 38 (RICHMOND)

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: _____

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