

Youth Train in Trades Program APPLICATION

(For programs to be taken in 2022-2023 School Year)

**** APPLICATION DEADLINE DATES - Spring 2022 ****

First deadline: Friday, February 25, 2022 (Baking program applicants must meet this deadline)

Second deadline: Wednesday, April 13, 2022

*Priority given to earlier applicants meeting program eligibility requirements. (For some programs, an application may be accepted beyond these deadlines; check with Career Programs first.)

***SUBMIT to the SD38 Career Programs – c/o Learning Services @ Cambie Secondary School**

BENEFITS TO STUDENTS

- ❖ **TUITION PAID** (for Level 1) by Richmond School District #38 (approx. savings of \$2500 - \$4500)
- ❖ **EARN TRIPLE CREDITS** – high school, post-secondary and Industry Training Authority credentials
- ❖ **EMPLOYABILITY RIGHT OUT OF HIGH SCHOOL**
- ❖ **EARNING POTENTIAL** – Make great money in your chosen trade immediately upon graduation!
- ❖ **POST-SECONDARY ELECTIVE COURSES** on your report card, counting toward high school graduation

STUDENT ELIGIBILITY + SKILLS/ATTRIBUTES

- ❖ For Plumbing and Cooking, current grades 10-12 may apply (even beyond the above deadlines)
- ❖ For all other programs, students applying must currently be in grades 10 or 11 (Non-graduating grade 12's **may** be eligible; check with Career Programs before applying)
- ❖ Keen interest in field for which student is applying
- ❖ Current/prior ADST course work (e.g. Tech Ed, Foods/Baking)
- ❖ Comfortable using tools/power equipment of chosen area
- ❖ Readiness/maturity for participation in a post-secondary environment
- ❖ In good physical shape (stamina/strength)
- ❖ Strong English language skills to communicate and interpret technical program terminology
- ❖ 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)

FOR MORE INFORMATION...

- ❖ Visit 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: ita.essentialskillsgroup.com

**** 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 of tuition (a savings between \$2500 - \$4500)**. This cost is covered by the Richmond School District #38.

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.
- **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) <ul style="list-style-type: none"> • Applicant must meet with Career Programs staff for program costs and details, as these are extensive • <u>(ONLY OPEN to Gr. 11 applicants entering Gr. 12 or to non-graduating Gr. 12's)</u> <i>This program is a 16 consecutive month commitment with varying start dates</i>	\$ *TBD	Interior Systems Mechanic (Lather) (FTI Surrey) <i>Runs Mid-June – July</i>	\$600.00
Automotive Collision Refinishing and Repair Common Core (VCC Broadway) <i>Runs September – June OR February – October</i>	\$ 2550.00	Joinery (Cabinetmaker) Foundation (BCIT Burnaby) <i>Runs February/March – July</i>	\$ 1050.00
Automotive Service Technician (BCIT Burnaby) <i>Runs February – August OR July – February</i>	\$ 1000.00	Metal Fabrication Foundation (BCIT Burnaby) <i>Runs February – July</i>	\$ 750.00
Baking and Pastry Arts Foundation (VCC Pender) <i>Runs July - December</i>	\$ 1750.00	Millwright Foundation (KPU Cloverdale) <i>Runs February – July</i>	\$ 850.00 <i>(may be more)</i>
Carpentry (Framing and Forming) Foundation (BCIT Burnaby) <i>Runs February – July or August – February</i>	\$ 1500.00	Painting (Commercial) Level 1 (FTI Surrey) <i>Runs Mid-June – July</i>	\$ 850.00
CNC Machinist (BCIT Burnaby) <ul style="list-style-type: none"> • Applicant must be entering Gr. 12 • Program is a two-year commitment <i>Runs January – July OR Sept. – March (first of 4 terms)</i>	\$ *TBD	Plumbing Foundation (UAPIC and Palmer Secondary) <i>Runs September – June (alt days) (OR may run second semester Feb – June)</i>	\$ 600.00
Construction Electrician Foundation (BCIT Satellite Campus @ Delta Secondary) <i>Runs February – July</i>	\$ 1450.00	Sheet Metal Foundation (BCIT Burnaby) <i>Runs September – January</i>	\$ 750.00
Professional Cook – Level 1 (VCC and Richmond High) <i>Runs September – June (alt days) + all July (VCC) (OR may run second semester Feb – July)</i>	\$ 1350.00	Welding Foundation (KPU Cloverdale) <i>Runs February – August</i>	\$ 900.00 <i>(may be more)</i>

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 2022-2023 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: _____

PEN #: _____ Birthdate (year/month/day): ____/____/____

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

Student Email: _____ Student Cell: _____

Parent Email: _____ Parent 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"/> Auto Collision & Refinishing <small>Common Core</small> (VCC) | <input type="checkbox"/> Cooking – Richmond High (VCC) | <input type="checkbox"/> Millwright (KPU) |
| <input type="checkbox"/> Auto Refinishing Prep Tech (VCC) | <input type="checkbox"/> Electrician (Construction) (**BCIT) | <input type="checkbox"/> Plumbing – Palmer (UAPIC) |
| <input type="checkbox"/> Aircraft Maintenance Eng –M (*BCIT) | <input type="checkbox"/> Int. Systems Mechanic (Lather) (FTI) | <input type="checkbox"/> Painting (Commercial) (FTI) |
| <input type="checkbox"/> Baking & Pastry Arts (VCC) | <input type="checkbox"/> Joinery (Cabinetmaker) (BCIT) | <input type="checkbox"/> Sheet Metal (BCIT) |
| <input type="checkbox"/> Carpentry (Frame/Form) (BCIT) | <input type="checkbox"/> Metal Fabrication (BCIT) | <input type="checkbox"/> Welding (KPU) |
| <input type="checkbox"/> CNC Machinist (BCIT) | <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 *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

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: _____

******PROGRAM SITE VISITS may be on-line – to be determined and arranged by a Career Programs staff member******

CHECKLISTS for Student, Parent/Guardian, Counsellor

(Check each item when complete)

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.	Completion of all 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 completing 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 <u>another</u> 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.	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.	Most recent Report Card attached	---	<input type="checkbox"/>
2.	BC Diploma Verification Report attached	---	<input type="checkbox"/>
3.	Up-to-date Attendance Profile attached	---	<input type="checkbox"/>
4.	Indicate Ministry of Ed Special Education Category if Applicable: MoE Code: _____ Code Identification is for: _____ <input type="checkbox"/> Not Applicable	---	<input type="checkbox"/>
5.	IEP MUST be ATTACHED 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 Cambie Secondary – Learning Services)

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 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 Summer/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 COMPLETED 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 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)
-
-

SPECIAL NEEDS INFORMATION:

Please list ALL special needs that the school/post-secondary institution should be aware of that might require additional support 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**).
- 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 costs of 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 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: _____

Parents/Guardians: To learn more about the program for which your child is applying, go to itabc.ca/discover-apprenticeship-programs/search-programs or to explore from the ITA home page, go to itabc.ca

STATEMENT OF INTEREST AND INTENT

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

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

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

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 itabc.ca/discover-apprenticeship-programs/search-programs 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: Excellent Good Satisfactory Needs Improvement

- | | Excellent | Good | Satisfactory | Needs Improvement |
|---|-----------|-------|--------------|-------------------|
| 1. Demonstrated 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 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:

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 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: Excellent Good Satisfactory Needs Improvement

- | | Excellent | Good | Satisfactory | Needs Improvement |
|---|-----------|-------|--------------|-------------------|
| 1. Demonstrated 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 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:

Print Name: _____ Signature: _____

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