

Youth TRAIN in Trades Application

PLEASE PRINT CLEARLY

STUDENT INFORMATION	
Name: _____	Grade: _____ Email: _____
PEN #: _____	VSB Student #: _____ Birthdate (DD/MM/YYYY): ____/____/____
Home School: _____	Grad Date (MM/YYYY): ____/____ School Counsellor: _____
Applicant's Signature: I certify that all statements in this application are true and complete.	
Date (DD/MM/YYYY): _____	Signature: _____

CHECKLIST for Youth TRAIN in Trades application *Place a check mark (✓) beside each step when complete.*

Step 1: Gather Information	
<input type="checkbox"/> Meet with your school Counsellor to get an understanding of the programs, how they will be delivered, and how it may impact your graduation plan.	
<input type="checkbox"/> Find out more about the career through work experience, job shadowing, volunteering, or networking.	
Step 2: Complete and attach the following	
<input type="checkbox"/> Application Checklist	<input type="checkbox"/> School Recommendation
<input type="checkbox"/> Understand and plan to fund any Program Costs	<input type="checkbox"/> Teacher Reference (provide this form to a teacher to complete and they will forward the form to Career Programs)
<input type="checkbox"/> Student Statement of Interest and Commitment	<input type="checkbox"/> Current documentation of any medical or learning designations
<input type="checkbox"/> Program/Trade Research (one for each program)	<input type="checkbox"/> Diploma Verification Report
<input type="checkbox"/> Personal Information	<input type="checkbox"/> Grad Status Update Report
<input type="checkbox"/> Student Transition Plan	<input type="checkbox"/> Current Resume
Step 3: Submit Application	
<input type="checkbox"/> Provide your completed application package to your school Counsellor or Administrator.	
<input type="checkbox"/> Ask your Counsellor to review the application and forward the package to Career Programs by: <ul style="list-style-type: none"> • Blue Bag to Career Programs • emailing it to careerprograms@vsb.bc.ca 	
Youth TRAIN in Trades program requirements – Students must: <ul style="list-style-type: none"> • be a Canadian citizen or Permanent Resident • be enrolled in a Vancouver School District school • be going into grade 11 or 12 (not graduated) • meet academic standard required for specific program • intend to complete secondary school graduation requirements • obtain licenses or certificates required by training providers and/or employers (e.g., Driver's License, FOODSAFE, WHMIS, etc.) Application submission – Please ensure you: <ul style="list-style-type: none"> • complete the checklist on page one before submitting • send your application to Career Programs as per instructions above • submit by December 1st or March 1st, based on the required deadline Please note that incomplete applications will be returned.	

For office use only

Received: _____

<input type="checkbox"/> Entered DCMS	<input type="checkbox"/> Resume Attached	<input type="checkbox"/> Diploma Verification Report	<input type="checkbox"/> Designation	<input type="text" value=""/> Program
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Youth TRAIN in Trades Application

Please place a checkmark in the box of the program(s) you are applying for below. If applying for more than one program, please complete a copy of page 4 for each trade.

Tuition for Youth TRAIN in Trades programs is funded by the Vancouver School District (SD39) for students whose application is accepted. **Program and student fees are payable by the student and are NOT funded by SD39.** These include a variety of college fees such as student union, U-Pass, uniform, PPE, tools, textbooks, etc. Estimated approximate costs are noted below.

<input type="checkbox"/> Aircraft Maintenance Engineer – (BCIT Richmond) 1st term only Multiple start dates Supplies and equipment \$1,000	<input type="checkbox"/> Auto Service Technician – (Britannia & VCC Broadway) February - June Student fees, supplies and equipment \$750
<input type="checkbox"/> Auto Collision and Refinishing Technician – (VCC Broadway) September – June Student fees and U-Pass \$1,750	<input type="checkbox"/> Baker – (VCC Pender) July – December Student supplies, textbooks and tools \$1,900
<input type="checkbox"/> Carpenter – (BCIT Burnaby) Multiple start dates Student fees, supplies and equipment \$1,500 <i>Note:</i> Applicants for this trade will be considered for a Foundation program, Direct-Entry apprenticeship, and/or Level 1 Apprenticeship training.	<input type="checkbox"/> Electrician – (BCIT Burnaby) Multiple start dates Student supplies, textbooks and tools \$900 <i>Note:</i> Applicants for this trade will be considered for a Foundation program, Direct-Entry apprenticeship, and/or Level 1 Apprenticeship training.
<input type="checkbox"/> Hairstylist – (VCC Pender) September – June Hairstyling kit \$2,000 Student fees and supplies \$1,800	<input type="checkbox"/> Heavy Mechanical Trades Technician – (VCC Broadway) September – May Student fees, supplies and equipment \$1,750 (Tools and textbooks are not included)
<input type="checkbox"/> Cabinetmaker (Joiner) – (BCIT Burnaby) February – July Student supplies, textbooks and equipment \$900	<input type="checkbox"/> Marine Mechanical Technician – (BCIT Annacis Island) February - July Student supplies, textbooks and equipment \$600
<input type="checkbox"/> Metal Fabricator – (BCIT Burnaby) February - July Student supplies, textbooks and equipment \$350	<input type="checkbox"/> Millwright – (BCIT Burnaby) September – March Student fees, supplies and equipment \$1,300
<input type="checkbox"/> Motorcycle & Power Equipment Technician – (BCIT Burnaby) February – July Supplies and equipment \$650	<input type="checkbox"/> Commercial Painter – (Finishing Trades Institute Surrey) June - July PPE \$250
<input type="checkbox"/> Plumber (Piping Industry College of BC Annacis Island) June – August (Application Deadline is December 1st) Student fees and equipment \$350 <i>Note:</i> Applicants for this trade will be considered for a Foundation program, Direct-Entry apprenticeship, and/or Level 1 Apprenticeship training.	<input type="checkbox"/> Professional Cook 1 – (Tupper Secondary and VCC Pender) February - July Textbook and learning resources \$500 VCC summer program \$500
<input type="checkbox"/> Welder – (BCIT Burnaby) February – July Textbook and learning resources \$950	<input type="checkbox"/> I'm applying for a program not listed above Name of Program/Trade:

Next Steps:

Students will be contacted for an interview after the application deadline has passed. Late applications are welcome but may be considered after those submitted prior to the deadline.

If you are accepted into the program, you must:

- follow the instructions in your acceptance letter
- return any documents to be signed
- meet with your Counsellor to make the appropriate changes to your timetable
- attend the mandatory students and parent orientation night

By providing your signature below you are acknowledging the additional fees above are the student's responsibility and are not funded by the VSB. Fees listed above are subject to change and are determined by the post-secondary institution.

Parent/Guardian Name

Parent/Guardian Signature

Date (DD/MM/YYYY)

STUDENT STATEMENT OF INTEREST AND COMMITMENT

Student Name: _____

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

1. What have you done to prepare yourself for study and work in this field? (e.g., related job or volunteer experience, extra-curricular activity or courses, reading, interviews with people, etc.)

2. Explain the skills/talents you have that will help you succeed in the world of work.

3. What interests you most about this career?

4. Tell us about your interests outside of school (e.g., hobbies, sports, clubs, special talents, etc.)

5. Describe what you will do to be successful in this program.

6. Tell us about your attendance and punctuality (at school and/or at work).

PROGRAM/TRADE RESEARCH

Trade: _____

Note: If applying for more than one program, you **must** complete a copy of this page for each program.

Student Name: _____

Go to the website(s) listed in each section to answer each question.

1. Skilled Trades BC– Visit www.skilledtradesbc.ca

What is an apprenticeship?	
Apprenticeship includes both on-the-job training and classroom learning. What percentage (%) of an apprentice’s time is spent learning on the job?	
What percentage (%) of an apprentice’s time is classroom-based?	
Is this trade a ‘Red Seal Trade’ or does it lead to a ‘Certificate of Qualification’?	What are some of the job tasks done by people in your trade? List two or three.

2. Vancouver School Board Career Programs– Visit careerprograms.vsb.bc.ca.

Under ‘Our Programs,’ select Youth TRAIN in Trades programs. Open the brochure for your trade.

List two (2) important skills or abilities required for your trade.	
Is your program offered at a: <input type="checkbox"/> college <input type="checkbox"/> high school	
If your program is offered in a college, what plans have you made with your school Counsellor for completion of grade 12 or other remaining graduation credits? (e.g., English 12 or English First Peoples 12, Indigenous-focus course, CLC/Capstone)	
How many levels of technical training are required for your trade?	Do you need a driver’s license for your trade? <input type="checkbox"/> yes <input type="checkbox"/> no
How many work-based training hours are required for certification in your trade?	Why do you think this is important?

3. Work BC – Go to www.workbc.ca and click on ‘Browse Career Profiles’ to search for your career name. When you search, all career names will be listed by their NOC number (National Occupational Classification) followed by the career name. Once you have found your career name, read the section titled ‘Work Environment.’ **and/or** visit www.myblueprint.ca

List two (2) job hazards associated with your trade.	What types of job-related injuries are associated with your trade?
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PERSONAL INFORMATION

Name of Program(s) applying to: _____

Legal First Name (given name)		Middle Name	Legal Last Name (family name)
PEN #	Grade	Age	Birth Date (DD/MM/YYYY)
Student Cell Phone	S.I.N # (required for post Youth Train purposes)		Student email
Mailing Address (number and street)			City and Postal Code
Home Phone	Parent Phone		Parent email
Driver's License (select one) <input type="checkbox"/> "L" Driver <input type="checkbox"/> "N" Driver <input type="checkbox"/> None		Citizenship (select one) <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident (PR) (Student must be one of these to apply)	
BC Care Card #		Family Doctor	Doctor Phone
			Indigenous <input type="checkbox"/> Yes <input type="checkbox"/> No
			Gender Pronoun (he/she/they/ze)
Describe any medical/physical conditions that the school should be aware of or that might affect performance (e.g.: diabetes, epilepsy, asthma, allergies, previous physical injuries, medications, etc.)			
Emergency Contact	Home Phone	Cell Phone	Relationship to Student
Describe any special needs that the school should be aware of or that might affect program performance and/or participation (e.g., learning disability, ADD/ADHD, physical disability, etc.). To meet students needs, please ensure current documentation/assessment information is attached.			
1. Parent/Guardian Signature. Please check YES or NO for each box.			
Yes No <input type="checkbox"/> <input type="checkbox"/>		A. I grant my child permission to participate in this Dual Credit Program with the Vancouver School District and the Post-Secondary program partner and that the information contained herein will be provided to the instructor.	
<input type="checkbox"/> <input type="checkbox"/>		B. I hereby grant permission to VSB personnel to take photographs of my child. These pictures may be used in Career Programs publications and on the VSB website at any time for the purpose of promotion and celebration of student success.	
<input type="checkbox"/> <input type="checkbox"/>		C. I understand and hereby agree to the Student Transition Plan	
<input type="checkbox"/> <input type="checkbox"/>		D. I hereby grant permission to VSB personnel to:	
<input type="checkbox"/> <input type="checkbox"/>		<ul style="list-style-type: none"> • obtain information and/or records from other appropriate agencies 	
<input type="checkbox"/> <input type="checkbox"/>		<ul style="list-style-type: none"> • release information and/or records to other appropriate agencies 	
<input type="checkbox"/> <input type="checkbox"/>		<ul style="list-style-type: none"> • discuss pertinent information with representatives from appropriate agencies on a strictly confidential basis. 	
_____ Parent/Guardian Name		_____ Parent/Guardian Signature	
		_____ Date (DD/MM/YYYY)	
2. Applicant Signature. I certify that all statements made on this application are true and complete.			
_____ Student Signature		_____ Date (DD/MM/YYYY)	

STUDENT TRANSITION PLAN

Student Name: _____

Students are required to complete a minimum of 80 credits in Grades 10 through 12 for graduation. To verify your transition plan, please ask your counsellor or administrator to attach a recent copy of **both** your Diploma Verification Report and Grad Status Update Report to your application.

Please ensure that you have considered your graduation requirements in your Transition plan.

EDUCATION / CAREER GOALS
List your short-term Education / Career Goals (6 -12 months)
1. 2. 3.
What are your long-term Education / Career Goals (1-5 years)?
1. 2. 3.
Where do you see yourself in 5 to 10 years?
What specific career do you see yourself attaining by your successful completion of this program?

SIGNATURES	
If the program applied for is followed and all courses passed, _____ will graduate in	
June _____ with a Dogwood Certificate.	(Student Name)
(Year of graduation)	
_____ School Counsellor	_____ Parent/Guardian
_____ Student	_____ Date (DD/MM/YYYY)

SCHOOL RECOMMENDATION

Please have a School Counsellor or an Administrator from your school must complete this page.

Student Name: _____ Grade: _____

This student has applied for a seat a Youth TRAIN in Trades program and/or support with a Youth WORK in Trades apprenticeship in the following trade:

Trade/Program Name: _____

The information in this recommendation will be used to help determine the student's suitability. Please check all that apply.

- The student has demonstrated interest in the program/trade.
- The student's parent(s)/guardian(s) has/have shown an interest and support.
- I have interviewed this student and believe the student has a clear understanding of the program/trade, its purpose, its implications for graduation, and conditions for acceptance.
- Current documentation of any learning or medical disability is provided, if applicable.
- I have reviewed the student's completed application package.
- We have reviewed costs associated with the program and the student and parent understand they are responsible for costs of textbooks, equipment, supplies, etc.

Please rate this student's suitability and readiness for a Youth TRAIN in Trades program and/or a Youth WORK in Trades apprenticeship:

EXCEPTIONAL

STRONG

ACCEPTABLE

Please provide us with any further comments:

Recommendation completed by:

Name: _____ Administrator Counsellor

Signature: _____ Date (DD/MM/YYYY): _____ Telephone: _____

TEACHER REFERENCE FORM

Please have a Vancouver School Board teacher who knows your practical skills and abilities complete this form.

Student Name: _____ Grade: _____

This student has applied for a seat a Youth TRAIN in Trades program and/or support with a Youth WORK in Trades apprenticeship in the following trade:

Program Name: _____

Please assess this student based on your observations and interactions.								
4 exceeds expectations	3 meets expectations	2 minimally meets expectations	1 not yet meeting expectations	4	3	2	1	n/a
Daily attendance and punctuality								
Work ethic and attitude								
Takes initiative, motivated, effective work habits								
Ability to follow instructions								
Attention to detail								
Decision-making skills								
Ability to work with others								
Ability to read technical drawings/manuals								

Please briefly comment upon the student's traits/characteristics, based on your interactions.

1. How have you seen this student display interpersonal skills, empathy, and the ability to deal with stressful situations in relation to fellow students?

2. Please comment on this student's written and spoken communication skills.

3. How has this student demonstrated their mechanical ability and hand-eye coordination?

Do you feel that this student follows established safety rules and safe work practices? Yes Possibly No

Could this student be counted on to represent the school favorably in a training or work setting? Yes Possibly No

Do you feel this student has a sincere interest in this program? Yes Possibly No

Would you like a private conversation about this student? Yes No

Please provide us with further comments: _____

Recommendation completed by:

Name: _____ Subject area: _____

Signature: _____ Date: _____ Telephone: _____

(DD/MM/YYYY)

Teacher – Please send this form directly to Career Programs via email or the blue bag. It is not necessary to provide a copy to your student. Thank you.