

Youth WORK ⇒ TRAIN in Trades Application

PLEASE PRINT CLEARLY USING A BLACK OR BLUE PEN

INSTRUCTIONS FOR THIS PACKAGE ARE INCLUDED ON THE LAST PAGE

STUDENT INFORMATION			
Legal LAST Name (family name)	Legal FIRST Name (given name)	Middle Name(s)	
PEN #	Student Number	Birth Date (DD/MM/YYYY)	Current Grade
Mailing Address (number and street)		Gender Pronoun (he/she/they/ze)	
City and Postal Code	Student Cell Phone	Student email	
Home Phone	Parent Phone	Parent email	
Counsellor Name	School Name	Grad Date (MM/YYYY)	

ADDITIONAL STUDENT DETAILS			
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)	Indigenous <input type="checkbox"/> Yes <input type="checkbox"/> No	Social Insurance Number (to confirm eligibility)
BC Care Card #	Family Doctor	Doctor Phone	
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, etc.) To meet student needs, please ensure current documentation/assessment information is attached.			
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 student needs, please ensure current documentation/assessment information is attached.			

APPLICATION ACKNOWLEDGEMENT			
Parent/Guardian Acknowledgement and Signature (Please check YES or NO for each box)			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	I grant my child permission to participate in this Youth WORK ⇒ TRAIN in Trades Program with the Vancouver School District and the Post-Secondary program partner and that the information contained herein will be provided to the instructor. 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. I understand and hereby agree to the Student Transition Plan I hereby grant permission to VSB personnel to: <ul style="list-style-type: none"> • obtain information and/or records from other appropriate agencies; • release information and/or records to other appropriate agencies; and/or • discuss pertinent information with representatives from appropriate agencies on a strictly confidential basis. 		
Parent/Guardian Name	Parent/Guardian Signature	Date (DD/MM/YYYY)	
Student Acknowledgement – I certify that all the statements made on this application are true and complete.			
Student Signature		Date (DD/MM/YYYY)	
For Career Programs Office use only			Date Received
<input type="checkbox"/> Entered in DCMS	<input type="checkbox"/> Resume Attached	<input type="checkbox"/> DVR/GSUR Attached	<input type="checkbox"/> Designation <input type="checkbox"/> Program

Youth WORK ⇒ TRAIN in Trades Application

Please place a checkmark in the box of the program(s) you are applying for below.

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"/> Auto Service Technician – (Britannia & VCC Broadway) Student fees, supplies and equipment \$750	<input type="checkbox"/> Carpenter (BCIT Burnaby) Student fees, supplies and equipment \$1,500
<input type="checkbox"/> Electrician – (BCIT Burnaby) Student supplies, textbooks and tools \$900	<input type="checkbox"/> Heavy Mechanical Trades Technician – (VCC Broadway) Student fees, supplies and equipment \$1,750 (Tools and textbooks are not included)
<input type="checkbox"/> Marine Mechanical Technician – (BCIT Annacis Island) Student supplies, textbooks and equipment \$600	<input type="checkbox"/> Plumber (Piping Industry College of BC Annacis Island) June – August (Application Deadline is December 1st) Student fees and equipment \$350
<input type="checkbox"/> I'm applying for a program not listed above Name of Program/Trade: _____	

Next Steps:

Students will be contacted to review the application once it has been received. We discourage applications submitted less than 3 months prior to the desired start date as seat availability may be restricted.

If you are accepted into the program, you must:

- follow the instructions in your acceptance letter
- return any documents to be signed
- keep in frequent contact with your Career Programs teacher regarding training planning
- attend the mandatory student 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 Name	Student Signature	Date (DD/MM/YYYY)

TRAINING REQUEST

Please provide details of the training institution and intake dates you're requesting. For programs offered at BCIT, please include the intake number.

Trade Name: _____ Institution: _____

Start date: _____ End date: _____

For BCIT programs, what is the intake number*? _____

*this information is available at <https://www.bcit.ca/apprenticeship/students/training/>

Have you already reserved a seat? _____ (Yes/No)

TRAINING PLANNING

Trade: _____

Student Name: _____

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

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

How many levels of training are required for certification in your trade?	How many hours of training are required at each level?
Is this trade a 'Red Seal Trade' or does it lead to a 'Certificate of Qualification'?	How many work-based training hours are required for certification in your trade?

2. Trades Training BC – Visit tradestrainingbc.ca

Choose your trade from the 'Program', select the 'Apprentice' option, and click 'Find My Seat!'

What institutions offer Level 1 training in your trade?
Which institution do you plan to attend?

STUDENT TRANSITION PLAN – only required for students taking a program in their grade 12 year

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
<i>List three short-term Education/Career Goals (6-12 months)</i> 1. 2. 3.
<i>List three long-term Education/Career Goals (1-5 years)</i> 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?

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

EMPLOYER RECOMMENDATION

Please have a supervisor, foreperson, or Human Resources employee complete this page.

Applicant: _____

Grad Year: _____

This apprentice has applied for a **Youth TRAIN in Trades** program, having already been working in 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 and readiness for Level 1 technical training. Please check all that apply.

- The apprentice has demonstrated interest in the program/trade.
- The apprentice's parent(s)/guardian(s) has/have shown an interest and support.
- I have discussed training plans with this apprentice and believe the apprentice has a clear understanding of the program/trade, its purpose, and its implications for income and advancement.
- The apprentice has had reasonably consistent attendance at work.
- I have reviewed the apprentice's training plan.
- I have reviewed with the apprentice the process for requesting time off for this level of apprenticeship training.

Please rate this apprentice's suitability and readiness for Level 1 technical training:

EXCEPTIONAL

STRONG

ACCEPTABLE

Please provide us with any further comments:

Recommendation completed by:

Name: _____

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

If you prefer, this form can be sent directly to VSB Career Programs via email – careerprograms@vsb.bc.ca

TEACHER REFERENCE FORM – only required for students current in their grade 12 year

Only Vancouver School Board teachers who **know your practical skills and abilities** may complete this form.

Student Name: _____

Grade: _____

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

Please assess this student based on your observations and interactions in an ADST/elective course.									
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 details									
Decision-making skills									
Ability to work with others									
Ability to read technical drawings/manuals									

Please comment on the student's traits/characteristics, based on your interactions in ADST/elective course.

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

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

- 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: _____

Teachers can send this form directly to Career Programs via email or the blue bag. It is not necessary to provide a copy to your student.

Instructions for Youth WORK ⇒ TRAIN in Trades Application

Step 1 – Gather information

- Discuss this application with your employer to get an understanding of their training expectations, the timing of your training, and how to request the time off work.
- Use sites like Trades Training BC to identify when and where your Level 1 Apprenticeship Training could be offered.

Step 2 – Complete the application pages

- Student information, details, and application acknowledgement
- Choose the program(s) you're applying to
- Understand and plan to fund the program fees
- Determine the details of your Training Request
- Complete the Training Planning questions
- Student Transition Plan – only required for students currently in their grade 12 year

Step 3 – Request Teacher/Employer References

- Employer Recommendation
- Teacher Reference (ADST/elective teacher strongly preferred)

Note: these references can be sent separately and directly to careerprograms@vsb.bc.ca.

Step 4 – Attach additional required documents

- Current documentation of any medical or learning designations
- SkilledTradesBC Transcript showing reported hours
- Resume

Step 5 – Submit Application

- Do a thorough check of your application to ensure that it is complete and correct
- Submit the application to Career Programs by email to careerprograms@vsb.bc.ca

Please note:

Youth TRAIN in Trades program requirements – Students must:

- be a Canadian citizen or Permanent Resident
- have been most recently enrolled in a Vancouver School District school
- meet academic standard required for specific program
- have completed 900+ hours or reported apprenticeship hours at the time of training
- obtain licenses/certificates required by training providers/employers (e.g., Driver's License, FOODSAFE, WHMIS, etc.)

Application submission – Please ensure you:

- complete the checklist above before submitting
- send your application to Career Programs as per instructions above
- submit at least 3 months prior to anticipated start date

Please note that incomplete applications will be returned.