

Youth WORK ⇒ Youth TRAIN Application

for use by students working in a registered apprenticeship

PLEASE PRINT CLEARLY

STUDENT INFORMATION
Name: _____ TWID: _____ E mail: _____
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: _____

APPLICATION CHECKLIST *Place a check mark beside each step when complete.*

Step 1: Gather Information	
<input type="checkbox"/> 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.	
<input type="checkbox"/> Use sites like Trades Training BC to identify when and where your Level 1 Apprenticeship Training could be offered.	
Step 2: Complete and attach the following	
<input type="checkbox"/> Application Checklist	<input type="checkbox"/> Employer Recommendation
<input type="checkbox"/> Understand and plan to fund any Program Costs	<input type="checkbox"/> Teacher Reference (for current grade 12s only)
<input type="checkbox"/> Training Request	<input type="checkbox"/> Current documentation of any medical or learning designations
<input type="checkbox"/> Training Planning	<input type="checkbox"/> SkilledTradesBC Transcript showing reported hours
<input type="checkbox"/> Personal Information	<input type="checkbox"/> Current Resume
Step 3: Submit Application	
<input type="checkbox"/> Do a thorough check of your application to ensure that it is complete and correct	
<input type="checkbox"/> Forward the application package to Career Programs by emailing it to careerprograms@vsb.bc.ca	
Youth TRAIN in Trades Level 1 Apprenticeship programming requirements – Students must: <ul style="list-style-type: none"> 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 of reported apprenticeship hours at the time of training 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 at least 3 months prior to anticipated start date <p>Please note that incomplete applications will be returned.</p>	

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 style="width: 80%;" type="text"/>	Program
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Youth WORK ⇒ Youth TRAIN Application

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

Tuition for Youth TRAIN in Trades programs may be 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 – (VCC Broadway) Student fees, supplies and equipment \$750	<input type="checkbox"/> Carpenter – (BCIT Burnaby) Student fees, supplies and equipment \$1,200
<input type="checkbox"/> Electrician – (BCIT Burnaby) Multiple start dates Student supplies, textbooks and tools \$900	<input type="checkbox"/> Heavy Mechanical Trades Technician – (BCIT Burnaby) Student fees, books, and equipment \$1,000 (Tools and optional 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 for 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. SkilledTradesBC– 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?

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)	

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

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

Student Name: _____ Grade: _____

This apprentice has applied for a seat in a Youth TRAIN in Trades program, having already been working in 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.