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**SD51 Youth Trades Program**



## YOUTH TRAIN IN TRADES APPLICATION

# START HERE:

### ENTER your personal information in the spaces below:

##### Name:

##### School:

##### Phone:

##### Email:

# About the Program

#### INTRODUCTION

Youth Train in Trades is a dual-credit program where a secondary school student can receive grade 12 graduation credits while partaking in a Trades Training Foundational program at a technical training institute. The purpose is to provide the opportunity for earlier entry into a technical training program, apprenticeship and a rewarding career. The tuition cost for the college trade training is subsidized by the school district through monies received from the Industry Training Authority of BC and the Ministry of Education.

#### REQUIREMENTS

* **A completed application including all the required signatures from school counsellor(s), parent(s) or Guardian(s), and applicant;**
* **The student must be registered as a student with a School District 51;**
* **An approved graduation plan developed with a school counsellor prior to graduation, including a defined career pathway that includes the foundation program;**
* **Completion of a Gr. 11 Math credit with a minimum mark of 60%**
* **Age at entry into Youth Train in Trades is under 19 years;**
* **Must complete the program by June 30th of the year they turn 19 years old;**
* **Remit a non-refundable application processing fee where appropriate.**
* **Apply at least eight months prior to the entry date in order to secure a seat.**
* **Partake in Student For A Day to meet instructor(s) and try out the program**
* **Complete the CRT (College Readiness Tool) if attending Selkirk College.**

**It is recommended that interested students do the following:**

1. **Have a Grad Plan that includes the five mandatory courses required for graduation, all successfully completed prior to entry into Youth Train in Trades.**
2. **Gain work experience in the trade of interest, be it volunteer or paid in order to gain some hands-on experience.**
3. **Work on developing the Essential Skills required for success in the trade (see link below).**
4. **Improve literacy and numeracy skills to one’s maximum potential.**

#### MORE INFORMATION

Youth Train In Trades: <http://youth.itabc.ca/programs/train/> Essential Skills: https://ita2.essentialskillsgroup.com/

# CHOOSE YOUR PROGRAM:

### SELECT the Program (and Start Date where applicable) that you are applying for at your college of choice:

#### At Selkirk College

##### Youth Train in Trades Program # Weeks Start Dates

Carpentry Foundation 24 August  February

Electrical Foundation 24 August  February

Fine Woodworking 36 September

Heavy Mechanical Foundation 36 September

Hairdressing 33 September

Metal Fabricator Foundation 23 February

Professional Cook Training 28 September

Millwright / Machinist 32 September  February

Welding Foundation 28 September

#### At College of the Rockies

##### Youth Train in Trades Program # Weeks Start Date

Carpentry Foundation 24 August  February

Electrical Foundation 24 August  February

Heavy Mechanical Foundation 36 September

Hairdressing 33 September

Industrial Mechanic (Millwright) 32 February

Professional Cook Training 28 September  January

Auto Service Technician 30 September

Pipe Trades 24 September

Welding Foundation 28 September  January

#### Other College

Specify College, Program and Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM APPLICATION:**

 **COMPLETE all fields below, including REFERENCES, then SIGN:**

Name:       School:       DOB: (DD/MM/YYYY)       PEN#:       SIN#:       Address:

City:       Province:       Postal Code:

Home phone:       Cell phone:       Email:

Program applying for:       Start Date: (DD/MM/YYYY)

Indigenous Identification: YES  NO

If YES, select Status: Metis  Inuit  Status  Non-Status  Treaty  Non-Treaty

Parents’/Guardians’ Names:

Parents’/Guardians’ Address (if Different):

City:       Province:       Postal Code:

Home phone:       Cell phone:       Email:

### REFERENCES:

***Please indicate two references we can contact (one should be a teacher, the other an employer):***

Name:       Phone:

Position:

Name:       Phone:

Position:

### SIGNATURES:

***Sign below to indicated your intent to persue enrollment in the Youth Train in Trades program: (By typing your name you agree that you are signing this document.)***

STUDENT (type your name): X       Date:

PARENT/GUARDIAN (type your name): X       Date:

### EDUCATION:



**Provide a PRINTED copy of:**

1. **the TRANSCRIPT of your secondary school courses and marks**
2. **Your latest RESUME**

**PLEASE NOTE!**

***Pre-requisites for participating in the Youth Train in Trades are a Math 11 course with a minimum of 60% and English 12 completed.***

***It is suggested that you complete Pre-Calc 11, Calculus 12 and/or physics 11 or 12 if you are interested in succeeding in the Electrical Foundation programs.***

What courses do you need to complete in order to GRADUATE?

What MATH and SCIENCE courses have you taken and passed?

INTERESTS and EXPERIENCES:

TRADE AREA applying for:

LIST any experience (paid work, school courses, volunteering, and hobbies) that relate to this trade. EXPLAIN why you are interested in this trade. DESCRIBE why you feel that you are suited for this program in terms of commitment, skills, and maturity (if filling out by hand, you may attach an additional page if more space is required):

# RELEASE OF INFORMATION:

## PARENT/GUARDIAN CONSENT FORM

I,       declare that I am the parent and/or legal guardian

of       who was born (DD/MM/YYYY)

I HEREBY GIVE CONSENT for personal information pertaining to my child to be shared in print and/or discussed for the purpose of school planning, transitioning and/or integrated case management. I understand that such discussions could include representatives of any/all government ministries including Health, Education, Social Services, Attorney General, RCMP, as well as any additional persons who are providing services to my child. I hereby understand that the release of information applies for the duration of time that the student is participating in the Youth Train in Trades program at Selkirk College, College of the Rockies, or other post-secondary training institutes, and their programs.

I understand that whatever information is discussed at school and transitional planning meetings, IEP meetings or Integrated Case Management meetings will be kept confidential, and not shared outside the meeting, except with people for whom I have previously given my consent for release of information.

### SIGNATURE:

***Sign below (by typing your name you agree that you are signing this document):***

PARENT/GUARDIAN (type name): X       Date:

# RESPONSIBILITY AGREEMENT:

## STUDENT AND PARENT/GUARDIAN COMMITMENT

This is an agreement between the student, the post-secondary Technical Training institute (College) and School District 8. The purpose of this agreement is to make our shared responsibilities clear as we work towards successful completion of your training.

#### High School/School District Responsibilities

* **Inform you of the requirements specific to your program**
* **Help you formulate an Educational Plan for grades 11-12 and a Graduation Transitions Plan**
* **Encourage you to be proactive in informing program coordinators of any specific learning needs**
* **Liaise with parents, high school PVP and counsellors regarding your progress and participation**
* **Ensure that you are registered with Industry Training Authority and your college of choice**
* **Provide marks and credits for completion of your grade 12 graduation once foundation training is successfully completed (see page 4)**
* **Provide tuition subsidy where applicable**

#### Student Responsibilities

* **Pay for books and tool costs needed for program**
* **Understand that attendance and punctuality is mandatory.**
* **Successfully complete all other courses required for grade 12 graduation prior to program start.**
* **Pay the non-refundable application processing fee when applicable.**
* **Once the Student has received their acceptance letter, a non-refundable seat deposit of $250 and a refundable tool deposit of $100 will be required by Selkirk College.**
* **Provide your own safety and support materials**
* **Complete the College Readiness Tool (Selkirk College) and if necessary participate in a Math or English upgrade program.**
* **Follow the Colleges’ and the School District’s Code of Conduct found on District Website**
* **Meet the program’s homework and study expectations**
* **Communicate any difficulties to the SD8 Youth Trades Department and Transitions Coordinator**
* **Make all reasonable efforts to get hands-on work experience in chosen trade area**

 **SIGNATURES:**

***Sign below (by typing your name you agree that you are signing this document):***

STUDENT (type your name):       Date:

PARENT/GUARDIAN (type your name):       Date:

# LETTER OF ENDORSEMENT:

## FROM YOUR SECONDARY SCHOOL COUNSELLOR

This is to verify that (Student’s Name)       has discussed his/her application for a Youth Train in Trades Program in (Trade).

(Student’s Name:)       has the readiness in terms of maturity, essential workplace skills, and desire to succeed in this industry training program. I have checked the student’s

Graduation Plan and can verify that he/she can complete graduation requirements with the credits earned through the Train in Trades Program.

### SIGNATURE:

COUNSELLOR (type name OR sign): X       Date:

#### Additional comments from counsellor:

***TYPE comments in PDF field and SAVE file, or PRINT out and write comments in:***

# CHECKLIST:

#### ENSURE you have provided and completed ALL of the following in order to be eligible for entry into Youth Train in Trades:

 Completed and signed YTT Student Application Package, including: program application, program choice, release forms, and responsibility agreement

 Copy of your latest Resume (attached digital scan, or submitted in printed format)

 Transcript of your secondary school courses and marks, signed by a counsellor, in order to demonstrate your ability to complete all requirements for graduation (attached digital scan, or submitted in printed format)

 Endorsement letter signed by the counsellor (attached digital scan, or submitted in printed format)

 Completed and signed trades college Application form (attached digital scan, or submitted in printed format)

 Completed and signed ITA Apprentice and Sponsor Registration Form (attached digital scan, or submitted in printed format)

 Cheque payable to Selkirk College or College of the Rockies, OR credit card information for the application processing fee

 Understanding of books, safety gear, and supplies needed for the program and costs.

 Participation in Interview with College Chairperson prior to starting your course; this interview will be scheduled by the school district

 Visit to the College to meet the training instructor and be a Student for a Day (SFAD)

Please save and submit this application to Mr. Jamie McKaig at [Jamie.mckaig@sd51.bc.ca](mailto:Jamie.mckaig@sd51.bc.ca)