



#### What is Youth Work in Trades?

Youth Work in Trades is a program jointly sponsored by the Ministry of Education and SkilledTradesBC (formerly ITA BC). Students in the program can:

- "Earn while they learn" by beginning a trades apprenticeship while earning high school graduation credits
- Attend school part-time while earning full-time credits (or work on weekends, after school and school holidays)
- Get up to 16 elective credits for completing four Youth Work in Trades courses (1 course = 120 hours of work-based training = 4 credits)
- Start post-secondary education and work for their employer as an apprentice while still in high school

### What's the application process?

- Meet with your Career Advisor to discuss the program
- 2. Complete attached Application Form with your employer and parent/guardian
- 3. Give/send the completed Application Form to your Career Advisor
- 4. Langley School District Career Education Department staff will visit the employer
- 5. Signed Application Form, Training Plan and Informed Consent collected
- 6. Student is registered as an apprentice with SkilledTradesBC
- 7. Student is enrolled in Youth Work in Trades classes
- 8. Employer receives student's SkilledTradesBC Card gives to the student
- 9. Student is monitored by SD35 staff

### What are the student requirements?

☐ Have parent/guardian permission
☐ Be 14-19 years old
$\square$ Be employed or previously employed in a
SkilledTradesBC recognized trade
$\square$ Be registered by the school district as an
apprentice

### What are the employer requirements?

☐ Have WorkSafe BC Coverage for employees
$\hfill\square$ Have an experienced supervising tradesperson
to oversee the apprenticeship

### Youth Work in Trades \$1000 Scholarship:

The Ministry of Education and SkilledTradesBC fund the \$1000 Youth Work in Trades Scholarship for students who meet the following:

- Were registered as an apprentice by the school district
- Earned a C+ average or better on all Grade 12 numbered courses
- Graduated with a Grade 12 Dogwood or Adult Dogwood diploma
- Completed all four Youth WORK in Trades courses with a passing grade
- Accumulated at least 900 work-based training hours with the SkilledTradesBC by a determined date (bottom of <u>link</u> for details)

### How do I get more information?

Contact one of the following:

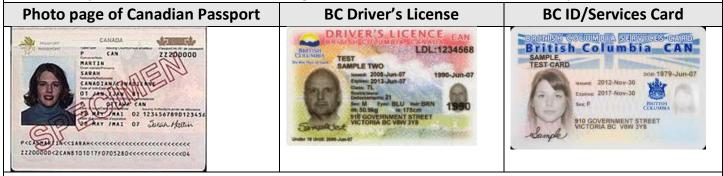
- School Career Advisor
- Jen Dumais or Michelle Smith- District Staff



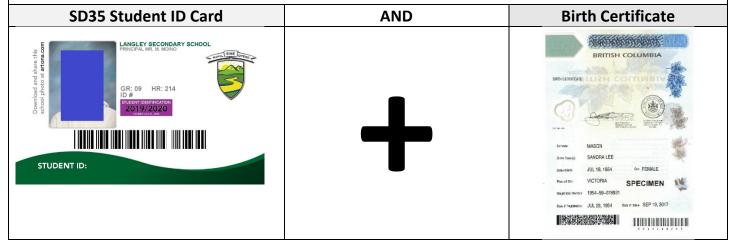


### LEC Identification requirements for students currently enrolled in an SD35 Langley school

Attach copies of one of the following (one of the below must have a photo):



### OR <u>both</u> of the following







STUDENT			
*Legal First Name:	*Legal Last Name:		*Date of Birth: MM/DD/YYYY
*School: Year of Graduation:	*School Counsellor:		*International Student: ☐ Yes ☐ No
*Email:			*Cell Phone #:
*Trade of the apprenticeship: (ie baker)	*Employment start da employer: MM/DD/YYY		*Approximate # of hours already worked:
*How did you find out about Youth Work in	Trades?   Career Advis	sor, □ Class present	ation,   Teacher,   Counsellor,
$\square$ Friend/Classmate, $\square$ SD35 Career Ed Web	site, 🗆 SD35 Career Ed	Social Media, 🗆 Oth	ner:
Social Insurance Number: (required to be eligible for the \$1000 Youth Work	in Trades Scholarship)		
	PARENT/GU	ARDIAN	
*First Name:	*Last Name:		*Main/Cell Phone #:
*Email:			Alt Phone #:
	EMPLO	YER	
*Employer/Company name:	*Mailing Address:		
*City:	*Province:		*Postal Code:
*Administrative/Office Contact Name:	*Administrative/Office Contact Email:		
*Office Phone #:	*SkilledTradesBC Sponsor ID#:		*Employer has active WorkSafe BC coverage: ☐ Yes ☐ No
*Apprentice will belong to a union:	*Apprenticeship Sponsor: ☐ Employer, ☐ L		
□ No, □ Yes, local:		A DECDED COM	
	SUPERVISING TRA	1	
*Legal First Name:		*Legal Last Name	•
*Work Email: *Work/Office		*Work/Office Pho	one #:
Work Cell Phone #: Certif		Certified <u>or</u> exper	ienced in which trade? (ie Cook, Plumber)
Years of experience in the trade:			
*Does the supervising tradesperson overseeing the apprenticeship hold any of the following?  Red Seal,  Certificate of Qualification,  Sign-Off Authority (SOA),  Other:  If no credential or certification is held by a tradesperson at the employer/sponsor, SD35 staff can assist in applying for Skilled Trades BC Sign Off Authority for experienced tradesperson at the employer (spensor).			
SkilledTradesBC Sign-Off Authority for experienced tradespeople at no cost to the employer/sponsor.			

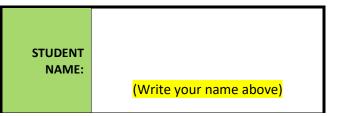
\*Required fields





### Youth Work in Trades 11A/B and 12A/B Course Plan

**Teacher: TBA** 



Course URL	http://careered.sd35.bc.ca/youthworkdocs
Course Description	The primary goal of the Youth Work in Trades course is to help students personalize their learning and to prepare them for the transition from secondary school to post-graduation life. Through Youth WORK in Trades, students can observe and practice generic employability skills, as well as skills specific to occupations, industries, or careers. Goals of Youth Work in Trades include:  • Providing students with access to up-to-date technical training not available in their school • Providing students with an understanding of the responsibilities and expectations of a workplace • Encouraging students to pursue academic and career-life goals • Facilitating the transition from school to post-secondary life, including providing work opportunities and an earlier start on receiving certification in a trade • Offering opportunities for the development of employment readiness and trade-specific skills • Developing students' general career-life skills  Students will be required to complete all the Youth Work in Trades assignments regardless of the amount of Work-Based Training (WBT) hours completed. Work-based training hours are outside of school that paid hours completed with an employer that is sponsoring the student's apprenticeship. The number of credits and courses the student will complete is based on the number of WBT hours completed:
	<ul> <li>120 WBT Hours = 4 credits = WRK 11A</li> <li>240 WBT Hours = 8 credits = WRK 11A + WRK 11B</li> <li>360 WBT Hours = 12 credits = WRK 11A + WRK 11B + WRK 12A</li> <li>480 WBT Hours = 16 credits = WRK 11A + WRK 11B + WRK 12A + WRK 12B</li> </ul>





		(Carrent Stadent)	<u></u>	
	Youth Work in Trades is a deep experiential learning course that involves assignments and Work-Based Training. Students will complete the following:			
Course Outline	Course Sections	WRK 11A, 11B, 12A, 12B Topic	Duration (suggested hours)	
	1	Workplace Safety	2-5	
	2	Connect, Apply, Reflect & Refine	120, 240, 360 or 480	
	3	Professional Skills	2-5	
Key Learning Outcomes	Workplace Safety:  Access information and ideas on workplace safety prior to work placement to determine workplace safety risks  Identify, demonstrate, and incorporate provincially legislated safety and site-specific work-site safety procedures while at the work placement  Connect, Apply, Reflect & Refine:  Collaborate with teacher and employer to develop a trade-specific training plan Apply trade-specific skills in the work placement, as defined in the training plan Identify transferrable skills specific to the work placement Explore work placement opportunities Develop skills to work respectfully and constructively, both independently and with others, to achieve common goals Demonstrate knowledge of cultural sensitivity, workplace ethics and etiquette Contribute to care of self, others, and community Engage in ongoing reflection and documentation of work experience to identify strengths, employability skills, and areas for future development Reflect on independent and collaborative problem-solving strategies implemented, specific to the work placement Recognize career skills progression and refine their trade-specific training plan Professional Skills:  Arrange meetings between SD35 staff, employer and/or parents/guardians Communicate regularly in a professional and timely manner Complete required documents accurately and honestly			
Assessment	<ul> <li>Complete tasks as required by SD35 staff</li> <li>For Youth Work in Trades: WRK 11A, 11B, 12A, 12B:</li> <li>33% - Workplace Safety</li> <li>33% - Connect, Apply, Reflect &amp; Refine</li> <li>34% - Professional Skills</li> <li>Note: Students will earn the same mark for all the WRK courses completed</li> </ul>			





	Final marks for the courses completed will be assigned at the earliest of the following:
	<ul> <li>completes 480 work-based training hours</li> </ul>
	<ul> <li>decides to end their apprenticeship</li> </ul>
	<ul> <li>graduates high school (if the student requires the credits to graduate)</li> </ul>
	turns 20 years old
	A = 100-86%, B = 85-73%, C+ = 72-67%, C = 66-60%, C- = 59-50%, F = 49-0%
	<ul> <li>Lesson materials and resources will all be available online and/or in person with the teacher</li> <li>You are expected to log on to your course, check your email/text messages and</li> </ul>
	communicate weekly with your instructor.
Resources	<ul> <li>The course will be a "I" until required hours are reported and logged to SkilledTradesBC</li> <li>If at any time you are concerned about your success in this course, or are considering</li> </ul>
	dropping out of this course, please contact your teacher immediately!
	There are many connections set up with employers that require a lot of pre-planning
	Your teacher can help you to reassess your commitment, your progress, and will help
	you to be successful.
	If you are having any difficulties with the course, contact your teacher as follows:
Teacher Contact	Teacher: TBA
Information	Email: TBA
	Phone/text: TBA
	If you need additional support, contact your teacher to set an individual appointment.
Acceptable Use Policy	<ul> <li>I understand the School District has an Acceptable Use Policy for technology and that I will be using technology for educational purposes. I also understand that due to the nature of some online technologies being hosted world-wide, it is possible that my Full Name, Student ID, School Name, email and classwork, may be stored on premises outside Canada. I am aware that in such cases, Privacy laws of the country hosting the data may apply. I consent to using such online technologies in the manner prescribed by School District #35. I have read and accept the Terms and Conditions of the policy posted at <a href="http://www.sd35.bc.ca/aup">http://www.sd35.bc.ca/aup</a></li> <li>I agree that school computers are for school use only and not for business use, illegal activity, nor are they for downloads. Anything I do on a school computer is neither private nor confidential and can be tracked or traced.</li> </ul>
Wireless Access	Wireless Network: SD35-Visitors Password: VisitorSD35
Withdrawing from this course	A final mark (from 0-100%) will be assigned for Youth Work Courses if a student withdraws after the first assignment has been submitted. If a student wants to withdraw from any Youth Work Course without a final mark being assigned, they must do so before submitting their first assignment.





I have read and understand the requirements of this course. This course fulfills one of the requirements of my grad plan.

Student's Signature:	Date:		
☐ Yes ☐ No Have you take	n this course before?		
☐ Yes ☐ No Did you submi	it all three pages of this course plan with your application (required)		
Cross-Enroll Form			
· · · · · · · · · · · · · · · · · · ·	chool Counsellor. Not required for students currently enrolled in courses at LEC.		
Student's PEN			
	☐ Dogwood, ☐ Adult Dogwood, ☐ School Completion		
	es 🗆 No		
Notes for SBO SD35 Career Educat	tion Staff and/or LEC Staff to help this student be successful		
Please complete helew to confirm	the student is recommended to cross-enroll at LEC for Youth Work in		
Trades	the student is recommended to cross-enroll at LEC for Youth Work in		
Home School Counsellor Name			
Home School Counsellor Signature	2		
Date			
<b>Youth Work in Trades App</b>	lication Checklist		
Student Checklist			
☐ Copies of required identification	n attached/emailed		
☐ Application Form completed			
☐ Signed Youth WORK in Trades C	ourse Outline		
$\square$ Croll-Enroll at LEC signed by sch	ool counsellor		
$\square$ Email/give the above to your Ca	reer Advisor		
☐ Begin the Youth Work in Trades Student Guide at careered.sd35.bc.ca/youthworkdocs			
For SD35 Staff/Office Use Only			
Career Advisor Checklist	•		
☐ Verify the application is comple	te from the student checklist above		
☐ Advise student they can begin the <u>Youth Work in Trades Student Guide</u>			
, ,	rm at careered.sd35.bc.ca/regupload		
☐ Keep hardcopy of this entire Ap			



