

# Youth Work in Trades – Application (Current Student)

## 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?

1. Meet with your Career Advisor and/or Youth Work in Trades teacher 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 and 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
- ☐ Be employed or previously employed in a SkilledTradesBC recognized trade
- ☐ Be registered by the school district as an apprentice

## What are the employer requirements?

- ☐ Have WorkSafe BC Coverage for employees
- ☐ Have an experienced supervising tradesperson to oversee the apprenticeship

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

Students could win 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

## How do I get more information?

Contact one of the following:

- [School Career Advisor](#)
- [Geoff McSherry](#) or [Michelle Smith](#) (District Staff)

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## 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):

Photo page of Canadian Passport	BC Driver's License	BC ID/Services Card
<b>OR</b>		
SD35 Student ID Card	AND	Birth Certificate



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STUDENT		
*Legal First Name:	*Legal Last Name:	*Date of Birth (MM/DD/YYYY):
*School:                      Year of Graduation:	*School Counsellor's Name:	*International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No
*Email (personal email address, <u>not</u> @langleyschools):		*Cell Phone #:
* <a href="#">Trade</a> of the apprenticeship (ie baker):	*Employment start date (MMM/YYYY):	*Approximate # of hours already worked:
<b>*How did you find out about Youth Work in Trades?</b> <input type="checkbox"/> Career Advisor, <input type="checkbox"/> Class presentation, <input type="checkbox"/> Teacher, <input type="checkbox"/> Counsellor, <input type="checkbox"/> Friend/Classmate, <input type="checkbox"/> SD35 Career Ed Website, <input type="checkbox"/> SD35 Career Ed Social Media, <input type="checkbox"/> Other:		
PARENT/GUARDIAN		
*First Name:	*Last Name:	*Main/Cell Phone #:
*Email:		Alt Phone #:
EMPLOYER		
*Employer/Company Name:	*Mailing Address:	
*City:	*Province:	*Postal Code:
*Administrative/Office Contact Name:	*Administrative/Office Contact Email:	
*Office Phone #:	*Approximate # of employees:	*Employer has active WorkSafeBC coverage: <input type="checkbox"/> Yes <input type="checkbox"/> No
*Apprentice will belong to a union: <input type="checkbox"/> No, <input type="checkbox"/> Yes, local:	*Apprenticeship Sponsor: <input type="checkbox"/> Employer <input type="checkbox"/> Union <input type="checkbox"/> ICBA <input type="checkbox"/> Other:	
SUPERVISING TRADESPERSON		
*Legal First Name:	*Legal First Name:	
*Work Email:	Work Cell Phone #:	
Certified or experienced in which trade? (ie Cook, Plumber)	Years of experience in the trade:	
<b>*Does the supervising tradesperson overseeing the apprenticeship hold any of the following?</b> <input type="checkbox"/> Red Seal, <input type="checkbox"/> Certificate of Qualification, <input type="checkbox"/> Sign-Off Authority (SOA), <input type="checkbox"/> Other:		
<i>If no credential, certification or sign-off authority is held by a tradesperson at the employer/sponsor, SD35 staff can assist in applying for SkilledTradesBC Sign-Off Authority for experienced tradespeople at no cost</i>		

**\*Required fields**



# Youth Work in Trades – Application (Current Student)



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

Teacher: TBA

STUDENT  
NAME:

(Write your name above)

Course URL	<a href="http://careered.sd35.bc.ca/youthworkdocs">http://careered.sd35.bc.ca/youthworkdocs</a>
Course Description	<p>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:</p> <ul style="list-style-type: none"> <li>• Providing students with access to up-to-date technical training not available in their school</li> <li>• Providing students with an understanding of the responsibilities and expectations of a workplace</li> <li>• Encouraging students to pursue academic and career-life goals</li> <li>• Facilitating the transition from school to post-secondary life, including providing work opportunities and an earlier start on receiving certification in a trade</li> <li>• Offering opportunities for the development of employment readiness and trade-specific skills</li> <li>• Developing students' general career-life skills</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <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>

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Course Outline	<p>Youth Work in Trades is a deep experiential learning course that involves assignments and Work-Based Training. Students will complete the following:</p> <table><tr><th>Course Sections</th><th>WRK 11A, 11B, 12A, 12B Topic</th><th>Duration (suggested hours)</th></tr><tr><td>1</td><td>Workplace Safety</td><td>1-2</td></tr><tr><td>2</td><td>Connect, Apply, Reflect &amp; Refine</td><td>120, 240, 360 or 480</td></tr><tr><td>3</td><td>Professional Skills</td><td>2-5</td></tr></table>	Course Sections	WRK 11A, 11B, 12A, 12B Topic	Duration (suggested hours)	1	Workplace Safety	1-2	2	Connect, Apply, Reflect & Refine	120, 240, 360 or 480	3	Professional Skills	2-5
Course Sections	WRK 11A, 11B, 12A, 12B Topic	Duration (suggested hours)											
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3	Professional Skills	2-5											
Key Learning Outcomes	<p><u>Workplace Safety:</u></p> <ul style="list-style-type: none"><li>• Access information and ideas on workplace safety prior to work placement to determine workplace safety risks</li><li>• Identify, demonstrate, and incorporate provincially legislated safety and site-specific work-site safety procedures while at the work placement</li></ul> <p><u>Connect, Apply, Reflect &amp; Refine:</u></p> <ul style="list-style-type: none"><li>• Collaborate with teacher and employer to develop a trade-specific training plan</li><li>• Apply trade-specific skills in the work placement, as defined in the training plan</li><li>• Identify transferrable skills specific to the work placement</li><li>• Explore work placement opportunities</li><li>• Develop skills to work respectfully and constructively, both independently and with others, to achieve common goals</li><li>• Demonstrate knowledge of cultural sensitivity, workplace ethics and etiquette</li><li>• Contribute to care of self, others, and community</li><li>• Engage in ongoing reflection and documentation of work experience to identify strengths, employability skills, and areas for future development</li><li>• Reflect on independent and collaborative problem-solving strategies implemented, specific to the work placement</li><li>• Recognize career skills progression and refine their trade-specific training plan</li></ul> <p><u>Professional Skills:</u></p> <ul style="list-style-type: none"><li>• Arrange meetings between SD35 staff, employer and/or parents/guardians</li><li>• Communicate regularly in a professional and timely manner</li><li>• Complete required documents accurately and honestly</li><li>• Completes tasks as required by SD35 staff</li></ul>												
Assessment	<p>For Youth Work in Trades: WRK 11A, 11B, 12A, 12B:</p> <ul style="list-style-type: none"><li>• 33% - Workplace Safety</li><li>• 33% - Connect, Apply, Reflect &amp; Refine</li><li>• 34% - Professional Skills</li></ul> <p><i>Note: Students will earn the same mark for all the WRK courses completed</i></p> <p>Final marks for the courses completed will be assigned at the earliest of the following:</p> <ul style="list-style-type: none"><li>• completes 480 work-based training hours</li></ul>												



	<ul style="list-style-type: none"> <li>• decides to end their apprenticeship</li> <li>• graduates high school (if the student requires the credits to graduate)</li> <li>• turns 20 years old</li> </ul> <p>A = 100-86%, B = 85-73%, C+ = 72-67%, C = 66-60%, C- = 59-50%, F = 49-0%</p>
<b>Resources</b>	<ul style="list-style-type: none"> <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 communicate weekly with your instructor.</li> <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 dropping out of this course, please contact your teacher immediately!</li> <li>• There are many connections set up with employers that require a lot of pre-planning</li> <li>• Your teacher can help you to reassess your commitment, your progress, and will help you to be successful.</li> </ul>
<b>Teacher Contact Information</b>	<p>If you are having any difficulties with the course, contact your teacher as follows:</p> <p>Teacher: TBD Email: TBD Phone/text: TBD</p> <p>If you need additional support, contact your teacher to set an individual appointment.</p>
<b>Acceptable Use Policy</b>	<ul style="list-style-type: none"> <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>
<b>Wireless Access</b>	<p>Wireless Network: <b>SD35-Visitors</b> Password: <b>VisitorSD35</b></p>
<b>Withdrawing from this course</b>	<p>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.</p>

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

<b>Student's Signature:</b>		<b>Date:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Have you taken this course before?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Did you submit all three pages of this course plan with your application (required)</b>	



# Youth Work in Trades – Application (Current Student)



## Cross-Enroll Form

To be completed by student's **Home School Counsellor**. Not required for students currently enrolled in courses at LEC.

<b>Student's PEN</b>	
<b>Graduation Program</b>	<input type="checkbox"/> Dogwood, <input type="checkbox"/> Adult Dogwood, <input type="checkbox"/> School Completion
<b>Does student have an IEP?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Notes for SBO SD35 Career Education Staff and/or LEC Staff to help this student be successful</b>	
<b>The student is recommended to cross-enroll at LEC for Youth Work in Trades</b>	
<b>Home School Counsellor Name</b>	
<b>Home School Counsellor Signature</b>	
<b>Date</b>	

## Youth Work in Trades Application Checklist

<b>Student Checklist</b>
<input type="checkbox"/> Application form completed and signed <input type="checkbox"/> Cross Enroll Form completed by School Counsellor <input type="checkbox"/> Signed Course Plan (include all pages) <input type="checkbox"/> Attached/mailed copies of ID <input type="checkbox"/> Create account on <a href="http://lecscs.registerbc.ca">lecscs.registerbc.ca</a> <input type="checkbox"/> Email/give this completed application form to your Career Advisor (including this page)
<b>For SD35 Staff</b>
<b>Career Advisor Checklist</b>
<input type="checkbox"/> Verify the application form is complete from the student checklist above <input type="checkbox"/> Upload completed Application to <a href="http://sd35.bc.ca/careered">sd35.bc.ca/careered</a> -> Educators -> <a href="#">SD35 Staff Resources</a> -> Youth Work in Trades -> Application Upload Form