

APPLICATION CHECKLIST

Instructions for Ace It & SSA Students and Parents

Place a check mark (✓) beside each step when complete.

Step 1: Gather Information
<input type="checkbox"/> Meet with your school counsellor/career coordinator or career information advisor to get an understanding of the programs, how they will be delivered and how they will impact your graduation plan.
<input type="checkbox"/> Find out more about the trade through work experience, job shadowing or volunteering .

Step 2: Complete Application Package
<input type="checkbox"/> Application Cover Page
<input type="checkbox"/> Application Checklist
<input type="checkbox"/> School Recommendation
<input type="checkbox"/> Teacher Reference
<input type="checkbox"/> Application for Admission
<input type="checkbox"/> Student statement of Interest and Commitment
<input type="checkbox"/> Program/Trade Research
<input type="checkbox"/> Permission to Release Information
<input type="checkbox"/> Transition Plan
Other Documents
<input type="checkbox"/> Resume

Step 3: Submit Application
<input type="checkbox"/> Forward your completed application package to: VSB Career Programs Attn: Wendy Gilmour, Apprenticeship Facilitator

Step 4: Participate in an Interview and Orientation
<input type="checkbox"/> You will be contacted by a Career Programs staff member for an interview
<input type="checkbox"/> Your choice of program area may require you to participate in an information session

It is your responsibility to ensure that your application is complete.
Only complete Application Packages will be processed.

SCHOOL RECOMMENDATION

Please ask your school Counsellor, Teacher, Career Coordinator or Career Information Advisor to complete this page.

Student: _____ Grade: _____
Last Name First Name

This student has applied for a seat in the:

- ACE IT Program** _____ (Trade Area)
- SSA Apprenticeship Program** _____ (Trade Area)

The information in this recommendation will be used to help determine the student's suitability.

- The student has demonstrated interest in the program/trade.
- The student's parent/guardian has shown an interest and support.
- I have interviewed this student and believe that he/she has a clear understanding of the program/trade, its purpose, its implications for graduation, and conditions for acceptance.
- Current documentation of any learning or medical disability is provided, if applicable.
- I have reviewed the student's completed application package.

Please rate this student's suitability for this program as: EXCEPTIONAL STRONG ACCEPTABLE

A comprehensive response to the comments selection will be very helpful.

COMMENTS: _____

Recommendation completed by: Counsellor Career Coordinator Teacher CIA

Name: _____ Course: _____

Signature: _____ Telephone: _____

TEACHER REFERENCE FORM

Please provide a teacher reference from your current school. Select a teacher who best knows your practical skills and abilities.

Student: _____ Grade: _____
Last Name First Name

This student has applied for a seat in the:

- ACE IT Program** _____
(Trade Area)
- Apprenticeship Program** _____
(Trade Area)

Please check the most appropriate and frequently demonstrated traits by this student:

	Excellent	Good	Satisfactory	Needs Improvement
1. Attendance/Punctuality	___	___	___	___
2. Work ethic	___	___	___	___
3. Initiative/Motivation	___	___	___	___
4. Attitude	___	___	___	___
5. Accuracy/ability to follow instructions	___	___	___	___
6. Mechanical ability in the field	___	___	___	___
7. Interpersonal skills	___	___	___	___
8. Maturity	___	___	___	___
9. Communication (written & spoken)	___	___	___	___
10. <input type="checkbox"/> YES <input type="checkbox"/> POSSIBLY <input type="checkbox"/> NO	Do you feel that this student follows established safety rules and safe work practices?			
11. <input type="checkbox"/> YES <input type="checkbox"/> POSSIBLY <input type="checkbox"/> NO	Could this student be counted on to represent the school favourably in an industry training setting?			
12. <input type="checkbox"/> YES <input type="checkbox"/> POSSIBLY <input type="checkbox"/> NO	Do you feel this student has a sincere interest in this program?			

A quality response to the comments selection will be very helpful.

COMMENTS _____

Evaluation completed by:

Name: _____ Course: _____

Signature: _____ Date: _____ Telephone #: _____

STUDENT STATEMENT OF INTEREST AND COMMITMENT

Student Name: _____

Please answer the following questions to the best of your ability.

1. What have you done so far to prepare yourself for study and work in this area? (i.e., related job or volunteer experience, extra-curricular activities or courses, reading, interviews with people, etc.)

2. What skills or talents do you have that will help you to succeed in this field?

3. What interests you most about a career in this field?

5. What are your interests outside of school? (hobbies, sports, clubs, special talents, etc.)

6. Describe what you will do to be successful in this Program?

PROGRAM/TRADE RESEARCH

Student Name: _____

Name of Program or Trade area: _____

Website Resources Website Resources	
<ul style="list-style-type: none">▪ Career Cruising: www.careercruising.com USERNAME ces31 PASSWORD career▪ Industry Training Authority at: www.itabc.ca▪ www.educationplanner.bc.ca	<ul style="list-style-type: none">▪ www.workfutures.bc.ca▪ www.careersinconstruction.ca▪ www.workinfontet.bc.ca/youth

Career Information:

Describe the tasks and expectations involved in this field/trade area, including the physical demands and working conditions.

What is an apprenticeship? _____

Is your trade area - Red Seal, BC Certificate or other? _____

What does the term trades qualified mean? _____

Name or list the difference between a BC Certificate of Qualification and a "Red Seal" trade qualification.

How does ACE IT help towards an apprenticeship? _____

Future Outlook: What do immediate and long-range prospects look like in terms of employment in this field? Are work opportunities found locally/provincially/elsewhere?

Potential Earnings: What are the average earnings of workers in this field? Is the work full-time, full-year, part-time, or seasonal?

Career Path: Based on the information on the program profile, found on the ITA website for your trade;

Estimate number of years to complete the program: _____

How many work-based training hours are required: _____

Through your research what other educational information were you able to find?

STUDENT TRANSITION PLAN

Students are required to complete a minimum of **80 credits** in Grades 10 to 12 for graduation. Most students choose to complete more than 80 credits.

Develop your education plan including the courses required for entry into the program and the dual credit courses you will receive if you are signed up for an ACE IT program.

- Ensure you have included and considered your graduation requirements in your Transition plan.
- You may need to modify your time line to achieve your graduation requirements & participate in the program.
- Complete the 3 Year Transition plan in full beginning with your Grade 10 courses.
- Include any **Dual Credits** and **SSA Credits** in your predicted credit count.
- **See your counsellor for your elective course codes. Counsellors please refer to the Annual Summary and Review** (this is sent to all CP Administrators, CP Coordinators and Counselling Department Head) **for Post Secondary Codes.**

PLEASE PRINT

Student: _____
Last Name
First Name
Middle Name

School: _____ Current Grade: _____

GRADE 10 Courses <i>Check appropriate box (✓) Done = completed, Now = currently enrolled, To Be = to be enrolled</i>									
Done	Now	To Be			Done	Now	To Be		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social Studies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A & W Math	<input type="checkbox"/>	Foundations Math	<input type="checkbox"/>	<input type="checkbox"/>	Elective:	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Science		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective:	_____
GRADE 11 Courses <i>Check appropriate box (✓) Done = completed, Now = currently enrolled, To Be = to be enrolled</i>									
Done	Now	To Be			Done	Now	To Be		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English	<input type="checkbox"/>	Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social Studies			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A & W Math	<input type="checkbox"/>	F Maths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Science			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective: _____
GRADE 12 Courses <i>Check appropriate box (✓) Done = completed, Now = currently enrolled, To Be = to be enrolled</i>									
Done	Now	To Be			Done	Now	To Be		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English	<input type="checkbox"/>	Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective:	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective:	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Science	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elective: _____
SIGNATURES									
<p>If the program detailed above is followed and all courses passed, _____ will graduate in June _____ with a Dogwood Certificate and credentials from the partnered post-secondary institution or industry partner and the Industry Training Authority.</p>									
<p>_____</p> <p>School Counsellor</p>					<p>I have discussed this program with my son/daughter and give permission for him/her to participate in this Dual Credit Program.</p> <p>_____</p> <p>Parent/Guardian</p>				
<p>_____</p> <p>Student</p>					<p>_____</p> <p>Date</p>				