



# Application Package

Revised September 2019



CAREER PROGRAMS

## Youth TRAIN in Trades programs commencing in 2020

Name: \_\_\_\_\_

Email: \_\_\_\_\_@learn.vsb.bc.ca

School: \_\_\_\_\_

Grade: \_\_\_\_\_ D.O.B \_\_\_\_\_

VSBC Student #: \_\_\_\_\_

PEN #: \_\_\_\_\_

### SELECT PROGRAM OF INTEREST

Automotive Collision Repairer

### Program Start Month

September

### Application Deadline

March 1, 2020

Automotive Refinishing Prep Technician

February

November 30, 2019

*Automotive Service Technician do not use this form. Use specific AST application package.*

September

March 1, 2020

Baker

August

November 30, 2019

Carpentry

February

March 1, 2020

Electrical

March

March 1, 2020

Hairdressing

September

March 1, 2020

Heavy Mechanical Trades Foundation

September, April, or July

Three (3) months prior to desired intake date

Metal Fabricator Foundation (Fitter)

February

March 1, 2020

Millwright Foundation (Industrial Mechanic)

February

March 1, 2020

Motorcycle & Power Equipment Technician Foundation

February

March 1, 2020

Painting

June/July

March 1, 2020

Plumbing

June/July

March 1, 2020

Professional Cook

David Thompson

September

March 1, 2020

Tupper (priority given to Tupper students)

• **Incomplete applications will be returned.** Please ensure you complete the checklist on page 1 before submitting your application.

• **Blue Bag your application to: VSB Career Programs.**

### Youth TRAIN in Trades PROGRAM requirements

meet academic standard required in specific program

intention to complete graduation requirements

ability to make own transportation arrangements

have licenses or certificates required by employers (e.g. Driver's License, FOODSAFE, WHMIS, etc.)

meet academic standard required in specific program

For office use only

Date Received: \_\_\_\_\_

Entered DCMS

Resume Attached

Diploma Verification Report

FOODSAFE (Cooks/Bakers only)

# CHECKLIST

## Instructions for YOUTH TRAIN in Trades students and parents.

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

### Step 1: Gather Information

- Meet with your school Counsellor or Teacher to get an understanding of the programs, how they will be delivered, and how they will impact your graduation plan.
- Find out more about the career through work experience, job shadowing, volunteering or networking.

### Step 2: In one email complete and attach the following

#### Page #

<input type="checkbox"/> Application Cover Page	cover page
<input type="checkbox"/> Application Checklist	1
<input type="checkbox"/> Student Statement of Interest and Commitment	2
<input type="checkbox"/> Program/Trade Research	3
<input type="checkbox"/> Personal Information	4
<input type="checkbox"/> Student Transition Plan	5
<input type="checkbox"/> School Recommendation	6
<input type="checkbox"/> Teacher Reference <b>provide this page to your teacher – they will send in</b>	7
<input type="checkbox"/> Current documentation of any medical or learning disabilities	
<input type="checkbox"/> Diploma Verification Report	
<input type="checkbox"/> Current Resume	

### Step 3: Submit Application

- Forward your completed application package to your school Counsellor or Teacher. Ask them to review it with you and have them blue bag it to Career Programs

### What will happen next:

- **Check your @learn.vsb.bc.ca email.** You will be contacted **by email only** once your application has been received.
- A Career Programs staff member will give you information about your interview date and time.
- You may be asked to participate in an information session for your program area.

#### If you are accepted into the program you will:

- Meet with your Counsellor to make the appropriate changes to your timetable.
- Attend the mandatory student and parent orientation night.

**It is your responsibility to ensure that your application is complete.  
Only a complete application package will be processed.**

**STUDENT STATEMENT OF INTEREST AND COMMITMENT**      Student Name:

*Please answer the following questions to the best of your ability. Please print clearly.*

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

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2. Explain the skills/talents you have that will help you succeed in the world of work.

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3. What interests you most about this career?

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4. Tell us about your interests outside of school (e.g. hobbies, sports, clubs, special talents, etc.)

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5. Describe what you will do to be successful in this program.

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6. Tell us about your attendance and punctuality (at school and/or at work).

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# PROGRAM/TRADE RESEARCH

Student Name: \_\_\_\_\_

Go to the website(s) listed in each section to answer each question.

**1. Industry Training Authority of BC (ITA BC)** – Visit [www.itabc.ca](http://www.itabc.ca) and click on ‘Apprenticeship Services.’ Read the section called ‘About Apprentices.’ Then go to the section called ‘Trades Programs’ and find your trade. (Tip: You can search by program area or alphabetically.)

What is an apprenticeship?	
Apprenticeship includes both on-the-job training and classroom learning. What percentage (%) of an apprentice's time is spent learning on the job?	
What percentage (%) of an apprentice's time is classroom-based?	
If you complete all levels of your trades training, is your trade a Red Seal trade?	What are some of the job tasks done by people in your trade? List two or three.

**2. Vancouver School Board Career Programs** – Visit [careerprograms.vsb.bc.ca](http://careerprograms.vsb.bc.ca). Under ‘Our Programs,’ select Youth TRAIN in Trades programs. Open the brochure for your trade.

List two (2) important skills or abilities required for your trade.	
Is your program offered at a: <input type="checkbox"/> college <input type="checkbox"/> high school	
If your program is offered in a college, what plans have you made with your school Counsellor for grade 12 completion? (e.g. English Studies 12/ English First Peoples 12)	
How many work place training hours are required for <b>certification</b> in your trade?	Do you need a driver's license for your trade? <input type="checkbox"/> yes <input type="checkbox"/> no Why do you think this is important?

**3. Work BC** – Go to [www.workbc.ca](http://www.workbc.ca) and click on ‘Browse Career Profiles’ to search for your career name. When you search, all career names will be listed by their NOC number (National Occupational Classification) followed by the career name. Once you have found your career name, read the section titled ‘Work Environment.’ **and/or** visit [www.myblueprint.ca](http://www.myblueprint.ca)

List two (2) job hazards associated with your trade.	What types of job-related injuries are associated with your trade?
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# PERSONAL INFORMATION

Name of Program Applying to:

**INSTRUCTIONS:** (1) Save this PDF to your desktop, (2) Open with Adobe Reader or Adobe Acrobat, (3) Complete all fields, (4) Save, (5) Print and obtain signatures

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 @learn.vsb.bc.ca	
Mailing Address (number and street)				City and Postal Code	
Home Phone		Parent Phone		Parent email	
Check all that apply: Driver's License		Citizenship		Gender Pronoun	
Care Card#	Family Doctor	Doctor Phone	Doctor Address		
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, medication, 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.). In order 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 <input type="checkbox"/>	No <input type="checkbox"/>	<p><b>A.</b> 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.</p> <p><b>B.</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 anytime for the purpose of promotion and celebration of student success.</p> <p><b>C.</b> I understand and hereby agree to the <b>Student Transition Plan</b> (page 2)</p> <p><b>D.</b> I hereby grant permission to VSB personnel to:</p> <ul style="list-style-type: none"> <li>Obtain information and/or records from other appropriate agencies.</li> <li>Release information and/or records to other appropriate agencies.</li> <li>Discuss pertinent information with representative from appropriate agencies on a strictly confidential basis.</li> </ul>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<b>Date signed</b> MM/DD/YY	_____	_____
	<b>Parent/Guardian Name</b>	<b>Parent/Guardian Signature (must be in ink)</b>

**2. Applicant Signature** I certify that all statements made on this application are true and complete.

<b>Date signed</b> MM/DD/YY	_____	I attend _____ school.
	<b>Student Signature (must be in ink)</b>	

**IMPORTANT - This sheet must have signatures signed in ink. We are unable to accept electronic signatures.**

# STUDENT TRANSITION PLAN

Student Name: \_\_\_\_\_

Students are required to complete a minimum of **80 credits** in Grades 10 through 12 for graduation. In order to verify your transition plan, please ask your counsellor or administrator to attach a recent copy of your **Diploma Verification Report** to your application

- ✓ Ensure that you have considered your graduation requirements in your Transition plan.

<b>EDUCATION / CAREER GOALS</b>
List your short-term Education / Career Goals (6 -12 months)
1. 2. 3.
What are your long-term Education / Career Goals (1-5 years)?
1. 2. 3.
Where do you see yourself in 5 to 10 years?
What specific career do you see yourself attaining by your successful completion of this program?

<b>SIGNATURES</b>	
If the program applied for is followed and all courses passed, _____ will graduate in June _____ with a Dogwood Certificate and credentials from the partnered post-secondary institute or industry partner and the Industry Training Authority.	
_____ School Counsellor	_____ Parent/Guardian
_____ Student	_____ Date

# SCHOOL RECOMMENDATION

Please ask your school Counsellor or Administrator to complete this page.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

This student has applied for a seat in the following YOUTH TRAIN in Trades program:

**Program Name:** \_\_\_\_\_

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(s)/guardian(s) has/have shown an interest and support.
- I have interviewed this student and believe the student 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.
- We have reviewed costs associated with the program and the student has a plan for paying fees for texts, equipment, supplies, etc.

Please rate this student's suitability for the YOUTH TRAIN in Trades program:

- EXCEPTIONAL                       STRONG                       ACCEPTABLE

Please provide us with any further comments:

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**Recommendation completed by:**

Name: \_\_\_\_\_

- Administrator                       Counsellor

Signature: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

# TEACHER REFERENCE FORM

Please provide a teacher reference. Select a teacher who best knows your practical skills and abilities. This may not be the same teacher as your School Recommendation.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

This student has applied for a seat in the following YOUTH TRAIN in Trades program:

**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 language abilities. \_\_\_\_\_  
\_\_\_\_\_
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 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: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_

Teacher – Please send this form directly to Career Programs via the blue bag. It is not necessary to provide a copy to your student. Thank you.