

# CAREER PROGRAMS APPLICATION

## for 2017/18 ~ Youth Train in Trades & CTC programs

Rec'd: \_\_\_\_\_

**Career Transitions Office**  
4750 57th Street Delta, BC V4K 3C9  
Phone: 604-952-5071 Fax: 604-946-0823

<b>Please Print</b>	Student's Legal Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>(First)</span> <span>(Middle)</span> <span>(Last)</span> </div>
	Student's Main Email: _____
	Current → Age: _____ Grade: _____ School: _____
	Planned Grad Date: (mm/yy): _____ SD37 Student #: _____
	Program year Plan: <input type="checkbox"/> Stay at my home school or <input type="checkbox"/> Transfer to?: _____

<b>Program Choices (1<sup>st</sup> &amp; 2<sup>nd</sup>?)</b>	<input type="checkbox"/> Construction Electrician ( <i>Gr12 min.</i> ) ~ ND Sec. @ BCIT's satellite (semester) ~ Feb to Jul, 6 months <input type="checkbox"/> Auto Service Technician 1 ~ Seaquam Secondary (linear: every other day) ~ Sep to Jun, 10 months <input type="checkbox"/> Professional Cook 1 ~ Seaquam Secondary (linear: every other day) ~ Sep to Jun, 10 months <input type="checkbox"/> Carpenter ~ ND Secondary (semester) ~ Jan to Jun, 5 months <input type="checkbox"/> Millwright/Industrial Mechanic ~ KPU Cloverdale campus ~ Feb to Jul, 20 week <input type="checkbox"/> Welder Foundation ~ KPU Cloverdale campus ~ Feb to Aug, 28 weeks <input type="checkbox"/> Baking & Pastry Arts ~ VCC Downtown campus ~ Aug to Jan, 24 weeks <input type="checkbox"/> Motorcycle & Power Equipment Technician ~ BCIT Bby campus ~ Feb to Jun, 20 week <input type="checkbox"/> Plumbing ~ KPU Cloverdale campus ~ Feb to Jun, 21 weeks <input type="checkbox"/> Metal Fabricator ~ BCIT Bby campus ~ Feb to Jul, 23 weeks <input type="checkbox"/> Auto Refinishing Prep ~ VCC Broadway campus ~ Feb to Jul, 20 weeks <input type="checkbox"/> Masonry/Bricklaying ~ KPU Cloverdale campus ~ Feb to Jun, 20 weeks <input type="checkbox"/> Commercial Painter ~ FTI Surrey Training Center ~ Jun to Jul, 6 weeks <input type="checkbox"/> Drafting /CADD (CTC evening program at KPU, ~ tuition covered for first two courses) <input type="checkbox"/> Other _____ (may be negotiated for Work in Trade students)
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<b>Notes to Parents/Students</b>	<ul style="list-style-type: none"> <li>• Applications are due to the District Career Programs Office by March 6 (the week before Spring Break).</li> <li>• Application packages need to be complete to be considered. Use black ink to allow for scanning .pdf email</li> <li>• Train in Trades &amp; CTC programs are for Grade 11 &amp; 12 students with a minimum C+ in Math A&amp;W 10 and Eng 10, but most require higher pre-requisites and essential skills in Math &amp; English, and related courses.</li> <li>• They are not meant as a 'Try a Trade', rather it is for those who are ready to start technical training early.</li> <li>• Acceptance is competitive. Completion of the application process does not guarantee acceptance.</li> <li>• Grade 12's are given priority if there are more suitable applicants than seats available. Seats are limited.</li> <li>• All students applying for Delta School District Career Programs must complete the application process.           <ul style="list-style-type: none"> <li>➢ For Farm Roots Mini school there is a separate application. See <a href="http://deltalearns.ca/farm.roots">deltalearns.ca/farm.roots</a>.</li> <li>➢ For 'Work in Trades', make an appointment with your school Career staff – do not use this application.</li> <li>➢ For BCIT Electrical Fee Paying Grads – use this application without pg 6 Grad Plan.</li> </ul> </li> <li>• Your school Career staff &amp; counselor can assist with switching schools if needed for 'Train in Trades'.</li> <li>• Please work directly with your school's Career Staff. I will assist as needed. Thanks! <a href="mailto:btivy@deltasd.bc.ca">btivy@deltasd.bc.ca</a></li> <li>• Tuition (\$600 to \$3500) is covered by the District. All other costs (\$300 to \$1200) by the student.</li> </ul>
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# SCHOOL CAREER FACILITATOR CHECKLIST

(teacher checkoff & note any tba ~ student to use also)



Student  
 Facilitator

**Student criteria needed to apply:**

- Start by meeting with your Career teacher to review that you have the essential skills needed.**
- Understands these are not a 'Try a Trade', rather for those who are ready to start technical training early.
- Gr 11 or 12 at program start & under the age of 20 when program completes (Train in Trades & CADD).
- Parent/guardian support and permission and they are aware of the costs for books, tools, supplies, etc.
- Registered student in School District #37 (Delta) for 2016/17 & 2017/18. (Train in Trades & CADD)
- Transportation arrangements to the program site can be made by the student & parent/guardian
- Student has the Essential Skills to begin an adult level program (see the Program Offerings Chart, p2)
- Demonstrated level of maturity suitable to a post-secondary adult program environment.
- Have a keen interest and self-motivation to be successful and achieve the required 70% (ITA programs).

**Application package:** ~ best due before Spring Break. Late application can affect acceptance.

- Complete: all pages and info are filled in and 'n/a' is noted as needed (don't leave areas blank).
- Resume is attached that is: properly formatted, includes 2 or more references & clearly 'shows' the student's experiences, skills, and abilities. A template is available upon request.
- Teacher Reference(s) are completed. It should be a teacher related to the program you are applying to (eg. AST, the Auto/ Metal teacher; CADD, the Drafting teacher). More than one can be included.
  - Documentation of Learning or Medical Disability is attached (eg. IEP). (Career Transitions or school does)
  - Attendance & Transcript records are submitted (Career Transitions or school does)

**By 2 wks prior to the District Interview** (best with the application): ~ interviews are April/May

- Math/English Assessment (unassisted) is completed and the signed results sheet is submitted.
- 'Community Reference Letter' (formal) letter of support is obtained and submitted (un-related adult).
- Site Visit: Open House, Tour, and/or 'student for a day' (Auto & Cook) or '4 Day Practicum' (VCC).

→ Date(s) & Plan for visit: \_\_\_\_\_

**Prior to District Conditional and/or Final Acceptance Letter(s):**

- An interview is attended with the program instructor & Career Coordinator or designate.
- The Graduation Transition Plan is fully completed with their school counselor well prior to Sept 30, 2017.
- Student demonstrates continued appropriate attendance and achievement in current classes.
- 'Conditional Acceptance' requirements are met and/or complete as may be noted in the acceptance letters.

**School and Career Facilitator support:**

Please rate the applicants' overall suitability & application. (Circle): **CONDITIONAL GOOD EXCELLENT**

Career Facilitator/Administrator Comments: \_\_\_\_\_

\_\_\_\_\_

We have met with \_\_\_\_\_ in regards to requirements/rigor & support their application.

School Career Facilitator Name: \_\_\_\_\_ Signature: \_\_\_\_\_

School Counselor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Principal/Vice Principal Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## APPLICATION FOR ACCEPTANCE

**Program requested:** \_\_\_\_\_ **2<sup>nd</sup> Choice (if any)** \_\_\_\_\_

<b>Personal Information</b>	<p>Student: _____ PEN #: _____  <small>(First) (Last)</small></p> <p>Citizenship: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Do you identify yourself as an aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes are you: <input type="checkbox"/> First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit</p> <p><b>Parent/Guardian(s):</b> Name: _____ Cell/work#: _____</p> <p style="padding-left: 40px;">Name: _____ Cell/work#: _____</p> <p>Email(s): _____ &amp; _____</p> <p><b>For ITA Apprenticeship Registration:</b></p> <p>Primary Home Address: _____</p> <p>Primary Phone: _____ Secondary phone: _____</p> <p>Primary Email for ITA to use: _____</p>
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<b>Emergency / Medical Information</b>	<p>Birthdate: _____ / _____ / _____ Care Card Number _____  <small>Month Day Year</small></p> <p>Name of Family Doctor: _____ Family Doctor Phone No: _____</p> <p>Emergency Contact: _____ Relationship to Applicant: _____</p> <p>Contact Home Phone: _____ Contact Cell Phone: _____</p> <p>List any medical or physical problems that the school/post-secondary institution should be aware of, or might require accommodation. (Diabetes, Epilepsy, Medication, Asthma, Allergies, previous injuries, etc.)</p> <p>_____</p> <p>List any special needs that the school/post-secondary institution should be aware of, or that might require accommodation (Learning Disability, Dyslexia, ADD/ADHD, Physical Needs, etc.) In order to meet student needs, please ensure current documentation/assessment information is attached (eg IEP).</p> <p>_____</p>
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<b>Signatures</b>	<p><b>A. Parent/Guardian</b> ~ I support my son/daughters participation in the program if accepted. I have reviewed the application and understand there are costs associated with it.</p> <p>Parent Name: _____ Signature: _____ Date: _____</p> <p><b>B. Student Signature</b> ~ I certify that all statements on this application are true and complete.</p> <p>Signature: _____ Date: _____</p>
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## STUDENT STATEMENT OF INTEREST

*(handwritten preferred - in your own words, a separate page may be attached)*

Student: \_\_\_\_\_ CT Program: \_\_\_\_\_

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

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2. What technical and 'people' skills do you have that will help you be successful in this program?

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3. Why are you wanting a career and future in this field? (ie: why do you want to be a \_\_\_\_\_ )

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4. What knowledge do you have of this career field? (ie: opportunities for work, working conditions, wages)

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## STUDENT APPLICATION TASKS

- Community Reference Letter** ~ Ask an un-related adult who knows you for a personal reference letter. Letters take a while to so ask early! It needs to be signed and with their contact info (coach, church, employer, etc).
- Resume** ~ Create or update so it is: properly formatted, includes 2 or more references & clearly 'shows' your experiences, skills, interests and abilities. A template is available or see your teacher for help.
- Site Visit** ~ Visit the program site. It may have set dates to visit (eg Open House), or by appointment. Some need you to do a 'Student for the day'. VCC requires a full 4 day practicum to try it out (cool eh!).
- English/Math Assessment** ~ Set up a time with your Career staff to complete it. Basic skills are assessed.

## TEACHER REFERENCE

*To be completed by a current or past ADST teacher, as closely related to the program as possible.  
A second teacher reference may be included. (eg. Tech Ed teacher and Math or Physics teacher for Electrical)*

Student: \_\_\_\_\_ CT Program: \_\_\_\_\_

Please CHECK the following traits as:                      Excellent      Good      Satisfactory      Needs Improvement

- |  |       |       |       |       |
|--|-------|-------|-------|-------|
| 1. Maturity                                  | _____ | _____ | _____ | _____ |
| 2. Accuracy / ability to follow instructions | _____ | _____ | _____ | _____ |
| 3. Enthusiasm and interest                   | _____ | _____ | _____ | _____ |
| 4. Adaptable - adjusts to new situations     | _____ | _____ | _____ | _____ |
| 5. Follows through on assigned tasks         | _____ | _____ | _____ | _____ |
| 6. Attendance                                | _____ | _____ | _____ | _____ |
| 7. Punctuality                               | _____ | _____ | _____ | _____ |
| 8. Shows motivation to learn new skills      | _____ | _____ | _____ | _____ |
| 9. Can work independently                    | _____ | _____ | _____ | _____ |
| 10. Has positive attitude towards work       | _____ | _____ | _____ | _____ |
| 11. Accepts constructive criticism           | _____ | _____ | _____ | _____ |
| 12. Use of tools & general lab safety        | _____ | _____ | _____ | _____ |

13. Could this student be counted on to represent the District favorably in a College/University setting?  
Yes \_\_\_\_\_ Possibly \_\_\_\_\_

14. Do you feel this student has a sincere interest in this District Career program?  
Yes \_\_\_\_\_ Possibly \_\_\_\_\_

Comments:

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Teacher Name: \_\_\_\_\_ Subject: \_\_\_\_\_ Signature: \_\_\_\_\_

## GRADUATION TRANSITION PLAN

(for career programs in 2017-18)

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

CT Program: \_\_\_\_\_

\*\* MOEd audit requirement. Counselors please complete using dark ink. See 'Assigning Credits' chart

<b>Graduation Program:</b> <input type="checkbox"/> Dogwood <input type="checkbox"/> Adult Dogwood <input type="checkbox"/> School Completion (Evergreen)		
<b>Total Credits that are planned</b> (80 Credits Required) = _____		<b>Actual or Planned Date</b>
<b>Grade 10 Requirements</b>	<b>Course Credits</b>	<b>Completion (mm/yy)</b>
<input type="checkbox"/> English 10	<u>4</u>	_____
<input type="checkbox"/> Social Studies 10	<u>4</u>	_____
<input type="checkbox"/> Science 10	<u>4</u>	_____
<input type="checkbox"/> a Math 10 _____	<u>4</u>	_____
<input type="checkbox"/> PE 10	<u>4</u>	_____
<input type="checkbox"/> Planning 10	<u>4</u>	_____
<b>Grade 11 Requirements</b>	<b>Course Credits</b>	<b>Completion (mm/yy)</b>
<input type="checkbox"/> English or Communications 11	<u>4</u>	_____
<input type="checkbox"/> a Social Studies 11 _____	<u>4</u>	_____
<input type="checkbox"/> a Science 11 _____	<u>4</u>	_____
<input type="checkbox"/> a Math 11 _____	<u>4</u>	_____
<b>Grade 12 Requirements</b>	<b>Course Credits</b>	<b>Completion (mm/yy)</b>
<input type="checkbox"/> English or Communications 12	<u>4</u>	_____
<input type="checkbox"/> Graduation Transitions 12	<u>4</u>	_____
<input type="checkbox"/> Daily Physical Activity Report ( <i>requirement met</i> )	_____	_____
<input type="checkbox"/> _____ 12	_____	_____
<input type="checkbox"/> _____ 12	_____	_____
<input type="checkbox"/> _____ 12	_____	_____
<input type="checkbox"/> _____ 12	_____	_____
<input type="checkbox"/> _____ 12	_____	_____
<b>Fine Arts / Applied Skills Requirement (circle grade)</b>	<b>Course Credits</b>	<b>Completion (mm/yy)</b>
<i>Required: 4 credits in 1 area, or 2 credits in each</i>		
<input type="checkbox"/> Fine Arts _____ 10 / 11 / 12	_____	_____
<input type="checkbox"/> Applied Skills _____ 10 / 11 / 12	_____	_____
<b>Additional Courses (circle grade)</b>	<b>Course Credits</b>	<b>Completion (mm/yy)</b>
<input type="checkbox"/> _____ 10 / 11 / 12	_____	_____
<input type="checkbox"/> _____ 10 / 11 / 12	_____	_____
<input type="checkbox"/> _____ 10 / 11 / 12	_____	_____
<input type="checkbox"/> _____ 10 / 11 / 12	_____	_____
<input type="checkbox"/> _____ 10 / 11 / 12	_____	_____
<input type="checkbox"/> _____ 10 / 11 / 12	_____	_____
<input type="checkbox"/> _____ 10 / 11 / 12	_____	_____

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Counselor Name & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Name & Signature**

\_\_\_\_\_  
**Date**

# DISTRICT CAREER PROGRAMS ~ credits for 2017/2018 'Youth Train in Trades'



ITA Youth programs are provided through a funding arrangement with the Industry Training Authority, a British Columbia provincial government Crown agency.

Course credit codes (tba) will be changing for 2017/18. Delta School District currently has partnerships with: BCIT (TRNA); KPU (TRNJ); VCC (TRNZ); FTI (commercial painter); as well as several Industry Partners

Auto Refinishing Prep Technician	Auto Service Technician 1	Baking & Pastry Arts	Carpenter	Construction Electrician	Professional Cook 1	Plumber
TRNZ 12A	AST 12A	TRNZ 12A	CARP 12A	TRNA 12A	CKT 11A	TRNJ 12A
TRNZ 12B	AST 12B	TRNZ 12B	CARP 12B	TRNA 12B	CKT 12A	TRNJ 12B
TRNZ 12C	AST 12C	TRNZ 12C	CARP 12C	TRNA 12C	CKT 12B	TRNJ 12C
TRNZ 12D	AST 12D	TRNZ 12D	C & J 12	TRNA 12D	CKT 12C	TRNJ 12D
TRNZ 12E	WEX 12A	TRNZ 12E		TRNA 12E	WEX 12A	
	WEX 12B**	TRNZ 12F			WEX 12B**	

\*\* WEX12B is optional for Auto & Cook

Mason/ Bricklayer	Metal Fabricator	Millwright/ Industrial Mech.	Motorcycle/ Power Equip. Tech.	Painter 6 weeks	Welder 28 weeks	CADD (CTC)
TRNJ 12A	TRNA 12A	TRNJ 12A	TRNA 12A	TRNTA 12A	TRNJ 12A	PSIJ 12A
TRNJ 12B	TRNA 12B	TRNJ 12B	TRNA 12B	WEX 12A	TRNJ 12B	PSIJ 12B
TRNJ 12C	TRNA 12C	TRNJ 12C	TRNA 12C		TRNJ 12C	Credit & load the 3 <sup>rd</sup> & 4 <sup>th</sup> course upon completion
TRNJ 12D	TRNA 12D	TRNJ 12D	TRNA 12D		TRNJ 12D	
	TRNA 12E	TRNJ 12E			TRNJ 12E	
					TRNJ 12F	

## 'Youth Work in Trades' Credits (formerly SSA)

Students 15 yrs or older who transition to paid apprenticeship work in a trade may earn credits for 'Youth Work in Trades'. 16 grade 11 & 12 credits may be earned if the employer will agree to sponsor them and they complete the required curriculum. Each 120 hrs under the guidance of a Journeyman for that trade earns 4 credits. A \$1000 award is possible as well. See the ITA, or SD37 Website under 'Youth Work in Trades' for details. Students may be enrolled as both 'Youth Work in Trades' and 'Train in Trades', starting with either one and adding the other.

## Career Technical Consortium (Drafting) CADD Credits

Grade 12 elective course credits in Drafting are available through a partnership program with KPU, Cloverdale Campus. Delta School District will pay tuition for the first two courses for students accepted to this program. Courses are offered on a part-time basis, two evenings per week in the Spring and/or Fall semester. Credits are granted when students produce a Kwantlen transcript or record of marks documenting completion. Three courses are available to senior secondary students. In addition, students who have Drafting 11 and/or 12 can write a qualifying Assessment to achieve credit for a fourth course - CADD 1100.



## Essential Skills Guidelines for applying to 'Youth Train in Trades' programs

### Youth Train in Trades (formerly known as ACE IT)

'Youth Train in Trades' is an industry training program for grade 11 or 12 secondary school students. It is the first year (level 1) of the classroom /shop training which is 20% of becoming a journeyman (training on the job is the other 80%). Some programs run for a full semester, others are shorter or every other day at a linear school. Students take dual credit courses that will give them credit towards both secondary graduation and completion of apprenticeship or industry training program.



'Train in Trades' programs are offered as partnerships between school districts and training providers, as well as our own Designated Trainer facilities. Our partners include BCIT, VCC, KPU, and FTI. Upon successful completion they will receive credit for 'level one' of the technical training (in-class) component of an Industry Training Program. That means they will have a significant head start on post-secondary education by the time they graduate from high school - as well as gaining practical and in-demand skills. Work experience placements are often part of a program and students also receive apprenticeship registration with the ITA which may transition into an 'Youth Work in Trades' program as well. The programs planned for next year are Professional Cook 1, Automotive Service Technician 1, Carpentry, Electrician, Metal Fabricator, Motorcycle Technician, Auto Refinishing Prep, Baking & Pastry Arts, Masonry, Millwright, Plumbing, and Painter/Decorator. The District generally pays for the tuition costs with students being responsible for all other costs such as materials, personal safety equipment, textbooks, and learning modules. Students must follow an application process and have the needed essential skills to be considered for a District Youth Train in Trades program and an application does not guarantee acceptance to a program as seats are limited and competitive. Application packages are due prior to spring break for the following school year. For more information on what Youth Train in Trades programs are currently offered and help with applying, please contact your school career contacts and visit the District Website under Career Programs.

### **Essential Skills Guideline minimums for 'Youth Train in Trades' programs**

**Electrician (95% theory for 6 months):** ITA pass 70% ~ on each BCIT course (9) to stay enrolled. *Pre-reqs.* ~ FMa 11(73%); Physics 11(67%); Eng 11(67%) or Comm 12(67%); best also FMa 12, Eng 12, Chem 11, Elec 11. Can be done as a Fee Paying non-Youth after grad student if requirements met. Gr 12's; cost \$\$\$\$\$

**Millwright (80% theory & separate University Math & Eng course):** ITA pass 70% ~ ITA Exam blended 20/80 with course. *Pre-reqs.* ~ AWMa 11(80%), Comm 11(73%), best also Eng 11/ 12 & FMa 11 (all 67%); & prior related courses or experience (80-90% Metal, Auto, Electronics, Drafting & Design); Gr 12's; cost \$\$\$\$

**Baking & Pastry Arts (40% theory – Aug start):** ITA pass 70% ~ on each VCC course (11) to stay enrolled; ITA exam blended 20/80 with course (+practical exams). *Pre-reqs.* ~ Foodsafe Level 1; punctual & strong attender; English, Math & Science 10 (67% or better for all); & 80-90% Foods student; Gr 11/12's (Gr 12 best); cost \$\$\$\$\$

**Metal Fab; Welder; Motorcycle/Power Equip Tech (60% theory):** ITA pass 70% ~ ITA exam blended 20/80 with course. *Pre-reqs.* ~ AWMa 11(67%), Comm 11(67%), best also Eng 11/ 12 & FMa 11 (all 67%); & prior related courses or experience (80-90% Auto, Metal, Electronics, Drafting & Design); Gr 12's; cost \$\$\$\$

**Plumbing (70% theory):** ITA pass 70% ~ exams blended 20/80 with course. *Pre-req's.* ~ AWMa 11(73%), Comm 11(67%), best also Eng 11/ 12 & FMa 11 (all 67%); & prior related courses or experience (80-90% Metal, Drafting & Design); Gr 11/12's; cost \$\$\$\$; (possible extension for a further 4 wks to Piping Citation at student's expense)

**Auto Service Tech; Prof. Cook; Auto Refinishing Prep (40 - 60% theory):** ITA pass 70% ~ on *both* course work & final ITA Exam (+Cook practical). *Pre-reqs.* ~ AWMa 11(67%); Comm 11(67%) (both can be co-current). & prior courses/experience (Auto, Electronics, Metal, Foods); (AST recommend Ph11 & F.Ma); Gr 11/12's; cost \$\$\$

**Carpentry; Masonry (50 - 70% theory):** ITA pass 70% ~ ITA exam blended 20/80 with course (+Masonry practical exam). *Pre-reqs.* ~ AWMa 11(67%), Comm 11(67%), best also Eng 11 & Eng 12(60%) & FMa 11; & prior related courses or experience (80-90% Carpentry, Woodwork, Drafting & Design); Gr 11/12's; cost \$\$\$

**Painter Decorator 1 (65% theory):** ITA pass ~ 70% on both course work & final ITA Exam. *Pre-reqs.* ~ AWMa 11(67%), Comm 11(67%), & prior related courses or experience (70-80% any Tech Ed); Gr 11/12's; cost \$