



CENTRAL OKANAGAN PUBLIC SCHOOLS

DUAL CREDIT APPLICATION

ITA
YOUTH WORK
APPRENTICESHIP



ITA YOUTH WORK IN TRADES

Youth Work In Trades is a high school dual credit program that provides students 15 – 18 year olds with the opportunity to begin an apprenticeship while still in high school. Students must be employed (paid) in an apprenticeable trade. Most students' work does not interfere with their school day. Youth Work in Trades can be completed on weekends, evenings, summer holidays, or on a special release from school if the timetable will permit. This is a wonderful opportunity to get a head start on a trade while completing secondary school graduation. While also qualifying for a 1000 dollar grant.

PROGRAM DETAILS

Students that complete 480 hours of work experience receive 16 graduation credits. Youth Work In Trades students, who complete a minimum of 900 apprenticeship hours and maintain a c+ or better average in their Grade 12 courses, may also qualify for a \$1000 scholarship.

PROGRAM BENEFITS

Earn money while learning skills valued by employers
Get a head start in your career – an ITA Youth Work student can be a "journey person" by the time they are 21.
Earn 16 credits towards graduation (4 courses worth 4 credits each)
Be eligible to receive a \$1,000.00 scholarship.
Get \$1,000.00 tax credit after completion of your Level 1

ELIGIBILITY

- Students who are school age (15-18 years of age as of July 1st of the current school year) and enrolled in a District Secondary school or DL Program.

\$1000 Award Criteria

Students who are eligible for the Youth Work in Trades Award will automatically be considered. There is no need to apply.

To be eligible, students must have:

- Been registered with the Industry Training Authority as a Youth Apprentice
- Graduated with a Grade 12 Dogwood Diploma or Adult Dogwood
- Successfully completed WRK 11A, WRK 11B, WRK 12A, and WRK 12B
- Maintained a C+ average or better on Grade 12 numbered courses *
- Reported a total of at least 900 hours to the ITA by December 31 of the school year the student turns 19 **

* Note: A student's graduation transcript only includes the courses the student passes. The Youth Work in Trades Award uses all Grade 12 numbered courses in the calculation of the grade point average.

** To be eligible for a Youth Work in Trades Award, a student must complete 900 hours of work-based training by December 31 of the school year the student turns 19. The December 31 date ensures the awards will be ready for distribution during that school year. In some cases, students are unable to complete the required hours by December 31 due to circumstances beyond their control. To accommodate these students, a second cycle to verify work-based hours occurs in early September of the following school year. Those school-aged students who met the eligibility criteria on or before June 30, but were unable to complete or report their hours to the ITA by December 31, can still receive the award if they accrue the required work-based hours by August 31. Awards for these students will be processed and distributed in October.

ITA YOUTH WORK APPROVED TRADE PATHWAYS

Agricultural Equipment Tech	Dairy Production Tech	Ironworker	Recreation Vehicle Service Tech
Aircraft Maintenance Tech	Diesel Engine Mechanic	Lather (Interior Systems Mech.)	Refrigeration & A/C Mech
Aircraft Structural Tech	Drywall Finisher	Locksmith	Residential Building Maint.
Appliance Service Tech	Electric Motor Systems Tech	Machinist	Residential Steep Roofer
Arborist Technician	Electrician: Marine	Marine Mechanical Tech	Rig Technician
Architectural Sheet Metal	Electrician: Construction	Marine Service Tech	Roofer
Asphalt Paving/Laydown Tech	Electrician: Industrial	Meatcutter	Saw Filer
Automotive Glass Tech	Embalmer	Metal Fabricator (Fitter)	Security Systems Tech
Automotive Painter	Funeral Director	Mobile Crane Operator	Sheet Metal Worker
Auto. Refinishing Prep Tech	Field Arborist	Motor Vehicle Body Repairer	Shipyard Labourer
Automotive Service Tech	Floor Covering Installer	Motorcycle & Power Equip. Tech	Sprinkler Fitter
Baker	Gasfitter	Oil Heat System Tech	Steamfitter / Pipefitter
Boilermaker	Geoexchange Driller	Painter and Decorator	Tidal Angling Guide
Boilermaker: Marine Fitter	Geo/Environment Driller	Parts and Warehousing	Tilesetter
Boom Truck Operator	Glazier	Partsperson 3	Tool & Die Maker
Bricklayer (Mason)	Hairstylist	Petroleum Equip Installer	Tower Crane Operator
Broadband Network Tech	Heavy Duty Equipment Tech	Petroleum Equip Service Tech	Transport Trailer Tech
Cabinet Maker	Heavy Equipment Operator	Piledriver and Bridgeworker	Truck & Transport Mech.
Carpenter	Horticulturist, Landscape	Planermill Maint. Tech	Utility Arborist
Climbing Arborist	Inboard/Outboard Mechanic	Plumber	Water Well Driller
Concrete Finisher	Industrial Mechanic (Millwright)	Power Line Tech	Welder
Construction Craft Worker	Instrumentation & Control Tech	Professional Cook	Well Pump Installer
Cook	Insulator (Heat & Frost)	Railway Car Tech	

*INDICATES A RED SEAL TRADE

ITA YOUTH WORK APPLICATION:

To apply please email your completed
 Youth Apprenticeship and Sponsor Registration Form
 to dualcredit@sd23.bc.ca



ITA Customer Service
 800 - 8100 Granville Ave
 Richmond, BC V6Y 3T6
 Tel: 778-328-8700
 Toll Free: 1-866-660-6011
 youth@itabc.ca

YOUTH APPRENTICE AND SPONSOR REGISTRATION FORM

Please complete the relevant portions of this form and print clearly. Return completed and signed registration form to the school district/board authority contact. Provide both the student and the sponsor signed copies of the registration form and file the original in the student's permanent records for audit purposes.

*** Bold Fields are Mandatory**

A. Apprentice Information

Please indicate if this is a <input type="checkbox"/> New Registration <input type="checkbox"/> Update of a previous Registration		ITA Individual ID #: (leave blank for new registration)
*Legal First Name:	Legal Middle Name (s):	*Legal Last Name:
*Date of Birth (MM/DD/YYYY):	*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	PEN:
Suite Number:	*Mailing Address:	
*City:	*Province:	*Postal Code:
*Phone Number: ()	Secondary Phone Number: ()	*Email Address:
Do you agree to receiving text message (SMS) notifications to you primary phone number? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*High School Graduation Date (MM/DD/YYYY):	*Name of School:	*Have you participated in a Youth Discover the Trades event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you identify yourself as an aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes are you: First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/>

*All communication from ITA will be sent to the e-mail address provided.

B. Sponsor/Employer Information

*Name of Sponsor Organization:	ITA Sponsor ID # (if already registered):	*Supervising Tradesperson Contact Name (First & Last):
*Contact Person:		*Certificate # or Sign-Off Authority #:
Suite Number:	*Mailing Address:	
*City:	*Province:	*Postal Code:
Phone Number and Extension: ()		*E-mail:

YOUTH WORK IN TRADES

*Trade Name:	School District/Independent School Authority:
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YOUTH APPRENTICE AND SPONSOR REGISTRATION FORM

APPRENTICE RESPONSIBILITIES, DECLARATION, AUTHORIZATION AND CONSENT

(If you do not sign and date this section, your application cannot be accepted and will be returned to you.)

C. Agreement to Fulfill Responsibilities of Apprentice

I understand and agree that it is my responsibility to:

- Complete the required work-based training and practical experience under the direction of a qualified individual as assigned by the Sponsor;
- Self-manage the Technical Training component of my apprenticeship in consultation with my sponsor by:
 - scheduling and registering myself into and successfully completing required Technical Training at an ITA-approved training institution of my own choice, OR
 - successfully challenging the required Technical Training or Level where a challenge assessment exists;
- Meet any additional requirements of the Industry Training Program as outlined in the Industry Training Program Profile.

D. Accuracy of Information Provided

I declare that:

all information I have provided or will provide to the Industry Training Authority (“ITA”) in the future is true and complete.

I agree to:

immediately notify the ITA regarding any future changes to information I have provided.

I acknowledge that:

if I provide untrue information or false documents to the ITA, or fail to provide information or documents requested by them:

- I may be denied assessment,
- credit I have received toward my apprenticeship program or certification may be cancelled,
- my registration may be cancelled and I may not be allowed to re-register,
- my trade certificate issued by the ITA may be cancelled, and/or
- I may be subject to criminal prosecution.

E. Authorization to Collect Information Inside or Outside of Canada

I agree that the Industry Training Authority may:

- request information, documents and/or records regarding my education, training, work experience and certification related to my apprenticeship program from:
 - my current and former employers
 - other government bodies or organizations that issue qualifications relating to my skills and knowledge
- contact other governments (including departments, boards and agencies), educational institutions I have attended, and current and former employers inside or outside of Canada to verify my certification, education, training and work experience; and

And I agree to this information being given to the ITA.

F. Consent to Disclose Information

I agree to allow the ITA, in accordance with the *BC Freedom of Information and Protection of Privacy Act* to use and provide to others personal information I have provided on my apprentice registration form, as well as any other information necessary for administering the apprenticeship training program in which I am registered and to provide my personal information to other agencies, regulatory authorities and ministries of municipal, provincial and federal governments where the information is necessary for them to fulfill their legal responsibilities and/or manage apprenticeship-related programs.



ITA Customer Service
 800 - 8100 Granville Ave
 Richmond, BC V6Y 3T6
 Tel: 778-328-8700
 Toll Free: 1-866-660-6011
 youth@itabc.ca

YOUTH APPRENTICE AND SPONSOR REGISTRATION FORM

I also agree to information from my apprenticeship record with the ITA being provided to others as follows:

- To officials in other Canadian provinces/territories: Disclosure of any information collected on my apprentice registration form; verification of my certification, education, training and work experience; results of my assessments / examinations; and status of my application and apprenticeship to determine my eligibility for trade certification programs;
- To my sponsor: Disclosure of my examination/assessment results and other information regarding my apprenticeship program which ITA believes is necessary for meeting the responsibilities of a sponsor.
- To an approved training provider where I am currently applying or registered for apprenticeship training: Disclosure of the records of my previous apprenticeship technical training or other related information necessary for delivery and administration of the training program.
- To agencies and ministries of the provincial and federal governments: Disclosure of information required for determining my eligibility for financial assistance (including but not limited to federal or provincial tax credits, tool allowances, employment insurance or supplementary or enhanced apprenticeship benefits, federal or provincial incentive or completion grants, or scholarships).
- To government organizations or private service providers: Disclosure of information required for purposes of verifying my prior education, training, work experience and qualifications.

G. Option to receive some course notifications (This Section must be Completed by Apprentice)

Apprentices are personally responsible for seeking, organizing, and registering themselves in training with ITA-approved institutions. You may find it helpful to receive some notifications directly from approved trainers contracted by ITA of available courses that lead to certification in your training program. Notifications are NOT sent for all courses.

Select appropriate statement:

- The ITA may provide** my contact information to ITA-approved public and private training institutions responsible for the trade in which I am apprenticing so they may notify me of scheduled training courses that lead to certification in my current apprenticeship training program. I understand notification may not be sent for all courses.
- The ITA may NOT provide** my contact information to ITA-approved public and private training institutions responsible for the trade in which I am apprenticing so they may notify me of scheduled training courses that lead to certification in my current apprenticeship training program.

NOTE TO APPRENTICE:

If you have a question or concern about ITA's use of your personal information, contact an ITA Customer Service Representative. From within Vancouver call: 778-328-8700; From outside Vancouver call toll free: 1-866-660-6011

H. Apprentice Signature

“By my signature below, I signify that I have read, understand and agree to sections C through G of this registration form.”

Apprentice's Signature:	Date (MM/DD/YYYY):
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SPONSOR RESPONSIBILITIES AND DECLARATION



YOUTH APPRENTICE AND SPONSOR REGISTRATION FORM

I. Agreement to Fulfill Responsibilities of Sponsor

I understand and agree that it is my responsibility to:

- Ensure the Apprentice receives training and related practical experience under the direction of a qualified individual (certified Tradesperson or other(s) specified in the Industry Training Program Profile, OR holder of an ITA-issued letter authorizing supervision and sign-off of apprentices in the trade), in a work environment conducive to learning the tasks, activities and functions that form the Industry Training Program in which the Apprentice is registered;
- Enable the Apprentice to regularly attend Technical Training that is required under the Apprentice’s Industry Training Program;
- Submit all forms and documents required by the Industry Training Authority to verify completion of the established standards for the Industry Training Program;
- Recommend the Apprentice for certification when the Apprentice has met the established standards for that program and in the view of the sponsor and qualified individual is performing at the level of a Certified Tradesperson in the trade.

J. Accuracy and Currency of Information Provided

I declare that:

- the apprentice’s work-based training will be performed under the direction of a qualified individual as defined in section I. above; and
- all information I have provided or will provide in the future to the Industry Training Authority is true and complete.

I agree to:

immediately notify the ITA regarding any future changes to information I have provided.

I acknowledge that:

if I knowingly provide untrue information or false documents to the ITA regarding my apprentice, or fail to provide information or documents requested by them:

- my apprentice may be denied assessment,
- credit my apprentice has received toward completion of the apprenticeship program or certification may be cancelled,
- my apprentice’s registration may be cancelled and the apprentice may be prevented from re-registering,
- a trade certificate issued by the ITA to my apprentice based on the said information I provided may be cancelled, and/or
- I may be subject to criminal prosecution.

K. Sponsor Signature

“By my signature below, I signify that I have read, understand and agree to sections I through J of this registration form.”

Sponsor’s Signature:	Date (MM/DD/YYYY):
Parent/Guardian’s Signature:	Date (MM/DD/YYYY):
SD/BA Contact’s Signature:	Date (MM/DD/YYYY):