



Student Name: _____ School: _____
Program: _____ Start Mo/Yr: _____/20_____



CENTRAL OKANAGAN PUBLIC SCHOOLS

DUAL CREDIT APPLICATION

ITA YOUTH WORK APPRENTICESHIP



Dual Credit SD23



dualcreditsd23



Dual Credit SD23



Dual Credit SD23



www.dualcredit23.com

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 apprentice able 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.
- Students that have not completed the ITA Youth Train program and are entering directly into the ITA Youth Work program must complete the WorkSafeBC: Student WorkSafe 10-12 - Independent Learning Guide.

\$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	Shipyards 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: STUDENT CHECKLIST

In order to qualify for the ITA YOUTH WORK Dual Credit Program, the following steps must be complete:

- Current or Graduated YOUTH TRAIN Students:** Complete steps (1-5) only.
- Grade 13 Students** (Non-YOUTH TRAIN STUDENTS): Complete steps (1-6) only.
- Grade 10-12 Students** (Non-YOUTH TRAIN STUDENTS): Complete steps (1-9).

Use the checklist below to ensure your application is "complete" *before* handing into the Career Centre.

- 1. **Central Okanagan Public Schools ITA YOUTH WORK Application & Agreement Form**
- 2. **ITA Youth Apprentice Sponsor Registration Form.**
- 3. Student Responsibility Agreement & Pre-Worksite **Orientation.**
- 4. Worksite Orientation & Initial **Safety Checklist.**
- 5. A copy of your **Drivers License.**
- 6. A copy of your **Birth Certificate** or Canadian Citizenship.

- 7. **Transition Plan** (gr 10-12) – signed by parents, career coordinator and student.
- 8. A copy of your school **Transcript** (gr 10-12) - Career Centre will provide.
- 9. WorkSafeBC - **Independent Learning Guide** – (non-Youth Train students only)

CENTRAL OKANAGAN PUBLIC SCHOOLS

ITA YOUTH WORK - APPLICATION & AGREEMENT FORM

STUDENT INFORMATION

Name _____

Last Name
First Name
Middle Name

Address _____ **City** _____ **Postal Code** _____

Student Cell _____ **Date of Birth (mm/dd/yyyy)** _____

Student email address: (most used) _____ **SIN** _____

Name of Trade (i.e. Carpentry, Electrician etc...) _____

Parent/Guardian Contact _____ **Home Phone** _____

Parent email address _____ **Cell** _____

Are you of First Nations Heritage? Yes No **Canadian Citizen** Yes No

Are you currently on an IEP or Learning Plan? Yes No

EMPLOYER INFORMATION

Company _____ **Phone** _____

Company Address _____ **City** _____ **Postal Code** _____

Supervisor Name (Certified Tradesperson) _____

Supervisor Certification or Sign off Authority # _____

Supervisor Email _____

Worksafe BC # (if known) _____ **ITA # (if known)** _____

Employer Agrees to Apprenticeship Training Yes No

Apprenticeship Start Date _____

I/We certify the information given in this application is true and complete to the best of my knowledge and understand that, if selected for the ITA Youth Work Program, falsified statements may be reason for removal. By their signatures below, all parties agree to the terms of the documents listed below that relate to this placement. I allow the Dual Credit Programs Department to use any work or school related picture of myself for the purpose of promotion and communication of the program.

The appropriate documents listed on the **ITA Student Application: Student Checklist** must be signed and returned to the school based Career Teacher.

Student Signature* _____ **Date** _____

Parent/Guardian Signature* _____ **Date** _____

Employer Signature* _____ **Date** _____

All signatures must be in place before application is accepted

Student Responsibility Agreement & Pre-Worksite Orientation

This checklist must be completed by the student with the Career Teacher before any work can commence at the worksite.

Student's name: _____ **Worksite:** _____

PRE-WORKSITE INFORMATION

Date: _____

STUDENT: – reviewed with School Career Counsellor (check ✓ or N/A)

- I will maintain regular attendance as scheduled, or, in advance, notify my workplace if unable to report to work.
- I will demonstrate honesty, punctuality, courtesy, a co-operative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- I will communicate any worksite difficulties to my workplace supervisor and/or school coordinator.
- I will respect business and client confidentiality.
- I understand that it is the **sole responsibility of the student to track and log the hours of work** and further understand that I will not receive school credits for this work experience if the necessary logs and evaluations are not completed fully and submitted to my Career Counsellor in a timely fashion.
- I understand I must comply with employer expectations regarding the use of personal electronic devices.
- I understand that I must check in regularly with my school Career Counsellor to review my work log and discuss my progress.

SAFETY:

- I am aware that I must abide by all WorkSafe B.C. standards as they apply to my worksite and comply with standard business practices and procedures.
- I am aware that I have the right to refuse unsafe work as per WCB regulation 3.12.
- If unsure of how to work safely, I will ask my supervisor for safety training.
- I will correct any unsafe worksite conditions or report them to my supervisor immediately.
- I will purchase or receive from the employer, and use, personal protective equipment or clothing as required for my work site.
- I will report any injury to myself to the first aid attendant immediately.
- I am aware that I must be observant of moving equipment or vehicles.
- I am aware that I must receive specific training before using new tools & equipment and before I can handle hazardous worksite products.
- I know how to lift heavy items or to ask for assistance to lift them.

FOR CONSTRUCTION SITES:

- I am aware that guard-rails or fall protection must be used in some situations.
- I will follow the safe procedures for use of ladders and scaffolds.
- I am aware that open ditches/excavations present a serious safety risk and must be sloped or shored accordingly and provide a safe exit route.

Student: _____

Sign as agreed to the above

Teacher: _____

Sign to acknowledge review of the items listed above with the student

Worksite Orientation & Initial Safety Checklist

This checklist must be completed by the student and work site supervisor, before any work can commence at the worksite.

Student's Name: _____ **Supervisor's Name:** _____

Worksite/Company Name: _____

#	Task	Yes	No	N/A
1	Supervisor confirms that WCB coverage is in place at the work site.			
2	Student was given an orientation regarding workplace safety and generic risks of this job.			
3	Hazards and risks specific to this workplace were identified during this orientation (physical, chemical, biological, etc.).			
4	Supervisor has reviewed the emergency procedures (eg. fire, earthquake) with the student.			
5	The locations of the fire extinguishers and fire alarms have been identified for the student.			
6	The student has been informed of the work site health and safety committee and its members.			
7	The student has been informed of the procedure around reporting any worksite injury to the first aid attendant on site and has been informed as to the location of the first aide station(s).			
8	The student has been made aware of worksite policies dealing with theft, equipment damage, robberies and/or shoplifting (if applicable).			
9	The student has been instructed to request specific training for any machinery or equipment prior to use and to ask for assistance with any processes and/or procedures that are new to the student.			
10	The student has been informed that appropriate clothing and Personal Protective Equipment is required.			
11	The student understands that the noise level at the work site should not impair his/her ability to hear, or be heard by others. This means also means that no electronic devices, such as cell phones or I-pods, should be used when performing duties or tasks at the work site.			
12	The student has been instructed to rectify minor workplace hazards or report them to the supervisor.			
13	Student has been introduced to co-workers.			
14	Student has made supervisor aware of Training Plans and evaluation forms and related procedures.			

Student signature: _____ **Date:** _____

Sign to acknowledge the above checklist has been thoroughly reviewed with you by the supervisor.

Supervisor signature: _____ **Date:** _____

Sign to acknowledge the above checklist has been thoroughly reviewed with the student.

SD23 Career Programs School DUAL CREDIT TRANSITION PLAN

Date: _____

Last Name: _____ First Name: _____

School: Central GESS KSS MBSS OKM RSS
(circle one)

☞ Make an appointment with your Career Coordinator/Counsellor to develop an Education/Transition Plan.

1. Courses selected must meet the current graduation requirements. You may need to modify your timeline to achieve this. *(Students must graduate when they complete their Dual Credit program.)*
2. Attach DVR

REQUIRED COURSES <i>(52 credits)</i>				ELECTIVE COURSES <i>(28 credits)</i>	
Course	Credits	Course	Credits	Students can choose to complete elective courses through a Dual Credit Program. Select one below	
English 10	4	English 11	4	Transition Pathway	
Fine Arts 10	4	Social Studies 11,	4	<input type="checkbox"/> Business	<input type="checkbox"/> Health
Science 10	4	Science 11 or 12	4	<input type="checkbox"/> Technology	<input type="checkbox"/> Science
Math 10	4	Math 11 or 12	4	<input type="checkbox"/> Communications	<input type="checkbox"/> Trades
Social Studies 10	4	English 12	4	<input type="checkbox"/> Other	
PE 10	4	Career Life Connections/GT	4	Specify Pathway:	
Career Life Education/PL	4		4		

Grade 11		Grade 12		POST-SECONDARY <i>(Transition Program/Course(s))</i>
<i>Sem 1</i>	<i>Sem 2</i>	<i>Sem 1</i>	<i>Sem 2</i>	
Total Credits:		Total Credits:		Total Credits:
		Predicted Graduation Date		

Student Signature

Parent/Guardian Signature

STUDENT WORKSAFE 10-12 INDEPENDENT LEARNING GUIDE

Career Coordinator/Counsellor Signature

The following **Student WorkSafe 10-12 Independent Learning Guide** is required for **all** students that are entering directly into the **ITA YOUTH WORK** program.

Students that are currently in or have graduated from an **ITA YOUTH TRIAN** program do **not** need to complete this Independent Learning Guide.

HOW TO GET STARTED

There are a variety of activities included in the package that are meant to provide a consistent message about safety in the work place.



1. Go to the following site:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/student-worksafe-10-12/independent-learning-guide?lang=en>

2. Download the PDF and read the instructions. On page 2 of the guide under the heading "How to Use this Resource" is a link to the Student Resource Package that is required for the activities.

3. Complete all activities within the Learning guide.

4. Include a copy of your **Workplace Safety Certificate** to dualcredit@sd23.bc.ca or drop off at 1040 B Hollywood Road Education Services at the Career Programs Office.

