



# INDUSTRY TRAINING PROGRAMS

## YOUTH TRAIN IN TRADES (ACE-IT)

- Automotive Collision Repair Technician
- Auto Refinishing Prep Technician
- Automotive Service Technician
- Baker (Pastry Arts)
- Carpenter
- Electrician (Construction)
- Hairstylist
- Metal Fabricator
- Painter & Decorator (Commercial)
- Pipefitter
- Plumber
- Professional Cook

## INDUSTRY CERTIFICATION

- Computer Networking Technician
- Fitness Instructor
- Hotel & Event Management

## INDUSTRY CONNECT

- Film & Broadcast
- Graphics/Media Arts
- Health Sciences
- Music Production & Technology
- Robotics (Mechatronics)

## Application Information

# INDUSTRY TRAINING PROGRAMS

Industry Training Programs combine secondary school graduation with industry-recognized certification leading to university, college and/or employment.

## Benefits to students

- Grade 11 and/or 12 graduation credits
- Industry Certification (some programs)
- Post-Secondary credits (some programs)
- Job-ready skills

## Program components

- Technical training comprised of class-based theory and related practical work
- Level 1 Technical Training Certification (apprenticeship programs only)
- Work experience - 120 to 240 hours

## Application requirements

- 15 years of age or older
- successfully completed Grade 10 (some programs may require specific achievement levels in Math, English or Communication – see individual program brochures)
- passed (minimum 80%) the WorkSafe BC safety test in Planning 10
- have a Social Insurance Number
- be responsible for own transportation arrangements
- be willing to attend classes at a different site from your present home school if required
- be willing to pay for personal equipment/tools, industry manuals and safety gear as required by program standards
- **submit a completed program application package: see checklist on following page**
- **schools attach following documents to student's application:**
  - copy of most recent report card
  - permanent student record
  - attendance history

Refer to District Web-Site for: <http://www.sd41.bc.ca/careereducation/>

## Student Application Checklist:

*This package includes detailed information pertinent to all Youth Train in Trades (ACE-IT)/Industry Certification/Industry Connect Programs. Students must complete and submit the following documents to be considered for enrollment in the program:*

- Burnaby School District Application For Participation
- Industry Training Programs Student Medical Form
- Industry Training Programs Community Field Experiences Permission Form
- Parent Consent Form Photograph/Video/Website
- Graduation Transition Plan Form
- Student Self-Assessment Form
- A Teacher/Counsellor Reference Form
- A Community/Employer Reference Form (optional)
- Current resume

### **Special requirements for participation in Youth Train in Trades programs:**

- Youth Train in Trades students require one of the following: BC Identification Card (BCID), Canadian driver's license or Canadian passport. Official picture ID is required to take the Industry Training Organization (ITA) exams. Go Cards are not accepted. To apply for BCID: Go to ICBC website: menu DRIVER LICENSING, submenu APPLY FOR EDL, EIC OR BCID  
<http://www.icbc.com/driver-licensing/getting-licensed/Pages/Apply-for-an-enhanced-licence-ID-or-BCID.aspx>  
The cost is \$35 and students should allow 4-6 weeks for delivery.
- Youth Train in Trades students require CSA approved boots (will have green triangle symbol displayed), excepting Professional Cooks and Hairstylists who will need close-toed shoes with non-slip soles.





**Application for Participation**  
(Please complete all sections)

Name: \_\_\_\_\_ Birthdate: (mm/dd/yy) \_\_\_\_\_  
PEN: \_\_\_\_\_ SIN: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
School: \_\_\_\_\_ Counsellor: \_\_\_\_\_

Program you are requesting (please check one):

**YOUTH TRAIN IN TRADES (ACE-IT)**

- Auto Collision Repair Technician
- Auto Refinishing Prep Technician
- Auto Service Technician
- Baker (Pastry Arts)
- Carpenter
- Electrician (Construction)
- Hairstylist \* 2yrs
- Metal Fabricator
- Painter & Decorator (Commercial)
- Pipefitter
- Plumber
- Professional Cook

**INDUSTRY CERTIFICATION**

- Computer Networking Technician
- Fitness Instructor
- Hotel & Event Management

**INDUSTRY CONNECT**

- Film & Broadcast
- Graphics/Media Arts
- Health Sciences
- Music Production & Technology
- Robotics (Mechatronics)

**Please PRINT name of Parent/Guardian:** \_\_\_\_\_

E-mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Address and home phone if different from student:**

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- I give my son/daughter permission to participate in a Burnaby School District's Industry Training Program. Students are responsible for the refundable registration deposit and the required payment for personal equipment and supplies.

**Parent/Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR SCHOOL USE ONLY:** WCB Work Safety Test  Passed  Pending

Schools attach the following documents to students application:  Permanent student record  
 Attendance history  
 Copy of student's most recent report card

Student designation (if applicable) \_\_\_\_\_

Copy of the Student's IEP attached

Signature of Administrator: \_\_\_\_\_





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

**INDUSTRY TRAINING PROGRAMS  
COMMUNITY FIELD EXPERIENCES PERMISSION FORM**

Dear Parent/Guardian:

Over the course of the year, the students in Burnaby's Industry Training Programs will be leaving school grounds for a variety of ***community field experiences*** related to program curriculum and trades component. In most cases, transportation will simply require students to walk supervised and/or unsupervised to local facilities, such as construction sites or employer's offices. In other cases, public transit will be used. Students will be responsible for the cost of their fare when using public transit.

Please sign below to give permission for your son/daughter to participate in these community field experiences.

Regards,

Garth Errico, Director of Instruction

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I authorize my son/daughter to participate in the Industry Training Program community field experiences.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



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

**PARENTAL CONSENT FORM  
PHOTOGRAPHS/AUDIO VISUAL RECORDINGS**

While the Burnaby School District is eager and proud to showcase our students, staff and schools and/or the work that they have done, the district has a responsibility to protect the privacy of our students and staff.

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Burnaby School District requires parental consent for the use of a child's image for purposes unrelated to instructional programs.

The School District requests your permission to take/use or have media take/use photographs/audio & visual recording of your child, providing testimonials, participating in a school activity and/or the work they produce, such as projects, creative writing and artwork. These photographs/audio visuals might then be used for external public viewing on the school/district website, in printed promotional materials and/or used by news media (print/electronic) for school and student related stories for 5 years.

If you consent to have your child's image and/or work they produced used as noted above, please complete the consent form below. If you have any questions, please contact us directly.

Thank you for your attention to this important matter.

**I understand and give my consent for my child's image and/or work they produced to appear in photos/audio & visual recordings while participating in a school activity and that these may be used for promotional purposes on externally distributed printed materials, on our website or broadcast by electronic media (television) for 5 years.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**GRADUATION TRANSITION PLAN**  
**Industry Training Program Student**

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

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

Birth Date: \_\_\_\_\_ Program: \_\_\_\_\_

List the courses you are taking or are planning to take in Grade 11 and 12.

**GRADE 11**

Course

Course

_____	_____
_____	_____
_____	_____
_____	_____

**GRADE 12**

Course

Course

_____	_____
_____	_____
_____	_____
_____	_____

**Focus courses:** which courses are directly related to your career plans?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Transition Plan:** what is your present plan following graduation? (e.g. attend college/university, enroll in technical training, continue with or start your apprenticeship, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



January 2017

## Industry Training Programs *Student Self Evaluation Form*

*Please Print*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
*Last Name* *First Name*

I have applied for enrollment in the \_\_\_\_\_ Program.

This program offers an opportunity to gain valuable job skills and workplace experience in the community. You will be representing yourself, the school district and the program while participating in work experience.

By providing the following information about yourself and completing the written section on the reverse page you will assist us in assessing your suitability for the program.

Please check (✓) the most appropriate frequency you demonstrate each of the following traits.

	Always	Usually	Sometimes	Seldom	Not applicable
<i>I demonstrate:</i>					
positive attitude and I'm enthusiastic to learn and participate					
willingness to take initiative					
ability to be cooperative and work well with others					
sensitivity and show consideration towards others					
honesty, and respect confidentiality					
ability to accept constructive criticism and change my behaviour accordingly					
attentiveness, and I'm able to listen and follow directions					
ability to speak clearly and audibly					
appropriate questioning, and can articulate thoughts or ideas					
clear and concise writing with few errors					
ability to concentrate on the tasks assigned					
ability to complete projects and assignments accurately and within time lines					
ability to use the technology specific to the workplace					
understanding of appropriate dress and grooming for the work & school					
ability to observe the program safety rules and regulations					
respect for, and abides by school policies related to break times and hours of work					
	Excellent	Good	Average	Needs Improvement	
<b>My Overall Attitude:</b>					



## Industry Training Programs *Community/Employer Reference Form*

*Please Print*

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_  
*Last Name* *First Name*

This student has applied for the \_\_\_\_\_ Program. This program has an extensive out-of-school component. Student participants will be awarded credits for graduation as well as hours towards their apprenticeship certificate qualification (if applicable).

Please assist in the selection process by providing the following information about the student and by giving frank comments that will assist in the placement of those students who might benefit from such a program.

How long have you known this student? \_\_\_\_\_

Please check (✓) the most appropriate frequency demonstrated by this student for each of the following traits.

	Always	Usually	Sometimes	Seldom	Not applicable
<i>This student demonstrates:</i>					
positive attitude and is enthusiastic to learn and participate					
willingness to take initiative					
ability to be cooperative and work well with others					
sensitivity and consideration towards others					
honesty, and respects confidentiality					
ability to accept constructive criticism and change behaviour accordingly					
attentiveness, and is able to listen and follow directions					
ability to speak clearly and audibly					
appropriate questioning, and can articulate thoughts or ideas					
clear and concise writing with few errors					
ability to concentrate on the tasks assigned					
ability to complete projects and assignments accurately and within time lines					
ability to use the technology specific to the workplace					
understanding of appropriate dress and grooming for the job					
ability to observe the company's safety rules and regulations					
respect for, and abides by company policies related to break times and hours of work					
	Excellent	Good	Average	Needs Improvement	
<b>Overall Attitude:</b>					



## Industry Training Programs *Teacher/Counsellor Reference Form*

*Please print*

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_  
*Last Name* *First Name*

This student has applied for the \_\_\_\_\_ Program. This program has an extensive out-of-school component. Student participants will be awarded credits for graduation as well as hours towards their apprenticeship certificate qualification (if applicable). Please assist in the selection process by providing the following information about the student and by giving frank comments that will assist in the placement of those students who might benefit from such a program.

Please check (✓) the most appropriate frequency demonstrated by this student for each of the following traits.

	Always	Usually	Sometimes	Seldom	Not applicable
<i>This student demonstrates:</i>					
positive attitude and is enthusiastic to learn and participate					
willingness to take initiative					
cooperation and works well with others					
sensitivity and consideration towards others					
honesty and respects confidentiality					
ability to accept constructive criticism and changes behaviour accordingly					
attentiveness listens and follows directions					
ability to speak clearly and audibly					
ability to ask appropriate questions, and can articulate thoughts or ideas					
clear and concise writing with few errors					
ability to concentrate on the tasks assigned					
ability to complete projects and assignments accurately and within time lines					
ability to observe the school's safety rules and regulations					
the ability to abide by school policies related to break times and hours of work					
	Excellent	Good	Average	Needs Improvement	
<b>Overall Attitude:</b>					

