



INDUSTRY TRAINING PROGRAMS

ACE-IT

- Automotive Collision Repair Technician
- Auto Refinishing & Prep Technician
- Automotive Service Technician
- Cabinet Maker (Woodworker)
- Carpentry Level 1 (Construction)
- Construction Electrician
- Cooks Training Level 1
- Hairstylist
- Metal Fabrication
- Millwright
- Painting & Decorating
- Plumbing

INDUSTRY CERTIFICATION

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

INDUSTRY CONNECT

- Digital Sound Production
- Film & Broadcast
- Graphic/Media Arts

Application Information

INDUSTRY TRAINING PROGRAMS

(ACE-IT, Industry Certification, Industry Connect)

Dual credit programs that combine secondary school graduation with industry certification leading to post secondary education or employment.

Benefits to students

- Grade 11 and/or 12 graduation credits
- Industry certification
- 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 - up to 240 hours

Application requirements

- 15 years of age or older
- Successful completion of Grade 10 (some programs may require specific achievement levels in Math, English or Communication – see individual program brochures)
- Received a pass (80%) in the Workers' Compensation Board worksite 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
- 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
 - Historical transcript of marks
 - Attendance profile

Student Application Checklist:

This package includes detailed information pertinent to all 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
- ACE-IT Industry Certification /Industry Connect Student Medical Form
- Industry Training Program Community Field Experiences Permission Form
- Parent Consent Form Photograph/Video/Website
- Trade Occupation Research Form
- Graduation Transition Plan
- Student Self Assessment Form
- Community/Employer Reference Form
- Teacher Reference Forms
- Current resume must be attached

Special requirements for participation in ACE-IT programs:

- ACE-IT 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. Go to www.icbc.com/driver-licensing/BCID to apply for a BCID. The cost is \$35 and students should allow 4-6 weeks for delivery.
- ACE-IT 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.



**INDUSTRY TRAINING PROGRAM
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 unsupervised to local facilities, such as construction sites or 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,

Donna Scott, District Principal

Student's name _____

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

Parent's name _____

Date _____

Signature _____



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 broadcasted by electronic media (television) for 5 years.

Print Child's Name: _____ **Grade:** _____

School Name: _____

Parent/Legal Guardian (Print) _____

Parent/Legal Guardian (Signature): _____

Date: _____

Trade/Occupation Research Form

The following websites may help you answer these questions:

www.careercruising.com, www.canlearn.ca, (use financial planner tool), www.itabc.ca,
www.bcit.ca, www.vcc.ca, www.kwantlen.ca

Trade/Career Selected: _____

Career Path – Research requirements for the occupation you have chosen.
Which post secondary institutions offer this training?

What would be the approximate costs including **tuition, books and supplies** to complete the program at a post secondary institution?

Is there an opportunity to participate in an **apprenticeship** in this industry?

Do you presently have a sponsor employer? Yes No

Name of Employer _____

Working Conditions – Describe some of the tasks and expectations involved in this field, including the physical demands and working conditions.

Future Outlook – What are the job prospects in this field? Are work opportunities to be found locally/ provincially/ elsewhere? Do you have any contacts in the industry? (<http://www.workfutures.bc.ca/>)

Potential Earnings – What are the average earnings of workers in this field?
Is the work usually full-time, part-time, full-year, seasonal, etc?

Why do you consider yourself an appropriate candidate for this Industry Training /Certification program?

What aptitude and skills do you have that will help you be successful in your chosen program?

Describe your attitude and work ethic.



GRADUATION TRANSITION PLAN Industry Training Students

Name: _____	Date: _____
School: _____	Grade: _____
Birth Date: _____	Trade: _____

List the courses you are taking or will take at the Grade 11 and 12 levels.

GRADE 11		GRADE 12	
Course	Course	Course	Course
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Focus courses: How do the courses you have chosen support your career plans?

Research on Industry: How many hours/ years of training are required to fully qualify in your chosen trade/industry occupation?

ACE-IT students see: www.itabc.ca

Industry Cert/Connect students see: or www.douglas.bc.ca, or www.bcit.ca , or www5.hrsdc.gc.ca/NOC/English/NOC/2006/SearchAlphabetical.aspx

(National Occupational Classification – employment requirements)

Technical Training _____

Worksite Training _____

College/Post Secondary Training _____

Transition Plan: What do you hope to do following graduation (e.g. continue with your apprenticeship, attend college/university, enroll in technical training, etc.)?

Student Signature: _____ Date: _____

**Accelerated Credit Enrolment in
Industry Training/Industry Certification/Industry Connect Programs
Student's 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 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.

<i>I demonstrate:</i>	Always	Usually	Sometimes	Seldom	Not applicable
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 behaviours 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	Fair	Poor	
My Overall Attitude:					

**Accelerated Credit Enrolment in
Industry Training/Industry Certification/Industry Connect Programs
Community/Employer Reference Form**

Please Print

Student's name: _____ Grade: _____
Last name First Name

This student has applied for industry training in _____.
 This program has an extensive out-of-school component. Student participants will be awarded credits for graduation as well as hours towards their apprenticeship 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.

<i>This student demonstrates:</i>	Always	Usually	Sometimes	Seldom	Not applicable
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	Fair	Poor	
Overall Attitude:					

**Accelerated Credit Enrolment in
Industry Training/Industry Certification/Industry Connect Programs
Teacher Reference Form**

Please print

Student's name: _____ Grade: _____
Last name First Name

This student has applied for industry training in _____.

This program has an extensive out-of-school component. Student participants will be awarded credits for graduation as well as hours towards their apprenticeship 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.

<i>This student demonstrates:</i>	Always	Usually	Sometimes	Seldom	Not applicable
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 use the technology specific to the course.					
understanding of appropriate dress and grooming for the job.					
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	Fair	Poor	
Overall Attitude:					

