



SECONDARY SCHOOL APPRENTICESHIP

APPLICATION PACKAGE

Student's Name _____

School _____

Trade _____

Safety Certificate

APPLICATION CONTENTS

- Application Form
- Requirements and Process
- Evaluation and Course Credits
- Graduation Transition Plan
- Student Medical Form
- Parental Consent Form – Media Release
- Teacher Reference Form (as required)
- Community Reference Form (as required)
- Secondary school transcript of marks (school/career centre)
- Attendance profile (school/career centre)

Appendix:

- Post Secondary Institutions in the Lower Mainland
- Industry Training Authority (ITA) Apprentice & Sponsor Registration Form



SECONDARY SCHOOL APPRENTICESHIP PROGRAM Application Form

<i>Student's Information</i>		
Name _____	School _____	Grade _____
Address _____		
_____		Postal code _____
Phone # _____	Cell# _____	
Email _____	Date of birth _____	
PEN# _____	SIN # _____	
Chosen Trade _____		
Have you completed ACE-IT Level 1 Technical Training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed and passed Worksafe Certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<i>Employer's Information</i>	
Company name _____	
Address: _____	
_____	Postal Code _____
Contact name: _____	Email _____
Phone # _____	Cell# _____
Fax # _____	

Student's signature _____ Date _____

Parent's name _____ Phone # _____

Parent's signature _____ Date _____



SECONDARY SCHOOL APPRENTICESHIP PROGRAM Requirements and Process

To apply to be registered as a Secondary School Apprentice the student must:

- Be interested in, and have researched, an apprenticeable trade
- Be in Grade 10, 11 or 12
- Be 15 years of age before the work-based training begins
- Have completed Planning 10, received Worksafety Certificate and/or participated in worksite safety training
- Be mature and responsible and complete assignments on time
- Have parent/guardian permission
- Have a Social Insurance Number and a PEN number
- Be responsible for his or her own transportation to and from work
- Have researched possible employer(s)/sponsor(s) for Apprenticeship Placement

Placement will be dependent upon demonstrating the following responsibilities:

- Achieving academically at the level necessary to access the post secondary training required for certification
- Identifying an appropriate and acceptable employer with Red Seal Certification
- Completing the application process to a standard which demonstrates commitment, motivation and maturity
- Realizing that the program does not guarantee a placement or full-term apprenticeship

Process – SSA Students will:

- Participate in a trial work experience or enter directly from part-time employment
- Complete the Burnaby School District **SSA Application Package**
- Submit the ITA Apprentice & Sponsor Registration Form, signed by the Sponsor/Employer, Student and Parent/Guardian, to the CP Advisor
- Participate in a meeting between Sponsor/Employer, Parent/Guardian and CP Advisor to discuss placement and develop a learning plan
- Submit completed SSA Workbook at end of each 120 work-based training hours
- Complete 480 hours of paid work by September 30 of their graduation year.
- Upon program completion submit an SSA Scholarship Application by October 30th of their graduation year (if criteria is met)

SECONDARY SCHOOL APPRENTICESHIP PROGRAM

Evaluation

- Employers will evaluate students on trade-specific learning outcomes and employability skills at the end of each 120 hours
- Student apprentices will submit the following documents at the end of each 120 hours of work experience
 - Learning Plan (Trade-Specific Learning Outcomes)
 - Student's Work Experience Performance Evaluation (employer)
 - Time Card(s) or pay stubs to support completion of required hours
 - Assignments specific to each course
- Career Programs Advisors will assign a letter grade and percentage for SSA 11A, 11B, 12A, 12B based on site visits and the documents submitted by the student and employer

30% completion of SSA course assignments workbook

40% completion of Learning Plan

30% Student's Work Experience Performance Evaluation (employer)

Course Credits

Secondary School Apprenticeship credits are:

- SSA 11A – 120 hours work experience – 4 credits
- SSA 11B – 120 hours work experience – 4 credits
- SSA 12A – 120 hours work experience – 4 credits
- SSA 12B – 120 hours work experience – 4 credits



SECONDARY SCHOOL APPRENTICESHIP PROGRAM Graduation Transition Plan

Name: _____ PEN #: _____

School: _____ Grade: _____

Birth Date: _____ Trade: _____

Focus Area: _____

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

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

List the 4 courses you are taking, or will take in Grade 11/12 that support your Focus Area:

1. _____
2. _____
3. _____
4. _____

How do the courses you have chosen support your career plans? (focus area)

Trade Research: How many hours/months/ years of training are required to become fully qualified in your chosen trade? (www.itabc.ca, choose "Apprenticeship & Red Seal Programs", choose trade interested in, choose "Program Profile")

Technical training _____ Workplace 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: _____



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 recordings of your child participating in a school activity and/or the work they produce, such as 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.

If you consent to have your child's image and/or work they produced used as noted above, please complete the consent form below and return this form to the school administration office. 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).

Print Child's Name: _____ Grade: _____

School Name: _____

Parent/Legal Guardian (Print) _____

Parent/Legal Guardian (Signature): _____

Date: _____

Please read this and be aware of your right to refuse any work that you consider to be unsafe.

WCB Regulation 3.12: The Right to Refuse Unsafe Work

Refusal of Unsafe Work

3.12 Procedure for refusal

- (1) A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
- (2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
- (3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and
 - (a) ensure that any unsafe condition is remedied without delay, or
 - (b) if in his or her opinion the report is not valid, must so inform the person who made the report.
- (4) If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of
 - (a) a worker member of the joint committee,
 - (b) a worker who is selected by a trade union representing the worker, or
 - (c) if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
- (5) If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

Secondary School Apprenticeship Application *Teacher Reference Form*

Please print

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

This student has applied for Secondary School Apprenticeship in the following trade:

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. 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>					
maturity					
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 and work independently.					
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:					

SECONDARY SCHOOL APPRENTICESHIP PROGRAM

Post Secondary Institutions in the Lower Mainland

- Kwantlen University College - www.kwantlen.ca
- British Columbia Institute of Technology (BCIT) - www.bcit.ca
- University College of the Fraser Valley (UCFV) – www.ucfv.bc.ca
- Vancouver Community College (VCC) – www.vcc.ca

For a complete listing of ITA approved public and private training institutions:

- Industry Training Authority – www.itabc.ca
 - Select “Apprenticeship & Red Seal Programs”
 - Select “Program”
 - Select “Training Institutions”