



INDUSTRY TRAINING PROGRAMS

ACE-IT

- Automotive Collision Repair Technician
- Auto Refinishing Prep Technician
- Automotive Service Technician
- Baking & Pastry Arts
- Carpenter (Construction)
- Construction Electrician
- Professional Cook Training
- Hairstylist
- Metal Fabrication
- Painting & Decorating (Commercial)
- Pipefitting
- Plumbing

INDUSTRY CERTIFICATION

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

INDUSTRY CONNECT

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

Application Information

INDUSTRY TRAINING PROGRAMS

(ACE-IT, Industry Certification, Industry Connect)

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
- 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 WorkSafe BC 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 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
 - 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
- Student Self Assessment Form
- A Teacher/Counsellor Reference Form
- A Community/Employer Reference Form (optional)
- 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.



Application for Participation

(All fields are required to be completed)

Name: _____ S.I.N. _____

Address: _____ P.E.N. _____

City: _____ Postal Code: _____

Phone : _____ Cell : _____

e-mail: _____ Date of Birth(mm/dd/yr) _____

Current School _____ Counsellor _____

Program you are requesting (please check one):

ACE-IT

- Automotive Collision Repair Technician
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- Mechatronics (Robotics)
- Music Production & Technology

Name of Parent/Guardian (please print): _____
(Address and phone number if different from student).

Address: _____

City: _____ Postal Code _____

Phone: _____ Cell: _____ e-mail: _____

I hereby give my son/daughter permission to participate in the Burnaby School District's ACE-IT/Industry Certification/Industry Connect Program. Student is responsible for refundable registration deposit and required payment for personal equipment and supplies is required.

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Student: _____ **Date:** _____

FOR SCHOOL USE ONLY: WCB Work Safety Test Passed Pending

Schools attach the following documents to students application: Historical Marks Profile
 Period Register Attendance Profile
 Copy of student's most recent report card

Student designation (if applicable) _____ (required field)

Copy of the Student's IEP attached

Signature of Administrator: _____



**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/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

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:** _____

**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 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.

<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	Average	Needs Improvement	
My Overall Attitude:					

**Accelerated Credit Enrolment in
Industry Training/Industry Certification/Industry Connect Programs
Teacher/Counsellor 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 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.

<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	Average	Needs Improvement	
Overall Attitude:					

