

INDUSTRY TRAINING PROGRAMS

YOUTH TRAIN IN TRADES (formerly ACE-IT)

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

INDUSTRY CERTIFICATION

Cisco Networking Academy
Fitness Instructor
Hotel & Event Management
Palo Alto Cyber Security Academy
Microsoft Office Specialist

INDUSTRY CONNECT

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

Student Application Checklist:

This package includes detailed information pertinent to all Youth Train in Trades (formerly 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
- Graduation Transition Plan Form
- Student Self Assessment Form
- A Teacher/Counsellor Reference Form
- A Community/Employer Reference Form (optional)
- Current resume

INDUSTRY TRAINING PROGRAMS

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

The DigiPen Gaming Academy and Microsoft Office Specialist Certification Program are open to students entering Grade 8, 9 and 10.

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 (Grade 11 and 12)

Application requirements

(Excepting Junior DigiPen and MicroSoft Office Specialist applicants)

- 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)
- passed (minimum 80%) in 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 previous page.**
- **schools attach following documents to student's application:**
 - copy of most recent report card
 - Permanent student record
 - Attendance history



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: _____
 Current School _____ Counsellor _____

Program you are requesting (please check one):

YOUTH TRAIN IN TRADES (formerly ACE-IT)

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

INDUSTRY CERTIFICATION

- Cisco Networking Academy
- Fitness Instructor
- Hotel & Event Management
- Palo Alto Cyber Security Academy
- Microsoft Office Specialist

INDUSTRY CONNECT

- Film & Broadcast
- Graphic/Media Arts
- Health Sciences
- Robotics (Mechatronics)
- DigiPen Gaming Academy
- 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 a Burnaby Schools Industry Training Program. A refundable registration deposit and 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:
- Permanent student record
 - Attendance history
 - Copy of student's most recent report card

Student designation (if applicable) _____ (required field)

Copy of student's IEP attached

Signature of Administrator: _____



TO BE COMPLETED BY YOUTH TRAIN IN TRADES APPLICANTS AND CISCO NETWORK TECHNICIAN APPLICANTS ONLY

GRADUATION TRANSITION PLAN Industry Training Program Students

Name: _____ Date: _____
School: _____ Grade: _____
Birth Date: _____ Program: _____

List the courses you are taking and/or plan to take at the Grade 11 and 12 levels.

| GRADE 11 | | GRADE 12 | |
|----------|--------|----------|--------|
| Course | Course | Course | Course |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Focus courses: Which courses are most directly related to your career plans?

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

Is there a specific occupation for which you are intending to pursue training or employment?

Student Signature: _____ Date: _____

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. 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.
- ❑ 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.

Industry Training 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.

| | 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 behaviors 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: | | | | | |



Are you currently working in this field?

Yes No

If so, what is the name of your employer _____

Please describe any relevant workplace experience, coursework or volunteer work that is related to your chose program:

Why do you consider yourself an appropriate candidate for this industry training/certification program?

What aptitude/skills do you have that will make you successful in your chosen program?

Describe your attitude & work ethic.

Do you have any allergies or health concerns that may effect your participation in your chosen program? (eg Food/food allergies, injuries etc.)

Signature: _____ **Date:** _____

**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: | | | | | |

