



# Youth Train in Trades Program APPLICATION

## (For TRADES programs to be taken in 2025-2026 School Year)

### **\*\*DEADLINE DATES\*\***

**First deadline: Tuesday, February 11, 2025**

**Second deadline: Tuesday, April 8, 2025**

**\*SUBMIT to the SD38 Career Programs – c/o Learning Services @ Cambie Secondary School by these dates**

\*Priority given to earlier applicants meeting program eligibility requirements. (For some programs, an application may be accepted beyond these deadlines; check with Career Programs first.)

### **BENEFITS TO STUDENTS**

- ❖ **TUITION PAID** (for Level 1) by Richmond School District #38 (approx. savings of \$2500 - \$4500)
- ❖ **EARN DUAL CREDITS** – high school credits toward graduation + post-secondary credits
- ❖ **EARN EMPLOYABILITY SKILLS / EARNING POTENTIAL**
- ❖ **EARN INDUSTRY CERTIFICATION** – Level 1/Foundation with SkilledTradesBC

### **STUDENT ELIGIBILITY + SKILLS/ATTRIBUTES**

- ❖ **Must be a Canadian Citizen or Permanent Resident. International students are not eligible to apply.**
- ❖ For Plumbing and Cooking, current grades 10-11 may apply (for these, applications received past our deadlines MAY be considered if space remains)
- ❖ For all other Train in Trades programs, students applying take these during their grade 12 year (apply in Gr 11)
- ❖ Keen interest in field for which student is applying
- ❖ Current/prior ADST course work (e.g. Tech Ed, Foods)
- ❖ Comfortable using tools/power equipment of chosen area
- ❖ Readiness/maturity for participation in a post-secondary environment
- ❖ In good physical shape (stamina/strength)
- ❖ Strong English language skills to communicate and interpret technical program terminology
- ❖ Strong Math and Science skills for solving problems and making decisions
- ❖ Driver's license an asset (certain industry work sites expect their employees to be able to drive)

### **FOR MORE INFORMATION...**

- ❖ Visit <https://skilledtradesbc.ca/youth> to learn more about the apprenticeship programs for youth!
- ❖ Find the trade that works for you by exploring: <https://skilledtradesbc.ca/find-your-trade>

**\*\* Please tear off this sheet before submitting application \*\***



## Understanding PROGRAM COSTS for Youth Train in Trades Programs

**\*\*NOTE:** All fees are approximate at time of printing and are subject to change.\*\*

By taking a *YOUTH TRAIN IN TRADES* program while in high school, SD38 students will **save the cost of tuition (a savings between \$2500 - \$5000)**. This cost is covered by the Richmond School District #38.

### ESTIMATED COSTS THAT STUDENT IS RESPONSIBLE FOR MAY INCLUDE:

\*TBD = to be determined (in chart below)

- Post-Secondary fees - may include a variety of college, student union and compass pass fees.
- Program-Specific fees - costs such as uniform, required footwear, safety equipment, tools, workbooks, textbooks, learning manuals.
- Costs for Plumbing and Professional Cook are due in May/June prior to program start. **Payment plans are available for these two programs.** All others program fees are due to the post-secondary school once the program begins.
- **PROGRAM MONTHS INDICATED BELOW MAY VARY (Check with Career Programs Office)**

PROGRAM	Approximate Student Cost	PROGRAM	Approximate Student Cost
<b>Aircraft Maintenance Engineer – M (BCIT Richmond)</b> <ul style="list-style-type: none"> <li>• *Applicant must meet with Career Programs staff for program costs and details, as these are extensive</li> <li>• (ONLY OPEN to Gr. 11 applicants entering Gr. 12 or to non-graduating Gr. 12's)</li> </ul> <i>This program is a 16-18 consecutive month commitment and starts in May.</i>	\$ *TBD	<b>Hairstylist Certification (VCC Broadway)</b> <i>Runs 10 months; start dates vary Check with Career Programs for options.</i>	\$ 2000.00
		<b>Heavy Mechanical Trades (VCC Broadway)</b> <i>Runs November - May OR February – October</i>	\$ 2200.00
		<b>Joinery (Cabinetmaker) Foundation (BCIT Burnaby)</b> <i>Runs February - August</i>	\$ 1100.00
<b>Automotive Collision Refinishing and Repair Common Core (VCC Broadway)</b> <i>Runs September – April OR February – August</i>	\$ 2200.00	<b>Metal Fabrication Foundation (BCIT Burnaby)</b> <i>Runs February – July</i>	\$ 800.00
<b>Automotive Service Technician (BCIT Burnaby)</b> <i>Runs February – September</i>	\$ 1100.00	<b>Millwright Foundation (KPU Cloverdale)</b> <i>Runs February – July</i>	\$ 1000.00 <i>(may be more)</i>
<b>Carpentry (Framing and Forming) Foundation (BCIT Burnaby)</b> <i>Runs February – July</i>	\$ 1600.00	<b>Painting (Commercial) Level 1 (FTI Surrey)</b> <i>Runs Mid-June – End July</i>	\$ 900.00
<b>CNC Machinist (BCIT Burnaby)</b> <ul style="list-style-type: none"> <li>• Applicant must be entering Gr. 12</li> <li>• Program is a two-year commitment</li> </ul> <i>Runs Jan – Aug for Level 1 (2-yr pgm ends Dec 2025)</i>	\$ *TBD	<b>Plumbing Foundation (UAPIC and Palmer Secondary)</b> <i>Runs February – June</i>	\$ 600.00
		<b>Refrigeration &amp; Air Conditioning Technician (VCC Broadway)</b> <i>Runs September – March</i>	\$ 1000.00
<b>Construction Electrician Foundation (BCIT Satellite Campus @ Delta Secondary)</b> <i>Runs February – July</i>	\$ 1500.00	<b>Sheet Metal Foundation (BCIT Burnaby)</b> <i>Runs September – January</i>	\$ 1100.00
<b>Professional Cook – Level 1 (VCC and Richmond High)</b> <i>Check with Career Programs for 2025-2026 schedule</i>	\$ 1300.00	<b>Welding Foundation (KPU Cloverdale)</b> <i>Runs February – August</i>	\$ 950.00

### EXTENDED HEALTH AND/OR DENTAL PLAN:

For students attending any of our Youth Train in Trades programs parents/guardians are **advised to acquire extended health and/or dental coverage** if they do not already have this.

# Youth Train in Trades Program APPLICATION

## (For programs to be taken in 2025-2026 School Year)

Date of Application Completion (DD/MM/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PLEASE PRINT CLEARLY

### STUDENT INFORMATION

Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home School: \_\_\_\_\_ Grad Date (mm/yy): \_\_\_\_ / \_\_\_\_ School Counsellor: \_\_\_\_\_

PEN #: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate (DD/MM/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Canadian Citizen:  YES  NO Permanent Resident:  YES  NO Aboriginal:  YES  NO

Student Email: \_\_\_\_\_ Student Cell: \_\_\_\_\_

Parent/Guardian Info: Email: \_\_\_\_\_ Cell: \_\_\_\_\_

**Applicant's Signature:** I certify that all statements in this application package are true and complete.

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

### YOUTH TRAIN IN TRADES PROGRAM APPLYING FOR: (Check One)

(Programs will only be offered based on sufficient enrolment)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Professional Cook – (VCC at SD38 site)   | <input type="checkbox"/> CNC Machinist (BCIT) – <u>2 YEAR PGM</u> | <input type="checkbox"/> Millwright (KPU)                |
| <input type="checkbox"/> Plumbing – (SD38 site + UAPIC)   | <input type="checkbox"/> Electrician (Common Core) (**BCIT)       | <input type="checkbox"/> Painting (Commercial) (FTI)     |
| <input type="checkbox"/> Aircraft Maintenance Engineer –M (*BCIT)   | <input type="checkbox"/> Hairstylist (VCC Pender)                 | <input type="checkbox"/> Refrigeration Technician (BCIT) |
| <input type="checkbox"/> Auto Collision & Refinishing <small>Common Core</small> (VCC)                              | <input type="checkbox"/> Heavy Mechanical Trades (VCC)            | <input type="checkbox"/> Sheet Metal (BCIT)              |
| <input type="checkbox"/> Auto Service Technician (BCIT)   | <input type="checkbox"/> Joinery (Cabinetmaker) (BCIT)            | <input type="checkbox"/> Welding (KPU)                   |
| <input type="checkbox"/> Carpentry (Frame/Form) (BCIT)  | <input type="checkbox"/> Metal Fabrication (BCIT)                 |  |
| <input type="checkbox"/> Other: _____ (MUST arrange with Career Programs Office prior to applying; call to inquire) |   |  |

Program Locations: **Bold** = SD38 high school location + post secondary **BCIT** = Burnaby Campus or \*Richmond Aerospace Campus or \*\*North Delta Secondary satellite  
**VCC** = Pender or Broadway **KPU** = Kwantlen Polytechnic University – Cloverdale **UAPIC** = Piping Industry College **FTI** = Finishing Trades Institute of BC

**\*\*\*\*PROGRAM SITE VISITS may be arranged by a Career Programs staff member\*\*\*\***

In Partnership with:



#### For Career Programs Office Use Only:

Application Received Date: \_\_\_\_\_ Entered into Database (date): \_\_\_\_\_

Application Complete  Missing Items \_\_\_\_\_



**CHECKLISTS for Student, Parent/Guardian, Counsellor**  
**(Please do not submit application until all below are checked off and enclosed.)**

<b>STEP 1 – APPLICATION CHECKLIST for STUDENT</b>		<b>Page</b>	<b>Completed and Enclosed</b>
1.	Applicant Information <i>(include application date and school year applying for)</i>	3	<input type="checkbox"/>
2.	Completion of all checklists for Steps 1, 2 and 3 on this page	4	<input type="checkbox"/>
3.	Statement of Interest and Intent <i>(thoughtfully complete; do rough draft prior to completing the form)</i>	6	<input type="checkbox"/>
4.	Teacher Reference Form #1 <i>(ask a teacher, counsellor or administrator to fill out)</i>	7	<input type="checkbox"/>
5.	Teacher Reference Form #2 <i>(ask <u>another</u> teacher, counsellor or administrator to fill out)</i>	9	<input type="checkbox"/>
6.	<b>ATTACH</b> Professional Reference Letter <i>(NOT same person as #4 and #5; can use employer, coach, other teacher)</i>	---	<input type="checkbox"/>
7.	<b>ATTACH</b> Up-to-Date Resumé <i>(highlight skills or experiences related to your chosen program of study)</i>	---	<input type="checkbox"/>

<b>STEP 2 – PARENT/GUARDIAN PERMISSION AND SUPPORT</b>		<b>Page</b>	<b>Completed</b>
1.	Parent/guardian fully completes parent/guardian section and signs off on permission statement.	5	<input type="checkbox"/>

<b>STEP 3 – APPLICATION CHECKLIST for COUNSELLOR</b>		<b>Page</b>	<b>Completed and Enclosed</b>
1.	Most recent Report Card attached	---	<input type="checkbox"/>
2.	BC Diploma Verification Report attached	---	<input type="checkbox"/>
3.	Up-to-date Attendance Profile attached	---	<input type="checkbox"/>
4.	Indicate Ministry of Ed Special Education Category if Applicable: <i>Ministry Code: _____ Code Identification is for: _____ <input type="checkbox"/> Not Applicable</i>	---	<input type="checkbox"/>
5.	IEP MUST be ATTACHED if applicable: <input type="checkbox"/> Not Applicable <i>(if applicable, check box in right column)</i>	---	<input type="checkbox"/>

**Submit completed application (with all attachments) to the Career Programs Office (c/o Cambie Secondary – Learning Services)**

**After Application is Submitted...**

- ❖ Career Programs sends email acknowledging receipt of application and informing applicant of any missing components.
- ❖ **Qualifying** student will be invited to an interview (usually in late April-May) and writes Math/English assessments.
- ❖ If successful with the above, notification of conditional acceptance will be sent to applicant in May/June.
- ❖ The Career Programs Office will arrange for a program site visit with student.
- ❖ Marks, attendance and behaviour will be reviewed to determine if final acceptance can be offered (late June for programs starting Summer/September and late November for programs starting in January/February).

**Acceptance is subject to approval. As program seats are limited, completion of application and granting of an interview do NOT guarantee acceptance into the program.**

**\*\*ONLY COMPLETE APPLICATIONS WILL BE PROCESSED.\*\***

**PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS**

## FOR PARENT/GUARDIAN COMPLETION:

- **Medical Information**
- **Learning Support/Special Needs Information**
- **Permission and Support**

**Parent/Guardian:** Please respond to the following so that we may understand how to best support your child in the event they are accepted into this *Youth Train in Trades* program.

### **MEDICAL INFORMATION**

List ALL medical/physical information that the school/post-secondary institution should be aware of, or that might affect performance (i.e. Diabetes, Epilepsy, Medication, Asthma, Allergies, previous physical injuries, etc.).

- No medical/physical concerns
- Yes (PLEASE DESCRIBE and EXPLAIN the concern(s) and the type of support your child may need to access)

### **LEARNING SUPPORT/SPECIAL NEEDS INFORMATION:**

Please list ALL additional supports that the school/post-secondary institution should be aware of in order to help the applicant to achieve success in this industry program. (i.e. has an IEP, Learning Disability, ADD/ADHD, Physical Needs, etc).

### **PERMISSION AND SUPPORT:**

- I support my child's participation in the **YOUTH TRAIN IN TRADES** program indicated in this application package.
- I am aware that we are responsible for arranging transportation to and from the program (**including post-secondary school site**).
- I am aware that Richmond School District pays the cost of tuition for the first level of this college program.
- I am aware that we are responsible for the costs of college fees, materials, books & equipment for this program.
- I believe that my child demonstrates a level of maturity suitable for a college/university setting and curriculum.
- I understand that the *Youth Train in Trades* program is the same college-based technical program that all apprentices take in BC. Some students will be in the same class as adult apprentices at their post-secondary school.
- I agree that the information contained herein may be provided to the instructor(s) of the applicable post-secondary institution.

I have reviewed the above information with my child and I hereby grant permission for my child to participate in the YOUTH TRAIN IN TRADES program indicated in this application.

Parent/Guardian FULL Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

**Parents/Guardians: To learn more about the program for which your child is applying, go to <https://skilledtradesbc.ca/find-your-trade>**

# STATEMENT OF INTEREST AND INTENT

\*\* To only be COMPLETED by the STUDENT APPLICANT\*\*

Full Name: \_\_\_\_\_ Youth Train in Trades Program: \_\_\_\_\_

Please answer the following questions thoroughly and with thought/reflection.

1. What courses and/or work experiences have you taken that would support your participation in this trade program? (i.e. tech ed, foods or other courses, job or volunteer experience, extra-curricular activities, etc.)

---

---

---

---

2. What skills and attributes do you have that will help you to be successful in this program? Explain why these will benefit you in this program.

---

---

---

---

3. What specifically interests you about a career in this trade?

---

---

4. What knowledge do you have of this career field? For example: opportunities for work, working conditions, wages, etc. (Visit <https://skilledtradesbc.ca/find-your-trade> to research your chosen program).

---

---

---

---

5. What are your interests outside of school? (hobbies, sports, clubs, special talents, etc.)

---

---

---

---

6. Beyond this program, what is the career pathway you intend to explore or engage in after high school?

---

---

# TEACHER REFERENCE FORM #1



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

This student has applied for a post-secondary seat in the \_\_\_\_\_ Youth Train in Trades Program. This program is the college/university technical training component of apprenticeship. When completing, bear in mind that this student has applied to take a rigorous college-level program. Also, there is a significant SD38 financial investment covering a student’s full tuition.

Please check the following attributes as:

	Emerging	Developing	Proficient	Extending
--	----------	------------	------------	-----------

- |   |       |       |       |       |
|---|-------|-------|-------|-------|
| 1. Demonstrated passion/aptitude for trades             | _____ | _____ | _____ | _____ |
| 2. Maturity   | _____ | _____ | _____ | _____ |
| 3. Accuracy / ability to follow instructions            | _____ | _____ | _____ | _____ |
| 4. Enthusiasm and interest                              | _____ | _____ | _____ | _____ |
| 5. Adaptable - adjusts to new situations                | _____ | _____ | _____ | _____ |
| 6. Follows through on assigned tasks                    | _____ | _____ | _____ | _____ |
| 7. Attendance   | _____ | _____ | _____ | _____ |
| 8. Punctuality  | _____ | _____ | _____ | _____ |
| 9. Shows motivation to learn new skills                 | _____ | _____ | _____ | _____ |
| 10. Can work independently                              | _____ | _____ | _____ | _____ |
| 11. Has positive attitude towards work                  | _____ | _____ | _____ | _____ |
| 12. Accepts constructive criticism                      | _____ | _____ | _____ | _____ |
| 13. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ |

14. As a candidate for this college program I would rate this student as: (circle the most appropriate description)

1	2	3	4	5
<b>NOT SUITABLE</b>		<b>SUITABLE</b>		<b>EXCEPTIONALLY SUITABLE</b>

15. Could this student be counted on to represent Richmond SD38 favourably in a college setting?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ NO \_\_\_\_\_

16. Do you feel this student has a sincere interest in this District Partnership program?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ NO \_\_\_\_\_

17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

\_\_\_\_\_

\_\_\_\_\_

<b>Teacher Evaluation Completed by:</b>	
Print Name: _____	Signature: _____
Subject Area(s): _____	Years Known Student: _____

# This page intentionally left blank

Reminder to attach to your application:

- Updated resume
- Professional reference LETTER
- Items listed under STEP 3 in checklist (pg 4)



# TEACHER REFERENCE FORM #2



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

This student has applied for a post-secondary seat in the \_\_\_\_\_ Youth Train in Trades Program. This program is the college/university technical training component of apprenticeship. When completing, bear in mind that this student has applied to take a rigorous college-level program. Also, there is a significant SD38 financial investment covering a student’s full tuition.

Please check the following attributes as:

	Emerging	Developing	Proficient	Extending
--	----------	------------	------------	-----------

- |   |       |       |       |       |
|---|-------|-------|-------|-------|
| 1. Demonstrated passion/aptitude for trades             | _____ | _____ | _____ | _____ |
| 2. Maturity   | _____ | _____ | _____ | _____ |
| 3. Accuracy / ability to follow instructions            | _____ | _____ | _____ | _____ |
| 4. Enthusiasm and interest                              | _____ | _____ | _____ | _____ |
| 5. Adaptable - adjusts to new situations                | _____ | _____ | _____ | _____ |
| 6. Follows through on assigned tasks                    | _____ | _____ | _____ | _____ |
| 7. Attendance   | _____ | _____ | _____ | _____ |
| 8. Punctuality  | _____ | _____ | _____ | _____ |
| 9. Shows motivation to learn new skills                 | _____ | _____ | _____ | _____ |
| 10. Can work independently                              | _____ | _____ | _____ | _____ |
| 11. Has positive attitude towards work                  | _____ | _____ | _____ | _____ |
| 12. Accepts constructive criticism                      | _____ | _____ | _____ | _____ |
| 13. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ |

14. As a candidate for this college program I would rate this student as: (circle the most appropriate description)

1	2	3	4	5
<b>NOT SUITABLE</b>		<b>SUITABLE</b>		<b>EXCEPTIONALLY SUITABLE</b>

15. Could this student be counted on to represent Richmond SD38 favourably in a college setting?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ NO \_\_\_\_\_

16. Do you feel this student has a sincere interest in this District Partnership program?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ NO \_\_\_\_\_

17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

---

**Teacher Evaluation Completed by:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Subject Area(s): \_\_\_\_\_ Years Known Student: \_\_\_\_\_