



APPLICATION

MANUFACTURING & ENGINEERING CO-OP (MEC) PROGRAM

DUE DATE – March 11th, 2025

Submit application to J. N. Burnett Secondary School
(c/o Mr. Wes Bevan) or email wbevan@sd38.bc.ca

- Applicants must currently be in Grades 10 or 11 and attend an SD38 secondary school (Program taken in Grade 11/12)
- Program courses: Engineering 11/12, Skills Exploration and Work Experience 12A (earn 12 credits toward graduation)
- Program courses taken semester two at Burnett Secondary School
- Optional industry certification via Northwest Skills Institute (4th course for credit)

Program Details and Special Features

- The MEC Co-Op program offers students the opportunity to explore a variety of manufacturing processes and learn skills as they relate to engineering.
- The program includes a work experience course with local manufacturing/engineering companies.
- **OPTIONAL acquisition of an online INDUSTRY certificate through the Northwest Skills Institute, offered at a significant discount. Options include:**
 - Advanced Manufacturing Technician
 - Drafting and CAD Technician
 - CNC Lathe Production Technician
 - Aerospace Quality Technician
 - Aerospace Structures Technician
 - Mechatronics & Industrial Automation Technician
 - Composite Manufacturing & Repair Technician
 - CNC Machining Production Technician
 - Aerospace Electrical Assembly Technician
 - Quality Assurance Technician

NOTE: Students who complete one Northwest Skills certificate in a timely manner, can take a second with no additional cost!

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**APPLICANT STATEMENT OF INTEREST
SD38 MANUFACTURING & ENGINEERING CO-OP (MEC) PROGRAM**

Applicant's Full Name: _____ PEN # _____

Please respond to the following questions. Print/write clearly in own handwriting.

1. What has motivated you to apply to the MEC Program?

2. Describe your knowledge, skills and attitudes that will support your achievement as you take part in MEC.

3. This program requires participation in a Work Experience (unpaid) placement for credit (~90 hours). What interests you in taking part in this community-based experience?


4. While it is **OPTIONAL**, as a supplement to this program, students may elect to complete an industry certification(s) through Northwest Skills Institute. There is a significantly discounted student fee (\$500), and you will have access to complete more than one certificate if you choose (a savings of over \$3000-\$5000). You will also earn 4 credits toward graduation by completing a certificate. These are all completed online and are done on a student's own time, with some MEC program instructor support available. Given this, would you be interested in completing a certificate? Why or why not?

APPLICANT SELF-ASSESSMENT FORM

SD38 MANUFACTURING & ENGINEERING CO-OP (MEC) PROGRAM

I am interested in applying for the MEC Co-op Program. I understand this program requires significant commitment and I will need to travel between Burnett Secondary and my home school. My self-assessment will assist in determining my suitability and readiness for the program.

Please indicate **by highlighting or circling** your readiness proficiency for this program:

CORE COMPETENCIES	Proficiency Scale				
		Emerging	Developing	Proficient	Extending
		I demonstrate an INITIAL understanding of the concepts and competencies.	I demonstrate a PARTIAL understanding of the concepts and competencies.	I demonstrate a COMPLETE understanding of the concepts and competencies.	I demonstrate a SOPHISTICATED understanding of the concepts and competencies.
Communication <ul style="list-style-type: none"> • In a safe and supported environment, I respond meaningfully to communication from peers and adults • I communicate purposefully, with peers and adults using strategies I have practiced • I cooperate with others and contribute during group activities, sharing roles and responsibilities to achieve goals • I can confidently interact and build relationships with other group members to further shared goals 		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
Thinking <ul style="list-style-type: none"> • I can get new ideas or build on other people's ideas to create new things within the constraints of a form, a problem, or materials • I can think "outside the box" to get innovative ideas and persevere to develop them • I can ask questions and consider options. • I can use my observations, experience, and imagination to draw conclusions 		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
Personal and Social <ul style="list-style-type: none"> • I can make choices that help me meet my wants and needs and increase my feelings of well-being. I take responsibility for my actions • I can recognize my strengths and take responsibility for using strategies to focus, manage stress, and accomplish my goals • I can identify my strengths and limits, find internal motivation, and act on opportunities for self-growth. I take responsibility for making ethical decisions 		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>

Based on my self-assessment I rank my readiness for this program as (check one):

- Fully Ready
 Somewhat Ready
 Not Quite Ready (some support will be needed)

Additional Comments: _____

Student Name: _____
(print in full)

Student Signature: _____