



SCHOOL DISTRICT No. 22 CAREER PROGRAMS

DUAL CREDIT APPLICATION

**YOUTH WORK
APPRENTICESHIP**

**SKILLEDTRADESBC
YOUTH**

YOUTH WORK IN TRADES

Youth Work in Trades is a high school dual credit program that provides students 15 – 18 year olds with the opportunity to begin an apprenticeship while still in high school. Students must be employed (paid) in an apprenticeable trade. Most students' work does not interfere with their school day. Youth Work in Trades can be completed on weekends, evenings, summer holidays, or on a special release from school if the timetable will permit. This is a wonderful opportunity to get a head start on a trade while completing secondary school graduation, while also potentially qualifying for a \$1000 scholarship.

PROGRAM DETAILS

Students that complete 480 hours of work experience receive 16 graduation credits. Youth Work in Trades students, who complete a minimum of 900 apprenticeship hours and maintain a C+ or better average in their Grade 12 courses, may also apply for a \$1000 scholarship.

PROGRAM BENEFITS

Earn money while learning skills valued by employers.
Get a head start in your career – a Youth Work student can be a “journey person” by the time they are 21.
Earn 16 credits towards graduation (4 courses worth 4 credits each)
Be eligible to receive a \$1000 scholarship.
Get \$1000 tax credit after completion of your Level 1

ELIGIBILITY

- Students who are school age (15-18 years of age as of July 1st of the current school year) and enrolled in a District Secondary School or Distance Learning Program.
- Students that have not completed the Youth Train program and are entering directly into the Youth Work program must complete the WorkSafe BC: Student WorkSafe 10-12 - Independent Learning Guide and test.

\$1000 Scholarship Criteria

Students who are eligible for the Youth Work in Trades Scholarship will need to apply. Applications are open from September 1 to November 15.

To be eligible, students must have:

To be considered for the Youth Work in Trades Scholarship, students must meet the following criteria:

- Canadian citizens or permanent residents
- Registered with SkilledTradesBC for the Youth Work in Trades program
- Completed all four Youth Work in Trades courses while still school-aged: WRK 11A and 11B, WRK 12A and 12B
- Earned a minimum C+ in each Grade 12 numbered course
- Achieved a Dogwood Diploma or an Adult Dogwood
- Completed and reported at least 900 hours of work-based training on or before August 31

*Note: If the number of applicants exceeds number of scholarships, the adjudication team will prioritize students based on demonstrated financial need.



YOUTH WORK APPROVED TRADE PATHWAYS

Agricultural Equipment Tech	Dairy Production Tech	Ironworker	Recreation Vehicle Service Tech
Aircraft Maintenance Tech	Diesel Engine Mechanic	Lather (Interior Systems Mech.)	Refrigeration & A/C Mech
Aircraft Structural Tech	Drywall Finisher	Locksmith	Residential Building Maint.
Appliance Service Tech	Electric Motor Systems Tech	Machinist	Residential Steep Roofer
Arborist Technician	Electrician: Marine	Marine Mechanical Tech	Rig Technician
Architectural Sheet Metal	Electrician: Construction	Marine Service Tech	Roofer
Asphalt Paving/Laydown Tech	Electrician: Industrial	Meatcutter	Saw Filer
Automotive Glass Tech	Embalmer	Metal Fabricator (Fitter)	Security Systems Tech
Automotive Painter	Funeral Director	Mobile Crane Operator	Sheet Metal Worker
Auto. Refinishing Prep Tech	Field Arborist	Motor Vehicle Body Repairer	Shipyard Labourer
Automotive Service Tech	Floor Covering Installer	Motorcycle & Power Equip. Tech	Sprinkler Fitter
Baker	Gasfitter	Oil Heat System Tech	Steamfitter / Pipefitter
Boilermaker	Geoexchange Driller	Painter and Decorator	Tidal Angling Guide
Boilermaker: Marine Fitter	Geo/Environment Driller	Parts and Warehousing	Tilesetter
Boom Truck Operator	Glazier	Partsperson 3	Tool & Die Maker
Bricklayer (Mason)	Hairstylist	Petroleum Equip Installer	Tower Crane Operator
Broadband Network Tech	Heavy Duty Equipment Tech	Petroleum Equip Service Tech	Transport Trailer Tech
Cabinet Maker	Heavy Equipment Operator	Piledriver and Bridgeworker	Truck & Transport Mech.
Carpenter	Horticulturist, Landscape	Planermill Maint. Tech	Utility Arborist
Climbing Arborist	Inboard/Outboard Mechanic	Plumber	Water Well Driller
Concrete Finisher	Industrial Mechanic (Millwright)	Power Line Tech	Welder
Construction Craft Worker	Instrumentation & Control Tech	Professional Cook	Well Pump Installer
Cook	Insulator (Heat & Frost)	Railway Car Tech	

*INDICATES A RED SEAL TRADE

YOUTH WORK APPLICATION: STUDENT CHECKLIST

In order to qualify for the YOUTH WORK Dual Credit Program, the following 7 steps must be completed:

- ☐ **Current or Graduated YOUTH TRAIN Student**
- ☐ **Grade 10-12 Student**
- ☐ **Post-Grad Student**

Use the checklist below to ensure your application is complete before handing in to the Career Coordinator.

- ☐ 1. **School District 22 - YOUTH WORK - Application & Agreement Form**
- ☐ 2. Student Responsibility Agreement & Pre-Worksite **Orientation**.
- ☐ 3. Worksite Orientation & Initial **Safety Checklist**.
- ☐ 4. **Transition Plan** (gr 10-12) – signed by parents, Career Coordinator and student.
- ☐ 5. **Refusal of Unsafe Work** – signed by student and Career Coordinator.
- ☐ 6. WorkSafe BC - **Independent Learning Guide** – (non-Youth Train students only) Once you have completed the training, see the Career Coordinator at your school to take the test. Once you have completed the test successfully you will receive a WorkSafe Certificate.

YOUTH WORK - APPLICATION & AGREEMENT FORM

STUDENT INFORMATION

Name _____
Last Name First Name Middle Name

Address _____ City _____ Postal Code _____

Student Cell _____ Date of Birth (dd/mm/yyyy) _____

Student email address: (most used) _____ SIN _____

Name of Trade (i.e. Carpentry, Electrician, etc.) _____

Parent/Guardian Contact _____ Home Phone _____

Parent email address _____ Cell _____

Are you currently on an IEP or Learning Plan? Yes ☐ No ☐ Canadian Citizen: Yes ☐ No ☐

EMPLOYER INFORMATION

Company _____ Phone _____

Company Address _____ City _____ Postal Code _____

Supervisor Name (Certified Tradesperson) _____

Supervisor Certification or Sign off Authority # _____

Supervisor Birthdate (mm/dd/yy): _____ Supervisor Province of Certification: _____

Supervisor Email _____

WorkSafe BC # (if known) _____ Employer Sponsor ID # (if known) _____

Employer Agrees to Apprenticeship Training: Yes No

Apprenticeship Start Date _____

I/We certify the information given in this application is true and complete to the best of my knowledge and understand that, if selected for the Youth Work Program, falsified statements may be reason for removal. By their signatures below, all parties agree to the terms of the documents listed below that relate to this placement. I allow the Career Programs Department to use any work or school related pictures of myself for the purpose of promotion and communication of the program.

The appropriate documents listed on the **Student Application: Student Checklist** must be signed and returned to the school-based Career Coordinator.

Student Signature* _____ Date _____

Parent/Guardian Signature* _____ Date _____

Employer Signature* _____ Date _____

All signatures must be in place before application is accepted

Student Responsibility Agreement & Pre-Worksite Orientation

**This checklist must be completed by the student with the Career Coordinator
before any work can commence at the worksite.**

Student's name: _____

Worksite: _____

PRE-WORKSITE INFORMATION

Date: _____

STUDENT: – reviewed with School Career Counsellor (check ✓ or N/A)

- ☐ I will maintain regular attendance as scheduled, or, in advance, notify my workplace if unable to report to work.
- ☐ I will demonstrate honesty, punctuality, courtesy, a co-operative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- ☐ I will communicate any worksite difficulties to my workplace supervisor and/or school coordinator.
- ☐ I will respect business and client confidentiality.
- ☐ I understand that it is the **sole responsibility of the student to track and log the hours of work** and further understand that I will not receive school credits for this work experience if the necessary logs and evaluations are not completed fully and submitted to my Career Counsellor in a timely fashion.
- ☐ I understand I must comply with employer expectations regarding the use of personal electronic devices.
- ☐ I understand that I must check in regularly with my school Career Counsellor to review my work log and discuss my progress.

SAFETY:

- ☐ I am aware that I must abide by all WorkSafe B.C. standards as they apply to my worksite and comply with standard business practices and procedures.
- ☐ I am aware that I have the right to refuse unsafe work as per WCB regulation 3.12.
- ☐ If unsure of how to work safely, I will ask my supervisor for safety training.
- ☐ I will correct any unsafe worksite conditions or report them to my supervisor immediately.
- ☐ I will purchase or receive from the employer, and use, personal protective equipment or clothing as required for my work site.
- ☐ I will report any injury to myself to the first aid attendant immediately.
- ☐ I am aware that I must be observant of moving equipment or vehicles.
- ☐ I am aware that I must receive specific training before using new tools & equipment and before I can handle hazardous worksite products.
- ☐ I know how to lift heavy items or to ask for assistance to lift them.

FOR CONSTRUCTION SITES:

- ☐ I am aware that guard-rails or fall protection must be used in some situations.
- ☐ I will follow the safe procedures for use of ladders and scaffolds.
- ☐ I am aware that open ditches/excavations present a serious safety risk and must be sloped or shored accordingly and provide a safe exit route.

Student: _____
Sign as agreed to the above

Career Coordinator: _____
Sign to acknowledge review of the items listed above with the student

Worksite Orientation & Initial Safety Checklist

This checklist must be completed by the student and work site supervisor, before any work can commence at the worksite.

Student's Name: _____ **Supervisor's Name:** _____

Worksite/Company Name: _____

#	Task	Yes	No	N/A
1	Supervisor confirms that WCB coverage is in place at the work site.			
2	Student was given an orientation regarding workplace safety and generic risks of this job.			
3	Hazards and risks specific to this workplace were identified during this orientation (physical, chemical, biological, etc.).			
4	Supervisor has reviewed the emergency procedures (e.g. fire, earthquake) with the student.			
5	The locations of the fire extinguishers and fire alarms have been identified for the student.			
6	The student has been informed of the work site health and safety committee and its members.			
7	The student has been informed of the procedure around reporting any worksite injury to the first aid attendant on site and has been informed as to the location of the first aid station(s).			
8	The student has been made aware of worksite policies dealing with theft, equipment damage, robberies and/or shoplifting (if applicable).			
9	The student has been instructed to request specific training for any machinery or equipment prior to use and to ask for assistance with any processes and/or procedures that are new to the student.			
10	The student has been informed that appropriate clothing and Personal Protective Equipment is required.			
11	The student understands that the noise level at the work site should not impair his/her ability to hear or be heard by others. This means also means that no electronic devices, such as cell phones or I-pods, should be used when performing duties or tasks at the work site.			
12	The student has been instructed to rectify minor workplace hazards or report them to the supervisor.			
13	Student has been introduced to co-workers.			
14	Student has made supervisor aware of Training Plans and evaluation forms and related procedures.			

Student signature: _____ **Date:** _____

Sign to acknowledge the above checklist has been thoroughly reviewed with you by the supervisor.

Supervisor signature: _____ **Date:** _____

Sign to acknowledge the above checklist has been thoroughly reviewed with the student.

SD22 Career Programs

DUAL CREDIT TRANSITION PLAN

Name: _____

Date: _____

School: Alternate/vLearn Charles Bloom Fulton Kalamalka Seaton VSS
(circle one)

 **Make an appointment with your Career Coordinator/Counsellor to develop an Education/Transition Plan.**

1. Courses selected must meet the current graduation requirements. You may need to modify your timeline to achieve this. *(Students must graduate when they complete their Dual Credit program)*
2. Attach School Transcript.

REQUIRED COURSES (52 credits)				ELECTIVE COURSES (28 credits)	
Course	Credits	Course	Credits	Students can choose to complete elective courses through a Dual Credit Program. Select one below.	
English 10	4	English 11	4	Transition Pathway	
CLE 10	4	Social Studies 11	4	☐ Business	☐ Health
Science 10	4	Science 11 or 12	4	☐ Technology	☐ Science
Math 10	4	Math 11 or 12	4	☐ Communications	☐ Trades
Social Studies 10	4	CLC 12	4		
PE 10	4	English 12	4	Specify Career:	
Fine Arts/Applied Skill 10	4	Indigenous Studies	4		

Grade 11		Grade 12		POST-SECONDARY
Sem 1	Sem 2	Sem 1	Sem 2	(Transition Program/Course(s))
Total Credits:		Total Credits:		Total Credits:
		Predicted Graduation Date		

Student Signature

Parent/Guardian Signature

Career Coordinator Signature _____



CareerPrograms SCHOOL DISTRICT #22 (Vernon)



Refusal of Unsafe Work

If you would like any further information regarding safety aspects of work sites, please contact your local WorkSafeBC office to speak with your area Safety Officer or call 604-276-3100 (toll free 1-888-621-7233.)

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.

I have reviewed the Refusal of Unsafe Work with my Career Coordinator

Student Name:

Career Coordinator Signature:

Signature:

Date:

STUDENT WORKSAFE 10-12 INDEPENDENT LEARNING GUIDE

The following **Student WorkSafe 10-12 Independent Learning Guide** is required for **all** students that are entering directly into the **YOUTH WORK** program.

Students that are currently in or have graduated from an **YOUTH TRAIN** program do **not** need to complete this Independent Learning Guide as they would have already completed it.

This Independent Learning Guide must be completed **before** students enter the Youth Work in Trades program.

HOW TO GET STARTED

There are a variety of activities included in the package that are meant to provide a consistent message about safety in the workplace.



1. Go to the following link or **scan QR code bottom left of page:**
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/student-worksafe-10-12/independent-learning-guide?lang=en>
2. Download the PDF and read the instructions. On page 2 of the guide under the heading "How to Use this Resource" is a link to the Student Resource Package that is required for the activities.
3. **Complete all activities within the Learning Guide.**
4. Once you have completed Steps 1-3 there is a short 20 question multiple choice test that you will need to take. Please **scan the bottom right QR code** or see the Career Coordinator at your school to take the test. Once you have completed the test successfully you will receive a WorkSafe certificate.

Student Learning Guide



WORK SAFE BC



WorkSafe Test



WORK SAFE BC