

**Career Program Checklist-Train in Trades (TRN) Program - for School-Age Only (to June 30th of the school year in which they turn 19) for elective credit towards graduation**

TRN program is the technical training component of an industry training program for school age students. It is a 'dual credit' program as students receive industry training as well as secondary school elective credits **towards Grade 12 graduation**

School \_\_\_\_\_

Student: \_\_\_\_\_

PEN: \_\_\_\_\_

<b>Pick One:</b>		
1. TRN program is delivered by a technical provider where District/Independent School Authority has negotiated a fee for service and pays tuition		
2. TRN program is delivered as a partnership between technical training provider and some program delivery in the high school		
3. TRN program is delivered in high school by high school teacher - technical training partnership provides advice/support in assessment process		
4. TRN program is delivered by the District/Independent School Authority who is an ITA Designated Training Provider		
5. TRN program is delivered in a blend of online and in-person training		
<b>ITA TRN Program Guide:</b> <a href="http://youth.itabc.ca/wp-content/uploads/2017/09/Youth-Train-in-Trades-Guide-April-2019-1.pdf">http://youth.itabc.ca/wp-content/uploads/2017/09/Youth-Train-in-Trades-Guide-April-2019-1.pdf</a>		
TRN course(s) claimed	(Yes/No)	If No, Comments/Explanation
<b>Option 1: Direct Seat Purchase w/Post Secondary (third party) Training Provider</b>		
<b>Recognition of Post-Secondary Transition Programs for Funding Purposes Policy:</b> <a href="https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/recognition-of-post-secondary-transition-programs-for-funding-purposes">https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/recognition-of-post-secondary-transition-programs-for-funding-purposes</a>		
- Post-secondary course(s) lead to an industry training credential from a District partnered [through ITA] training institution (ref. Post-Secondary Transition Policy)		
- student training is under supervision of certified tradesperson or equivalent in same trade (ref. TRN Manual P.2)		
- district pays tuition costs for third party provider course(s) reported for funding (ref. Post-Secondary Transition Policy)		
- student's annual plan of courses is current [has to be updated annually], signed by student, listing the transition program plan course(s) including when and where student takes the third party provided course(s) (ref. Post-Secondary Transition Policy)		
- purchased educational services are under the general supervision of an employee of the board who is a certificate holder (ref. School Act Sec.86)		
<b>Option 2: Training Provided at a High School</b>		
- there is a current annual signed District Commitment Form, current Communications Plan, current annual Program Structure Form, current annual Technical Training Partner Form(s), current Industry Training Partner Form(s) or current industry signed letters of support (ref. TRN Guide P.15)		
<b>Required for both Option 1 &amp; Option 2</b>		
- student is: school age, enrolled in a BC grad program taking these post-secondary courses during their Grade 11 or Grade 12 year [Ministry specific] and registered with ITA as a youth apprentice (ref. TRN Guide P.2)		
- TRN students have completed and signed applications in their student files (ref. TRN Guide P.10). There is a copy of the online Youth Apprentice Sponsor Registration form signed by the student, parent, District/Authority TRN contact and the District's/Authority's TRN application package for this student is on file at the District or school (ref. TRN Guide P.9)		
- District/Authority has partnered with a designated public or private technical training provider experienced in delivering the District offered industry training program (ref. TRN Guide P.17)		
- District/Authority established assessment tools are in place prior to start of all TRN programs (ref. TRN Guide P.14)		
- there is a District/Authority established industry advisory committee that meets on a regular basis (ref. TRN Guide P.18)		
- there is a communications plan detailing how District/Authority will regularly communicate with and solicit feedback from students/parents/school staff (ref. TRN Guide P.18)		
- District/Authority records and stores the Individual ID number for each student in the student's permanent file (ref. TRN Guide P.20)		
- there is a signed District/Authority ITA contract and a cohort confirmation listing all registered students and programs (ref. TRN Guide P.21-22)		
- District/Authority adheres to applicable laws/regulations of safe practices, instructs the student in those practices, and exercises industry standard care to protect the student from injury while completing training at the training site.		
<b>NOTE:</b> if student is claimed for both TRN and WRK - ensure requirements are met for both programs		

**Career Program Checklist-Work Experience (WEX)**

School \_\_\_\_\_

Student: \_\_\_\_\_

PEN: \_\_\_\_\_

WEX 12A and/or 12B	(Yes/No)	If No, Comments/Explanation
- course claim is separate and distinct from WRK program-OK to use WEX hours to meet CLC requirement		
<b>Before undertaking work study program portion of WEX course:</b>		
there are Board established guidelines regarding conduct, supervision, evaluation and participation of students (ref. WEX MO237/11, WEX Policy and WEX Manual P.6)		
there is a training plan signed off by the educator, student, parent (if applicable) and employer that articulates the skills and areas of knowledge to be developed during the placement. Training plans are to outline learning goals for skill development and refinement for the WEX placement and <b>demonstrates a student's progress through the learning standards for each of the WEX courses the student undertakes.</b> (ref. WEX Manual 10).		
- student has had an in-school orientation covering general workplace safety awareness, issues and practices for their specific placements and/or employment sector (ref. WEX Manual P.6 and WEX Policy)		
- student has a duly signed WEX Agreement Form which confirms employer will supervise the student during the WEX placements, the terms of the placement, location of the worksite and anticipated dates and time of the placement (ref. WEX Policy and WEX Manual P.9)		
-there is evidence student is covered by WorkSafeBC at the work site (ref. WEX Policy and WEX Manual P.7-8)		
<b>During/after work study program portion of WEX course:</b>		
- there is evidence school personnel have monitored student in accordance with board guidelines (ref. WEX Policy and WEX Manual P.12-13)		
- an educator with valid teaching certificate has evaluated each WEX course and has assigned a percentage (ref. WEX Policy and WEX Manual P.14)		
<b>Link to Current Manual (Draft as at October 2018):</b> <a href="https://www2.gov.bc.ca/assets/gov/education/childcare-to-grade-12/teach/pdfs/curriculum/appliedskills/wex-guide.pdf">https://www2.gov.bc.ca/assets/gov/education/childcare-to-grade-12/teach/pdfs/curriculum/appliedskills/wex-guide.pdf</a>		
<b>Link to Policy:</b> <a href="https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/ministry-authorized-work-experience-courses-and-workplace-safety-policy">https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/ministry-authorized-work-experience-courses-and-workplace-safety-policy</a>		
<b>Link to Ministerial Order 237/11:</b> <a href="https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m237_11.pdf">https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m237_11.pdf</a>		
<b>Definitions: "Work experience "</b> means that part of an educational program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career, including participation in community services <b>under a graduation course requirement</b> established by the minister ;		
<b>"Work Study Program"</b> means Work Experience at a Standard Work Site		
*The WEX program guide requires that students have an in-school orientation that includes work site safety awareness before they undertake work placements. While students in Career Life options may learn about workplace safety, in WEX 12 they apply their knowledge at work sites. Even though students may have completed the Employment Standards and Workplace Safety component through Career Life, they still require an orientation (documented) covering general workplace safety awareness, issues, and practices for their specific placements and/or employment sector (Ref. WEX Manual P.5).		
<b>SCENARIO</b> -when students begin their work study portion of WEX12A (or WEX12B) in the latter part of the 18/19 school year (usually in May or June 2019) then continued their work study portion of the course into the 19/20 school year: (1) WEX has been verified not to have been claimed for the 18/19 school year (school must have evidence to verify course was not previously claimed) (2) in-school orientation session was provided before work study was undertaken (3) Board guidelines regarding conduct, supervision, evaluation and student participation are in place (4) WEX agreement was created and signed by all parties before the student began the work study (5) explanation (in case of a compliance audit) of why WEX was not previously reported for funding in the previous school year (6) Verify student(s) were monitored by school personnel (in accordance with established board guidelines) during work study and (6) after completion of the work study program portion of WEX, an educator (with valid teaching certificate) evaluated the work experience course(s) and assigned a percentage.		
<b>Note:</b> Students participation in <b>paid work experience</b> must still <b>meet all the work experience standards and requirements</b> . The paid employment must align with a student's career/education plan documented in the student's file. Training plan includes hours to be worked, duties/tasks to be performed, employability skills practised and work-place specific skills to be developed. Paid hours only begin after school contacts employer, develops training plan, verifies WorksafeBc coverage, and safety orientation is completed. (Ref. WEX Manual P.4)		
<b>NOTE:</b> a board may recognize a student's current or past paid employment as Work Experience, provided that the student satisfies the board that the employment provides or provided for coverage for student under the Workers Compensation Act as confirmed in writing by the student's employer (ref. WEX Ministerial Order 237/11)		
<b>NOTE:</b> For students undertaking the Adult Graduation Certificate, recognition of current or past work can be used for credit recognition through a prior learning assessment [PLA] – not funding eligible.		

**Career Program Checklist-Post-Secondary Transition Program-School-Age (to June 30th of the school year in which they turn 19) Only for Elective Credit Towards Graduation**

**K-12 Funding Policy:** Courses taken in BC outside of the public school system (through colleges, post-secondary institutions, private organizations, etc.) are not funded unless the course is taken for credit towards grade 12 graduation.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/k-12-funding-general>

School \_\_\_\_\_

Student: \_\_\_\_\_ PEN: \_\_\_\_\_

Post-Secondary course(s) claimed	(Yes/No)	If No, Comments/Explanation
- Post-secondary course(s) lead to a post-secondary credential from a district partnered post-secondary institution*		
- District has a current formal agreement with the post-secondary institution which is a member of the BC Transfer System** (obtain evidence)		
- Course aligns with preparation for student's specific occupation (per planned program of courses) and are taking the post-secondary courses that are part of student's transition program during their Grade 11 or Grade 12 year (obtain evidence)		
- District pays tuition costs for post-secondary course(s) reported for funding (obtain evidence)		
- student's planned program of courses is updated annually, is signed [by student], current, listing the transition program course(s) including when and where student takes the post-secondary course(s)		
- there is evidence the purchased educational services are under the general supervision of an employee of the board who is a certificate holder (ref.School Act Sec.86)		

**Recognition of Post-Secondary Transition Programs for Funding Purposes Policy:**  
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/recognition-of-post-secondary-transition-programs-for-funding-purposes>

**Adults** (see link below) PSI courses are not claimed for funding through the Public Education System/Ministry of Education. Adult students take courses through an actual Post-Secondary Institution or the Adult Basic Education (ABE) program (through Ministry of Advanced Education) with qualifying course credits recognised to satisfy the Adult Graduation Program requirements.  
  
<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=B56047DCA20F47DC9D952D853BC30B32>

**\*NOTE:** Where the course(s) claimed is/are reflective of single dual credit PSI claims - audit in accordance with the steps above.

**\*\*NOTE:** There may be instances where the reported FTEs represent a series of courses claimed as a career transition program (reported by District as BAA courses which are not provided through a district school nor are the industry partners members of the BC Transfer System). Audit in accordance with the steps above and verify that certification is from a provincially accredited industry institution (via link below). This investigative step is to verify training provider is regulated under some form of B.C. government legislation or regulation.

<https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization>

**Career Program Checklist-Youth WORK in Trades (WRK)-Youth Apprentice with the Industry Training Authority (ITA) for school-aged students only**

WRK is the work-based training component of an ITA sanctioned program for school age high school students

School \_\_\_\_\_

Student: \_\_\_\_\_

PEN: \_\_\_\_\_

SSA/WRK11A, 11B, 12A, 12B course(s) claimed	(Yes/No)	If No, Comments/Explanation
-Board guidelines regarding conduct, supervision, evaluation and participation of students undertaking WRK placements are in place (ref.MO234/11 and WRK Manual P.5+P.9)		
- course claim is not to be associated with WEX - OK to use WRK hours to meet CLC requirement (ref WRK Manual P.3)		
- student has had an in-school safety orientation covering general workplace safety awareness, issues and practices before students start their WRK placement (ref. WRK Manual P.5)		
- student has an ITA recognised sponsor (ref. WRK Manual P.2)		
- student has applied for registration as a youth apprentice with ITA (ref.WRK Manual P.3)		
- student has a current ITA registration form (completed by student, district staff and ITA recognized sponsor-retained by district staff) (ref. WRK Manual P.6)		
- district staff have retained copies of all forms required for registration and retain the student's ITA registration number (ITA ID number), including verification of worksite WorkSafeBC coverage (ref.WRK Manual P.6+P.9)		
- there is a unique training plan (created and signed off on by an educator in conjunction with student and ITA sponsor) demonstrating student progression through the WRK11A to WRK12B courses articulating the trade specific skills and knowledge to be developed, based on the ITA's Program Guide for the trade being undertaken and relevant learning standards for WRK11 or WRK12 that are to be met (ref.WRK Manual P.7)		
- workbased training hours accrued only after student was registered as an ITA youth apprentice**; are paid; and verified/reported by sponsor (ref.WRK Manual P.7+P.10)		
- student has been monitored by district staff (all monitoring activities must be documented ref. WRK Manual P.9) and evaluated by an educator with valid teaching certificate who assigns final grade (ref.WRK Manual P.10)		
<b>**Recognition of Prior Work [aka - Hidden Apprenticeship]</b> - students working in a trade area but not enrolled in a WRK program are eligible for WRK credit up to 240 hours of work in the trade. District staff must validate student's work in the trade by registering student with ITA (completing a Work Based Training Hours Report with dates and hours of prior work-based training, sponsor signs the form and submits to ITA after ITA's confirmation of registration). Then teach and assess curriculum required for WRK course credit (WRK Manual P.10). Claims for WRK based on recognition of prior work must have the same requirements noted above but after validation of paid work, WorkSafeBC coverage confirmed and registration with ITA.		
- there is a sponsor signed Work Based Training report with the dates and hours of the prior work sought for ITA recognition (ref.WRK Manual P.10)		
- there is evidence prior work was paid (P.3+P.10) and at a site where student was covered by WorkSafeBC (ref. WRK Manual P.6)		
- there is evidence an educational program was provided (ref.WRK Manual P.11)		
Link to WRK Manual: <a href="https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/pdfs/curriculum/appliedskills/wrk-guide.pdf">https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/pdfs/curriculum/appliedskills/wrk-guide.pdf</a>		
<b>Note: While ITA defines youth apprentices between the ages of 15-19</b> , Ministry funding eligibility is only for <b>school age students (to June 30th of the school year in which the student turned 19)</b> . Ministry of Education recognises adults as age 19 prior to July 1 of the current school year.		
<b>NOTE:</b> While WRK claims are eligible for students taking the Adult Graduation Program, it is specific to those students who meet the school age requirement only. Adults (age 19 prior to July 1 of the current school year) are not eligible for these options (tuition fees can be charged to these students).		