



YOUTH TRAIN IN TRADES APPLICATION PACKAGE

In Collaboration with School Districts
5, 6, 8, and Kootenay Christian Academy

FOR MORE INFORMATION CONTACT:

Tristan Taylor

Regional Transitions Coordinator

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**COLLEGE OF
THE ROCKIES**

Requirements

- You must be registered as a student in either School District 5, 6, 8, or at Kootenay Christian Academy.
- An approved graduation plan developed with a school counsellor prior to graduation, including a defined career pathway that includes the foundation or apprenticeship program.
- You must begin the program before turning 19 and complete the program before turning 20.
- Complete the tasks outlined in this package, including all the required signatures from your school counsellor(s), parent(s) or guardian(s), and yourself.
- Complete and submit the College of the Rockies forms.

It's also strongly recommended that you:

1. Try to enhance your skills through volunteer or paid work experience in your preferred trade.
2. Work on developing the essential skills you need to succeed in the trade. Signing up for skillplan.ca is a good start to help you prepare.
<https://skillplan.ca/learn/>
3. Contact College Recruitment Officers at recruit@cotr.bc.ca to arrange to participate in the Student for a Day program to meet instructors and get a better sense of the program.

MORE INFORMATION

Youth Train in Trades | <https://skilledtradesbc.ca/youth-train-in-trades-program>

Foundation Trades Training | <https://skilledtradesbc.ca/foundation-programs>

Trades Training | <https://www.workbc.ca/explore-training-and-education/trades-training>

College of the Rockies Trades | <http://www.cotr.bc.ca/trades/>

Tasks

STUDENT AND SCHOOL DISTRICT COMPLETE AND SUBMIT

To be eligible for the Youth Train in Trades program, Complete the following tasks and provide to your school contact:

- #1 Youth Train in Trades Program Application
- #2 “About You” page
- #3 Attach your resume
- #4 References
- #5 Letter of Endorsement
- #6 Responsibility Agreement – Youth Train in Trades Programs
- #7 Graduation Requirements
- #8 SkilledTradesBC Youth Train in Trades Registration Form
- #9 Set up an interview with the Transitions Coordinator
- #10 Optional Application Enhancement
- #11 School District Release Forms

COLLEGE OF THE ROCKIES – COMPLETE AND SUBMIT

Complete the following items and submit to admissions@cotr.bc.ca:

- #1 Permission Form (completed by the school, the student, and their parent/guardian)
- #2 School Sponsorship Form (completed by the school)
- #3 Student Information Release Authorization Form (optional)

A final offer of admissions will be provided and you will be required to pay the \$200.00 non-refundable program deposit.

#1 Youth Train in Trades Program Application

Name: School*:

**Student must be registered in a participating school/district by June 1 of the school year preceding entry.*

Trade training program applying for:

Option one: Start date:

Option two: Start date:

Address:

Postal Code: Student Phone:

Student Email:

Parent/Guardian Name(s):

Address (If different):

Postal Code: Home Phone: Cell Phone:

Email:

Birthdate: (year/month/day) PEN#*:

**For more information on how to obtain your PEN#, visit: <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/pen-services/pen>*

Sex: Male Female

Did you participate in Discover Trades in grade 9 or Trades Sampler in grade 11?

Yes No

Studying in a trades environment comes with inherent risk. If you have any health related diagnoses, diseases, or other that have the potential to impact your studies (i.e. seizures, allergies, respiratory illnesses, etc.), please outline that below:

NOTE: At College of the Rockies, your health, safety, and privacy are things we take seriously. The health information above will be kept confidential with the exception of first aid attendants and your instructor(s).

Print Name: (Student)

Date:

➔ **SIGNATURE:**

Sign below (by typing your name you agree that you are signing this document):

Signatures: (Parent/Guardian)

Date:

#2 About You

Let us get to know you better by answering the following:

Why are you interested in this program/trade?

Why would you be a good fit for this program?

Do you have any relevant experience?

What is your career plan after high school graduation?

#3 Attach Your Resume

#4 References

Please provide reference contact information for two individuals who can speak to your readiness for the program, maturity, and work ethic. One reference would ideally be a teacher. The other can be an employer (if applicable) or a community member (i.e., coach).

#1 **Name:**

Position:

Email:

Phone:

#2 **Name:**

Position:

Email:

Phone:



#5 Letter of Endorsement

OFFICE USE ONLY

SCHOOL:

POSITION:

DATE:

This is to verify that (*student's name*) has discussed this application for a Youth Train in Trades Program in (*Trade*).

(*student's name*) has the readiness in terms of maturity, essential workplace skills, and desire to succeed in this industry training program.

I have checked the student's Graduation Plan and can verify that he/she can complete graduation requirements with the credits earned through the Youth Train in Trades Program.

Yours,

(Print name, school representative)

ADDITIONAL COMMENTS:



#6 Responsibility Agreement

Page 1 of 2

This is an agreement between you (the student) and the College of the Rockies (Technical Training Institute) and School Districts #5, #6, #8, and Kootenay Christian Academy. The purpose of this agreement is to make our shared responsibilities clear as we work toward successful completion of your training.

SCHOOL DISTRICT RESPONSIBILITIES

The School District will:

- Inform you of the requirements specific to your program
- Help you formulate an Educational Plan for grades 11-12 as well as a Graduation Transition Plan
- Encourage you to be proactive in informing the Partnership of any specific learning needs
- Liaise with parents and high school team regarding your progress and participation
- Ensure that you are registered with SkilledTradesBC
- Provide marks and credits (up to 24 credits for 24 weeks of training) for completion of your grade 12 graduation once Foundation Level I training is successfully completed
- Pay program tuition
- Provide guidance and support to help you find workplace-based training in your field of study
- Make you and your parents aware of scholarship opportunities



#6 Responsibility Agreement

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STUDENT RESPONSIBILITIES

As a YTT participant, you will:

- Communicate any difficulties to the Transitions Coordinator
 - Meet the program's homework and study expectations
 - Successfully complete all other courses required for grade 12 graduation in a timely fashion
 - Participate in a Math or English upgrading program, if necessary
 - Make all reasonable efforts to get hands-on work experience in chosen trade area
 - Understand that attendance and punctuality are mandatory at College of the Rockies
 - Familiarize and follow College of the Rockies' policies as well as the School or School District's Code of Conduct
 - Provide your own safety and support materials
 - Pay a non-refundable program seat deposit
 - Pay for textbooks, tools, supplies, and mandatory fees (student association fees, bus pass, health and dental plan)
 - Connect with Accessibility Services if required
- Email studentservices@cotr.bc.ca to arrange for an appointment

Student Print Name

Date:

➔ SIGNATURE:

Sign below (by typing your name you agree that you are signing this document):

Parent/Guardian Signature:

Date:



#7 Graduation Requirements

THREE YEAR GRADUATION PLAN

Please review this document with your school counsellor to ensure you are aware of what you need to accomplish to graduate. You require a minimum of **80 credits** to graduate.

ACADEMIC REQUIREMENTS: (52 CREDITS)

- | | |
|---|---|
| 1. Career Life Education 10 (4 credits) | 7. An English 11 (4 credits) |
| 2. Physical and Health Education 10 (4 credits) | 8. A Social Studies 11 or 12 (4 credits) |
| 3. An English Language Arts 10 and Literacy 10 (2 credits each) | 9. A Math 11 (4 credits) |
| 4. A Math 10 (4 credits) | 10. A Science 11 (4 credits) |
| 5. Science 10 (4 credits) | 11. An English 12 (4 credits) |
| 6. Social Studies 10 (4 credits) | 12. Career Life Connections 12 (4 credits) |
| | 13. An Art, Design, or Technology Skill (4 credits) |

You are also required to complete an Indigenous-focused course.

This could be one course that satisfies other graduation requirements in addition to being Indigenous-focused (i.e. English First Peoples). Check the box to acknowledge you have completed this requirement.

☐ I have completed the following indigenous-focused course:

ELECTIVE CREDITS: (28 CREDITS)

As a Youth Train in Trades student, your dual credit courses at College of the Rockies will align with at least some of your required elective credits. In the space below, outline the seven you plan to enrol in to satisfy these 28 credits:

- | | |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 5. <input type="text"/> |
| 2. <input type="text"/> | 6. <input type="text"/> |
| 3. <input type="text"/> | 7. <input type="text"/> |
| 4. <input type="text"/> | |

You will also need to complete three assessments:

The Grade 10 Numeracy Assessment

The Grade 12 Literacy Assessment

The Grade 10 Literacy Assessment

Student Name:

SIGNATURE:

Sign below (by typing your name you agree that you are signing this document):

Counsellor Signature:

Date:

#8 SkilledTradesBC Youth Train in Trades Registration Form

Please complete and attach [this form](#) with your application package.

<https://skilledtradesbc.ca/sites/default/files/2024-04/Youth%20Train%20in%20Trades%20Registration%20Form%20-%202024.pdf>



#9 Set Up Interview with the Transitions Coordinator

INTERVIEW WITH THE TRANSITIONS COORDINATOR

To be accepted into this program, you are required to set up an interview with the Regional Transitions Coordinator:

- **Tristan Taylor**
Email: ttaylor@cotr.bc.ca
Phone: 250-581-2382

#10 Optional Application Enhancements

STUDENT FOR A DAY

Take part in the Student for a Day experience.

- **VISIT: Student for a Day**
<https://cotr.bc.ca/visit/student-for-a-day/>
- **Student for a Day Form**
<https://forms.cotr.bc.ca/student-for-a-day/>

STUDENT HOUSING

Need to think about where you'll stay? Be sure to apply for student housing after November 15. <https://cotr.bc.ca/student-life/student-housing/apply-student-housing/>

SKILLPLAN - BUILD YOUR SKILLS TRAINING HUB

If you are looking to get a jump on the math, science and skills related to your trade before you start your program, check out Build Your Skills from SkillPlan. Scan the QR code below or visit <https://skillplan.ca/learn/> to get access to practice exams and online learning modules, connect with Red Seal tradespeople in your industry of choice, and much more.





[SKILLPLAN.CA/LEARN/REGISTER](https://skillplan.ca/learn/register)

**BUILD
YOUR SKILLS**

**FREE RESOURCES FOR
APPRENTICESHIP**

TO LEARN MORE, VISIT:
[SKILLPLAN.CA/LEARN](https://skillplan.ca/learn)

MATH FOR EACH TRADE - SCIENCE PRINCIPLES - WORKPLACE DOCUMENT USE - AND SO MUCH MORE!

Online self-directed lessons, short quizzes, step-by-step explanations, videos, tips and strategies, practice exercises, a variety of animations and tutoring supports!

All contextualized to the trades!

#11 School Release Forms

SCHOOL RELEASE FORMS

Please complete the following forms for your applicable school district.

- SD5 > Release of Information Form
- SD5 > Photo / Video Release Form
- SD6 > Release of Information Form
- SD8 > Release of Information Form
- SD8 > Photo / Video Release Form
- Kootenay Christian Academy > Release of Information Form
- Kootenay Christian Academy > Photo / Video Release Form