WHAT'S A TRADE? WORKSHOP GUIDE

SkilledTradesBC supports community groups and organizations, teachers and tradespeople to deliver short, informative, hands-on focused workshop and/or presentations through the ***What's a Trade? Workshop*** grant. These grants offer access to ready-to-use trades kits and additional information and resources for groups to engage in learning about skilled trades careers.

What's a Trade? Workshop grants are available for shorter (1-2 hour) or longer (full-day) workshops. All ***What's a Trade? Workshops*** include a hands-on activity and a discussion about skilled trades careers. Both offer participants insight into trades thinking, skill building, and awareness of skilled trades careers. In short, they will learn about what a trade is and why trades are awesome!

If you are familiar with this application and guide, find the application on this webpage!

General Workshop Guidelines:

- Host a workshop to share information and create awareness about skilled trades careers.
- Hands-on and engaging activities that are trades related and:
  - introduce and incorporate use of tools when possible.
  - include safety information and use of proper personal protective equipment (PPE) as needed for the activity.
- Workshop can be short 1-2 hours sessions, or it can go up to 1 full day.
  - Same workshop can be repeated multiple times for different groups of participants.
- Include short presentation about what skilled trades are and how they are represented in your community. SkilledTradesBC can help provide resources to support this.
- Encouraged to include a tradesperson to either present and/or help lead the workshop.

Goals of the Workshop:

- Dispel gender stereotypes and myths about trades work by normalizing the representation of under-represented groups.[1]
- Offer insight into the benefits of working in and learning skilled trades.
- Create positive experiences. "Working with your hands" with fun trades related activities.
- Highlight the range of trades in or your local economy.

Who can apply?

- Nonprofit organizations
- Community Centres and Neighbourhood Houses
- Indigenous Band Councils or Communities
- Friendship Centres
- Indigenous Skills and Employment Training Organizations
- Post-Secondary Institutions
- Educational Institutions
- Industry Associations
- Unions

Grant Amount

Grants up to $1,500 are available to cover workshop activity materials and supply costs for participants and can include honoraria for tradespeople/instructors/facilitators/presenters helping with the workshop, as well as other incidental costs.

Approval Criteria

- Strength of application in meeting the workshop goals.
- Reviewed against Assessment Criteria and scored.
- Depth, quality and creativity of projects and activities to:
    - Engage participants.
    - Highlight skilled trades careers
    - Highlight skills required for trades
- Reasonable budget based on the number of participants in relation to the cost of the activities/projects
- Not receiving other SkilledTradesBC funding or financial support for the same purpose
- Subject to funding availability

Assessment Criteria:

Criteria	Points
Strength and completeness of proposal Does the proposal include details of planned activities, clear plans for communication with and involvement local tradespeople, and a comprehensive budget?	20
Variety of trades presented Are a variety of trades presented? Do the trades presented reflect a diversity of possible trade careers?	10
Depth and quality of hands-on activity How involved and creative are the planned hands-on activities?	20
Tradespeople and community partner involvement Are local tradespeople involved in the planning or delivery of the activities? Are community partners involved in the planning or delivery of the activities? Have organizations supported the proposal with in-kind donations of time or materials?	20
Equity, Diversity, and Inclusion are preset for participants Does the event support participation from underrepresented groups and show diversity in the trades?	20
Integration of trades career information Do the planned activities include information about careers in the trades? Is the information integrated into the hands-on activities?	10
Total	100

Grant Conditions

- Agreement to submit a brief completion report
- No capital expenses
    - Tools can be rented and included in the budget
- Marketing and Communications
    - Use of SkilledTradesBC logos on materials created
    - SkilledTradesBC Media Release forms to capture pictures and videos to be shared with SkilledTradesBC and/or social media
        - Individuals that do not provide media consent need to be identified in any photos or videos provided to SkilledTradesBC in the completion report
        - Click here for Media Release Form

Application and Approval Process

Applications will be considered on an ongoing basis and will be reviewed and responded to within 10 to 15 business days. Funds will be disbursed by Electronic Funds Transfer (EFT) after approval of the application. Information regarding the setup of the EFT will be provided with the approval of the application.

How to Apply

Submit separate applications for each workshop. You may have multiple event dates without submitting a separate application if it is the same activity or set of activities but for different groups. Email completed applications to grants@skilledtradesbc.ca. A sample of a completed application can be found in ***Appendix B***. Find the application form on this webpage.

How to get started:

1. DECIDE AN ACTIVITY OR ACTIVITIES

Find or develop an activity that will be suitable for your participants and the length of the workshop. *Appendix A* provides some examples of activities that can be considered but activities are not required to come from this list. Ensure selected activities are directly related to a trade(s) and shows some of the skills and knowledge required.

Considerations:

- Start with looking at projects or kits from our partners at The Learnary or Construction Foundation of BC (CFBC). Links to The Learnary and CFBC can be found in ***Appendix A***.
    - The Learnary has Tinkering Trades Kits available for purchase, starting in October 2021, that includes detailed instructions, lesson plans, and tools and materials required to complete the project. Any additional tools or materials needed will be explicitly stated. Kits range from $20-$70 per participant.
    - The Construction Foundation of BC has a collection of trades project plans. The plan provides detailed instructions, a list of tools and materials and space required. Organizers must purchase these items themselves. There will also be regular webinars from CFBC to learn about implementation of these projects.
- Partnering with another organization or individual that has trades expertise, such as a trades association, training provider for skilled trades, or a trades business to help develop your idea and/or lead the actual workshop.
- Include a tradesperson in the workshop from an underrepresented group to normalize the representation of underrepresented groups.

If you are developing your own project, there are a few things to keep in mind:

- The project must include at least 1 trades-related skill and incorporate use of tools when possible
- How the project and day will meet the goals of the grant
- Consideration about safety and how to keep participants safe and prevent injuries
- Sufficient space to complete the project safely
- How to show participants the connection of the project to potential skilled trades careers

2. DETERMINE YOUR MATERIALS AND SUPPLIES

List out the materials and supplies that will be required for the workshop. Most activities in the suggested resources will list the required materials. Ensure that there are appropriate personal protective equipment (PPE) for all participants needed for the activity(s). List the items and cost in the *Budget* section of the application. If additional space is required, attached an additional excel sheet or document to the application. You can find a sample completed application in ***Appendix B***.

Capital expenses, such as large equipment and tools, are not covered by this grant. If the activity requires these tools, consider renting it from a hardware store or other tool rental companies. Rental costs can be included in the application budget. Check out our FAQs for examples of acceptable costs or contact us if there are further questions.

3. INCORPORATE TRADES INFORMATION

Workshops are required to include information that introduces and highlights the benefits and opportunities in the skilled trades.

There are 2 ways to do this:

1. Your organization can use SkilledTradesBC resources found on ***Appendix A***.
2. Invite a local tradesperson to the workshop. Honoria for a tradesperson can be included in the budget if needed. We encourage you normalize the representation of underrepresented groups by working with tradespeople from underrepresented groups.
    - Ways to find a tradesperson:
        - Reach out to local trades businesses.
        - Reach out to your community. For example, if you have young participants, there could be parents or guardians that are tradespeople. Another example would be your building maintenance department.
        - Reach out to trades associations or trade unions

FREQUENTLY ASKED QUESTIONS (FAQs)

Which groups are considered under-represented?

Under-represented groups are women and/or Indigenous people, and other individuals from an Equity Seeking Groups, which refers to recent immigrants, 2SLGBTQ+ people, visible minorities, and others who are under-represented in trades-related occupations.

Does the event have to be targeted to under-represented groups to be approved?

No, the workshop can be for anyone or any group interested in learning more about the benefits and opportunities in the skilled trades through a hands-on activity.

Can school districts or schools in the K-12 system apply for this grant?

No, school districts or schools in the K-12 system that would like to apply for a hands-on skilled trades workshop will need to apply under Youth Discover the Trades: https://skilledtradesbc.ca/youth-discover-trades-program.

What expenses can be covered by the grant?

- Costs of supplies and materials, including safety materials
    - Some examples include:
        - Wood
        - Nails, screws, etc.
        - Safety glasses
        - Gloves
        - Construction materials
        - Electrical materials
- The Learnery Trades Tinkering Kits
- Honorarium for volunteer tradesperson, speakers, facilitators, instructors to cover costs to attend the workshop including lost wages and travel costs
    - The amount approved will depend on length of the workshop
- Other incidental costs necessary to delivering the workshop will be considered

What is considered a capital expense?

- Welding equipment: ARC/MIG
- Power saws: Scroll/band/circular/chop/table
- Facility upgrades or services attached to the facility or permanent structures
- Installation costs of equipment
- Acceptable tools:
    - Hammers
    - Screw Drivers
    - Pliers and clamping devices
    - Electrical circuit tester
    - Basic 3/8” electric drill & drill bits
    - Basic jig saw

Are tools required?

No but incorporating the use of tools in the workshop will strengthen the application when it comes to highlighting the skills required for skilled trades.

Do "other incidental costs" include expenses for travel and/or food for participants?

Travel and or food expenses for participants will be considered if there is a financial need from the participants. Furthermore, if the workshop is a full day, a meal can be included in the budget of the application, regardless of participants' financial need.

How many workshops can an organization apply for?

SkilledTradesBC retains the right to limit the number of grants an organization can be funded for based on available funding and prior applications for funding.

I am looking for someone to do a presentation only about the skilled trades to my group, can I use this grant for that?

No, this grant must include a hands-on activity

- Ways to find a tradesperson:
  - Reach out to local trades businesses.
  - Reach out to your community. For example, if you have young participants, there could be parents or guardians that are tradespeople. Another example would be your building maintenance department.
  - Reach out to trades associations or trades unions.

I am a tradesperson and would like to organize a workshop for my community, can I apply for the grant?

You will not be able to apply for the grant; however, you can work with local organization, like a community centre, that will be able to apply.

I am a youth part of a youth organization that would like to deliver a workshop, can I apply for the grant?

Yes, if your youth organization is a legal entity. If you are not a legal entity you can work with a local organization, like a community centre or school, that will be able to apply. You can contact us if you are unsure.

APPENDIX A

Resource List

Construction Foundation BC Project Portal: https://projects.skillsready.ca/

- Youtube Channel: https://www.youtube.com/channel/UCmurSzBqFpxRqRGgxPCLhHg

The Learnary Kits (Available starting Oct 2021): https://thelearnary.ca/

Paper Circuit Light up Cards: Go to this link, https://skilledtradesbc.ca/resources-for-educators and then find "Light Up Card"

Project Sites: There are a variety of project ideas but not all will be trade related and applicable for the grant

https://makezine.com/projects/
https://www.makerspaces.com/25-makerspace-projects-for-kids/
https://www.midaslab.ca/fun-friday-easy-fun-beginner-maker-ed-projects/

Trades Information

SkilledTradesBC Videos
SkilledTradesBC Youtube Channel:
https://www.youtube.com/channel/UCiNuwVlm5u2wUkTFRRqgMQA

SkilledTradesBC Why Join the Skilled Trades: https://www.youtube.com/watch?v=kiE3rWfGuFU

SkilledTradesBC A Journey Off the Tools: https://youtu.be/feJ-OP3BP8Q

Youth Videos:
https://www.youtube.com/watch?v=BLNqrvMFxgE&list=PLb4F9bHWtedQvSrw04NN9d82kUH3xVcCR

Additional Videos of Tradespeople

WorkBC Career Trek: https://www.careertrekbc.ca/

Seaspan Shipyard Partnership with ACCESS Trades:
https://www.youtube.com/watch?v=uAAE3G_u5aE

Other Resources

Labour Market and Career Information: WorkBC www.workbc.ca

APPENDIX B

Sample Completed Application

1. LEAD ORGANIZATION INFORMATION

A. Sponsoring Organization

Name of Organization	SkilledTradesBC				
Mailing address	8100 Granville Ave				
City	Richmond BC	Prov.	BC	Postal Code	V6Y 3T6

B. Contact Person

Name	Jane Smith
Title	Program Manager
E-mail & Telephone	Jsmith@invalid.ca

2. WORKSHOP INFORMATION

A. **Provide details of the activity(s) and the related trade(s)**

Describe the activity. Include links to website for activities sourced online.	Participants will make their own paper towel holder: .https://projects.skillsready.ca/project/paper-towel-holder/
List the trade(s) the activities relate to	Cabinetmaker/joiner

SAMPLE

B. **Will your event target an equity seeking group, such as: women, Indigenous people, immigrants/newcomers, 2SLGBTQ+, other?**

☒ No

☐ Yes, please specify: _____

C. **What is the date(s) of your event and how many participants are you planning for?**

Date	No. of participants
June 1, 2021	**16**
Aug 15, 2021	**16**

D. **If applicable, list any partner organizations who will be involved with your workshop such as industry/tradespersons and/or post-secondary institutions. What is the involvement provided by each of your partners? I.e. Providing an inspirational talk, demonstrating a skill, donating supplies, contributing funds, etc.**

Partner Organizations & involvement	Female carpenter will be working with us to show participants how to make the paper towel holder and share her story

SAMPLE

3. BUDGET

Break down your budget into categories. Attach additional documents if you require more space.

	Item	Cost
Materials & Supplies or the Learnery Kits. Learnery Kits can be entered as one item.	4X4 Post Cap	$5.06 each x 32 =161.92
	5/16" Dowel	$2.13 each x32 = 68.10
	3 inch #8 wood screw	$14.30
	Mitre box and back saw	$17.89 x 4 = 71.55
	Hand Drill Rental	$31.36 x 2 days = 62.72
	Carpenter Glue	$5.57 x 5 = 31.19
	100 grit sand paper	$5.02 x 6 = 30.11
Other (Please specify and list out other costs to be covered by grant)	Safety glasses	$25.74 per case of 10 x 2 =51.48
Honoraria	Honoraria	$200
Total		$691.37 (round up to $700)

SAMPLE