

SKILLED**TRADES**^{BC}

Youth Train in Trades

Program Guide

NOVEMBER 2023

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YOUTH IN TRADES PROGRAM OVERVIEW

SkilledTradesBC Apprenticeship Programs generally consist of four levels of technical training plus a required number of hours spent working with an employer and under the supervision of a certified tradesperson or equivalent. Successful *Youth Train in Trades* programs result in a minimum credit for level one technical training and provide opportunities for students to earn hours toward work-based training and focus on trades occupations.

The *Youth Train in Trades* program is a SkilledTradesBC initiative that provides financial support to School Districts, Independent School Authorities, and First Nation Schools to provide skilled trades technical training opportunities to youth. These organizations can access the funding to support technical training for high school students through a funding agreement. SkilledTradesBC program delivery varies and ranges from direct seat purchase from a post-secondary training provider to providing training in high school classrooms.

Youth Train in Trades funding is available as follows:

- \$1800 for each student agreed upon in your SkilledTradesBC Youth Funding Agreement.

Participants will be classified as Youth Train in Trade student until 180 days after graduating high school, at which time they will either be moved to an adult apprentice status, be closed out, or withdrawn from the program.

PART ONE: GETTING READY TO OFFER A YOUTH TRAIN IN TRADES PROGRAM

Developing a successful *Youth Train in Trades* program involves several steps which include:

- A. Demands for the trade
- B. Identification of eligible students
- C. Determination of the appropriate training model
- D. *Youth Train in Trades* Program Delivery Responsibilities

A. DEMANDS FOR THE TRADE

Both *Youth Work in Trades* and *Youth Train in Trades* are career programs. The primary objective of *Youth Train in Trades* is to provide students with the first level of technical training of a trade so they can either begin or continue an apprenticeship program with an employer. Therefore, identifying trades that are in demand is an important first step when considering offering *Youth Train in Trades* programming. Gauging demand for a trade can be done several ways:

- Evaluate WorkBC's Regional Statistics to determine what jobs in the trades are needed in the region.
- Canvas local employers involved in the trades.
- Contact the local Chamber of Commerce.
- Contact trades instructors at a local post-secondary institution.
- Contact local trades associations (e.g., home builder or construction association for building trades).
- Form Advisory Committees - which can be done with other School Districts, to discuss any issues or information relevant.

B. IDENTIFICATION OF ELIGIBLE STUDENTS

Student Eligibility for YOUTH TRAIN IN TRADES

Selection of students for any *Youth Train in Trades* program is critical to the success of the student and program. Here are some questions to help identify suitable candidates:

Knowledge of Trades

- Has the applicant spoken with people who work in the trades, or conducted a site visit, or both?
- Does the applicant have any work experience in the trades, either through WEX, Youth Work in Trades (WRK), or other positions?
- Does the applicant have any family or friends who work in the trade?

Commitment & Readiness

- Does the applicant demonstrate an interest in the trades? Does *Youth Train in Trades* fit into their career path?
- Do their hobbies and interests reflect an ability to do hands-on work?
- Has the applicant completed any trades electives, Youth Explore Programs, or safety certificates?
- Does the applicant have a good attendance record for school and/or work? If not, is there reason to believe that their attendance in *Youth Train in Trades* would be different?
- Does the applicant's discipline record warrant any concern? If yes, is there reason to believe that their behavior in *Youth Train in Trades* would be different?
- Is the student prepared for the homework related to this work experience? Has the applicant demonstrated effective learning and study skills? If not, is there reason to believe that their participation in *Youth Train in Trades* would be different? What additional preparation will be done with the student?
- Does the applicant demonstrate a level of maturity suitable for a post-secondary or work environment?
- Can the student secure a letter or statement of support from another teacher recommending the applicant for the program?
- Did the applicant's interview confirm their interest in the program?
- Is there an opportunity for the applicant (and sometimes parent) to orient to the post-secondary environment (if applicable).
- Does the caregiver support the applicant to participate in *Youth Train in Trades program*?
- Can the student secure a personal or employer references from someone other than a teacher?
- Does the applicant have a resume, or do they have to provide a copy of their resume to the employer?

Academic Requirements

- Does the applicant have a plan to complete required courses for graduation?
- Has the applicant met the requirements for post-secondary entry (e.g., math, English)?
- Has the applicant's academic record been reviewed on the academic record system?

- Has the applicant completed any other entrance assessment, often required by the post-secondary, such as Accuplacer or College Readiness Tool.

Other

- If the student has an IEP, has a copy been provided and shared with PSI?
- Is the student physically well enough to participate in *Youth Train in Trades*?
- Does the applicant have any health issues which could be barriers to their participation in *Youth Train in Trades* (e.g., dust allergies, back pain, illicit drug use, etc.)?
- Has the applicant completed the WorkSafe BC worksite safety test?
- Does the applicant have the required license or certificate for entry into their trade (e.g., WHMIS, FoodSafe, driver's license)?
- Has the applicant and/or caregiver demonstrated understanding of the program costs and logistics? Is there a plan in place to cover these costs?

YOUTH TRAIN IN TRADES Student Eligibility Criteria

In addition to the above suggested qualities, students **must meet** the *Youth Train in Trades* Student Eligibility Criteria:

- Individuals must be "School Aged" as defined by the Ministry of Education and Child Care (ECC) (i.e., An individual must be 19 or under by the end of the school year).
- Students must begin a *Youth Train in Trades* program while school aged. (19 or under by end of the school year)
- Students may be concurrently registered in the *Youth Train in Trades* and *Youth Work in Trades* programs.
- Applicant has government issued picture ID - **Confirm legal name is correct**, a photocopy on file is preferred but not required. Photo ID is also required for all SkilledTradesBC administered exams. Please contact the Youth Administrator, youth@skilledtradesbc.ca, immediately if there is an in issue with photo ID.
- Applicants are "ordinarily resident in British Columbia." School districts determine whether a student would qualify as "ordinarily resident". Please see link for definition of [ordinarily resident](#)

YOUTH TRAIN IN TRADES Student Application and Entry Process

The best way to ensure that districts are choosing eligible students is to create a student application package and process that includes:

- A paper copy of the SkilledTradesBC Youth Online *Youth Train in Trades* Registration form*and here is the [Link](#) to the form
- A research worksheet for the trade chosen by the student.
- Education requirements for the chosen trade
- Interview with a trade's person from the chosen trade
- A minimum 30hr work experience in the trade of interest as part of the application process
- A letter from the student explaining why they are interested in the trades and why they would make a good candidate for the *Youth Train in Trades* program (This letter should be included in the application)
- Letters of reference from employers and relevant teachers
- Entrance Interview with *Youth Train in Trades* contact and relevant teacher(s), Industry representative(s) and a caregiver

***Note:** All students must complete a paper copy of the Youth Train in Trades Registration form. The registration form must be signed by the student, caregiver, and School District *Youth Train in Trades* contact and kept with the rest of the *Youth Train in Trades* application package as part of the student's permanent file and available for audit purposes.

C. DETERMINATION OF THE BEST YOUTH TRAIN IN TRADES TRAINING MODEL

The best model of delivery for a *Youth Train in Trades* program is dependent on several factors, including:

- Availability of a Technical Training Partner (TTP)
- Proximity to TTP campus
- School and/or TTP timetable compatibility
- Availability of appropriate facilities and equipment required for the instruction.
- Availability of qualified teacher/instructor
- Transportation
- Cost of delivery
- Student preferences
- Availability of employers for *Youth Train in Trades* student work experience placements

When developing a *Youth Train in Trades* program, work-based training (WBT) should be built into the program whenever possible to allow students to gain valuable industry experience and assist student transition into the workforce (see the WBT section on page 15 for more). There are five *Youth Train in Trades* delivery model options:

1. *Youth Train in Trades* program is delivered by a technical training provider. In this case the School District/Independent School Authority, or First Nations School has negotiated a fee for service and pays tuition.
 2. *Youth Train in Trades* program is delivered in partnership with technical training provider, with some of the program delivered in the high school. (e.g., Professional Cook 1 students complete most of their program in high school throughout the school year and finish the program at a technical training provider in the summer.).
 3. *Youth Train in Trades* program delivered in a blend of online and in-person training (e.g., E-PPRENTICE.).
 4. *Youth Train in Trades* program is delivered in partnership with a technical training provider at the high school by either a high school teacher or technical training provider. The technical training partnership is structured to provide advice and support for the assessment process.
 5. *Youth Train in Trades* program is delivered by the School District/Independent School Authority or First Nations School that has applied and been approved as a SkilledTradesBC Designated Training Provider - The program is delivered by a high school teacher at one of the high schools.
- **School Districts/ Independent School Authorities or First Nations Schools are required to provide information on the program delivery model in Dual Credit Management Systems (DCMS).**

All program delivery models require students to meet the eligibility criteria and register in the nearest date to the intake and start of the program.

If a student withdraws from the program prior to the start of the program or during the first week of classes, and this was not disclosed in the Youth Train in Trades Reconciliation report, please notify the Youth Administrator at youth@skilledtradesbc.ca.

Youth Train in Trades funding may not cover all the costs associated with offering a *Youth Train in Trades* program, so it is an important consideration for School District/Independent School Authority or First Nation School budgeting for *Youth Train in Trades* programming. Tuition costs for *Youth Train in Trades* will vary depending on the technical training provider (TTP) and program. There may be other TTP fees associated with examinations, tools, books, and other TTP student fees.

D. YOUTH TRAIN IN TRADES PROGRAM DELIVERY RESPONSIBILITIES

Successful programs ensure that senior management is fully aware of their obligations in delivering *Youth Train in Trades* programs. As such, these are the commitments that must be made and documented.

Commitments to Deliver a *Youth Train in Trade* Program

I. Commitment to Students as Trainees

School Districts/Independent School Authorities or First Nation Schools are responsible for:

- Enabling the trainee to pursue technical training requirements as detailed in the *Youth Train in Trades* Funding Agreement.
- Submit (for designated programs) or ensure TTP submits training results to SkilledTradesBC upon completion of technical training within 15 days after completion of technical training.
- Where work-based training is part of the student's *Youth Train in Trades* program, facilitating placements, and ensure that training is under the direction of one or more certified tradesperson or equivalent in the same trade and in compliance with SkilledTradesBC policies.

II. Commitment to Participate in the Evaluation/Audit of the *Youth Train in Trades* Program

SkilledTradesBC will conduct regular evaluations/audits of *Youth Train in Trades* programs to determine if program and accountability outcomes are being met and to determine if funding for the program should be continued.

The auditor will examine School District/Independent School Authority *Youth Train in Trades* documentation to verify compliance with student eligibility criteria, validity of registration, and proof of program attendance and completion.

See Appendix 1 for Compliance Audit Criteria Checklist

An evaluation will be conducted on the *Youth Train in Trades* program and accountability outcomes for each School District/Independent School Authority or First Nation School based on the eligibility criteria. The basis for the program evaluation will be a SkilledTradesBC generated report identifying the following factors for each:

- The number of students registered for each SkilledTradesBC program,
- The number of students completing each SkilledTradesBC program,

- The number of students achieving apprenticeship Level 1 (and/or other levels as appropriate) technical training credit for each SkilledTradesBC program
- The number of students who have continued their industry-training program after graduation.
- The evaluation will also consider a measure of satisfaction with the program from students, teachers, administrators, post-secondary partners, and industry partners. School Districts, Independent School Authorities, and First Nation Schools will be expected to participate in the evaluation as requested.

III. Commitment to Ensure *Youth Train in Trades* Assessment and Reporting

- *Student Assessment*: Students participating in the *Youth Train in Trades* program are required to undergo the same technical training and practical assessment and meet the same competency standards as regular trainees/apprentices. Assessment tools (practical and theoretical) should be obtained from the technical training partner. School Districts/Independent School Authorities or First Nation Schools are required to establish assessment tools prior to the commencement of all *Youth Train in Trades* programs and establish how marks will be retrieved from the Technical Training Partner (TTP).
- *Reporting Youth Train in Trades Results*: Final results for *Youth Train in Trades* programs to SkilledTradesBC is done by technical training providers* who record marks directly into the SkilledTradesBC Direct Access database or results can be emailed for *Youth Train in Trades* students to examrequest@skilledtradesbc.ca. It is the responsibility of the School District/Independent School Authority to obtain *Youth Train in Trades* student results from technical training partners for each completed program to determine student course marks and when claiming completion payments as part of the invoicing process.

***Note:** School Districts/Independent School Authorities or First Nation Schools who are designated by SkilledTradesBC as training providers, please see Part Five: Designated Training Providers of the program guide for *Youth Train in Trades* results reporting procedures.

PART TWO: FUNDING AGREEMENT PROCESS

YOUTH TRAIN IN TRADES FORECASTING PROCESS

SkilledTradesBC supports School Districts/Independent School Authorities or First Nation Schools to offer *Youth Train in Trades* programs by providing funding through an annual Funding Agreement. Through the funding agreement process outlined below, School Districts /Independent School Authorities or First Nation Schools can qualify for \$1800 per student (funded once).

The funding agreement outlines the funding amount that a School Districts /Independent School Authority or First Nation School can expect from SkilledTradesBC if they meet all the funding conditions in the agreement. The process starts in spring of the prior school year so it can be finalized before the new school year begins. This provides School Districts /Independent School Authorities or First Nation Schools full visibility to the total funding they would be receiving for the whole school year to support them in planning activities and initiatives that best supports students to discover, explore, train, work, and continue a career in skilled trades.

The funding agreement contains the target number of registrations of each SkilledTradesBC Youth Program, funding amount, funding conditions, and payment schedule.

Some examples of what the School District will be responsible for in the agreement are:

- Submit all student registrations for *Youth Train in Trades* in the intake closest to the start date of the program (October, February, or May) through DCMS.
- Confirm cohort registrations and provide updates on reconciliation reports to SkilledTradesBC within 2 weeks of receiving the emailed request.
- Inform each student entering the program about the expectations, rigor, and outcomes of a *Youth Train in Trades* Program.
- Ensure the program is delivered.

Some examples of what SkilledTradesBC agrees to do as part of the agreement:

- Schedule ongoing meetings with school districts and training providers to review progress.
- Establish connections with key SkilledTradesBC staff who can provide support to the district such as: Apprenticeship Advisors, Industry Relations, Indigenous Trades Initiatives, Regional Trades Representatives, and others.
- Work with partners to create and share marketing, information as well as related collateral that

promotes skilled trades careers to youth, parents, educators, and employers within the school environment. These items can be, but are not limited to brochures, posters, information sheets, information sessions, career fairs, webinars, videos, emails, and surveys.

- Work collaboratively with partners to establish key metrics, provide data and analytics to support achieving goals.

YOUTH TRAIN IN TRADES FUNDING AGREEMENT PROCESS

The funding agreement process starts off with the submission of the Forecast Document which needs to be submitted between April and June. School Districts/Independent School Authorities or First Nation Schools will submit a completed forecast document to SkilledTradesBC showing anticipated registrations for the upcoming school year. Both SkilledTradesBC and School Districts/Independent School Authority or First Nation Schools will meet to review the Forecast Document and agree on targets and funding amounts. The Funding amount will be based on the projected number of registrations at \$1800 each.

The Forecast Document will be sent to all School Districts/ Independent School Authority's or First Nation Schools between April and June. The document will contain instructions/definitions and must be returned to youth@skilledtradesbc.ca by the deadline date provided. Forecasted numbers should be based on realistic numbers of students that the School District/ Independent School Authority or First Nation Schools will be able to register for the upcoming year. Historical and current school year registrations will be used to help determine registration targets and funding amounts in the agreement and could result in an increase or decrease in funding based on available funds.

We understand the challenge of trying to forecast the exact number of students that will be taking the program; therefore, the funding agreement conditions do not require *Youth Train in Trades* registrations to exactly match the target but within range of it. If registrations end up slightly below the target, full funding will still be provided and the same for when registrations are slightly above the target. The funding amount for *Youth Train in Trades* is part of the total funding agreement to the School District/Independent Schools or First Nation Schools and does not state funding is exclusive to a particular program to provide flexibility to a school district when it comes to planning for SkilledTradesBC Youth programs. If there are any questions or concerns about this part of the process, please contact the Youth Team at youth@skilledtradesbc.ca.

Once the School District/ Independent School Authority or First Nation School meets with SkilledTradesBC to discuss and finalize the funding amounts for the upcoming school year, a funding agreement will be issued.

****Note: For some School Districts/Independent School Authorities/First Nation Schools with only a few Youth Train in Trade programs and/or cannot forecast ahead how many participants they will have, a funding agreement is not required. Instead, these registrations will be approved on an ongoing basis throughout the school year and will be funded at \$1800 per student (once per student). Please contact the Youth Team at youth@skilledtradesbc.ca if you anticipate being in this situation and need to discuss further for clarity and direction.**

PART THREE: REGISTERING STUDENTS FOR A YOUTH TRAIN IN TRADES PROGRAM

Once the *Youth Funding Agreement* has been finalized and agreed upon, School Districts/Independent School Authorities/First Nation schools will register eligible students in one of the *Youth Train in Trades* intakes (in the intake closest to the program start date and listed in the funding agreement).

YOUTH TRAIN IN TRADES ONLINE REGISTRATION

The Dual Credit Management System (DCMS) is used for registering high school students into SkilledTradesBC Youth Programs

www.dualcredit.ca

All *Youth Program* student registrations* are required to be submitted through DCMS.

Online registration for *Youth Train in Trades* is limited, open only during the specific periods stated on the current *Youth Train in Trades* timeline. However, the Dual Credit Management System is always open for continuous *Youth Work in Trades* and *Youth Explore Programs* student registration.

DCMS Instruction Manuals can be found on DCMS once you are logged in to the system. If you are new to DCMS and you or your school do not have an account set up, please reach out to us at youth@skilledtradesbc.ca

***Note:** All students registered as *Youth Work in Trades* and/or *Youth Train in Trades* youth apprentices must have the completed and signed paper application in their student files. Applications can be downloaded here: [Youth Registration Form](#)

YOUTH TRAIN IN TRADES REGISTRATION TIMELINES

- There are three *Youth Train in Trades* registration intakes: October, February, and May
- Online registration opens approx..1-2 weeks after the intake start date to give School Districts/Independent School Authorities and First Nation Schools time to get an accurate student count in each *Youth Train in Trades* program. Online *Youth Train in Trades* registration remains open for about 1-2 weeks. During this time all *Youth Train in Trades* students that have started or will start a *Youth Train in Trades* program during that intake

must be registered. Please ensure all fields on the online application form are filled out and correct.

- In the case of a technical training program that is offered in the summer, students must be registered in the May or October intake based on the district's funding agreement.
- For convenience, you can pre-populate registration data and "save" it before the registration opening and just press "submit" during the registration period. Please check your entry data carefully and let us know as soon as possible if there are any concerns. If you are having trouble with either of the registration systems, please contact the Youth Administrator.

Note: Student registration is specific to program and intake, therefore students can only be registered in approved programs for a particular intake. Notify the Youth Administrator at youth@skilledtradesbc.ca immediately if there are any changes.

YOUTH TRAIN IN TRADES REGISTRATION CONFIRMATION

Upon Successful registration through DCMS, all *Youth Train in Trades* School Districts/Independent School Authorities or First Nation Schools will receive a registration package and registration card with a SkilledTradesBC Individual ID number for the student. School District/Independent School Authority or First Nation School contacts should record and store the Individual ID number in each student's permanent file. The School District/Independent School Authority or First Nation School needs to sign the Apprenticeship Registration card before it is laminated (registration cards are self-laminating).

Youth Train in Trades students will also receive electronic welcome letters from SkilledTradesBC confirming registration. This welcome letter will also contain the student's login information for Direct Access or the website if they are also registered in an apprenticeship program.

PART FOUR: REPORTING RESULTS AND HOURS

REPORTING YOUTH TRAIN IN TRADES RESULTS TO THE SKILLEDTRADESBC

Official record of marks goes from the Technical Training Partner (TTP) directly to SkilledTradesBC or the marks will be directly entered into Direct Access by the training provider. The physical evidence of completion will remain at the site of the technical training provider. All results are subject to an audit.

Reporting YOUTH TRAIN IN TRADES results.

Model 1 - Technical Training provider delivered programs (foundation or technical training level)

- The training providers submit results for everyone in the class, including *Youth Train in Trades* apprentices within 15 days after training is complete. The training provider's name will be recorded in the registry as having delivered the training. The training provider may also provide results directly to the school district via prior arrangement so that the school district will have a record of the mark. Foundation results should be entered directly into the foundation upload.

Model 2 - Designated TTP high school delivery

- The school must have been designated by the SkilledTradesBC for the program and level in question and will have been set up as a training provider location (under the school district) in SkilledTradesBC Direct Access. The school district will be shown as the training provider and will report a single in-school technical training mark on the 'Technical Training Result Report Form' [Link](#) for each student within 15 days after the training is complete.

Model 3 - Combined designated TTP and high school delivery

- Some of the secondary schools are partnering with colleges who are recognizing the school site as an "extension of the college" by signing off on the site through the *Youth Train in Trades* Program Technical Training Partnership form.
- The training provider's name will be recorded in the registry as having delivered the training. If the marks are aggregated from two sources, the designated TTP and

school district must work to determine the way to calculate the one mark and then submit as per Model 1 above.

See the following link or more information on Training Provider Designation:

<https://www.SkilledTradesBCbc.ca/training-providers/training-provider-designation>.

For more information regarding reporting marks and practical results please see Appendix 2

WORK EXPERIENCE HOURS OBTAINED

Work Experience is a fundamental component of *Youth Train in Trades*, and we suggest including it as a part of every *Youth Train in Trades* program. The primary goal is to help *Youth Train in Trades* students transition from school into the workforce through work experience which hopefully leads to a sponsor employer for an apprenticeship. It can be a paid or unpaid work experience in the trade of their study and under the supervision of a qualified journey person (or sign-off authority) and can be done during or after a *Youth Train in Trades* program.

Only hours that are outside of the *Youth Train in Trades* program should be reported. Hours completed as part of the curriculum should not be reported. Most foundation programs will credit students with Work Based Training Hours towards their apprenticeship. Hours credited from a program do not count towards the *Youth Work in Trades* scholarship.

REPORTING WORK-BASED TRAINING (WBT) HOURS FROM WORK EXPERIENCE

For *Youth Train in Trades* students who do not have employer sponsors (are **not** in the *Youth Work in Trades* program), can have the hours worked reported on their file. To report these hours please use the [Youth Train in Trades Work Based Training Hours Reporting Form](#) and send to youth@skilledtradesbc.ca

For *Youth Train in Trades* students who have an employer sponsor (e.g., are in the *Youth Work in Trades* program) WBT hours are to be recorded on SkilledTradesBC website by the students Sponsor. The Sponsor will be asked to provide the following:

- Number of WBT hours being reported.
- WBT reporting period start and end dates.
- When applicable, name of the alternate employer that provided the oversight for hours worked.

Note: Hours recorded in DCMS will not automatically transfer over to SkilledTradesBC Direct Access. WBT Reports must be submitted by the Sponsor through SkilledTradesBC website for the hours to show on a student's apprenticeship transcript.

PART FIVE: DESIGNATED TRAINING PROVIDERS

ABOUT SKILLEDTRADESBC DESIGNATED TRAINING PROGRAMS

SkilledTradesBC strongly recommends School Districts/Independent School Authorities or First Nation Schools partner with a SkilledTradesBC designated public or a private training institution to ensure the *Youth Train in Trades* program integrity and to assist students with their transition from high school into the post-secondary education system and employment. In the event a post-secondary partnership is not feasible for the development of a *Youth Train in Trades* program, School Districts/Independent School Authorities or First Nation Schools that successfully complete the SkilledTradesBC designation process can become eligible to offer *Youth Train in Trades* programs to students as the technical training provider. The role of technical training provider includes the additional responsibilities of ordering SkilledTradesBC examinations and reporting marks into the SkilledTradesBC Direct Access system. For more information on SkilledTradesBC designation, please review the following link: <http://www.SkilledTradesBCbc.ca/training-providers/training-provider-designation>.

Note: School districts must ensure that the trades selected for *Youth Train in Trades* programs are in demand. School districts must be aware that programs may not be approved on a yearly basis if there is not enough industry demand in a trade to warrant offering a *Youth Train in Trades* program. For list of in demand trades please see link to WorkBCs site: [Link](#)

Supporting documentation required:

SkilledTradesBC Designated Training Application Form (<http://www.SkilledTradesBCbc.ca/training-providers/training-provider-designation>)

EXAMINATIONS

All *Youth Train in Trades* students in School District/Independent School Authority designated programs must take a final exam which is the SkilledTradesBC Level 1 exam, proprietary exam, or Certificate of Qualification (CofQ) exam for their trade.

Students must pass the technical training (70% or higher) to be eligible for the exam. Please confirm with the instructor prior to submitting the exam request.

Note: Some trades have CofQ exams. In these trades (e.g.: PC1) courses and exam marks are not blended to produce a final mark, so a student must pass the final examination as part of the technical training and *Youth Train in Trades* funding criteria. The passing mark for CofQ exams is 70% or greater. In other trades, examination results are blended with the technical training class results to produce a final mark.

An examination request must be submitted via email to the SkilledTradesBC Youth contact at least 8 weeks before the requested examination date. Exam Request forms are available on the following webpage: <https://skilledtradesbc.ca/forms>.

Examination sessions will be provided to an invigilator when there are 5 or more students writing exams. Smaller groups in the greater Vancouver area can write at one of the 10 scheduled exam sessions across BC. Some exams can be written at a ServiceBC Office. (See [link](#) for the exam schedule and ServiceBC locations). Contact the Youth Administrator for more information.

Writing at a ServiceBC Office

For individuals who would like to schedule an exam in another area of BC (outside of the Greater Vancouver area), please refer to the ServiceBC offices listing <http://www.SkilledTradesBCbc.ca/exams/writing-your-exams>. A confirmation email will be sent to the students confirming the day we are shipping the exam to the ServiceBC Office. Exam candidates have 45 days from when the exam arrives to write the exam. Students must contact the ServiceBC office to schedule the exact date and time of the exam.

Accommodated Administration of Examinations for Candidates with Special Needs

An accommodated examination procedure application (<http://www.SkilledTradesBCbc.ca/exams/exam-accommodations-esl-disability-options>) is required for each student who will require a reader, interpreter, or extra time to write the exam (more than an hour). SkilledTradesBC is committed to providing fair and accessible examinations, including the provision of reasonable accommodations to individuals with disabilities. If you require modified administration of an examination because of a disability, contact the Youth Administrator for information on how to apply for this service. SkilledTradesBC considers requests for accommodation administration of examinations in collaboration with industry and relevant safety bodies. We suggest submitting the forms required at the start of the program to prevent delays with exam scheduling. Please remove any students that need accommodations for the exam from the regular exam request class list.

Note: All examinations require a passing mark of 70% regardless of whether a student needed an accommodation for an exam.

Please see Appendix 3 for requesting exam accommodation procedures

Online Exams

Online Exams are now available for select trades. We suggest using online exams whenever possible since:

- One question is displayed at a time, making it easier to concentrate on the question at hand.
- Questions can be flagged for review, making It easier to track exam progress and reducing the chance of leaving questions unanswered.
- Feedback for exams can be typed under each question to reduce time filling out the feedback forms at the end of the exam.
- Streamlined content.
- Quicker results.
- Ability to provide your own invigilators.

For more information regarding online exams, please go to the following link:

<https://skilledtradesbc.ca/exams/standard-level-exams>.

If you have any questions related with invigilation/exam support, please contact SkilledTradesBC directly at the SkilledTradesBC Assessments Department

Email: assessmentscoordinator@SkilledTradesBC.ca

Re-writes

Individuals who are not successful at passing the exam on their first attempt, and who wish to re-write or re-schedule an exam session, may do so by submitting the Exam Application Form (<https://www.skilledtradesbc.ca/apply-apprenticeship/forms>). There is no charge for the first re-write. Subsequent scheduling is subject to a re-write fee. Level exams are \$50 and Certificate of Qualification (CofQ)/IP exam are \$100. See the Exam Fees and Payment <https://skilledtradesbc.ca/exams/fees-and-payment> for more details.

Note: A missed exam counts as an attempt/scheduling

See <https://skilledtradesbc.ca/exams/rewrites> for more details. Your assigned Youth Administrator will be pleased to answer questions regarding re-writing of examinations.

For Foundation programs, should a student need to rewrite an exam, they will have a total of 2 attempts

or a total time of one year from the date of completion of the Foundation training (whichever comes first) to rewrite their exam before being required to be a registered apprentice.

Examination Rules

For information regarding writing of the exam as well as rules/instructions please see below link:

<https://skilledtradesbc.ca/exams/writing-your-exams>

Examination Identification Requirements

All students in designated *Youth Train in Trades* programs that are writing a SkilledTradesBC issued examination must bring government issued photo identification on exam day to be eligible to write the exam. Students must produce an original primary piece of photo identification that shows legal name and date of birth, and those who do not, will not be able to write the examination at that time (student cards and birth certificates are not acceptable identification). Acceptable primary photo identification for examinations are:

- Provincial Driver's License (issued by a Canadian Province or Territory)
- Provincial Identification Card (for example, BC Identification Card, Alberta Identification Card) *
- Passport (Canada or foreign)
- BC Services Card (photo)
- Combination Driver's License and BC Services Card
- Canadian Permanent Residency Card
- Canadian Certificate of Indian Status*

*Cards/Certificates without an expiry date will not be accepted

Note: Please ensure students have a valid government issued ID at the start of their *Youth Train in Trades* program. Instructions on obtaining a BC Identification Card (BCID) can be found here:

<https://www2.gov.bc.ca/gov/content/governments/government-id/bc-services-card/your-card/get-a-card>.

FREQUENTLY ASKED QUESTIONS (FAQS)

- **What is an apprenticeship?**

An apprenticeship is a form of post-secondary education that combines paid, work-based training (about 80% of training), with technical training in a classroom or shop setting (about 20% of training). Successful completion of both components, along with examinations, is required to earn a certificate or ticket, and become a certified tradesperson. The length of an apprenticeship can range from one to five years, but most require four years to complete. To learn more about apprenticeships see the introduction to apprenticeship page on the SkilledTradesBC website

<https://SkilledTradesBC.ca/about-apprentices/apprenticeship-basics>

- **What is a *Youth Train in Trades* program?**

Youth Train in Trades is the technical training component of a trade apprenticeship for high school students. Successful completion of a *Youth Train in Trades* program will give credit for at least level one technical training (in-class) component of your SkilledTradesBC Program and because it is a 'dual credit' program students also receive secondary school graduation credits. To learn more about *Youth Train in Trades* see the *Youth Train in Trades* page on the Youth SkilledTradesBC website:

<https://skilledtradesbc.ca/youth-train-in-trades-program>

- **What is a *Youth Work in Trades* program?**

Youth Work in Trades is the work-based training (WBT) component of a SkilledTradesBC program with a qualified sponsor for high school students. Upon completion of *Youth Work in Trades*, students will have completed 480 WBT hours towards their credential and earned 16 secondary school graduation credits. To learn more about *Youth Work in Trades* see the *Youth Work in Trades* page on the Youth SkilledTradesBC website: <https://skilledtradesbc.ca/youth%20work-in-trades-program> or the *Youth Work in Trades* Program Guide from the Ministry of Education and Child Care (ECC): [Link](#)

- **Can students be enrolled in *Youth Work in Trades* and *Youth Train in Trades* at the same time?**

Yes, in fact it is encouraged! Apprenticeship continuation rates 18 months after graduation are much higher (over 70%) for students that have taken technical training through *Youth Train in Trades* and have started their work-based training with a sponsor employer as a *Youth Work in Trades* student.

- **What is the difference between 'Red Seal' and BC trades (BC CofQ)?**

Trades with a Red Seal credential grant workers automatic recognition in all provinces and territories in Canada and is well recognized internationally. BC Certificate of Qualification trades fulfill the trades needs of British Columbia and are recognized throughout BC. However, depending on the trade, BC trade credentials may not be recognized in other provinces and territories. For a complete list of trades in BC see the SkilledTradesBC website: <https://SkilledTradesBC.ca/discover-apprenticeship-programs/search-programs>.

- **What is the difference between a Foundation program and a Level 1 program?**

Foundation programs are longer programs to teach basic skills and knowledge required for the trade and do not require an employer/sponsor. Completion of a foundation program usually credits the level 1 technical training required for the apprenticeship as well as some work-based training hours. These work-based training hours are not applicable to the *Youth Work in Trades* Award.

- **Can a student begin a *Youth Train in Trades* program during the summer or any other month of the year?**

Yes, but the student must be registered in the *Youth Train in Trades* intake closest to the start date of the *Youth Train in Trades* program.

- **What is the latest a *Youth Train in Trades* program can start?**

All *Youth Train in Trades* programs must begin before June 30 of the school year a student turns 19 and may end at any time. However, for Ministry of Education and Child Care (ECC) funding, please see Form 1707 Instructions and The Recognition of Post-Secondary Transition Programs for Funding Purposes policy.

- **What is Progressive Credential technical training?**

Most apprenticeship programs require individuals to complete all levels of Technical Training, Work Based Training Hours, Final Exam and a practical (if required) before they are issued their certificate showing that they are a certified journeyman. However, some programs, such as Professional Cook, allow an individual to receive a Certificate of Qualification at the end of each level of the program.

For example, Cook used to be a 3-year apprenticeship with 3 levels of technical training. But now that it is a progressive credentialed trade, apprentices can now gain certifications upon successful completion of Professional Cook 1 (PC1), PC2 and PC3.

Each module is its own apprenticeship with a technical training requirement that includes a practical exam, written CofQ exam and WBT hours that must be completed. Professional Cook is a Red Seal trade; therefore, the final certification exam at PC3 is the Red Seal exam.

- **Who can sponsor apprentices?**

Apprenticeships are based on mentoring; therefore, employer sponsors must have an appropriately experienced individual(s) with the qualifications to oversee the training of apprentices. In BC, to complete the certification process, the supervisor of an apprentice must have a recognized certificate for the trade the apprentice is registered in or be recognized by SkilledTradesBC as having sign-off authority status. Sign-off authority status is the recognition of previous relevant work in a trade which must be at least one and a halftimes the length of the apprenticeship's training period (to check which trades offer sign-off authority, click on a trade from the list of trades recognized in BC from the list found on the SkilledTradesBC website to see if there is a sign-off authority application package available). Sign-off authority status is not a trade certification, but it does allow an individual to train apprentices in BC. However, a person who has at least one and a halftimes the length of the apprenticeship's training period of relevant experience in a trade can challenge the Certificate of Qualification exam to become certified in that trade (\$120 application fee and successful completion of exam and, depending on the trade, a practical assessment within two years of approval). Those applying for Sign-Off Authority are not required to pay a fee or take an exam.

- **What is a SkilledTradesBC Individual ID?**

After each student is registered, SkilledTradesBC will email the student an ID number. This individual ID number is unique to each student and will not change even when they register for different trades. Students will need their ID number to login to the Portal, to register for school, to apply for EI, or to contact SkilledTradesBC Customer Service.

- **How can Continuing Ed/Adult Students receive an SkilledTradesBC Individual ID?**

There are 3 ways and individual can obtain an Individual ID:

- Register as an apprentice with a sponsor through completing the Apprentice and Sponsor Registration Form (can be done online as well).
- Register for a number through the Portal ([Link](#)).
- Adult students in a foundation program will receive a SkilledTradesBC ID number at the end of their program.

Contact the Youth Administrator (youth@SkilledTradesBC.ca) regarding any questions you may have regarding securing an ID.

- **How can a student cover *Youth Train in Trades* costs that are not covered by their district?**

Youth Train in Trades programs are not eligible for BC student loans. Parents should check with their RESP provider or financial institution to see if *Youth Train in Trades* is a qualifying educational program for a RESP withdrawal or private student loan. Some First Nations also have funds available for members attending trades training.

To assist in removing barriers that prevent or limit a school-aged student to access the Youth apprenticeship program, School Districts may use the Skilled Trade Access fund. This fund can be used to help cover expenses that would otherwise prevent a student from participating in the *Youth Train in Trades* program. Some examples of expenses that would be eligible for funding are:

- Meal Allowance
- Travel costs (bus pass, gas card)
- Textbooks for Foundation or Level 1 program
- Childcare
- Student fees and/or supplies for Foundation or Level 1 program (not tuition)

APPENDIX 1: COMPLIANCE AUDIT DETAILS/CHECKLIST

Under the *Youth Train in Trades* contract for services, each School District, Independent School, or First Nation School commits to ensuring that all documentation to support their *Youth Train in Trades* program delivery is in place in particular the compliance audit will seek to confirm compliance in the following areas:

To comply with application and eligibility criteria the School District/Independent School Authority should:

1. Maintain files related to each intake of the <i>Youth Train in Trades</i> program and ensure that funded students are 19 years of age or under by the end of their graduating school year at the time of registration.	— <input type="checkbox"/>
2. Documented financial records showing where funding has been allocated	— <input type="checkbox"/>
3. Schedule of presentations from industry leaders, SkilledTradesBC Apprenticeship Advisors, employment service agencies, or other presenters to provide information about transitions to apprenticeships.	— <input type="checkbox"/>
4. Record of agreements with Post Secondary Institutions outlining the terms of the program, such as the duration, cost, and other important details e.g., Memorandum of Understanding (MOU)	—
5. Ensure that marks are reported using the appropriate format and be duly signed by the Instructor, Dean or Registrar and are submitted no more than 15 days after the completion of the program	— <input type="checkbox"/>

Note: The online registration system must be updated to show students that have been withdrawn from *Youth Train in Trades* programs or to reflect any changes to their registration information.

Educational records must be in active files for 1 year past graduation of the student and financial records must be active in files for 7 years past graduation of the student and they may be archived after. Electronic storage is acceptable.

APPENDIX 2: Reporting Results

- Technical training marks and practical assessment results are due to be reported to SkilledTradesBC within 15 days of the end of the course.
- Technical training marks can be reported in one of two ways:
 - 1) Submit the Technical Training Result Report form by email to examrequest@skilledtradesbc.ca. The marks will be posted by SkilledTradesBC Assessments within 15 days of receipt.
 - a. This form is available as a paper form and a web form. Both can be found on the forms page here: [Technical Training Report form](#)
 - OR
 - 2) Submitted directly online through SkilledTradesBC Direct Access. Marks will be published immediately.
- For courses with an SLE, the final mark is derived by weighing the in-class technical training mark at 80% and the SLE mark at 20%. The blending of marks is done by the training provider, and the final blended mark is reported to SkilledTradesBC.
- Practical assessment results (where applicable) must be filled out on the Practical Assessment Results Report form and submitted to examrequest@skilledtradesbc.ca within 15 days of the end of the course. The results will be posted by SkilledTradesBC Assessments within 15 days of receipt.

APPENDIX 3: REQUEST FOR EXAMINATION ACCOMMODATION REQUEST PROCEDURES

Request for an exam accommodation:

This request must be made 8 weeks prior to the requested exam date. The apprentice must complete the following application Request for Examination Accommodation Form (<http://www.SkilledTradesBCbc.ca/exams/accommodations-esl-disability-options>) and be sure to submit the appropriate professional medical and/or physical assessment.

Translator/Reader – If the apprentice requires a translator or a reader, please complete and attach the Translator/Interpreter’s Declaration Addendum (<http://www.SkilledTradesBCbc.ca/exams/accommodations-esl-disability-options>). This form will need to be completed and sent to SkilledTradesBC prior to the requested exam date. Please note the original form is required. If approved an additional 1-hour time extension will be granted.

Language Translation Dictionary – The dictionary must provide only English language without work definitions.

Time Extension – Documentation of your requirement for a time extension may be based on a physical or mental disability or illness, or on a learning disability. Indicate the reason why you require the time extension and attach verification in the form of an appropriate professional (e.g., medical, or educational) assessment. If you have questions regarding verification of special needs, contact your assigned Youth Administrator. If approved an additional 1-hour time extension will be granted.

Reader – Attach verification of your need for a reader in the form of an appropriate professional assessment. If you have questions regarding verification of special needs, contact the Youth Administrator. If approved, an additional 1-hour time extension will be granted.

A reader will be provided by SkilledTradesBC. This request must be sent 8 weeks SkilledTradesBC prior to the requested exam date. If you are providing your own reader, the reader must complete a Reader Declaration (<http://www.SkilledTradesBCbc.ca/apply-apprenticeship/forms>).

Exam accommodations are written at the SkilledTradesBC Authority Customer Service Location or at your local Service BC Office.

Please ensure students have correct emails for their Direct Access file as confirmations are sent via email. Contact the Youth Administrator, youth@skilledtradesbc.ca, if confirmation has not been received after 2 weeks.

APPENDIX 4: EXAM SLE

Foundation programs do not have Standardized Level Exams (SLEs) except:

- Landscape Horticulture Foundation
- Baker Foundation
- Meatcutter Foundation
- Embalmer and Funeral Director Foundation
- Welder Foundation
- Bricklayer Foundation
- Motorcycle Technician Foundation
- Hairstylist Foundation



These programs are weighted 80/20. 80% for technical training and 20% for the exam

APPENDIX 5: YOUTH FUNDING AGREEMENT TIMELINE SAMPLE

September 29	<ul style="list-style-type: none"> • School Districts signed agreements due.
Mid-October	<p>1st Payment:</p> <ul style="list-style-type: none"> • 40% of all programs
February	Mid-year report will be sent to relevant SkilledTradesBC Youth Program stakeholders
March 1	<ul style="list-style-type: none"> • Mid-year report is due. • Registration of programs are within range. <p>*Registration ranges will vary based on cohort and district sizes. The historical range for each district should be used as a comparison. At this point of the school year registrations should be at 75% of forecast or higher.</p>
March 11th	<ul style="list-style-type: none"> • Remind district to send any expenses they anticipate for March 11-30th for prior approval
Mid-March	<p>2nd Payment:</p> <ul style="list-style-type: none"> • 30% of all programs • 10% of programs for being in target registration range or follow up has been completed and district is still on track.
April 15th	Forecast Documents for next school year due
May	Discussions/Negotiations for next school year's funding and agreement
Beginning of June	Send out draft funding agreements for next school year
June 30th	Finalize Funding Agreements for next year
June 30th	<ul style="list-style-type: none"> • Final summary report due
Mid July	<p>Final Payment</p> <ul style="list-style-type: none"> • Remaining 20% of all programs, except for <i>Youth Work in Trades</i> for submission of final summary report • 20% of the final <i>Youth Work in Trades</i> amount for meeting target registrations