

SY 2025-2026 Timeline

September 30th	SD signed Funding Agreements are due. Full Time Enrollment (FTE) Letter for staffing for Youth Work in Trades due. The letter needs to include FTE amount the staff is assigned and the name(s) and contact info of the person(s) designated for supporting apprenticeship registrations.
October	Youth Train in Trades October Intake will be opened, and the Youth Train in Trades October Intake Cohort Confirmation will be sent after the intake has closed. Funding Agreement First Payment • 40% of total funding amount
November	Youth Train in Trades Reconciliation Report
February	Mid-Year Completion Report will be sent Youth Train in Trades February Intake will be opened, and the Youth Train in Trades February Intake Cohort Confirmation will be sent after the intake has closed. Youth Train in Trades Reconciliation Report
March	Mid-Year Completion Report is due on March 2nd • Check if registration numbers are within range of target goal
Mid-March	Funding Agreement Second Payment • 30% of total funding amount • 10% of programs for being in target registration range or follow up has been completed and district is still on track
May	Forecast Documents for next school year are due Youth Train in Trades May Intake will be opened, and the Youth Train in Trades May Intake Cohort Confirmation will be sent after the intake has closed. Discussions/Negotiations for next school year's Funding Agreement
June	Final Summary Report is due on June 26th Finalize Funding Agreements for next school year
July	Final Payment • Remaining 20% of total funding amount if the funding conditions have been met.

Looking for the full Admin Resource Guide? Please contact youth@skilledtradesbc.ca.