Youth Train In Trades

Program Guide

October 2019

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YOUTH IN TRADES PROGRAM OVERVIEW

Industry Training 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. Relevant occupational experience is obtained with an employer and under the supervision of a certified tradesperson or equivalent. Successful YOUTH TRAIN IN TRADES programs result at the minimum of credit for level one technical training and provide opportunities for students to earn hours toward work based training and focus on high demand trades occupations.

YOUTH TRAIN IN TRADES program is an Industry Training Authority (ITA) youth initiative that provides financial support to School Districts/Independent School Authorities to provide industry training opportunities to youth. School Districts/Independent School Authorities can access the funding to support technical training for high school students through an application process. Industry training program delivery varies and ranges from direct seat purchase from a post-secondary training provider to providing training in a high school classroom.

YOUTH TRAIN IN TRADES funding is available as follows

- Up to $2200[1] for each student registered and achieves technical training.

A participant in the YOUTH TRAIN IN TRADES program is eligible for registration if they are enrolled in a BC Ministry of Education graduation program, registered with the ITA as a youth apprentice in a YOUTH TRAIN IN TRADES prior to June 30th of the school year the individual turns 19 and "ordinarily resident In British Columbia"[2]. Participants will be classified as a youth apprentice until 180 days after graduation from high school at which time they will move to an adult apprentice status, be closed out or withdrawn from the program.

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[1] See page 21 for details
[2] School Districts/Independent Board Authority determine whether a student would quality as "ordinarily resident"
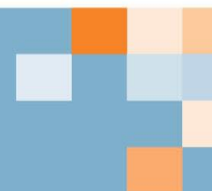
FREQUENTLY ASKED QUESTIONS (FAQS)

▪ **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 ITA website http://www.itabc.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 Industry Training 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 ITA website: http://youth.itabc.ca/educators/youth-programs/.

▪ **What is a YOUTH WORK IN TRADES program?**

YOUTH WORK IN TRADES is the work-based training (WBT) component of an industry training 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 ITA website: http://youth.itabc.ca/educators/youth-programs/ or the YOUTH WORK IN TRADES Program Guide (Draft) from the Ministry of Education: https://www2.gov.bc.ca/gov/content/education-training/k-12/teach/curriculum/english/workplace-program-guides

● **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 Canadian 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 in other provinces and territories. For a complete list of trades in BC see the ITA website:

https://www.itabc.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. A student must be registered with an employer/sponsor in order to register into a level 1 program.

- **How can a YOUTH WORK IN TRADES student do Level 1 Technical Training through YOUTH TRAIN IN TRADES?**

YOUTH WORK IN TRADES students need to have a minimum of 1000 hours of work-based training recorded with the ITA in their trade (or permission from the sponsor employer) to be able to register in a level 1 technical training course at an ITA recognized training provider (usually a public Post-Secondary Institution). YOUTH TRAIN IN TRADES registration must occur in the YOUTH TRAIN IN TRADES intake prior to the start of the level 1 technical training.

- **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 end?**

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 funding, please see Form 1707 Instructions and The Recognition of Post-Secondary Transition Programs for Funding Purposes policy. For more information on YOUTH TRAIN IN TRADES eligibility criteria please refer to page nine.

- **What is the difference between apprenticeships that have level technical training and those that have Progressive Credential technical training?**

Many apprenticeships take around 4 years to complete the Work-Based Training (WBT) and have multiple levels of technical training usually taken after each year of WBT had been completed. Upon successful completion of the final level of technical training apprentices are eligible to write their Certificate of Qualification (CofQ) exam which for most of the popular trades is the Red Seal exam.

Just like regular apprenticeships, Progressive Credentialing trades such as Professional Cook offer certification upon successful completion of a technical training program and a specified amount of work-based training hours. But instead of apprentices serving a multi-year/level apprenticeship before becoming a certified tradesperson, progressive credentialing offers a C of Q at the successful completion of each level. 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 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 the supervisor of an apprentice must have a recognized certificate for the trade the apprentice is registered in or be recognized by the ITA 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 11/2 times 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 ITA website to see if there is a sign-off authority application package available). Sign-off authority status is not trade certification, but it does allow an individual to train apprentices in BC. However, a person who has at least 11/2 times the length of the apprenticeship's training period of relevant experience in a trade can challenge the Certificate of Qualification exam in order to become certified in that trade ($120 application fee and successful completion of exam and, depending on the trade, a practical assessment within a year of approval). Those applying for Sign-Off Authority are not required to pay a fee or write an exam.

- **What is an ITA Individual ID?**

After each student is registered, ITA will email the student an ID number and a temporary password for Direct Access. 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 log into Direct Access, to register for school, to apply for EI or to contact ITA Customer Service.

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

As an adult taking level 1 technical training must already be registered into an apprenticeship program with ITA to take level 1, they will receive their ITA ID when they register with their sponsor into an ITA apprenticeship. They can also register for a number through Direct Access (https://www.itadirectaccess.ca/Login.aspx). Adult students in a foundation program will receive an ITA ID number at the end of their program. Contact the Youth Administrator (youth@itabc.ca) regarding questions.

- **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 an RESP withdrawal or private student loan. Some First Nations also have funds available for members attending trades training.

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

Developing a successful YOUTH TRAIN IN TRADES program involves a number of steps which include:

A.   Identification of trade demands
B.   Identification of suitable and eligible students
C.   Determination of the best training model
D.   Description of YOUTH TRAIN IN TRADES program structure elements
E.   YOUTH TRAIN IN TRADES Application Instructions
F.   Development of a YOUTH TRAIN IN TRADES program application

A. Identification of Trade Demands

Both YOUTH WORK IN TRADES and YOUTH TRAIN IN TRADES are career programs. A primary objective of YOUTH TRAIN IN TRADES is to provide students with enough skills and knowledge to be able to find a job in their chosen trade where the sponsor employer will apprentice them. Therefore, identifying trades that are in demand locally is an important first step when considering offering YOUTH TRAIN IN TRADES programming. Gauging trade demand can be done several ways:

- Look at WorkBC's Regional Statistics to determine what are high demand jobs in your region, and across BC
- Canvas local employers involved in the trades of interest
- Contact the local Chamber of Commerce
- Contact trades instructors at a local college
- Contact local trades associations (e.g. home builder or construction association for building trades)

B. Identification of Suitable and Eligible Students

Student Suitability for YOUTH TRAIN IN TRADES

Selection of suitable students for any YOUTH TRAIN IN TRADES program is critical to the success of a program on a short term and long term basis. Also, YOUTH TRAIN IN TRADES funding is tied to the success of YOUTH TRAIN IN TRADES programs. Some traits to look for in suitable candidates are as follows:

Knowledge of Trade
- Researched trade: Has the applicant spoken with people who work in the trade, or conducted a site visit, or both?

- Trade work experience: Does the applicant have any work experience in the trade, either through WEX, WORK, or other positions?
- Links to trade: Does the applicant have any family or friends who work in the trade?

Commitment & Readiness
- Interest: Does the applicant demonstrate a keen interest in the trade? Does YOUTH TRAIN IN TRADES fit into their career path?
- Aptitude: Do their hobbies and interests reflect an ability to do hands-on work?
- Trades competencies: Has the applicant completed any trades electives, Skills Exploration or safety certificates?
- Attendance: Does the applicant have a good attendance record? If not, is there reason to believe that their attendance in YOUTH TRAIN IN TRADES would be different?
- Discipline Record: Does the applicant's discipline record warrant any concern? If yes, is there reason to believe that their behaviour in YOUTH TRAIN IN TRADES would be different?
- Learning and Study Skills: Is the student prepared for the homework load? 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, and what further preparation will be done with the student?
- Maturity: Does the applicant demonstrate a level of maturity suitable for a post-secondary environment?
- Teacher / Counsellor's reference: A letter or statement of support from another teacher recommending the applicant for the program.
- Interview: Did the applicant's interview confirm suitability for the program?
- Orientation: An opportunity for the applicant (and sometimes parent) to orient to the post-secondary environment (if applicable).
- Parent / Guardian support: Parent demonstration of support for the applicant to participate in YOUTH TRAIN IN TRADES
- References: Personal or employer references from someone other than a teacher.
- Resume: Does the applicant have to provide a copy of their resume?

Academic Requirements
- Approved Graduation / Transition Plan: Does the applicant have a plan to complete required courses for graduation?
- Post-secondary entrance requirements: Has the applicant met any requirements for post-secondary entry (e.g. math, English)?
- Transcript / report card: Has the applicant's academic record been reviewed on the academic record system?
- Essential Skills Assessment: Has the applicant completed the ITA Essential Skills Assessment, or have their Essential Skills been assessed in another way?
- Entrance Test: Has the applicant completed any other entrance assessment, often required by the post-secondary, such as Accuplacer or College Readiness Tool.

Other
- IEP: If the student has an IEP, has a copy been provided and shared with PSI?
- Physical wellbeing: Is the student physically well enough to manage YOUTH TRAIN IN TRADES?

- Health: Has the applicant been asked about any health issues which could be barriers to their participation in YOUTH TRAIN IN TRADES, e.g. dust allergies, back pain, illicit drug use
- WorkSafe BC worksite safety test: Has the applicant completed the test?
- Required licenses: Does the applicant have the required license or certificate for entry into their trade e.g. WHMIS, FoodSafe, driver's license
- Transportation and other costs: Has the applicant and or parent 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 qualities, students must meet the YOUTH TRAIN IN TRADES Student Eligibility Criteria:

- Individual must be "School Aged" as defined by the Ministry of Education. i.e. An individual must be 19 or under by the end of the school year (June 30th)
- Students must begin a Youth Train in Trades program while school aged
- Students' Program/Transition Plan aligns with preparation for their specific occupation, lists their transition program of courses, including when and where they will be taking their Youth Train in Trades courses. The inclusion of a Youth Train in Trades program must be documented on the Transition Plan before graduation
- Students may be concurrently registered in the YOUTH TRAIN IN TRADES and YOUTH WORK IN TRADES programs
- Applicant has government issued picture ID - **<u>Confirm legal name is correct</u>**, a photocopy on file is preferred but not required. Photo ID is also required for all ITA administered exams.
- Applicants are "ordinarily resident in British Columbia." School districts determine whether a student would qualify as "ordinarily resident".
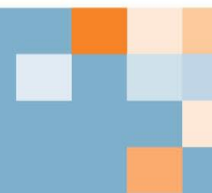
YOUTH TRAIN IN TRADES Student Application and Entry Process

The best way to ensure that districts are choosing suitable students is to create a student application package and process that includes the following elements:
- Paper copy of the ITA Youth Online Youth Work in Trades Registration form*
- Trades and qualification orientation package, including ITA Apprentice Guidebook http://www.itabc.ca/sites/default/files/docs/discover/ITA_Apprentice_Guidebook.pdf (this can be photocopied), YOUTH TRAIN IN TRADES and YOUTH WORK IN TRADES orientation materials
- Research worksheet for trade chosen
- Education requirements of the chosen trade
- Interview with a trades 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 discussed in the application interview)
- Letters of reference from employers and appropriate teachers
- Online Youth Train in Trades Registration Form

- Entrance Interview with YOUTH TRAIN IN TRADES contact and relevant teacher(s), Industry representative(s) and parent

***Note**: All students must complete a printed copy of the Youth Train in Trades Registration form. The registration form must bet be signed by the student, parent, and SD/BA 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 time table 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-based training 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 20 for more details). There are six YOUTH TRAIN IN TRADES delivery model options:
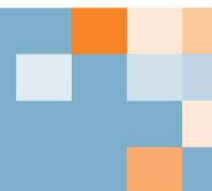
- YOUTH TRAIN IN TRADES program is delivered by a technical training provider. In this case the school district/Independent School Authority has negotiated a fee for service and pays tuition
- YOUTH TRAIN IN TRADES program is delivered in partnership with technical training provider with some of the 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.
- 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
- YOUTH TRAIN IN TRADES program is delivered by the School District/Independent School Authority who has applied and been approved is an ITA Designated Training Provider - The program is delivered by a high school teacher at one of the high schools.
- YOUTH TRAIN IN TRADES program delivered in a blend of online and in-person training
    - e.g. E-PPRENTICE.

School Districts/ Independent School Authorities are asked to provide some 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 closest intake to the start of the program. This is a change from the previous year where students were required to register in the intake closest to program completion. In the case of a technical training program that is offered in the summer, students must be registered in the May intake and working on preparing for the program either through WORK or independent study. **The Youth Administrator must be notified if students withdraw from the program prior to the start or the program or during the first week of classes as funding for the student will be required to be returned.**

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 budgeting for YOUTH TRAIN IN TRADES programming. Some examples of extra costs to the district and or student include: program tuition fees can run up to $4,000 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, there are commitments that must be made, documented and included in the YOUTH TRAIN IN TRADES application.

School District/Independent School Authority Commitments to Deliver a YOUTH TRAIN IN TRADES Program

I. Commitment to Students as Trainees

School Districts/ Independent School Authorities are responsible for:

- Enabling the trainee to pursue technical training requirements as detailed in the YOUTH TRAIN IN TRADES program structure form;
- Submit (for designated programs) or ensure TTP submits training results to the ITA upon completion of technical training by 45 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 ITA policy;
- Submitting Apprentice and Sponsor/Employer Registration using the Youth Industry Training on-line registration at https://www.dualcredit.ca/ and Work-based Training Progress Reports and other required ITA forms electronically to the ITA. Forms are available on the ITA website at http://www.itabc.ca/apply-apprenticeship/forms

Even though School District/Independent School Authority are not the sponsor of YOUTH TRAIN IN TRADES students, School District/Independent School Authority can still access the student files and submit work experience hours. The students will still receive a registration card and an ITA Individual ID number.

II. Commitment to Participate in the Evaluation/Audit of the YOUTH TRAIN IN TRADES Program

The ITA 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 based on the eligibility criteria. The basis for the program evaluation will be an ITA generated report identifying the following factors for each School District/Independent School Authority:
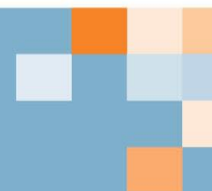
- The number of students registered for each industry training program
- The number of students completing each industry training program

- The number of students achieving apprenticeship Level 1 (and/or other levels as appropriate) technical training credit for each industry training program
- The number of students who have continued their industry-training program after graduation
- The evaluation will also take into account a measure of satisfaction with the program from students, teachers, School District/Independent School Authority administrators, post-secondary partners and industry partners. School Districts 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 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 the ITA is done by technical training providers* who record marks directly into the ITA Direct Access data base or email results for YOUTH TRAIN IN TRADES students to aceitresults@itabc.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 in order to determine student course marks and when claiming completion payments as part of the invoicing process.

***Note**: School Districts/Independent School Authorities who are designated by the ITA as training providers, see Part 4: Designated Training Providers of the program guide for YOUTH TRAIN IN TRADES result reporting procedures.

E. YOUTH TRAIN IN TRADES Application Instructions

The intent of the YOUTH TRAIN IN TRADES application is to establish minimum requirements for School Districts/Independent School Authorities to structure YOUTH TRAIN IN TRADES programs. Program approval will be based on demonstrating that the criteria have been met. Successful proponents will submit a complete application along with all the supporting documentation by the due date indicated in the YOUTH TRAIN IN TRADES program timeline (Appendix 2). Late applications (up to the closure of the online student registration period) will be considered but are subject available funding.

Proponents may apply for YOUTH TRAIN IN TRADES program funding four times per year for the September, November, February and/or May intake.

- For those proponents with existing approved YOUTH TRAIN IN TRADES programs the application will cover a program planning horizon of one school year.
- For those proponents submitting an application for a new program or with no prior record of YOUTH TRAIN IN TRADES program delivery the program(s) will be subjected to a one year conditional approval with subsequent applications moving to reflect a one school year planning horizon.
- YOUTH TRAIN IN TRADES registration for all approved programs will be expected four times per year (see current YOUTH TRAIN IN TRADES Timeline for registration openings) and be reflective of approved YOUTH TRAIN IN TRADES program applications.

Instructions for Preparing YOUTH TRAIN IN TRADES Application Documentation

The purpose of the YOUTH TRAIN IN TRADES application process is to ensure that School Districts/Independent School Authorities are best positioned to offer quality industry training programs. School Districts/Independent School Authorities are required to submit the following:

I. Required Documentation

The YOUTH TRAIN IN TRADES application documentation is required annually prior to the first intake (Sept or Feb). All forms are available as PDF fillable documents http://www.itabc.ca/youth/educators. *See Appendix 8 for a tip about fillable PDFs on a MAC.*

- Signed School District/Independent School Authority Commitment Form*
- Communications Plan*†
- Program Structure Form*
- Technical Training Partner Form(s)*
- Industry Training Partner Forms(s)* † (also referred to as ITP) or Industry signed letters of support from Trades Advisory/Program Advisory Committees

* Note: This documentation for all four YOUTH TRAIN IN TRADES intakes may be submitted at the same time as the September application (Deadline, April 15 and updated if necessary before the respective intake application submission deadline) so that School District/Independent School Authorities only have to make a single application submission.

† Note: Documentation is only necessary when School Districts/Independent School Authorities have not offered YOUTH TRAIN IN TRADES program(s) before, information has changed or for new program(s).
Please note, a file naming protocol has been provided and must be adhered to. For example: sd26PSF. In addition, please ensure that all documents have the School District/Independent School Authority number in the top right corner of each page (page header)

I. Provide supporting documentation as necessary

Supporting documentation must be scanned and included with the YOUTH TRAIN IN TRADES application

II. Submission of YOUTH TRAIN IN TRADES Application Documentation

With the exception of the "Program Structure" form, all completed and signed application documentation should be sent in electronically at the same time to the Youth Administrator (youth@itabc.ca) by the application deadline.

Questions regarding your application may be directed to:

Youth Administrator
Industry Training Authority
Tel: 778 785 2437
E-mail: youth@itabc.ca

III. YOUTH TRAIN IN TRADES Application Approval Process

YOUTH TRAIN IN TRADES program application approval is based on:
- Meeting YOUTH TRAIN IN TRADES application criteria
- Status of the trade (e.g. active or under review)
- Demand for the trade
- Previous program student success rate(s)
- Available YOUTH TRAIN IN TRADES funding

Applications that are incomplete will not be processed until all documentation is received. All late applications received before student registration closes and meets the application criteria will be funded on a first come, first serve basis.

F. Development of a YOUTH TRAIN IN TRADES Program Application

To ensure all of the YOUTH TRAIN IN TRADES application requirements have been met please use the "YOUTH TRAIN IN TRADES Checklist of Required Elements" (Appendix 3)

I. Structure of Industry Training Programs in the School District/Independent School Authority

Please indicate how the School District/Independent School Authority will offer each industry-training program on the YOUTH TRAIN IN TRADES Program Structure Form (PSF). YOUTH TRAIN IN TRADES programs must be structured to ensure a high quality industry training programs are delivered. Successful programs will include and provide evidence of:

- Partnerships with experienced technical training providers that support curriculum development, assessment and program delivery
- An ITA designation where there is no experienced technical training provider partnership
- An industry advisory committee comprised of employers/certified trades people representative of YOUTH TRAIN IN TRADES program offerings that meet two times per year to discuss and approve YOUTH TRAIN IN TRADES programming
- A student application, selection and transition plan

Contact Youth Administrator for a sample of a completed Program Structure Form.
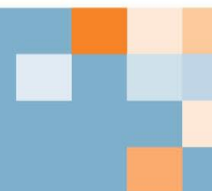
Supporting application documentation required:

• Completed YOUTH TRAIN IN TRADES Program Structure form (attached file: sd#__ PSF.doc)

I. Demonstrated Technical Training Partnership

School District/Independent School Authorities participating in the YOUTH TRAIN IN TRADES program must partner with a designated public or private technical training provider experienced in delivering the industry training program(s) which the School District/Independent School Authority seeks to offer. Instruction for Industry Training Programs may occur in a secondary school, post-secondary institution or other facility as deemed appropriate by the School District/Independent School Authority and their technical training partner(s) and industry partners. The partnership may be based on any one of the models identified earlier.

Partnerships with experienced technical training providers are intended to enhance the School District/Independent School Authority's access to curriculum resources, instructional expertise and training facilities as well as provide smooth transition paths to higher-level technical training. Partnerships with local training providers are encouraged. For a list of approved technical training providers, see the "approved trainer list (Training providers)" on the ITA website (http://www.itabc.ca/training-providers/overview).

Instruction and facilities for industry training programs offered under YOUTH TRAIN IN TRADES should be determined in consultation with technical training providers and industry partners. Instruction is to be provided by a qualified instructor (as deemed by the Technical Training Partner and School District/Independent School Authority) with appropriate industry training credentials or experience. School Districts/Independent School Authorities are highly encouraged to use instructors who have credentials in the relevant trade.

Supporting application documentation required:

Completed Technical Training Partner Commitment Form (attached file: sd#__ TTP.doc) Document outlining the partnership between the technical training partner and the school district detailing curriculum and assessment support.

II. Demonstrated Industry Partnership

School District/Independent School Authorities participating in the YOUTH TRAIN IN TRADES program are expected to partner with industries/employers that will provide guidance for the development and delivery of industry training programs in the district. The purpose of these partnerships is to ensure quality program delivery that meets industry needs and best positions students to obtain employment directly related to their training. School Districts/Independent School Authorities are encouraged to seek partnerships with relevant industry associations as well as directly with employers. Work-based training is optional, but strongly recommended to complement the technical training program.
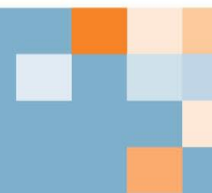
School Districts/Independent School Authorities are expected to establish an industry advisory committee (also known as a Program or Trades Advisory Committee) that meets on a regular basis. The committee membership should be reflective of the YOUTH TRAIN IN TRADES programs offered. Industry advisor committees can be joint groups with College Advisory groups, or YOUTH WORK IN TRADES advisors. Where appropriate, industry engagement can also be 1:1 with employers on-site, rather than regular committee meetings. In this case, a summary of notes from conversations can be submitted, in lieu of meeting minutes.

Supporting application documentation required for new and restructured YOUTH TRAIN IN TRADES programs:

- Industry partner forms (attached file: sd#__ IPF.doc) and/or
- List of advisory committee members and bi-yearly meeting minutes. (minutes must be kept on file for audit purposes)

III. Articulated Communications Plan

Regular communication with key stakeholders on YOUTH TRAIN IN TRADES program and student progress has been shown to be a critical success factor in the delivery of a YOUTH TRAIN IN TRADES program. School District/Independent School Authorities are required to develop a one page communications plan for their YOUTH TRAIN IN TRADES programs which details how the School District/Independent School Authority will regularly communicate with and solicit feedback from students, parents, school-based staff, School District/Independent School Authority, technical training providers and industry partners and parents regarding the development, delivery, progress and results of industry training programs delivered under YOUTH TRAIN IN TRADES. A Communications Plan is to be submitted by SD/BAs that have not delivered YOUTH TRAIN IN TRADES programs previously or have added to or changed existing YOUTH TRAIN IN TRADES program offerings

Supporting documentation required for new and restructured YOUTH TRAIN IN TRADES programs:
Completed communications plan including commitment for success story information (attached file: sd#__ COM)

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

Once the YOUTH TRAIN IN TRADES application has been approved, successful School Districts/Independent School Authorities will register eligible students in their approved YOUTH TRAIN IN TRADES intake (in the intake closest to the program start date). Once registration is complete, ITA will enter into an ongoing Service Agreement with the school district to fund the program

YOUTH TRAIN IN TRADES Online Registration*

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

www.dualcredit.ca

All YOUTH TRAIN IN TRADES and YOUTH WORK IN TRADES student registrations* are required to be submitted through DCMS.

On-line registration for YOUTH TRAIN IN TRADES is limited, open only during the specific periods stated on the current YOUTH TRAIN IN TRADES timeline. However, Dual Credit Management System is always open for continuous YOUTH WORK IN TRADES student registration.

DCMS Instruction Manuals can be found on DCMS once you are logged in. If you are new to DCMS, request for access through the main page.

*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:
http://youth.itabc.ca/educators/youth-programs/

New: DCMS will now require the delivery model and location of the training

YOUTH TRAIN IN TRADES Registration Timelines

- There are three YOUTH TRAIN IN TRADES registration sessions: October, Feb and May
- Online Registration opens (about) 1-2 weeks after the intake start date to give School districts/Independent School Authorities time to get an accurate student count in each YOUTH TRAIN IN TRADES program. On-line YOUTH TRAIN IN TRADES registration remains open approximately 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.

- For convenience, you can pre-load some or all of your registration data and "save" it before the registration opening and just press "submit" during the registration period. Please check your entry data over 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.
- For due dates, see YOUTH TRAIN IN TRADES Program Timeline: http://youth.itabc.ca/educators/youth-programs/train/

Note: Student registration is specific to program and intake, therefore students can only be registered in approved programs for a particular intake.

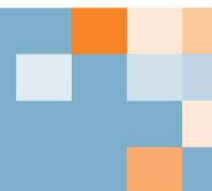**YOUTH TRAIN IN TRADES Registration Confirmation**

Upon Successful registration in the ITA Direct Access (DA) system, all YOUTH TRAIN IN TRADES SD Youth program provider will receive an Apprenticeship Registration Card with an ITA Individual ID number. SD/Independent School Authority contacts should record and store the Individual ID number for each youth apprentice in the student's permanent file. The sponsor needs to sign the Apprenticeship Registration card before it is laminated (registration cards are self-laminating).

All Youth apprentices and sponsors will receive welcome letters from the ITA confirming registration.

If sponsors or students are looking for the Employer Guidebook or Apprenticeship Guidebook, a pdf copy is available here:

Employer Guidebook - http://www.itabc.ca/sites/default/files/docs/discover/ITA_Employer_%20Guidebook.pdf

Apprenticeship Guidebook - http://www.itabc.ca/sites/default/files/docs/discover/ITA_Apprentice_Guidebook.pdf

PART THREE: SERVICE CONTRACTS AND PAYMENTS

YOUTH TRAIN IN TRADES Funding Details

YOUTH TRAIN IN TRADES funding is for approved apprenticeships that lead to level one technical training credit. School Districts/School Independent School Authorities can qualify for up to $2200 of YOUTH TRAIN IN TRADES funding for each eligible student by meeting all the application commitments for registration, program delivery and reporting.

Criteria for YOUTH TRAIN IN TRADES funding highlights include:

Eligible YOUTH TRAIN IN TRADES Program Delivery:
- Schools have all YOUTH TRAIN IN TRADES application documentation approved.

- **Initial Payment:**
- The YOUTH TRAIN IN TRADES funding will be based on the Cohort Confirmation provided to School Districts/Independent School Authorities based on the students registered into an intake which details the program start and end dates, number of funded students and payment breakdown
- Funding in the amount of $1200 will be paid for each eligible registered YOUTH TRAIN IN TRADES student per intake .

- **Completion Payment:**
- Completion payments will be made for successfully completed (based on ITA's standards) registered students within 45 days of program completion[3].
- Funding in the amount of $1000 will be paid for each successfully completed registered Youth Train in Trades students.
- Along with the Youth Train in Trades Completion Payment Grant, School Districts/Independent School Authority will receive a Reconciliation Report (when applicable) that must be completed and submitted to youth@itabc.ca within 2 weeks of receiving it.
- **ITA will still provide completion funding if a student is successful on their first re-write and the student books their re-write within 45 days of their program completing.**

YOUTH TRAIN IN TRADES Grant Payment Process

Initial Grant Payment:
- After online YOUTH TRAIN IN TRADES registration closes and the ITA has verified the registrations, a "Cohort Confirmation" will be sent to school districts/Independent School Authorities for

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[3] For classes ending during summer the 45 days will start from September 1st.

registration/program verification. The Cohort Confirmation lists all students registered into an intake by the School Districts/Independent School Authorities along with the program name, start and end date and grant payment breakdown and maximum total payment if all students registered successful complete.
- Upon receipt of the Cohort Confirmation, please ensure the information is correct.
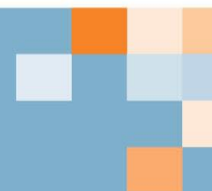This check includes:
  - □ number and type of YOUTH TRAIN IN TRADES programs,
  - □ number of students in each program and
  - □ program start and end dates

- Upon verification, School District/Independent School Authority must send a signed "Cohort Confirmation" by email to the Youth Administrator within 14 days or inform the Youth Administrator regarding any changes required.
- If revisions are required, notify the Youth Administrator at youth@itabc.ca, ph. 778 785 2437 and a revised Cohort Confirmation will be issued that must be signed and emailed back.
- Following the next month that the signed Cohort Confirmation was received, the Youth Train in Trades Initial Grant Payment will be remitted by Electronic Funds Transfer (contact Youth Administrator if you have not received funds from ITA before). A grant letter will be Issued a long with the details of the payments that include the students' name, program name, start and end date, funding breakdown and total possible maximum payment

Completion Grant Payment:
- Program Technical Training Results are reported to ITA following one of the methods below.
- Following the next month that the Technical Training Results have been uploaded into Direct Access, a grant letter will be issued a long with the details of the payments that include the students' name, program name, start and end date and funding breakdown. The payment will then be remitted by Electronic Funds Transfer.
- If applicable, a Reconciliation Report will also be sent with the Youth Train in Trades Completion Grant Letter. The Reconciliation Report will list all students that still show an "ACTIVE" status passed their provided program end date. School Districts/Independent School Authority must inform complete the report to indicate the current status of the student and return that within 2 weeks of receiving the report.

Reporting YOUTH TRAIN IN TRADES Results to the ITA

Official record of marks goes from the Technical Training Partner (TTP) directly to ITA or the marks will be directly inputted by the training provider into Direct Access. School Districts/Independent School Authorities will submit an 'Invoice Reconciliation Report' to support the invoice. The new procedure will be driven by the way marks are entered by designated training providers. The physical evidence of completion will remain at the site of technical training provider. All results are subject to audit if necessary.

Reporting YOUTH TRAIN IN TRADES results as follows:

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 by 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 ITA for the program and level in question, and will have been set up as a training provider location (under the school district) in ITA Direct Access. The school district will be shown as the training provider and will report a single in-school technical training mark on an "ITA Youth Technical Training Result Report Form" http://www.itabc.ca/youth/educators 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 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 Appendix 7 for more details.

Work Based Training

Work-based training (WBT) is a fundamental component of YOUTH TRAIN IN TRADES and should be included as part of every YOUTH TRAIN IN TRADES program. The primary goal of WBT 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. WBT is paid or unpaid work experience by YOUTH TRAIN IN TRADES students in their trade under the supervision of a qualified journeyperson (or sign-off authority) and can be done during or after an YOUTH TRAIN IN TRADES program (within 3 months of graduation). WBT allows students to gain valuable work based training hours towards their apprenticeship, WEX12 course credits and a chance to make local employer contacts within their trade that may lead to employment.

*Only report hours that is outside of the YOUTH TRAIN IN TRADES program. 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)

- For YOUTH TRAIN IN TRADES students who do not have sponsors (are **not** in the YOUTH WORK IN TRADES program), WBT hours are to be recorded on the YOUTH TRAIN IN TRADES Instructor Work-Based Training Report (http://www.itabc.ca/youth/educators). To be a valid report the following information must be included for each student:
  - ☐ The qualified tradesperson's (or sign-off authority) name and certificate number,
  - ☐ YOUTH TRAIN IN TRADES program intake date,
  - ☐ Number of WBT hours being reported,
  - ☐ WBT reporting period start and end dates.
  - ☐ The report's declaration must be signed by the School District/Independent School Authority Career Programs Coordinator (the YOUTH TRAIN IN TRADES contact).

- 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 a Work-Based Training Report (http://www.itabc.ca/youth/educators) signed off by the employer sponsor. To be a valid report it must include:
  - ☐ Number of WBT hours being reported,
  - ☐ WBT reporting period start and end dates
  - ☐ Signature of sponsor employer.
  - ☐ Then submitted to Customer Service by fax (778-328-8701) or email (customerservice@itabc.ca)

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

PART FOUR: DESIGNATED TRAINING PROVIDERS

About ITA Designated Training Programs

The ITA strongly recommends School Districts/Independent School Authorities partner with an ITA designated public or a private training institution to assure 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 that successfully complete the ITA 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 ITA examinations and reporting marks into the ITA Direct Access (ITADA). For more information on ITA designation:http://www.itabc.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

Supporting documentation required:

ITA Designated Training Application Form (http://www.itabc.ca/training-providers/training-provider-designation)

Examinations

All YOUTH TRAIN IN TRADES students in School District/Independent School Authority designated programs must write a final exam which is the ITA Level 1 exam, proprietary exam or CofQ exam for their trade.

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

Note: Some trades have Certificate of Qualification (CofQ) exams. In these trades (eg: Cosmetology, PC1 or AST1) course and exam marks are not blended to produce a final result, 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 ITA Youth contact at least 8 weeks before the requested examination date. Exam Request forms are available on the Educators webpage: www.itabc.ca/youth/educators.

Examination sessions will be provided 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 Service BC Office. (See http://www.itabc.ca/exams/writing-your-exams for the exam schedule and ServiceBC locations). Contact the Youth Administrator for more information.

Writing at a Service BC 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 Service BC offices listing http://www.itabc.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 Service BC 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.itabc.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 (1 hour more). ITA 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. ITA 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 with exam accommodations from the regular exam request class list.

Note: That in no case shall accommodations lower or remove established examination standards or content.

See Appendix 4 for accommodated examination request procedures

Online Exams

Online Exams are now available for select trades. Please see Appendix 5 for a list of exams available online as well as information regarding exam security control.   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 blue 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 here: http://www.itabc.ca/exams/standard-level-exams.

Re-writes

Apprentice or Challengers who are not successful in their first attempt and who wish to re-write or re-schedule an exam session may do so by submitting either a Level Exam Application form or an Exam Re-write Application - Certificate of Qualification/IP Examination. There is no charge for the first re-write. Subsequent schedulings are subject to a re-write fee. Level exams are $50 and Certificate of Qualification (CofQ) exam are $100. See the Exam Fees and Payment http://www.itabc.ca/exams/exam-fees-and-payment for more details.

Note: A missed exam counts as an attempt/scheduling

Exam re-writes are subject to a 30-day waiting period from the previous attempt. Candidates who write an exam for the first time and fail with a mark of between 60 and 70 per cent are permitted to write a second time without upgrading. Individuals who write an exam for the first time and fail with a mark of less than 60 per cent must re-attend technical training or demonstrate equivalent upgrading. Individuals who write an exam for the second time or more and fail must attend technical training or demonstrate equivalent upgrading and pay the appropriate fee before being permitted to write again, regardless of the mark received. See http://www.itabc.ca/exams/rewrites for more details. Your assigned Youth Administrator will be pleased to answer questions regarding re-writing of examinations.

*__Completion Funding: ITA will provide completion funding if a student is successful on their first re-write and the student books their re-write within 45 days of their program completing.__

Examination Rules

- Students writing exams must arrive a minimum of 30 minutes before the examination start time to sign-in and receive instructions.
- Students without proper primary photo identification will not be permitted to write and have to be re-scheduled
- Students who arrive late to an examination session will not be permitted to write and have to be re-scheduled.
- Students are allowed to use the washroom during the exam with approval from the invigilator.

Examination Identification Requirements

All students in designated YOUTH TRAIN IN TRADES programs that are writing an ITA issued examinations must bring government issued photo identification on exam day to be eligible to write. Students must produce an original primary piece of photo identification that shows legal name and date of birth, 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: http://www.welcomebc.ca/Live/Daily-Life/first-days/basic-id/bcid.aspx.

YOUTH TRAIN IN TRADES Designated Programs Assessment

Results Reporting

Designated School Districts/Independent School Authorities are required to report marks to the Industry Training Authority Youth Initiatives following the same procedures as other private training providers. This requires:

- Submission of a single calculated/weighted course result per student to the ITA Youth department within 15 days of program completion.
- Marks must be submitted on a Technical Training Results Report (http://www.itabc.ca/youth/educators) which can be downloaded from the Educator webpage
- Completion invoices and reconciliation reports (http://www.itabc.ca/youth/educators) must be received by the ITA within 45 days of program completion (with the exception of programs ending in the summer).

Some course marks will be blended with ITA Level Examination marks by ITA Direct Access system and some marks will need to be submitted already blended. A copy of exam and final results will be sent through Direct Access to the School District/Independent School Authority contacts for their records and completion invoicing.

ITA has begun introducing Standardized Level Exams (SLEs). If the exam is a SLE, the school district must wait for the exam results and blend the technical training and exam mark and send the fully blended mark to ITA.

For a list of SLEs and exams available online, please go here: http://www.itabc.ca/exams/standard-level-exams. Also refer to the Official Program Standards Notifications (OPSN) for updates on new SLE and program changes: http://www.itabc.ca/training-providers/official-program-standards-notifications. OPSNs should be sent directly to the YOUTH TRAIN IN TRADES contact/coordinator. If you have not been receiving these notifications, please alert the Youth Administrator.

See Appendix 6 for information regarding technical training and exam weighting and blends.
See Appendix 7 for more details on results reporting.

Supporting documentation required:

- Technical Training Results Report

PART FIVE: SCHOOL DISTRICT SPONSORED HAIRDRESSING PROGRAMS

As of April 2016 the new Hairstylist program has come into effect. For those students who were registered into the Hairstylist (Cosmetologist) program **prior to April 2016,** they will be able to complete the program in which they have already started. Please contact Youth Administrator for more information regarding the Hairdressing program at youth@itabc.ca

Completion Requirements

Successful completion of the Hairdressing (Cosmetology) program **prior to April 2016** is as follows:

1. Students successfully complete the ITA C of Q (70 percent or higher)
2. Students successfully complete an 800 hours technical training program
3. Students complete 240 hours of ITA recorded work-based training (WBT) under the supervision of a qualified Hairdresser (see WBT reporting procedures in section three).

Successful completion of the Hairdressing program **after April 2016** is as follows:

1. Students successfully complete Level 1 or the Foundation program.

Note: Foundation program will include completion of a Standard Level Exam and students will be granted 300 practical hours towards their apprenticeship.

Funding

The package for Hairdressing funding is $2200.

- First payment of $1200 for registration.
- Completion of $1000 completion payment will be based on students successfully meeting all three criteria.

Examinations

Please submit your exam requests at least 8 weeks in advance of your preferred written exam date session. Exam requests must be submitted by email to the Youth Administrator.

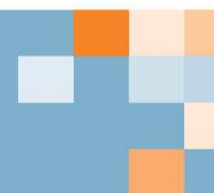# APPENDIX 1: COMPLIANCE AUDIT DETAILS/CHECKLIST

Under the YOUTH TRAIN IN TRADES contract for services, each school district 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 YOUTH TRAIN IN TRADES program and retain detail of student information including evidence that the funded students are under 20 years of age at registration and that students have started their YOUTH TRAIN IN TRADES program prior to graduation and will complete their YOUTH TRAIN IN TRADES program by 3 months after graduation.	☐
2. Maintain evidence that students will complete the program before 20th birthday	☐
3. Maintain evidence that student registration is supported by a duly signed and authorized application	☐
4. Ensure that student registration and student attendance aligns with the services and timelines established in Schedule E of the YOUTH TRAIN IN TRADES Contract program summary form	☐
5. Ensure that marks are reported using the appropriate format and be duly signed by the Instructor, Dean or Registrar	☐
6. Ensure that marks are submitted no more than 30 days after the completion of the program	☐
7. Ensure that an official signed School District/Independent School Authority invoice along with a list successful, unsuccessful and withdrawn student names and programs	☐

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: CHECKLIST OF REQUIRED ELEMENTS FOR YOUTH TRAIN IN TRADES INDUSTRY TRAINING PROGRAMS

1. School District/Independent School Authority Commitments a) Commitment to participate in the evaluation of the YOUTH TRAIN IN TRADES program secured	☐ Yes ☐ No
2. Structure of Industry Training Programs a) Details summarized on YOUTH TRAIN IN TRADES Program Structure Form b) Responsibility of sponsorship determined for each student	☐ Yes ☐ No ☐ Yes ☐ No
3. Demonstrated Technical Training Partnership (TTP) a) Program delivery model (including responsibilities, procedures and fees for instruction, facilities and assessment) determined for each Industry Training Program b) Program Outlines determined for each Industry Training Program c) Completed TTP Commitment Form	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
4. Demonstrated Industry Partnership a) Local industry partners b) Provincial industry partner (if applicable) c) Completed Industry Partner Commitment Form d) List of local employers supporting work-based training placements	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
5. Assessment and Reporting a) Assessment process identified and agreed to with technical training partner(s) and industry partner(s) b) Key contact identified and processes in place for liaison with the ITA and submission of registration forms and training progress reports	☐ Yes ☐ No ☐ Yes ☐ No
6. Articulated Communications Plan a) Description of communication plan including plan for sharing success stories with ITA	☐ Yes ☐ No

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.itabc.ca/exams/accommodations-esl-disability-options) and be sure to submit the appropriate professional medical and/or physical assessment.

Translator – If the apprentice requires a translator, please complete and attach the Translator/Interpreter's Declaration Addendum (http://www.itabc.ca/exams/accommodations-esl-disability-options). This form will need to be completed, notarized and sent to ITA prior to the requested exam date. Please note the original form is required.

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 1.5 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 1.5 hour time extension will be granted.

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

Exam accommodations are written at the Industry Training 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 if confirmation has not been received after 2 weeks.
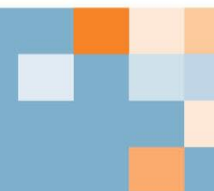
APPENDIX 4: ONLINE EXAMS

Trade	Level Available	Code books required
Architectural Sheet Metal	Level 1; Level 2	
Automotive Service Technician 1	CofQ 1	
Automotive Service Technician 2	CofQ 2	
Automotive Service Technician 3	CofQ 3	
Automotive Service Technician 4	Level 4	
Baker	Level 1; Level 2	
Cabinetmaker (Joiner)	Level 1	
Carpentry	Level 3	BC Building Code Book 2012
Drywall Finisher	Level 1	
Heavy Mechanical Trades	Level 1; Level 2	
Ironworker Reinforcing	Level 1	
Landscape Horticulturist Foundation	Foundation; Level 1; Level 2; Level 3	
Machinist	Level 1; Level 2; Level 3	
Meatcutter	Level 1	
Metal Fabricator	Level 1; Level 2; Level 3	
Millwright	Level 1; Level 2; Level 3	
Motor Vehicle Body Repairer (Metal & Paint)	Level 1; Level 2	
Motorcycle Mechanic and Power Equipment Tech	Level 1; Level 2; Level 3; Level 4	
Refrigeration and Air Conditioning Mechanic	Level 1; Level 2; level 3	
Roofer	Level 1; Level 2	
Sheet Metal Worker	Level 1; Level 2; Level 3	
Welder	Foundation; level 1; Level 2	
Welder Specialty Metals Endorsement	Endoresment	

Updated June 29, 2015

*Please note that this table will change, please go to http://www.itabc.ca/exams/standard-level-exams for the most recent list.

APPENDIX 4: ONLINE EXAMS CONTINUED

ONLINE EXAM SECURITY CONTROL

Please ensure the students are aware of the following:
On the exam day the students must bring one of the following types of PHOTO Identification. The photo identification MUST BE VALID AND CURRENT on the day of the exam. Expired identification will not be accepted.

- Provincial Driver's Licence (issued by a Canadian Province or Territory)

- Provincial Identification Card (i.e. BCID, Alberta Identification Card)*
- Passport (Canada or foreign)
- BC Services Card
- 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.

Students must bring to the exam:
- Their own calculators (mobile devices and calculators with phone, camera or internet search capability are NOT permitted)
- BC Building Code Book 2012, if applicable (markings that the code book cannot include are: formulas, copies or sections of instruction material i.e. diagrams/charts, cheat sheets)
- Pencils, erasers

Exam Samples

Use this link https://www.awinfosys.com/ITA/practice/Index_sample.htm to access some sample exams that will help you become familiar with the features of the online exam system. You can also forward this link to the instructor so the students will become familiar with the online exam.

Exam Security Control
Please make sure that the security software have been installed and if not please forward the instructions below to the IT department to do it. You can also find the Security Download for both Windows and Mac as well as the Setup and Troubleshooting on this page:
https://www.awinfosys.com/ITA/Secure/Index_setup.htm
The system will run on Internet Explorer, Firefox or Safari (Mac). Please check the following settings:
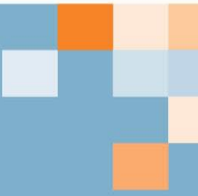
Browser Settings:

1.   **Popup blockers must be turned "Off"** - system WILL work if left ON, but turning OFF will ensure the student cannot go "back" to another student's test on same computer through the browser "back" button (i.e. the exam will run in its own window)

2.   **Cookies must be enabled** - a session cookie enables us to track the students test session, then cookie is not saved when test over, but is deleted automatically

3.   **Javascripting must be enabled** - because the exam navigation runs via javascripting

4.   **Proxy caching must be turned "Off"** - so student responses are pushed through to our server, and not just saved on proxy server

If you have any questions related with system technical support, please contact **AWIS** directly at:
Claude Blanleil
A. Willock Information Systems
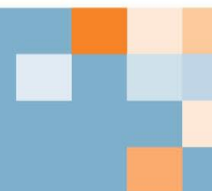Toll Free: 1(866)558-5339
Fax: 1(847)589-4277
Email: claude@awinfosys.com

If you have any questions related with invigilation/exam support, please contact **ITA** directly at:

ITA Assessment Department
Phone: 778-327-5907
Email: exams@itabc.ca

APPENDIX 5: EXAM WEIGHTING

	PSI	ITA Designation
AST	CofQ - No Blend	CofQ - No Blend
PC1	CofQ - No Blend	CofQ - No Blend
Automotive Refinishing Prep	CofQ - No Blend	CofQ - No Blend
Hairstylist	CofQ - No Blend	CofQ - No Blend
HEO	CofQ - No Blend	CofQ - No Blend
Carpenter	N/A	ITA Exam - 20% of mark
Plumber	N/A	ITA Exam - 20% of mark

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

Horticulture Technician Foundation

Baker Foundation

Meatcutter Foundation

Welder Foundation
Bricklayer Foundation
Motorcycle and Power
Equipment Foundation

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

APPENDIX 6: PROCEDURES FOR REPORTING TECHNICAL TRAINING RESULTS

REPORTING TRAINING RESULTS TO THE ITA:

The process for reporting training results to the ITA varies depending on the type of program offered, whether there are standardized ITA exams available for the program, and whether the results are blended (practical "school" mark and theory mark).

REPORTING APPRENTICESHIP TECHNICAL TRAINING RESULTS – NO STANDARDIZED ITA EXAMS AVAILABLE FOR THE PROGRAM:

Apprenticeship technical training results are reported via ITA Technical Training Results Report.
Technical Training results for YOUTH TRAIN IN TRADES students should be completed and emailed to exams@itabc.ca within 15 days after the last day of the class.

A transcript showing training results to both the apprentice and their sponsor will be automatically generated to the apprentice and sponsor.

**REPORTING APPRENTICESHIP TECHNICAL TRAINING RESULTS –
STANDARDIZED LEVEL EXAMS (SLE) AVAILABLE FOR THE PROGRAM (THEORY & PRACTICAL MARKS):**

Training provides must wait for exam results before submitting a final blended mark to ITA. When the exam marks are received, the training provider must blend the course mark and exam mark together and send a final blended mark which is 80% course mark and 20% exam mark.

Apprentices and sponsors will receive notification of the final mark. A breakdown of the course mark and exam mark can be found in ITA Direct Access. Training providers are responsible for providing the apprentice with a breakdown of the competency objective areas from their technical training.

APPENDIX 7: HOW TO SAVE FILLABLE PDF ON A MAC

After you've filled out a PDF form in Preview, choose Print from the File menu and then use the <u>dialog box's PDF option</u> to <u>save it to a PDF</u> before sending.