

# SY 2024-2025 Timeline

<b>September 30<sup>th</sup></b>	<p>SD signed <b>Funding Agreements</b> are due.</p> <p><b>Full Time Enrollment (FTE) Letter</b> 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.</p>
<b>October</b>	<p><b>Youth Train in Trades October Intake</b> will be opened, and the <b>Youth Train in Trades October Intake Cohort Confirmation</b> will be sent after the intake has closed.</p> <p><b>Funding Agreement First Payment</b></p> <ul style="list-style-type: none"> <li>• 40% of total funding amount</li> </ul>
<b>November</b>	<b>Youth Train in Trades Reconciliation Report</b>
<b>February</b>	<p><b>Mid-Year Completion Report</b> will be sent</p> <p><b>Youth Train in Trades February Intake</b> will be opened, and the <b>Youth Train in Trades February Intake Cohort Confirmation</b> will be sent after the intake has closed.</p> <p><b>Youth Train in Trades Reconciliation Report</b></p>
<b>March</b>	<p><b>Mid-Year Completion Report</b> is due on March 3<sup>rd</sup></p> <ul style="list-style-type: none"> <li>• Check if registration numbers are within range of target goal</li> </ul>
<b>Mid-March</b>	<p><b>Funding Agreement Second Payment</b></p> <ul style="list-style-type: none"> <li>• 30% of total funding amount</li> <li>• 10% of programs for being in target registration range or follow up has been completed and district is still on track</li> </ul>
<b>May</b>	<p><b>Forecast Documents</b> for next school year are due</p> <p><b>Youth Train in Trades May Intake</b> will be opened, and the <b>Youth Train in Trades May Intake Cohort Confirmation</b> will be sent after the intake has closed.</p> <p><b>Discussions/Negotiations</b> for next school year's Funding Agreement</p>
<b>June</b>	<p><b>Final Summary Report</b> is due on June 30<sup>th</sup></p> <p><b>Finalize Funding Agreements</b> for next school year</p>
<b>July</b>	<p><b>Final Payment</b></p> <ul style="list-style-type: none"> <li>• Remaining 20% of total funding amount if the funding conditions have been met.</li> </ul>

Looking for the full Admin Resource Guide? Please contact [youth@skilledtradesbc.ca](mailto:youth@skilledtradesbc.ca).