



# YOUTH WORK IN TRADES APPLICATION PACKAGE

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11A 11B  
12A 12B

Students may use employment to explore career options and gain credit. A TRAINING PLAN MUST BE SUBMITTED before hours can be approved.

**A few examples include:**

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- Carpenter
  - Professional Cook
  - Auto Service Technician
  - Any Red Seal Trade
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Student Name: \_\_\_\_\_

**Each Youth Work in Trades Student must complete the following:**

**Prior to Work Experience:**

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- Completed Orientation Package
- Completed Online Workplace Safety Module
- Completed Training Plan

**During Work Experience:**

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- Complete your Safety Checklist
- Track your Work Hours

**Post Work Experience:**

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- Evidence of Learning (Report, Conversation with your YWT teacher, etc)
- Student Self-Evaluation for Each YWT Course Level
- Employer Evaluation
- Complete and Submit your Work-Based Training Hours Report

## Youth Work in Trades 11 A+B/12 A+B

# INTENT TO COMPLETE

Student Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Welcome to the Youth Work in Trades Program

The Youth Work in Trades program is designed to give you a head start in pursuing a career in the trades. This dual-credit program allows you to gain high school credit for the paid work you are doing while gaining hours towards your apprenticeship in a recognized Red Seal trades pathway. You can gain up to 16 graduation credits (4 Courses) and 480 or more hours towards your apprenticeship while working with a red seal or experienced tradesperson. Students can participate in this program during regular school hours, or through the work you do on the weekends and through the summer. You can enroll in this program when you are 15 years old and can continue with it through graduation. You will become eligible for a \$1000 bursary once you have completed 900 hours of work and have a minimum Grade 12 C+ average.

### Select which courses you intend to complete:

- 11A - 120 hours
- 11B - 120 hours
- 12A - 120 hours
- 12B - 120 hours

By signing below, you are confirming that you intend to complete at least 120 hours of work experience this school year and want to receive credits for Youth Work in Trades.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only: attach the following (Audit Checklist)

- |  |  |   |
|--|--|---|
| <input type="radio"/> Intent to Complete           | <input type="radio"/> Employer Check-in  | <input type="radio"/> Worksafe BC #                                     |
| <input type="radio"/> October 1st Student Schedule | <input type="radio"/> Student Check-in   | <input type="radio"/> Evidence of Learning                              |
| <input type="radio"/> Training Plan Signed         | <input type="radio"/> Student Evaluation | <input type="radio"/> Employer Evaluation & Hour Verification Signature |

YWT Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Youth Work in Trades 11 A+B/12 A+B

# WORKSITE INSPECTION SHEET

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

YWT Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

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### School Career Teacher Contact

In evaluation of the worksite, please bear in mind that the two most important considerations are:

- The provision of a safe work environment
- The interest and concern of the site supervisor for the student

### Please Check the Appropriate Description:

This is a standard worksite (where a worker performs the tasks and responsibilities related to a career under supervision of a worksite employer).

OR

This is a non-standard worksite (a location created by the school district for the purpose of providing work experience, a volunteer position, a post-secondary placement in which the student participates as a student, not an employee).

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This is a physically safe worksite (includes location, environmental conditions, building structure)

Necessary safety practices are in place and the student will be informed of these.

The employer has been informed of WorkSafe BC accident or injury reporting procedures and coverage.

The employer/supervisor is familiar with and supports the objectives of the program.

The employer/supervisor will ensure that the student is adequately trained and supervised.

The employer/supervisor will ensure a comfortable working environment for the student including acceptance of the student as an integral part of the work team, freedom from harassment, reasonable expectations for work, breaks, lunch, etc.

The employer is willing to interview the student prior to the work experience (if applicable).

The employer/supervisor is willing to assist in the evaluation of the student, to provide access to teachers on the worksite and to discuss the student's progress with the student and school staff.

### Please list any reservations, concerns or limitations you have about this worksite:

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### Safety attire and/or equipment required:

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This worksite is:  Recommended  Not Recommended

YWT Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Youth Work in Trades 11 A+B/12 A+B

# SAFETY ORIENTATION

Although your employee (this student) may have been working here for a while, we still need to ensure they have received on-the-job safety training. Please initial the training checklist indicating that the worker has received:

TOPIC	Student Initial	Supervisor Initial
1. Rights and Responsibilities: (a) General duties of employers, workers, and supervisors		
(b) Workers right to refuse unsafe work and procedure for doing so		
(c) Workers responsibility to report hazards and procedure for doing so		
2. Workplace health and safety rules		
3. Known hazards on the job site and how to deal with them		
4. Safe work procedures for carrying out tasks		
5. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations (a) Procedure for carrying out tasks		
(b) Procedure for working alone or in isolation		
6. Personal Protective Equipment (PPE) - what to use, when to use it, and where to find it		
7. First Aid: (a) First aid attendant name and contact information		
(b) Locations of first aid kits and eye wash facilities		
(c) How to report an illness, injury, or other accidents (including near misses)		
8. Emergency procedures: (a) Locations of emergency exits and meeting points		
(b) Locations of fire extinguishers and fire alarms		
(c) How to use a fire extinguisher		
(d) What to do in an emergency situation?		
9. Where applicable, basic contents of the occupational health and safety program		
10. Hazardous materials and WHMIS: (a) What hazardous materials are in the workplace?		
(b) Purpose and significance of hazard information on product labels		
(c) Location, purpose and significance of material safety data sheets (MSDs)		
(d) How to handle, use, store and dispose of hazardous materials safely		
(e) Procedures for an emergency involving hazardous materials, including clean-up of spills		
11. Contact information for the Occupational Health and Safety Committee or Health and Safety Representative		

## SAFETY ORIENTATION (Continued)

If the student is exposed to any of the following hazards, they will need to receive specific training on the hazards present and how the hazards are managed within the workplace:

- Falls from Elevation (including ladders)
- Slips, trips and falls
- Lockout (for machinery and power tools)
- Lifting and moving objects or people
- Pinch/Nip points of machinery (Guarding)
- Electrical Hazards
- Forklifts and other mobile equipment
- Confined spaces
- Chemical/Biological Hazards
- Radioactive/Physical Hazards
- Trenching
- Tree Falling
- Violence

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Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Worksite Employer Name/Telephone #

Worksite Employer Signature

Date

YWT Teacher Name

YWT Teacher Signature

Date

*Please return this completed form to your YWT Teacher PRIOR to beginning your Work Experience Placement.*



## Youth Work in Trades 11 A+B/12 A+B

# STUDENT AND EMPLOYER INFO FORM

YWT students MUST complete and submit this Form prior to completing any paid work.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Cell: \_\_\_\_\_ Student Email: \_\_\_\_\_

YWT Teacher: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Supervisor Cell: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Students enrolled in Youth Work in Trades may use their employment for course credits provided their employer has WorkSafeBC coverage. This ensures students are covered by their employers for any work-related injuries.

WorkSafeBC# (6-digits): \_\_\_\_\_

Trade Area: \_\_\_\_\_

Company Name: \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

Supervising Trades Person (if different from Sponsor): \_\_\_\_\_

ITA Certificate #: \_\_\_\_\_

Anticipated days/hours student will work:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Hours of work: from \_\_\_\_ : \_\_\_\_ to \_\_\_\_ : \_\_\_\_