BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Return to Career Centre by: _____

Industry Training Program

Application for Participation

All fields must be completed for your application to be considered.

Name: _____ Student Number: _____

Address: _____ PEN: _____

City: _____ Birthdate: _____

Postal Code: _____ Grade: ____ Student Cell: _____

Email: _____ School: _____

Phone: _____ Counsellor: _____

Program you are requesting (please check ✓)

Youth Train in Trades

- ☐ Automotive Service Technician
- ☐ Carpenter
- ☐ Construction Electrician
- ☐ Hairstylist
- ☐ Professional Cook

Dual-Credit Youth Train in Trades

- ☐ Auto Collision & Refinishing Technician
- ☐ Baker
- ☐ Plumber
- ☐ Landscape Horticulturist
- ☐ Metal Fabricator
- ☐ Motorcycle Technician
- ☐ Painter

Industry Certification

- ☐ Cisco Networking Academy
- ☐ Early Childhood Education Assistant
- ☐ Kinesiology & Fitness Instructor
- ☐ Palo Alto Cybersecurity Academy
- ☐ Tourism & Event Management

Industry Connect

- ☐ Film & Broadcast
- ☐ Graphics & Media Arts
- ☐ Health Sciences
- ☐ Music Production & Technology
- ☐ Robotics
- ☐ Theatre Production & Design

Program Not Listed

- ☐ Other: _____

Parent/Guardian: _____
(Address & Phone number if different from student)
Address: _____

City: _____

Postal Code: _____

Phone: _____

Email: _____

☐ I hereby give my child permission to participate in the Burnaby School District's Industry Training Program. Students participating in these programs may be required to purchase personal equipment and/or supplies. Dual-Credit Youth Train in Trades programs are delivered at a Post-Secondary Institute (subject to availability) and students are required to pay student fees to the Post-Secondary Institute (School District pays tuition on behalf of the student).

Signature of Parent/Guardian:_____ **Date: _____**

Signature of Student: _____ **Date: _____**

Updated 01/15/2025

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

TO BE COMPLETED BY SCHOOL STAFF

WorksafeBC Test ☐ Passed ☐ Pending

Schools to attach the following documents to student applications:

- ☐ Copy of Permanent Student Record
- ☐ Student Attendance Summary
- ☐ Copy of student's most recent report card
- ☐ Copy of current IEP, AIP and/or ELL plan
- ☐ Student Designation: _____

Signature of Administrator: _____ Date: _____

Application Checklist

1. Complete each section of this application booklet.
   - ☐ Student Medical Form
   - ☐ Community Field Experiences Permission Form
   - ☐ Student Self Evaluation
   - ☐ Transition Plan
   - ☐ Career/Program Research Form
   - ☐ Two References: one teacher and one community-based/employer
   - ☐ Attach your current resume
2. Attach additional information required for the program you are applying to (see below)
3. Submit your completed application to the Career Centre at your school.
4. Participate in an interview (all applicants are interviewed).

For all *Youth Train in Trades Programs*:

- ☐ Youth Apprenticeship and Sponsor Registration Form (completed upon acceptance into program)
- ☐ Student must hold a valid piece of Government photo ID (required by SkilledTradesBC to write exam)

For *Early Childhood Education Assistant Program*:

- ☐ **One page autobiography** (include details about your values, interests, and the reasons for choosing to care for and educate young children)
- ☐ **Three reference** forms must be completed instead of **two**
- ☐ Student must provide a copy of Government ID (BCID, Driver's License, passport, etc.)
- ☐ Upon acceptance, students will undergo a Criminal Record Check for Children and Vulnerable Adults and be required to provide vaccine records.

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Industry Training Programs
Student Medical Form

Student Name: _____
Date of Birth (YYYY/MM/DD): _____/_____/_____

This declaration is being requested in connection to an application for participation in an Industry Training Program with the Burnaby School District #41, Burnaby Community & Continuing Education and/or a local Post-Secondary Institute.

The duties in this line of study may include direct work with groups of young children and adults in a community setting. Good physical and emotional stability is required. For purposes of field studies and practicums/Work Experience Placements, some employers may also require a written medical examination physician's report. Proof of immunization and TB Test results may also be required for placements in medical and/or some educational settings.

Emergency Contact: _____
Phone: _____
Relationship to student participant: _____

Secondary Emergency Contact: _____
Phone: _____
Relationship to student participant: _____

Please inform us of any extra support, specific accessibility or medical needs you may have:

For Early Childhood Education Assistant applicants only:

I declare that I am physically and emotionally able to perform the duties required of working with groups of young children and adults.

Student Signature: _____
Date: _____

Parent/Guardian Signature (if under 19): _____
Date: _____

This form does not authorize any staff to dispense any medication. Information shared on this declaration will be kept confidential and used only in emergency situations.

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Industry Training Programs
Community Field Experiences Permission Form

Dear Parent/Guardian:

Over the course of the year, students participating in Burnaby's Industry Training Programs may be leaving school grounds for a variety of ***community field experiences*** related to program curriculum. Students may be required to move between school sites independently in order to participate in their chosen program.

In some cases, students will walk under supervision and/or independently to local facilities, such as construction sites or to an employer's offices. In other cases, public transportation will be used. Students will be responsible for the cost of their fare when using public transportation.

Please sign below to give permission for your child to participate in these community field experiences.

Student Name: _____

☐ I authorize my child to participate in the Industry Training Program community Field Experiences

Parent/Guardian Name: _____ Date: _____

Signature: _____

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Industry Training Programs
Student Self Evaluation Form

Student Name: _____

Please answer the following questions to the best of your ability. Please print clearly.

1. How have you/are you preparing yourself for study and work in this industry? (e.g., work or volunteer experience, extra-curricular activities/courses, research, conversations with people, etc.)

_____

2. What are some skills you have that will help you succeed in this field?

3. What interests you about working in this industry?

_____

4. Describe what you will do to be successful in this program.

5. Describe your attendance and work habits (at school and/or at work).

_____

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Industry Training Programs
Transition Plan

Students must complete a minimum of 80 credits in grades 10 - 12 to graduate with a Dogwood Diploma.

What are your short-term education goals for the next 6 months?

What are your long-term education goals for the next 1-5 years?

How does the program you are applying for fit into your career aspirations?

Participating in an Industry Training Program may mean travelling to other schools in the district or attending a Post-Secondary Institute. This may impact your timetable. Please list the courses you plan on taking in your grade 11 & 12 years.

Grade 11	Grade 12

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Industry Training Programs
Career/Program Research

Using websites like SkilledTradesBC, BC Career Trek, myBlueprint or other sources (conversations with tradespeople or industry workers you know, etc), please answer the following questions.

For Youth Train in Trades Program Applicants only:

What is a Red Seal Certification and how do you earn one?

What is an apprenticeship?

For *all* Industry Training Program Applicants:

What types of tasks does a person working in the industry related to your program do?

What do immediate and long-range prospects look like in terms of employment in this field? Are work opportunities found locally, provincially, or elsewhere?

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Reference Form #1- Teacher

Please provide a teacher reference from your current school. Select a teacher who best knows your practical skills and abilities.

Student Name: _____ Grade: _____

This student has applied for a seat in the following program: _____

Referee Name: _____ Relationship to Applicant: _____

Please check (✓) the traits most appropriate and frequently demonstrated by this student:

	Excellent	Good	Satisfactory	Needs Improvement
Attendance	_____	_____	_____	_____
Work Ethic	_____	_____	_____	_____
Communication (written & spoken)	_____	_____	_____	_____
Maturity	_____	_____	_____	_____

Do you feel that this student follows established safety rules and safe work practices?

Could this student be counted on to represent the school district favorably in a training setting?

Do you feel this student has a sincere interest in this program?

Please provide us with further comments on this student's suitability for their chosen program:

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Reference Form #2- Community Member

Please provide a reference from a member of the community (outside of school). Select a someone who knows your practical skills and abilities.

Student Name: _____ Grade: _____

This student has applied for a seat in the following program: _____

Referee Name: _____ Relationship to Applicant: _____

Please check (✓) the traits most appropriate and frequently demonstrated by this student:

	Excellent	Good	Satisfactory	Needs Improvement
Attendance	_____	_____	_____	_____
Work Ethic	_____	_____	_____	_____
Communication (written & spoken)	_____	_____	_____	_____
Maturity	_____	_____	_____	_____

Do you feel that this student follows established safety rules and safe work practices?

Could this student be counted on to represent the school district favorably in a training setting?

Do you feel this student has a sincere interest in this program?

Please provide us with further comments on this student's suitability for their chosen program:

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Reference Form #3- Community Member

(only Early Childhood Education Assistant applicants must complete this page)

Please provide a reference from a member of the community (outside of school). Select a someone who knows your practical skills and abilities.

Student Name: _____ Grade: _____

This student has applied for a seat in the following program: _____

Referee Name: _____ Relationship to Applicant: _____

Please check (✓) the traits most appropriate and frequently demonstrated by this student:

	Excellent	Good	Satisfactory	Needs Improvement
Attendance	_____	_____	_____	_____
Work Ethic	_____	_____	_____	_____
Communication (written & spoken)	_____	_____	_____	_____
Maturity	_____	_____	_____	_____

Do you feel that this student follows established safety rules and safe work practices?

Could this student be counted on to represent the school district favorably in a training setting?

Do you feel this student has a sincere interest in this program?

Please provide us with further comments on this student's suitability for their chosen program: