

Apprenticeship ~ The Other 4 Year Degree



School District
42

*"We are all apprentices in a craft where no one
ever becomes a master"*
Ernest Hemingway

WORK IN TRADES COURSE-12B



APPRENTICESHIP – WORKBOOK

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COURSE CREDITS

Secondary School Apprenticeship credits are:

- **WRK 11A – 120 hours work experience – 4 credits**
- **WRK 11B – 120 hours work experience – 4 credits**
- **WRK 12A – 120 hours work experience – 4 credits**
- **WRK 12B – 120 hours work experience – 4 credits**

Work in Trades Goals and Criteria

Students that are 15 or older can enroll in this program. They must also formally register with the Industry Training Authority as Youth Apprentices. Successful completion of the program earns students 16 credits towards graduation. Some may also qualify for the Youth Work in Trades (WRK) Award, a \$1000 award given to students for sustained and exceptional work as an apprentice.

If you are a high school student already working as an apprentice, speak to your high school counsellor today about signing up for this program.

\$1000 Award Criteria

Students who are eligible for the Youth Work in Trades Award will automatically be considered. There is no need to apply. To be eligible, students must have:

- Been registered with the Industry Training Authority as a Youth Apprentice
- Graduated with a Grade 12 Dogwood Diploma or Adult Dogwood
- Successfully completed WRK 11A, WRK 11B, WRK 12A, and WRK 12B
- Maintained a C+ average or better on Grade 12 numbered courses *
- Reported a total of at least 900 hours to the ITA by December 31 of the school year the student turns 19 **

* Note: A student's graduation transcript only includes the courses the student passes. The Youth Work in Trades Award uses all Grade 12 numbered courses in the calculation of the grade point average.

** To be eligible for a Youth Work in Trades Award, a student must complete 900 hours of work-based training by

December 31 of the school year the student turns 19. The December 31 date ensures the awards will be ready for distribution during that school year. In some cases, students are unable to complete the required hours by December 31 due to circumstances beyond their control. To accommodate these students, a second cycle to verify work-based hours occurs in early September of the following school year. Those school-aged students who met the eligibility criteria on or before June 30, but were unable to complete or report their hours to the ITA by December 31, can still receive the award if they accrue the required work-based hours by August 31. Awards for these students will be processed and distributed in October.

Evaluation Criteria

A. Assignments 30%

- Review 11A / 11B / 12A
- Technical Training
- Advisor Assignment
- WCB
- Logbook

B. Employer Evaluation / Student Evaluation 40%

- Employer Evaluation
- Student Evaluation

C. Exit Interview 30%

Review

In order to complete this workbook it is your responsibility to have reviewed the following with your Apprenticeship Coordinator..

- 1) Orientation Package
- 2) Cultural Awareness
- 3) Indigenous Peoples Assignments
- 4) Injury awareness and prevention
- 5) Logbooks and can confirm that I have learned new skills
- 6) Self Awareness and Teamwork Assignments.
- 7) Program Outline for my trade.
- 8) Worksafe BC and Work BC Assignments.
- 9) I have Logged into Direct Access to Confirm my hours
 - a. Total Hours in my Trade are _____ Date_____

Student Signature _____

Technical Training

Using the ITA and post-secondary training providers websites answer the following:

1) How many levels is your apprenticeship and how many weeks of technical training are required per level? How many total work-based training hours are required.

2) Is your trade a red seal trade? How do you write the Red Seal exam?

3) What technical training providers offer training in your trade? List as many as you can find locally.

4) How do you register for technical training. Contact a training provider and detail the process below. Confirm if there is a waitlist. If there is, how long will you need to wait?

Contact the ITA Regional Apprenticeship Advisor

ITARegionalAdvisors are available to assist you after you graduate and leave the Youth Apprenticeship Program. Here is the Link

<https://www.itabc.ca/our-trades-training-system/apprenticeship-advisors>

Assignment -

- 1) Who is the regional Advisor for your region? _____
- 2) What is their Contact Info: _____

Workers Compensation

1) What is the Workers Compensation Act? Provide a brief summary and include the link to the Act

2) What is the Workers Compensation Amendment Act - 2018. Provide a summary and link to the Act.

3) Provide a list of your worksite's specific rules and regulations.

4) What are the rules / protocols around working alone at your jobsite.

After the Work in Trades Program

Who reports my summer work hours after graduation?

You are still considered a Youth Apprentice until the December 31st. after graduation and contact the Work in Trades teacher in September to complete a Work Based Training form. Some employers are familiar with the ITADirect Access website and may report your hours automatically.

How to change sponsors once I leave?

<http://www.itabc.ca/apply-apprenticeship/register-your-apprenticeship>.

** If you change sponsors in the 6 months after graduation, please contact brad_dingler@sd42.ca to ensure that your hours are properly recorded at the ITA for the Work in Trades award.

Your employer is responsible for reporting through ITADirect after December 31 post-Graduation. But if you move out of BC.

<http://www.itabc.ca/if-you-have-experience/credit-prior-training>

How do I register for the technical training in my trade?

Self-Manage your technical training - when you/your employer feel you are ready to attend level 1 or 2 technical training, you need to apply to the appropriate training program online. Be sure to apply well in advance as some programs have 1-3 year wait lists. For assistance, contact your ITA Regional Advisors. One of their main roles is to assist apprentices in registration and completion of their Red Seal Certification.

How do I apply for financial assistance?

<http://www.itabc.ca/grants-tax-credits/grants>

<http://www.servicecanada.gc.ca/eng/goc/apprenticeship/index.shtml>

Apply for EI 4 weeks prior to attending technical training:

<http://www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtml>

Contact a local WorkBC location

Employer Evaluation

| | | | |
|---------------------|--|--------------------------------|--|
| Trade: | | | |
| Date of Evaluation: | | Supervisor/ Evaluator Name: | |

5 = Excellent. 4 = Good. 3 = Satisfactory. 2 = Improvement needed. 1 = Not Satisfactory

| | 5 | 4 | 3 | 2 | 1 |
|--|---|---|---|---|---|
| Quality: Produces thorough, accurate and consistent work. Applies good judgment. | | | | | |
| Quantity: Produces required amount of work. Consistently completes fair share of the workload. Turnaround time consistently meets expectations. | | | | | |
| Job Knowledge: Understands the overall job function and responsibilities as well as specific tasks. Has sufficient knowledge to perform job. Applies new concepts and skills. Knows and follows standard practices and departmental practices and procedures. | | | | | |
| Relationships: Cooperates with co-workers, supervisor, and others. Supports team effort and contributes to departmental goals. Is always courteous and acts in a professional manner. Acts respectfully toward others. | | | | | |
| Organization: Manages time effectively to plan and complete work. Sets and revises priorities as appropriate (with guidance as necessary from supervisor). | | | | | |
| Initiative: Works independently. Performs appropriate tasks without being told. Suggests and develops procedures to make tasks easier and results more effective. Seeks increased assignments and responsibilities. | | | | | |
| Flexibility: Accepts new methods and changes. Works well under tight time constraints. Adapts willingly to changing priorities. Modifies schedule to meet work demands. | | | | | |
| Professionalism/Dependability: Consistently completes assignments in a timely manner. Meets deadlines. Willing to work overtime when necessary. Demonstrates effective follow-through on short- and long-term tasks. Maintains confidentiality. | | | | | |
| Communication: Communicates effectively with supervisor, co-workers. Listens well to instructions. Provides timely status updates as appropriate. Maintains confidentiality. Asks appropriate questions when uncertain. | | | | | |
| Attendance/Punctuality: Maintains satisfactory attendance. Arrives and departs as scheduled. Schedules days off in accordance with policy. Adheres to time allotted for lunch and break periods. | | | | | |

Student Self Evaluation

NI = Needs Improvement. S = Satisfactory. G = Good. E = Excellent

| Responsibility | NI | S | G | E |
|---|-----------|----------|----------|----------|
| • I put forth a consistent effort | | | | |
| • My work shows attention to detail | | | | |
| • I organize materials and equipment for effective use | | | | |
| • I begin my work promptly | | | | |
| • I follow directions and complete tasks | | | | |
| • I choose and use materials and equipment correctly, safely, and creatively | | | | |
| • I persevere with complex projects that require sustained effort | | | | |
| • I demonstrate flexibility and adaptability | | | | |
| • I accept responsibility for and manage my own behaviour | | | | |
| Initiative | | | | |
| • I welcome new tasks and seek new opportunities for learning | | | | |
| • I seek new challenges | | | | |
| • I am interested in and curious about objects and events | | | | |
| • I approach new learning situations with a positive attitude | | | | |
| • I generate questions for further inquiry | | | | |
| • I investigate and obtain information independently | | | | |
| • I develop original ideas and innovative procedures | | | | |
| • I recognize and advocate appropriately for my own rights and the rights of others | | | | |
| • I seek assistance when necessary | | | | |
| Independent work | | | | |
| • I complete tasks and assignments within established timelines and with care | | | | |
| • I follow routines and instructions with minimal supervision | | | | |
| • I identify and pursue learning goals and tasks independently | | | | |
| • I persist with tasks | | | | |
| | NI | S | G | E |
| Collaboration | | | | |
| • I accept various roles in the group | | | | |
| • I listen to, acknowledge, and consider differing opinions | | | | |
| • I willingly work with others | | | | |
| • I accept an equitable share of work in a group | | | | |
| • I consider both the immediate and long-term effects of my actions on others | | | | |
| • I respect the rights, property, and opinions of others | | | | |
| • I share information, resources, materials, and equipment with others | | | | |
| • I share in cleaning duties after an activity | | | | |
| • I build positive relationships with peers and adults | | | | |
| • I work with others to resolve conflicts | | | | |
| • I work to build consensus to achieve group goals | | | | |
| | | | | |

| Self-Regulation | NI | S | G | E |
|--|-----------|----------|----------|----------|
| • I identify and pursue my goals independently | | | | |
| • I monitor my progress towards reaching my goals | | | | |
| • I assess my own work | | | | |
| • I seek clarification or assistance when needed | | | | |
| • I identify strengths and areas for improvement in my own work | | | | |
| • I identify specific steps or actions needed to reach goals or to improve | | | | |
| • I revise goals or steps and strategies when necessary | | | | |
| • I identify learning opportunities, choices and strategies to help me meet my goals | | | | |
| • I persevere and make an effort when responding to challenges | | | | |
| • I accept comments on performance from others | | | | |
| • I use others' comments to improve my work and monitor my learning | | | | |

SO WHAT? What 3 areas (from the checklist) will I select to work on so that my learning skills and work habits improve?

1.

2.

3.

Reflecting upon my work habits and learning skills, something that I learned about myself is:

.

I will use this information to help me to:

Exit Interview

What have you learned

1) Has this placement created any situations where you have increased your knowledge of the training required for your Trade?

2) Have you contacted your Apprenticeship Advisor?

3) Describe any success or challenges while working through this part of the Work in Trades Program?

Personal Growth:

1) With reference to these terms **self-advocacy** (students' representation of their skills, views, or interests) and **self-efficacy** (students' belief in their ability to achieve goals) describe how your first 120 hours has

a. Allowed you to represent your skillset or interests - **self-advocacy**

b. Allowed you to achieve some personal goals - **self-efficacy**

Exit Interview has taken
place (Y / N) Outcomes
Met (Y / N)
Date _____

Student Signature

Co-Ordinator Signature



Work In Trades -
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d42.ca](http://www.apprenticeship.sd42.ca) BDingler