



Youth Work in Trades 12 B



IV. Youth Work in Trades 12B (YWIT 12B = 120 hours worked)

- 1. Complete pages 1 and 2 of the **Training Plan**, on page 2 fill in specific duties from the Training Topics in the Program Guide specific to your trade:
 - Go to www.itabc.ca,
 - Select Find my trade,
 - Click on your trade,
 - Select Program Outline,
 - Scroll down to Occupational Analysis Chart (around page 11-12),
 - Select Training Topics that are specific and relevant to what you are doing at your job. Notice also that there are 3 columns where you list specific duties, "Observed, Performed with Help and Performed Alone", write down a specific duty in each column so that what you observed in 11A you might be "performing with help" in 11B and "performing alone" in 12A and B.

NOTE: The **Training Plans** and **Work Logs** might be repetitive which is ok if that is what you are doing in your job. The idea is that you show growth and learning throughout the 4 courses.

This Training Plan will be reviewed by the Apprenticeship Coordinator and your Employer.

- 2. Compete **Student Reflection** and **Work Term Report** when you have completed 120 hours of work.
- Complete Work Based Training Log per pay period, include the number of hours worked and a description of what you did on the job. This should correspond to the Training Plan you completed.
- 4. Complete part A of the **Work Based Training Hours Report** and have your employer complete Part B and C and return to you.
- Have Employer complete Employer Feedback 12B sheet and return to you.
- 6. Complete **Youth Work in Trades Award Application.** (Don't forget to sign and include your Social Insurance Number (SIN))

* WHEN COMPLETE, PLEASE REMOVE <u>YOUTH WORK IN TRADES 12B,</u> STAPLE AND SUBMIT TO YOUR SCHOOL WORK EXPERIENCE FACILITATOR



Youth Work in Trades Training Plan 12B

Student Information	<u>on</u>									
Student Name:		Home Phone:								
Student Email:	Student Email:					_ Cell Phone:				
Work Site Informa	<u>tion</u>									
Worksite Location (Bu	siness Name	e):								
Worksite Address:										
Worksite Supervisor: Position:					Position:					
Worksite Phone Numl	oer:			E	Email:					
Worksafe BC (WCB) Number:										
Employer On – Site Safety Orientation Provided: Yes No										
Estimated Number of Hours to be worked:										
Work Schedule: Hour	s/Dates mus	t occur in th	ne future:							
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.			
Dates:										
My current career plan	s include the	e following:						 		



Youth Work in Trades Training Plan 12B

List three (3) courses you have taken and describe previous page:	e how they rel	ate to your fo	cus area as inc	dicated on
1. Course: 2. Course: 3. Course:	Relate:_			
Job Title:				
Please list the specific duties/tasks/skills to be p	erformed and	developed:	1	
Basic Duties /Tasks/Skills	Observed	Performed	with Help	Performed Alone
Provide skills from the Occupational Analysis Chart eg. Apply personal safety practices.				
1.				
2.				
3.				
Please Check (√) the Employability Skills that y	ou practiced c	during your p	lacement.	
☐ Information Management ☐ Resp☐ Use of Numbers ☐ Ada	itive Attitude ponsibility ptability rkplace Safety		Working with Organized Pla Problem Solvi Effective Time	nning
I understand that it is my responsibility to basis and complete the course by the req			(Facilitator	on a regular
Student/Parent or Guardian:				
Student Name:Parent Signature:		ture: ate:		
School:				
Contact Name:				
Employer:	Date	c.		
Contact Name:		ature:		



Youth Work in Trades Student Reflection 12B

Student Name:		School:		Student #
Career Program:				
Emplover:			ı	Phone:
Supervisor:				te:
				e:
Address:				
Please check (√) the E	mployability	Skills that you prac	ticed d	uring your placement.
☐ Communication		Positive Attitude		Working with Others
☐ Information Managem	ent 🗖	Responsibility		-
☐ Use of Numbers		•		Problem Solving
Willingness to learn		Workplace Safety		Effective Time Management
				reformed:
Please list 3 work-place your placement:	e specific skil	lls, tools or pieces o	f techn	
your placement: 12	e specific skil	lls, tools or pieces o	f techn	
Please list 3 work-place your placement: 1	e specific skil	lls, tools or pieces o	f techno	ology that you used during
Please list 3 work-place your placement: 1	e specific skil	lls, tools or pieces o	f techno	ology that you used during
Please list 3 work-place your placement: 1. 2.	e specific skil	lls, tools or pieces o	f techno	ology that you used during



Youth Work in Trades Work Term Report 12B

Answer each of the following questions in a point form or sentence style. Go deep in your thinking here – show growth!

1.	Describe the type of business (v	work)	the company/organiz	zation doe	es.
2. 0	Give an overview of your job, tas	sks, a	ssignments routine du	ities and a	anything else you did.
ne	No matter what your job, you sheded for any workplace. Check a you were doing.				ne list of employability skills t you consider important for the
	Communication Information Management Use of Numbers Willingness to learn		Positive Attitude Responsibility Adaptability Workplace Safety	_ _ _	Working with Others Organized Planning Problem Solving Effective Time Management
	Provide some examples of how yestion #3. How will these skills h	•			•
	What are some strategies that your workplace safety responsibilit		uld have (or did) use t	o minimiz	ze workplace hazards and meet
6. 1	Describe an example of a succes	s you	experienced on the j	ob site.	



Youth Work in Trades Work Term Report 12B

7. What did you learn from this experience? (What did you learn about the job, about working, about yourself? Did you encounter any problems? If so, how did you solve them?)
8. Identify a new technical or workplace-specific skills that you learned or used? (ie: use of specific tool, computer software, cooking skill, inventory control, etc)
9. How has this work experience affected your career plans? (How have your future plans changed – or not changed – as a result of this experience?)

Once complete hand in to your Career program Teacher/Coordinator.

Missing Assignments will result in hours not being credited.



Youth Work in Trades Employer Feedback 12B

It is expected that students will practice and demonstrate the use of Employability skills, a positive work ethic, use of workplace-specific skills and be able to analyze and solve problems on the worksite.

mployer/Supervisor Feedback:						
tudent Name:						
Employer:						
	End Date:					
NA Non-Applicable 1 Needs Improvement 2 Satisfactor	actory 3 Above Average 4 Exceller				ellent	
	N/A	1	2	3	4	
Manages Information - Communication						
Problem Solving & Decision making skills						
A positive attitude towards one's duties						
Demonstrates work ethic including confidentiality, regular attendance, punctuality, honesty, trustworthiness, responsibility, etc.						
A respect for diversity and individual differences						
Ability to work well with others – Team work						
Learns from mistakes and accepts feedback						
What are the student's main strengths?					•	
What are your recommended areas for improvement & growth fo	r the stud	ent?				
Additional comments:						
Employer/Supervisor Signature:		Date	:			



Youth Work in Trades Work Based Training Log 12B

Date (s)	Hours	Work Site & Detailed Description of Work Duties
Per pay period eg. Jan 1-15	40 hrs	Provide skills performed from Occupational Analysis Chart as outlined in Training Plan.
TOTAL HOURS:		

Youth Work in Trades 12B



WORK-BASED TRAINING HOURS REPORT

ITA Customer Service 800 - 8100 Granville Ave Richmond, BC V6Y 3T6 Tel: 778-328-8700 Fax: 778-328-8701

Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@itabc.ca

SPONSOR REPORT FOR WORK-BASED TRAINING HOURS

This form is used by employers / sponsors to report work-based training hours for an apprentice in any program. Missing information may delay the reporting process.

A. Apprentice Information		Please print clearly and return form to the address noted above					
ITA Individual ID #:	Program (Trade) Name:						
*Legal First Name: Legal Middle		s):	*Legal Last Name:				
*Date of Birth (MM/DD/YYYY): Email Address:							
B. Work-Based Training Hours Rep	orting Period						
Ensure exact start and end dates are rep	orted	Total number of work-based training hours reported during this period.					
Start Date:(MM/DD/YYY	Y)						
End Date: (MM/DD/YYYY)		Do not overlap any hours on this report with hours sent in previously. Note: We are unable to accept future dates for hours apprentices have not yet worked.					
C. Employer / Sponsor Approval							
Were these hours worked for a previous/alternate employer?		Previous/Alternate Em	ployer Name:				
☐ Yes (Employer Name Required)	□ No						
Sponsor Organization Name:		Name of Authorized S	ponsor Representative:				
Sponsor Organization ID#:		Signature of Authorized Sponsor Representative:					

"I attest that the work-based training completed by the above named trainee/apprentice is being done under the supervision/direction of a certified tradesperson or equivalent."

The signature of the apprentice's registered sponsor or an authorized representative is required. Without it, the work-based training hours claimed in this report will not be added to the apprentice's record.



Youth Work in Trades Award Application

Youth Work in Trades Application

This \$1000 dollar award is available to Youth in Trades for sustained and exceptional work as an apprentice. The money is intended to assist the apprentice with the purchase of tools, equipment, materials, or tuition necessary to continue on in their trade.

To be eligible for the Award, ITA registered apprentices/trainees must have:

- Been registered in a school district Youth in Trades program
- Graduated with a Grade 12 Dogwood Diploma or Adult Dogwood
- Successfully completed WRK 11A, 11B, 12A, 12B
- Maintained a C+ average or better on Grade
 12 numbered courses
- Continued working or training full time in the trade five months after secondary school graduation (or have 900 hours reported to the ITA)

STUDENT SIGNATURE:



Student Information:
Surname:
Given Names:
Address:
City/Town:
Postal Code:
Telephone:
Cell Phone:
Email:
PEN#:
SIN#:
Graduation Date:
ITA Registration #:
Trade:
Employer Name:
Employer Phone #:
Supervisor Name:
School:
Signing Date:
Work in Trades Coordinator: