Rocky Mountain School District #6

School District 5 SOUTHEAST KOOTENAY



YTT School Application Package

Check each box when completed.

Step 1: School Recommendation and Document Review
☐ Student meets with school counsellor to review eligibility and suitability (grades, attendance record, work habits, extra-curricular commitments, behavior or learning needs information, work experience).
☐ Discuss and determine if student meets requirements to apply for chosen trades program.
☐ Review the application package, directions for completion, and deadlines for submission.

Step 2: Complete Application Package
☐ YTT Program Application (personal information, costs, scheduling considerations & selection criteria)
☐ Statement of Interest and Intent
☐ Student Self-Assessment
☐ Expression of Interest Rubric (COTR)
☐ Teacher Reference Form
☐ Graduation Transition Plan
☐ Responsibility Agreement
☐ Transcript of Grades

Step 3: Submit Application
☐ Return completed application package to your Counsellor **by** _____ **.**

Step 4: Selection Process
☐ Application package will be reviewed by school to make recommendations to the District.
☐ Sponsored applicants will apply to the psi through EducationPlannerBC & complete College Application Pkg.
☐ Regional placement determined and confirmed.
☐ Acceptance communication from psi.

****INSTRUCTIONS FOR REFERENCES:**

✓ Request references to comment on your academic record and motivation & engagement in the learning environment as well as other pertinent information.

✓ Allow references sufficient time to prepare your reference.

Rocky Mountain School District #6

School District 5 SOUTHEAST KOOTENAY

Youth Train in Trades (YTT) Program Application

To be **COMPLETED** by the **STUDENT APPLICANT**.

Applicant FULL Name: _____

School: _____ PEN#: _____

Student birthdate (year/month/day): _____

Address: _____

Postal Code: _____ Student Phone: _____

Student personal email: _____

Parent/Guardian Name(s): _____

Address (if different): _____

Postal Code: _____ Home Phone: _____

Email: _____

Trade program applying for:

Option one: _____ Start date: _____

Option two: _____ Start date: _____

Did you participate in Discover Trades in grade 9 or Trades Sampler in grade 11?

☐ Yes ☐ No

Costs

As a Youth Train in Trades student, Rocky Mountain School District No. 6 agrees to pay the tuition component of your program. This means that parents and students will be expected to cover a variety of expenses, ranging from student union fees to toolbox fees:

Approximate cost breakdown –

Application fee	$30
Student Association fee	$75
Toolbox fee	$250
Health and Dental fee (refundable)	$240

Fees are subject to change, please refer to the college website for details.

Scheduling Considerations

- ☐ Complete English Studies 12 in Semester 2 of Grade 11.
- ☐ Complete grade 11 Science and Math credits in Semester 1 of Grade 11.
- ☐ Complete any additional grade 12 work in Semester 2 of Grade 11.
- ☐ Complete Career-Life Connections (CLC) 12 while attending college.

Selection Criteria

- ☐ In a position to complete all academic graduation requirements prior to entry to YTT.
- ☐ Successful completion of appropriate Grade 12 level Trades Education courses.
- ☐ Report card and teacher references indicate high level of proficiency, engagement, and work ethic.
- ☐ School attendance illustrates strong commitment to learning.
- ☐ Industry experience or familiarity (considered but not mandatory). What skills do you bring from outside of school? Do you have experience in this field? Do you have mentorship and support to explore this content?

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Rocky Mountain School District #6

School District 5 SOUTHEAST KOOTENAY

Youth Train in Trades (YTT): Statement of Interest and Intent

To only be **COMPLETED** by the **STUDENT APPLICANT**. Attach additional pages if needed.

Applicant FULL Name: _____ School: _____

1. What has motivated / interested you to start a post-secondary dual credit program in this trade?

   _____
   _____
   _____
   _____

2. Explain how the YTT program applied for will support your transition to your intended career pathway.

   _____
   _____
   _____
   _____

3. Describe your knowledge, skills and attributes that make you a good fit for this YTT program.

   _____
   _____
   _____
   _____

4. Describe any experience you have working in this or any related trade.

   _____
   _____
   _____
   _____

5. What aspects of participating in a YTT program do you believe will be the most challenging for you, and how do you plan to address those challenges?

   _____
   _____
   _____
   _____

Rocky Mountain School District #6

School District 5 SOUTHEAST KOOTENAY

Youth Train in Trades (YTT): Applicant Self-Assessment for Readiness

This self-assessment will assist in determining student suitability and readiness for a post-secondary program.

Please indicate by highlighting or circling your proficiency for this Youth Train in Trades dual credit program.

Applicant FULL Name: _____ School: _____

CORE COMPETENCIES	Emerging I demonstrate an **INITIAL** understanding of the concepts and competencies.	Developing I demonstrate a **PARTIAL** understanding of the concepts and competencies.	Proficient I demonstrate a **COMPLETE** understanding of the concepts and competencies.	Extending I demonstrate a **SOPHISTICATED** understanding of the concepts and competencies.
Communication ➢ I can understand and share information about a topic in an organized way (e.g. contribute to class discussion, take initiative) ➢ I work with others to achieve a common goal ➢ I can represent my learning, and tell how it connects to my experiences and values ➢ **I can use technology to acquire and share information**	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."
Creative Thinking ➢ I generate new ideas or build on other people's ideas, to create new things within the constraints of a form, a problem, or materials ➢ I can build on others' ideas, add new ideas of my own, or combine other people's ideas to create new options or solve problems	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."
Critical Thinking ➢ I actively listen to others and analyze evidence from different perspectives ➢ I can ask questions and gather information ➢ I can consider more than one way to proceed in an investigation or scenario	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."
Personal Awareness & Social Responsibility ➢ I can use strategies that help me manage my feelings and emotions ➢ I can persevere with challenging tasks ➢ I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."
Positive Personal and Cultural Identity ➢ I can explain what my values are and how they affect the choices I make ➢ I can understand I will continue to develop new abilities and strengths to help me meet new challenges ➢ I can reflect on my strengths and identify my potential as a leader in my community	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."

Based on my self-assessment I rank my overall proficiency and readiness for this program as (check one):

◯ Could be Ready (with some support) ◯ Somewhat Ready ◯ Fully Ready

Additional Comments: _____

Student Signature: _____

School District 8
Kootenay Lake

Youth Train in Trades – Program Application Process *for* College of the Rockies 2026-27

Dear Prospective Youth Train in Trades Students and Families,

We are excited to announce the opening of applications for the 2026-27 Youth Train in Trades (YTT) dual credit programs offered in partnership with the College of the Rockies and School Districts 5, 6, and 8. These programs allow students to gain industry-recognized trades training while earning high school and post-secondary credits, with tuition paid for by each district.

Students in grade 11 are qualified to apply, though grade 10 students may apply and will be waitlisted on the SD8 Trades Training Roster for future consideration.

Seats are limited for each trade program. To ensure a fair and transparent process, districts have been allocated **five initial seats per YTT program**. All applications will be reviewed using a regional scoring rubric that considers career alignment, prior experience, academic readiness, equity factors, and school recommendations.

YTT (Youth Train in Trades) Application Process for College of the Rockies

Process Stages	Important Dates	Details
Stage One YTT 26-27 Expression of Interest opens	September 2nd – 30th	Apply through your school counsellor or trades teacher. Students will be vetted at the school and district levels between September 30th and October 15th.
Stage Two District & Regional Expressions of Interest approved, and students/families notified the last week of October	October 15th – 30th	District and regional review of Expressions of Interest for **conditional approval.**
Stage Three Students with approved Expressions of Interest move to college application process	November 1st	Students apply to College of the Rockies as a dual credit YTT (Youth Train in Trades) student and receive their YTT Full Application Package for completion.
Stage Four Completed YTT Applications are submitted to the College of the Rockies	November 1st – December 15th	Students complete and submit their YTT applications to their school counsellor or trades training coordinator (Part A) and to the College (Part B).
Stage Five Students receive a welcome email (*conditional acceptance letter, and await their final letter of acceptance*)	January – May	Students will receive a welcome email directly from the College of the Rockies and will participate in a college trades orientation in May-June.

School District 8
Kootenay Lake

We encourage interested students to speak with their school counsellor or career education/trades training coordinator as soon as possible to ensure they are on track for academic success, graduation, and are in career alignment with their selected trade. Students will have the option to choose a second trade option (where applicable) in case there is no room in their first choice.

Regional SD 5, 6, and 8 Expression of Interest Scoring Rubric

Scoring Criteria	Weight (%)
1. Career Alignment & Commitment How closely the student's stated career goals and interests align with the chosen trade, and their intended career or workforce pathway plan.	30%
2. Work Experience or Exploratory Participation Consider the student's previous exposure to trades or technical learning/exploration as a summer job or work experience, volunteering, participation in classes or career exploratory project.	20%
3. Academic Readiness Assess the student's attendance, effort, and grades in subjects that support trades success—especially math, English, and applied skills courses (where applicable). Student's schedule for grade 11 includes English, 11 and 12, Math 11, and CLC12 (where possible). Also consider learning skills and behaviours.	20%
4. School Team Recommendation Input from teachers, counsellors, or career education staff. This can include indicators of readiness, commitment, responsibility, and overall fit for the program.	20%
5. Equity Priority Students with Indigenous ancestry, diverse abilities, or women in trades career pathways are given equity consideration as underrepresented populations.	10%
Total	100%

We are proud to support your career development journey. Please visit our website https://www.sd8.bc.ca/trades or contact your school for more information.

Sincerely,
Career Education Team
Innovative Learning Services
School District No. 8 (Kootenay Lake)

Rocky Mountain School District #6

School District 5 SOUTHEAST KOOTENAY

Youth Train in Trades (YTT): Teacher Reference Form (program area teacher)

Applicant FULL Name: _____ School: _____

The above named student has applied to register for the following a full-time post-secondary YTT program in the following trade: _____

Please aid in the selection of appropriate candidates for this program by providing frank comments.

Please check the following traits as:	**Excellent**	**Good**	**Satisfactory**	**Developing**
Ability to follow instructions accurately	☐	☐	☐	☐
Enthusiasm and interest	☐	☐	☐	☐
Adaptability in new situations	☐	☐	☐	☐
Engage and attend	☐	☐	☐	☐
Motivation to learn	☐	☐	☐	☐
Independence	☐	☐	☐	☐
Accepting constructive feedback	☐	☐	☐	☐
Adjusting as a result of feedback	☐	☐	☐	☐
Proficient with technology	☐	☐	☐	☐

Based on the above assessment and your knowledge of the applicant, please offer a recommendation of the student for this program:

◯ Do not recommend ◯ Recommend with support ◯ Fully recommend

Please make comments about the student's candidacy for a post-secondary program of study:

_____

_____

_____

_____

_____

Teacher name (please print): _____

Teacher signature: _____

Rocky Mountain School District #6

School District 5 SOUTHEAST KOOTENAY

Youth Train in Trades (YTT): Graduation Transition Plan

Applicant Full Name: _____ School: _____

- In order to meet graduation requirements and be awarded a British Columbia Certificate of Graduation (Dogwood
- Diploma), students must earn a minimum of 80 credits and write provincial assessments of numeracy and literacy.
- The 80 credits include 52 credits for required courses (including 8 credits of Career Education courses and at least
- 4 credits of Indigenous-focused coursework) and a minimum of 28 elective credits.
- The 28 **elective** credits may be from Ministry-Authorized or Board/Authority Authorized (BAA) courses, post-secondary institution (PSI) courses or external credentials, but not Locally Developed courses.
- Students must also complete a minimum of 16 credits at the Grade 12 level, including a required Language Arts 12 course and Career Life Connections.

Check and tally credits earned & planned:

Year One – Credits subtotal = _____		**Year Two – Credits subtotal = _____**	
☐ Applied Design, Skills & Tech		☐ Indigenous Grad Requirement	
☐ Career Life Education	(4 credits)	☐ Language Arts 11	(4 credits)
☐ Language Arts 10	(4 credits)	☐ Mathematics 11	(4 credits)
☐ Mathematics 10	(4 credits)	☐ Science 11: *_____	(4 credits)
☐ Physical & Health Education 10	(4 credits)	☐ Social Studies 11/12 * _____	(4 credits)
☐ Science 10	(4 credits)	☐ Elective 10/11/12: *_____	(4 credits)
☐ Social Studies 10	(4 credits)	☐ Elective 10/11/12: *_____	(4 credits)
☐ Elective 10/11/12: *_____	(4 credits)	☐ Elective 10/11/12: *_____	(4 credits)
☐ Elective 10/11/12: *_____	(4 credits)	☐ Elective 10/11/12: *_____	(4 credits)
☐ Elective 10/11/12: *_____	(4 credits)	☐ Elective 10/11/12: *_____	(4 credits)
Year Three – Credits subtotal = _____			
☐ Language Arts 12	(4 credits)	☐ Career Life Connections	(4 credits)
☐ Elective 10/11/12: *_____	(4 credits)	☐ Elective 10/11/12: *_____	(4 credits)
☐ Elective 10/11/12: *_____	(4 credits)	☐ Elective 10/11/12: *_____	(4 credits)
☐ Elective 10/11/12: *_____	(4 credits)	☐ Elective 10/11/12: *_____	(4 credits)

Post-Secondary School Name	**Trade Program**	**Program Credits**
College of the Rockies		**_____ credits
		**_____ credits
		**_____ credits
_____		**_____ credits

NOTE: PSI course(s) for which you are requesting sponsorship will have limited capacity for dual credit students. Approved sponsorship does not guarantee a seat in the program of choice.

Current intended occupation or career pathway upon graduation from high school: _____

Graduation date (month/year): _____ **Credits total = _____ (80 minimum)**

*Provide course name and grade level/number. *Example: Chem 12, Visual Arts 10, Athlete 11*

**Provide PSI course name and level/number. *Example: TRNE-2A, TRNE-2B…*

Provincial Assessments Completed		
☐ Numeracy 10 Assessment	☐ Literacy 10 Assessment	☐ Literacy 12 Assessment

For School Counsellor or Administrator Use:

Student will be school aged (19 or under) for duration of PSI course(s). ◯ No ◯ Yes

PSI course(s) selection aligns with student's specific post-secondary career pathway. ◯ No ◯ Yes

Name: _____ Signature: _____ Date: _____

Rocky Mountain School District #6

School District 5 SOUTHEAST KOOTENAY

Youth Train in Trades Application – Responsibility Agreement

Secondary School responsibilities

The School will:

- Inform you of the requirements specific to your program
- Help you formulate an education plan for grades 11 & 12 as well as a Graduation Transition Plan
- Liaise with you and parent/guardian regarding your progress and participation
- Ensure that you are registered with SkilledTradesBC (follow link to registration form)
- Provide marks and credits, based on your program's length of study, for completion of your Grade 12 graduation
- Pay approved program tuition
- Provide guidance and support to help you find workplace-based training in your field of study

Student responsibilities

As a YTT student, you will:

- ☐ Communicate any difficulties to the Regional Transitions Coordinator
- ☐ Meet the program's homework and study expectations
- ☐ Successfully complete all other course required for grade 12 graduation
- ☐ Make all reasonable efforts to gain hands-on work experience in chose trade area
- ☐ Understand that attendance and punctuality is important to be succefful in your studies at your chosen college
- ☐ Familiarize and follow college policies as well as your secondary school or School District's Code of Conduct
- ☐ Provide your own safety and support materials
- ☐ Pay a non-refundable program seat deposit
- ☐ Pay for textbooks, tools, supplies and mandatory fees (Student Association fees, bus pass, Health and Dental plan)
- ☐ Connect with college student housing if required; see college website for important dates
- ☐ Connect with college accessibility services if required
- ☐ I understand that students are responsible for arranging transportation to and from the COTR campus, when applicable.
- ☐ I understand that students may have COTR course obligations during a time which is typically vacation for high school students: winter break & spring break.
- ☐ I understand that the grades (incl. withdrawals) earned in these courses will be placed on the student's high school record, and **post-secondary academic history**.

APPLICANT DECLARATION

- I agree to the above statements and conditions of the program.
- I certify that all statements in this application package are true.

Student Printed Name: _____ Date: _____

Student's Signature: _____

PARENT/GUARDIAN DECLARATION

- I agree to the above statements and conditions of the program.
- I support my son/daughter's participation in the YTT dual credit program.

Parent/Guardian Printed Name: _____ Date: _____

Parent/Guardian's Signature: _____

HIGH SCHOOL COUNSELLOR DECLARATION

- I have verified this student meets the academic requirements for this program.
- I have reviewed the commitments of this program with the student.

Counsellor Printed Name: _____ Date: _____

Counsellor's Signature: _____

PRINCIPAL/VICE-PRINCIPAL APPROVAL

School Admin Printed Name: _____ Date: _____

School Admin Signature: _____