The 13 steps to Youth Work in Trades – Appendix D of the Guide

Youth Work in Trades is an opportunity for students **already employed** in a trade to become a Youth Apprentice, earning both high school credits and training hours.

Step 1:
Through course selection & timetabling, enroll students in WRK course(s) in MyEd.

Step 2:
Register students with SkilledTradesBC as a Youth Apprentice. Appendix F

Step 3:
Confirm course enrolment with students and plan the placement. Appendix C

Step 4:
Conduct in-school orientation: safety, workers' rights & responsibilities...pg 25 of Guide

Step 5:
Gather and retain evidence of WorkSafeBC coverage at the worksite. Clearance Letter

Step 6:
Create student training plan, with site-specific safety orientation by employer. Appendix C

Step 7:
Placement starts for WRK 11A, and continues through WRK 11B, 12A, & 12B...totaling 480 hours.

Step 8:
Teacher monitors student attendance & performance during placement. Local process.

Step 9:
Teacher confirms students are following their training plans & curriculum. Local process.

Step 10:
Teacher confirms the employer logs work-based training hours. Direct Access

Step 11:
Sponsoring employers complete locally developed feedback report(s) each term. Appendix G

Step 12:
Students complete any locally required post-placement activities (ie. Self-assessment).

Step 13:
Teacher assigns course final grades as part of local reporting process.

Youth Work in Trades: Before | During | After

School District 5 SOUTHEAST KOOTENAY

Rocky Mountain School District #6

School District 8 Kootenay Lake