



Chilliwack  
School District  
CAREER EDUCATION

# Youth WORK in Trades

Student Name: \_\_\_\_\_ School: \_\_\_\_\_



## Youth Work in Trades 12 B

SKILLEDTRADES<sup>BC</sup>

## INSTRUCTIONS FOR COMPLETING THIS YOUTH WORK IN TRADES COURSE PACKAGE

### 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 Outline specific to your trade:
  - Go to [skilledtradesbc.ca](https://skilledtradesbc.ca),
  - Select "Find Your 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 is a chart on page 2 of your Training Plan form, 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.
  - **This Training Plan will be reviewed by the Apprenticeship Coordinator and your Employer**

**NOTE:** *The Training Plans and Work Logs might be repetitive, which is OK if it is an accurate reflection of the tasks you are doing in your job. The goal is to show growth and new learning throughout the 4 courses.*

2. Complete **Student Reflection** and **Work Term Report** when you have completed 120 hours of work.
3. 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.
5. Have Employer complete **Employer Feedback 12B**
6. **Complete Youth WORK in Trades Award Application** (Don't forget to sign and include your Social Insurance Number (SIN))

***\*WHEN COMPLETE, PLEASE REMOVE YOUTH WORK IN TRADES 12B,  
STAPLE AND SUBMIT TO YOUR APPRENTICESHIP FACILITATOR***



*Scan or click on the QR code for the  
Occupational Analysis information for your chosen trade*

## Student Information

Student Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Work Site Information

What is Your Skilled Trade? \_\_\_\_\_

Worksite Location (Business Name): \_\_\_\_\_

Worksite Address: \_\_\_\_\_

Worksite Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Worksite Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Worksafe BC (WCB) Account Number: \_\_\_\_\_

Employer On-Site Safety Orientation Provided:  YES  NO **DATE:** \_\_\_\_\_

Estimated Number of Hours to be worked: \_\_\_\_\_

Work Schedule: (Hours/Dates):

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
<b>Dates:</b>							

or, Date Range: \_\_\_\_\_

My current career plans include the following:

\_\_\_\_\_

Educational Plans:

\_\_\_\_\_



List three (3) courses you have taken and describe how they relate to your workplace as indicated on previous page:

1. Course: \_\_\_\_\_ Relate: \_\_\_\_\_
2. Course: \_\_\_\_\_ Relate: \_\_\_\_\_
3. Course: \_\_\_\_\_ Relate: \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Please list the specific duties/tasks/skills to be performed and developed:**

Basic Duties / Tasks/ Skills	Observed	Performed with Help	Performed Alone
Provide skills from the Occupational Analysis chart (e.g. Apply personal safety practices)			
1.			
2.			
3.			

**Please Check ( ✓ ) the Employability Skills that you practiced during your placement.**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Communication          | <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Working with Others       |
| <input type="checkbox"/> Information Management | <input type="checkbox"/> Responsibility    | <input type="checkbox"/> Organized Planning        |
| <input type="checkbox"/> Use of Numbers         | <input type="checkbox"/> Adaptability      | <input type="checkbox"/> Problem Solving           |
| <input type="checkbox"/> Willingness to learn   | <input type="checkbox"/> Workplace Safety  | <input type="checkbox"/> Effective Time Management |

**I understand that it is my responsibility to check in with the Apprenticeship Facilitator/Teacher on a regular basis and complete the course by the required due date.**

**Student/Parent or Guardian:**

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Youth Work in Trades Teacher:**

Teacher Name: **Mrs. Heather Elliott** Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Employer:**

Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



## Student Information:

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Student # \_\_\_\_\_

Career Program: Youth WORK in Trades 12B Teacher: Mrs. Heather Elliott

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Address: \_\_\_\_\_

### Please check ( ) the Employability Skills that you practiced during your placement.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Communication          | <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Working with Others       |
| <input type="checkbox"/> Information Management | <input type="checkbox"/> Responsibility    | <input type="checkbox"/> Organized Planning        |
| <input type="checkbox"/> Use of Numbers         | <input type="checkbox"/> Adaptability      | <input type="checkbox"/> Problem Solving           |
| <input type="checkbox"/> Willingness to learn   | <input type="checkbox"/> Workplace Safety  | <input type="checkbox"/> Effective Time Management |

### Please describe the type of work done and the tasks/duties performed:

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### Please list 3 work-place specific skills, tools or pieces of technology that you used during your placement:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Describe how this experience assisted you with planning for the future:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return all completed forms to your District Coordinator/Apprenticeship Facilitator.  
Missing forms will result in hours not being credited.**



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

1. Describe the kind of business (work) the company/organization does.

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2. Give an overview of your job, tasks, assignments, routine duties and anything else you did.

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3. No matter what your job, you should be developing skills. Refer to the list of employability skills needed for any workplace listed below. Check at least four (4) transferable skills that you consider important for the job you were doing.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Communication          | <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Working with Others       |
| <input type="checkbox"/> Information Management | <input type="checkbox"/> Responsibility    | <input type="checkbox"/> Organized Planning        |
| <input type="checkbox"/> Use of Numbers         | <input type="checkbox"/> Adaptability      | <input type="checkbox"/> Problem Solving           |
| <input type="checkbox"/> Willingness to learn   | <input type="checkbox"/> Workplace Safety  | <input type="checkbox"/> Effective Time Management |

4. Provide some examples of how you practiced each of the transferable skills you identified in question #3. How will these skills help you be successful in your future career?

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5. What are some strategies that you could have (or did) use to minimize workplace hazards and meet your workplace safety responsibilities?

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6. Describe an example of a success you experienced on the job site.

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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?)

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8. Identify a new technical or workplace-specific skills that you learned or used? (e.g. use of specific tool, computer software, cooking skill, inventory control, etc.)

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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?)

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Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Once complete, hand in to your District Coordinator/Apprenticeship Facilitator.  
Missing Assignments will result in hours not being credited.**



**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.**

**Employer/Supervisor Feedback:**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Dates: \_\_\_\_\_

**NA Non-Applicable   1 Needs Improvement   2 Satisfactory   3 Above Average   4 Excellent**

	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 for the student?  
\_\_\_\_\_

Additional comments:  
\_\_\_\_\_  
\_\_\_\_\_

Employer/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Youth WORK in Trades 12B Work Based Training Log

Student Name: \_\_\_\_\_



*Scan or click on the QR code for the  
Occupational Analysis information for your chosen trade*

Date (s)	Hours	Work Site & Detailed Description of Work Duties
Per pay period (e.g. Jan. 1 - 15)	40 hrs.	Provide skills performed from <b>Occupational Analysis Info.</b> , as outlined in Training Plan
<b>Please ensure ALL columns (Date, Hours, Details) of this Training Log are completed in FULL, even if you are submitting pay stubs or records of employment.</b>		
<b>TOTAL HOURS:</b>	_____	