

Youth Work In Trades Student Handbook

Youth Work In Trades 11A, 11B, 12A, 12B Goals & Evaluation Criteria

Ministry of Education approved **Youth Work In Trades 11A, 11B, 12A and 12B** are each 120 hour courses of work-based training in a co-operative partnership between the student, the school, and the employer. Through work-based training, students observe and practice trade specific skills and learn new technical and applied skills related to specific trades or industries, while working under the tutelage of a journeyperson in their chosen trade.

YOUTH WORK IN TRADES 11A/11B/12A/12B

PREPARATION FOR YOUTH WORK IN TRADES

Student Interview and discussion with Career Coordinator	1%
Orientation to Log Book and all forms Completion of WorkSafe BC	1%
Youth Apprentice and Sponsor Registration Form	2%
Student Responsibility & Pre -Worksite Orientation	2%
Worksite Orientation and Initial Safety Checklist	2%
Student Training plan	2%
SD #63 Secondary School Apprenticeship Agreement Form	2%
4 page Youth Apprentice and Sponsor Registration Form	3%
Total	15%

EMPLOYER EVALUATION

The employer evaluation report	65%
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TIME LOGS

Complete time logs (day, date, duty)	20%
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SIGNATURES

All documents must have student, employer, parent and teacher signatures where indicated.

TOTAL	100%
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Student Responsibility Agreement & Pre-Worksite Orientation

This checklist must be completed by the student with the Career Teacher and logged in the student file before any work can commence at the worksite.

Student's name: _____ Worksite: _____

PRE-WORKSITE INFORMATION Date: _____

STUDENT: – reviewed with School Career Counsellor (check ✓ or N/A)

- I will maintain regular attendance as scheduled, or, in advance, notify my workplace if unable to report to work.
- I will demonstrate honesty, punctuality, courtesy, a co-operative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- I will communicate any worksite difficulties to my workplace supervisor and/or school coordinator.
- I will respect business and client confidentiality.
- I understand that it is the **sole responsibility of the student to track and log the hours of work** and further understand that I will not receive school credits for this work experience if the necessary logs and evaluations are not completed fully and submitted to my Career Counsellor in a timely fashion.
- I understand I must comply with employer expectations regarding the use of personal electronic devices.
- I understand that I must check in regularly with my school Career Counsellor to review my work log and discuss my progress.

SAFETY:

- I am aware that I must abide by all WorkSafe B.C. standards as they apply to my worksite and comply with standard business practices and procedures.
- I am aware that I have the right to refuse unsafe work as per WCB regulation 3.12.
- If unsure of how to work safely, I will ask my supervisor for safety training.
- I will correct any unsafe worksite conditions or report them to my supervisor immediately.
- I will purchase or receive from the employer, and use, personal protective equipment or clothing as required for my work site.
- I will report any injury to myself to the first aid attendant immediately.
- I am aware that I must be observant of moving equipment or vehicles.
- I am aware that I must receive specific training before using new tools & equipment and before I can handle hazardous worksite products.
- I know how to lift heavy items or to ask for assistance to lift them.

FOR CONSTRUCTION SITES:

- I am aware that guard-rails or fall protection must be used in some situations.
- I will follow the safe procedures for use of ladders and scaffolds.
- I am aware that open ditches/excavations present a serious safety risk and must be sloped or shored accordingly and provide a safe exit route.

Student: _____
Sign as agreed to the above

Teacher: _____
Sign to acknowledge review of the items listed above with the student

Worksite Orientation & Initial Safety Checklist

This checklist must be completed by the student and work site supervisor, then returned to the school Career Teacher before any work can commence at the worksite.

Student's Name: _____ Supervisor's Name: _____

Worksite/Company Name: _____

#	Task	Yes	No	N/A
1	Supervisor confirms that WCB coverage is in place at the work site.			
2	Student was given an orientation regarding workplace safety and generic risks of this job.			
3	Hazards and risks specific to this workplace were identified during this orientation (physical, chemical, biological, etc.).			
4	Supervisor has reviewed the emergency procedures (eg. fire, earthquake) with the student.			
5	The locations of the fire extinguishers and fire alarms have been identified for the student.			
6	The student has been informed of the work site health and safety committee and its members.			
7	The student has been informed of the procedure around reporting any worksite injury to the first aid attendant on site and has been informed as to the location of the first aide station(s).			
8	The student has been made aware of worksite policies dealing with theft, equipment damage, robberies and/or shoplifting (if applicable).			
9	The student has been instructed to request specific training for any machinery or equipment prior to use and to ask for assistance with any processes and/or procedures that are new to the student.			
10	The student has been informed that appropriate clothing and Personal Protective Equipment is required.			
11	The student understands that the noise level at the work site should not impair his/her ability to hear, or be heard by others. This means also means that no electronic devices, such as cell phones or I-pods, should be used when performing duties or tasks at the work site.			
12	The student has been instructed to rectify minor workplace hazards or report them to the supervisor.			
13	Student has been introduced to co-workers.			
14	Student has made supervisor aware of Training Plans and evaluation forms and related procedures.			

Student signature: _____ Date: _____
 Sign to acknowledge the above checklist has been thoroughly reviewed with you by the supervisor.

Supervisor signature: _____ Date: _____
 Sign to acknowledge the above checklist has been thoroughly reviewed with the student.

SD63 (Saanich) Youth Work in Trades Agreement Form

TEACHER CONTACT

Garry Arsenault	Email: garsenault@sd63.bc.ca
Career Counsellor – Claremont Secondary School	Ph: 250-658-6679
4980 Wesley Road	Cell: 250-415-1175
Victoria, B.C. V8Y 1Y	

STUDENT

Name: _____	Birth Date: _____
Home phone: _____	Cell phone: _____
Address: _____	Postal code: _____
Parent/guardian name: _____	

EMPLOYER

Business name: _____	Phone: _____
Supervisor name: _____	Cell: _____
Address: _____	Postal code: _____
Email: _____	Fax: _____

By their signatures below, all parties agree to the terms of the documents listed below that relate to the Work Experience placement. Additionally, by signing below, parents are providing consent for the School District to use google docs as a means of storing student information related to the Youth Work In Trades placement. The appropriate documents listed below must be signed and returned to the school based Career Teacher. The documents include:

- Student Responsibility Agreement & Pre-Worksite Orientation**
- Worksite Orientation & Initial Safety Checklist**
- Training Plan(s)**
- Youth Work In Trades Agreement Form**
- 4 page Youth Apprentice and Sponsor Registration Form**

Signatures:

Student: _____ Date: _____
Signature required

Employer: _____ Date: _____
Signature required

Parent: _____ Date: _____
Signature required

Teacher: _____ Date: _____
Signature required

Youth Work in Trades Employer Evaluation of Student

Student Name: _____ Date: _____

Worksite Name: _____ **WRK: 11A 11B 12A 12B** (circle one)

Supervisor's Name: _____ Phone #: _____

	1 - Weak	2 - Needs Improvement	3 - Good	4 - Excellent	
Fundamental Skills					Comments
Communication (listening, writing, speaking)	1	2	3	4	
Initiative	1	2	3	4	
Attitude: towards training & application to work	1	2	3	4	
Personal Management Skills					
Attendance & Punctuality	1	2	3	4	
Ability to follow instructions & Learn / Dependable	1	2	3	4	
Appropriately Attired & Equipped (PPE's)	1	2	3	4	
Work Safety	1	2	3	4	
Adaptability / Courtesy	1	2	3	4	
Teamwork Skills					
Respect & Relations with Others	1	2	3	4	
Cooperation / Courtesy	1	2	3	4	
Technical Skills					
Technical Proficiency	1	2	3	4	
Quality of Work	1	2	3	4	
Quantity & Efficiency of Work	1	2	3	4	

Summary Comments: (Owner, Manager, Supervisor)

Employer Signature: _____ Student Signature: _____