

Trades Awareness, Skills, and Knowledge (TASK) Programs 2024-2025  
Application Form

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

Student #: \_\_\_\_\_

Home School: \_\_\_\_\_

Current Grade: \_\_\_\_\_

**District TASK Program Options 2024-2025**

Please check which program(s) you wish to apply for. If you wish to apply for more than one program, please rank them in order of preference by adding a number (1, 2, etc.).

Construction TASK at Royal Bay:

Semester 1

Automotive TASK at Belmont – Semester 1

Semester 2

Metal TASK at Edward Milne – Semester 1

**Program Requirements**

To be admitted into a District TASK Program, applicants should:

- be in grade 11 at the start of the program (grade 10 & 12 applicants may be considered if seats go unfilled)
- be attending school regularly
- be achieving >60% in a Math 10 course and an English 10 course
- be actively exploring a skilled trades pathway
- demonstrate a level of maturity suitable for skilled trades working environments
- be able to make provisions for their own transportation to and from the TASK school site, Camosun College Interurban, and to a work experience job site when applicable
- be prepared to find and secure a 3-week work experience placement in a trade of interest (during TASK program)

**Application Documents Checklist - Submit your completed application by Friday, May 10, 2024.**

- Signed TASK Code of Conduct Form
- Completed Teacher Reference Form
- Completed SIP Program Application Package
- Completed SkilledTrades BC Youth Explore Program Stream Registration Form

**Information Meeting & Interview**

All applicants will be required to book and attend a TASK program information meeting at their school's career centre. Students who are selected for an interview will be contacted individually for interview times.

**Please see the next page for additional information about application processes and timeline.**

**Signatures:** I hereby state that I grant permission for my child/dependent to participate in a district Trades Awareness Skills & Knowledge (TASK) Program hosted at Royal Bay Secondary School, Belmont Secondary, or Edward Milne Community School.

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Application Process & Timeline:**

1. Return completed application package to your school's career centre by May 10, 2024.
2. Book a TASK program information meeting at your school's career centre.
  - a. The purpose of this meeting is to review graduation requirements and post-secondary prerequisites.
    - i. Students will complete a transition plan with career centre staff.
    - b. Student attendance and transcript will be checked at this meeting.
3. After the TASK information meeting, students will be selected for interviews.
  - a. Selection will be based on the program requirements and a fully completed application package.
4. Interviews are tentatively scheduled for the end of May 2024.
5. Conditional offers of acceptance will go out within one week of the interview.
  - a. Successful applicants will need to then apply through Education Planner BC and pay the application fee for Camosun College.

## Trades Awareness, Skills, and Knowledge (TASK) Code of Conduct

### Overview:

SD62 TASK programs offer dual-credit courses for high school and college courses, as well as work experience and potentially Youth Work in Trades. Excellent attendance and engagement are necessary for the successful completion of this program. As this is a participation-based program, absenteeism results in the student not meeting the program's learning outcomes and expectations and could lead to the student being removed from the program.

### Purpose:

This document is reviewed at an information session held for both parents and students at the beginning of the term, ensuring that everyone understands the behaviour expectations.

In addition to the SD62 Secondary School Code of Conduct, the following are specific requirements of TASK programs:

- Participation and Engagement
  - Students are expected to participate and engage in all aspects of the program.
- Respect
  - You represent SD62 as well as the program host school; you are expected to conduct yourself in a respectful manner whether at Royal Bay, Edward Milne, Belmont, Westshore, Camosun, worksites, or out in the community.
- Attendance
  - Excellent attendance ensures that students successfully progress through all aspects of the program.
  - Arrive at class/work site on time.
  - Manage break time appropriately.
- Safety
  - Arrive to the classroom and work sites wearing the appropriate safety equipment
    - **CSA approved steel toed work boots**
  - Conduct yourself in a safe manner; practicing the TASK Safety Policies and Procedures
- Cell Phones
  - Put away during instructional time and work experience, as per instructor/employer guidelines.

**TASK is a program of choice. Students are expected to adhere to these behaviour expectations. Students who violate this code of conduct will meet with school/district administration, followed by a probationary period. If behaviour does not improve during that time, the student may be removed from the program.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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**TASK PROGRAMS 2024-2025**

**Teacher Reference Form**

*(Program area or Career Education teacher)*

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

**Current Grade:** \_\_\_\_\_

**Home School:** \_\_\_\_\_

This student has applied for a seat in a District Trades Awareness, Skills, and Knowledge (TASK) program. Please help by providing frank comments about this student. This will aid in the selection of appropriate candidates for this program.

**Once completed, you may return this form to the student to hand in, or hand it in directly to your school's career centre, by May 10, 2024.**

Please check the following traits as:	Excellent	Good	Satisfactory	Needs Improvement
1. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Accuracy/ability to follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Enthusiasm and interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adaptable – adjusts to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Follows through on assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Shows motivation to learn new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Can work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has a positive attitude towards work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Makes changes as a result of constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Could this student be counted on to represent the District favourably in a college setting?

Yes       Possibly       No

14. Do you feel this student has a sincere interest in this District program?

Yes       Possibly       No

**Please make a personal comment(s) about this student:**

\_\_\_\_\_  
Teacher name (printed)

\_\_\_\_\_  
Course/Subject Area Taught

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

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## SECTION 1: STUDENT & PARENT/GUARDIAN INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Last Name	Legal First Name	Preferred First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Email	Student Cell Phone	Student Birthdate (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent(s)/Guardian(s) Name(s)	Parent(s)/Guardian(s) Primary Email	Parent(s)/Guardian(s) Phone

## SECTION 2: SIP PROGRAM SELECTION

<input type="text"/>	<input type="text"/>	<input type="text"/>
~ Select a Program ~	Program Start (mm/yyyy)	~ Select Grade ~
Program Selection		Current Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>
~ Select School District ~	~ Select High School ~	
Student's School District	High School Name	Expected Grad Date

## SECTION 3: DECLARATION & CONSENT FOR COLLECTION, USE, & DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected under the legal authority of the College and Institute Act, RSBC, 1996, c. 52 and s. 26 of the Freedom of Information and Protection of Privacy Act, RSBC, 1996, c. 165 for administrative and statistical research purposes of the College, and/or the ministries or agencies of the Province of British Columbia and the Government of Canada. The information that you provide is protected, used and disclosed in compliance with these purposes. If you have any questions about the protection of your personal information, please review Camosun College's commitment to privacy, or email [privacy@camosun.bc.ca](mailto:privacy@camosun.bc.ca)

I authorize Camosun College to communicate and disclose my personal information regarding registration, attendance, progress, and related enrolment information to: my Secondary School and/or School District; Ministry of Advanced Education and Skills Training; and other agencies as appropriate

 Yes       No

## SECTION 4: STUDENT SUPPORT SERVICES

Please identify your citizenship:

Are you of Indigenous ancestry?    Yes       No

Do you have an Individual Educational Plan (IEP), learning challenge or other disability which may require additional support services      Yes       No

If yes, please make an appointment with the CAL (Center for Accessible Learning) , prior to course start date, by calling 250-370-4049, or by email at [accessible@camosun.bc.ca](mailto:accessible@camosun.bc.ca).

## SECTION 5: FOR SOUTH ISLAND PARTNERSHIP OFFICE USE

<input type="text"/>	<input type="text"/>	<input type="text"/>
Camosun C#:	Section #:	ITA #:

**\*We will do our best to accommodate your selection(s), however, seats are not guaranteed**

## SECTION 6A: HIGH SCHOOL / SCHOOL DISTRICT / SIP & CAMOSUN RESPONSIBILITIES:

### We will:

- provide tuition funding for program training at Camosun College
- Assist you to meet all prereqs for your program; & create an Transition Plan that maps your final years of high school
- Help you to complete a SIP application package and submit it on your behalf
- Register you as a Youth Train in Trades student (for trades programs only)
- Provide you with student support services as needed (assessment, learning skills, English and/or math upgrading, counselling, disability resources)
- Encourage you to be proactive in informing the Centre for Accessible Learning (CAL) of specific learning needs and IEPs
- Liaise with your parents, teachers, and instructors regarding your college progress and participation; and provide post-secondary marks to your high school for graduation credits
- Inform you of the training requirements specific to your career area

## SECTION 6B: STUDENT RESPONSIBILITIES:

### As a South Island Partnership student, I agree to:

- Ensure I have met all prerequisites, completed any necessary assessments, and undergone a relevant work experience placement in my chosen program area
- Submit a completed SIP application package; and attend a SIP Orientation, upon invitation
- Create an Education Planner profile and pay an application fee (valid for 12 months) to be accepted into Camosun College
- Make an appointment with the Centre for Accessible Learning (CAL) if I have an IEP or learning challenge
- Purchase the required text books, support materials, equipment, and clothing, as needed
- Be prepared for the rigors of a first year post-secondary program which includes a commitment to completing homework and study expectations (2-4 hours daily), striving to achieve a passing mark of at least 70%, and attending after-session tutorials offered by instructors, as needed
- Contact my instructor if I will be absent or late; I understand that punctuality and attendance are mandatory requirements of Camosun College
- Promptly inform my high school careers team & the SIP Office if I wish to drop or withdraw from my course(s). As per the college policy, students who drop a course prior to the start date will receive a 100% refund. Dropping your course within the first week of class, will result in your district being charged 20% of the course tuition. If your communication is not prompt, this charge could be passed on to you, the student. Any course drops beyond the first week of classes will result in your school district being charged the full tuition amount. Students can withdraw from their program without academic penalty up to the last day of instruction.
- Be financially responsible for both tuition and student ancillary fee payments, if I require an extension for my program
- Follow both my home school Code of Conduct and the [Camosun College Student Conduct Policy](#)
- the declaration & consent for collection, use, and disclosure of my personal information as outlined in Section 3

I certify the information provided in this application is true, accurate, current, & complete to the best of my knowledge and understand Camosun College may verify accuracy. I agree, if admitted and enrolled at Camosun College, to comply with all policies and procedures.

Yes  No

Student Name

Student Signature

Date

Parent / Guardian Name(s)

Parent Signature

Date

## SECTION 7: FOR SCHOOL BASED CAREERS TEAM TO COMPLETE

The following items must be added to application:

Student Transcript Service (STS) completed (back pg)

School-Based Career Coordinator Name

Proof of Work Experience included:  Yes  No

Attendance Report

Ed Planner (EPBC) Completed & Paid

Date

By clicking this box, you support this student to take part in this / these courses through SIP



Students applying to take a program must complete this form.

1. Describe why this is the career area for you.

2. Describe how your work experience or school activities have prepared you for this program.

3. Describe what you will do to be successful in this program.

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## YOUTH EXPLORE PROGRAM STREAM REGISTRATION FORM

Please complete and return this form to your district career coordinator. All mandatory fields must be completed.

### \*Mandatory Fields

### A. STUDENT INFORMATION

<b>*Legal First Name:</b>	Legal Middle Name (s):	<b>*Legal Last Name:</b>
<b>*Date of Birth (MM/DD/YYYY):</b>	<b>*Gender:</b> <input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer	Personal Education Number (PEN):
<b>*Suite Number:</b>	<b>*Mailing Address:</b>	
<b>*City:</b>	<b>*Province:</b>	<b>*Postal Code:</b>
<b>*Primary Phone Number:</b> ( )	Secondary Phone Number: ( )	<b>*Email Address:</b>
Do you agree to receiving updates via SMS to your primary phone number? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>*Do you identify yourself as an Indigenous person?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

### B. PARENT/GUARDIAN'S INFORMATION

I, \_\_\_\_\_  
 (print surname followed by given names of **parent/guardian**)

of \_\_\_\_\_  
 (street address) (city, town) (postal code)

Declare that:

- I am the  custodial parent  legal guardian of the minor named above; and,
- I authorize the school to release the information outlined in Sections A & B to SkilledTradesBC for the purpose of registering the student with SkilledTradesBC in a Youth Trade program; and to use the registration information for statistical data.
- I understand that I can only withdraw this consent by written request addressed to the school.

<b>Parent/Guardian's Signature:</b>	<b>Date (MM/DD/YYYY):</b>
<b>SD/Independent Board Authority Contact's Signature:</b>	<b>Date (MM/DD/YYYY):</b>

### C. PROGRAM INFORMATION (TO BE COMPLETED BY SCHOOL DISTRICT/INDEPENDENT BOARD AUTHORITY)

<b>Program Type (Select one):</b> Youth Explore Trades Skills <input type="checkbox"/> Youth Explore Trades Sampler <input type="checkbox"/>	Program Start Date (MM/DD/YYYY):	Program End Date (MM/DD/YYYY):
<b>Partnering Training Provider for Youth Explore Trades Sampler:</b>		