



Career Education Programs

Student Application

Student Name	Current Grade	Age

PLEASE SELECT YOUR CAREER PROGRAM

Please indicate your desired program

Work Experience

WEX 11 or WEX 12

Skilled Trades BC: Work in Trades

Specify Trade: _____

Skilled Trades BC: Train in Trades

Specify Trade: _____

Other Program

Specify: _____

I, _____ hereby declare that I will:

- Adhere to the School District Code of Conduct
- Adhere to the School Code of Conduct
- Be in attendance at all courses
- Maintain passing grades in all courses
- I am aware that this Career Education Program is a challenging opportunity, and I am willing to abide to the rules set forth by School District 54.

Student Signature

Parent/Guardian Signature

Date

Date



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STUDENT INFORMATION

Legal Last Name	Legal First Name
Usual Last Name	Preferred First Name
Birth Date	Email
Home Phone	Cell Phone
School	Grade
Address (street, city, province, postal code)	

Medical Information

Doctor Name	Doctor office phone
Care Card	Allergies and/or conditions
Treatment of conditions (if life-threatening)	

PARENT/GUARDIAN INFORMATION

First and Last Name	Relationship to Student
Address (if different from student)	Home
Address (if different from student)	

FINANCIAL RESPONSIBILITIES

Students enrolled in a Train in Trades dual credit program are supported through a partnership between School District No. 54 and our post-secondary partners. The district typically covers the cost of tuition and student union fees. However, families are responsible for certain other expenses related to tools, safety equipment, books, and a program deposit.

Estimated Program Costs

Fees	Approximate amount	Responsibility
Tuition	\$2100 - \$9000	School District
Student union fees	\$100 - \$200	School District
Books and other learning materials	\$200 - \$500	Student/Family
Required tools and safety equipment	\$600 - \$1200	Student/Family
Deposit (to School District 54)	\$1000	Student/Family

Note: Actual costs may vary depending on the trade and the post-secondary institution. Exact amounts will be shared once students are accepted into a specific program.

Deposit Information

To confirm your spot in a Train in Trades program, a \$1,000 deposit is required.

Due Dates:

For semester 1 intake programs = May 30th of the previous school year

For semester 2 intake programs = September 30th of the same school year

Refund Policy

Deposits are used to secure your seat in the program and will be fully refunded when the course is completed with at least 70% or higher. Refunds are issued no earlier than 30 days after confirmation of course completion and the minimum grade. Non-refundable conditions may apply if the student withdraws late or does not complete the program

Financial Support

If the deposit or supply costs present a financial barrier, please speak with your school's career coordinator. Support options may be available on a case-by-case basis.

Acknowledgment

By signing below, I acknowledge that I understand which program costs are covered by the school district and which costs are my responsibility. I agree to pay the required deposit by the deadline and understand the conditions under which it may or may not be refunded.

Student Signature

Parent/Guardian Signature

Date

Date



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Consent for Release of Student Information

By signing below, I authorize School District No. 54 (Bulkley Valley) to release my/my child's personal information, including name, date of birth, student number, academic records, attendance, education plans, and other relevant education-related information, to the partnering post-secondary institution and relevant agencies involved in the delivery of the dual-credit program.

This consent gives the School District the authority to release information to the post-secondary institution, but does not give permission for the post-secondary institution to release information to parents/guardians.

This information will be used solely for the purposes of program registration, tracking progress, student support and planning, and funding administration. The collection and disclosure of this information is in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the School Act.

I understand that this consent is valid for the duration of the program and may be withdrawn at any time by contacting the school principal or school district office in writing.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____



Student Post-Secondary Transition Plan

First and last name: _____ School: _____

School year: _____ Grade: _____

List all dual-credit courses to be taken this school year, including the year and location:
(ie: Welding Foundations, PSYC102, etc)

Course: _____ Location: _____ Date: _____

Course: _____ Location: _____ Date: _____

Course: _____ Location: _____ Date: _____

Specify the credential you are pursuing as a result of this course or courses: (ie:
Carpentry red seal, Early Childhood Education diploma, degree in business, etc)

By signing below, I acknowledge that the courses and credential listed above are what I intend to pursue for the current school year, and any changes to this plan will require a new signed plan.

Student Signature

Date

School Career Coordinator Signature

Date



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WORKPLACE SAFETY ASSIGNMENT

(Required for WEX, Train in Trades, and Work in Trades Programs)

Students need to understand the importance of Workplace Safety as it relates to the health and protection of young workers in the Province of British Columbia. In order to complete the required Safety assignment:

- Read WCB Regulation 3.12
- Watch the online program on Workplace Rights and Responsibilities
- Read over the Worker Fact Sheet regarding bullying and harassment
- Complete the Workplace Safety Quiz with a mark of 90% or higher

WCB Regulation 3.12: The Right to Refuse Unsafe Work

3.12 Procedure for refusal

(1) A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

(2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

(3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and

(a) ensure that any unsafe condition is remedied without delay, or

(b) if in his or her opinion the report is not valid, must so inform the person who made the report.

(4) If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of

(a) a worker member of the joint committee,

(b) a worker who is selected by a trade union representing the worker, or

(c) if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.



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(5) If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary

[Scan or click on the QR Code to access the online program:](#)



Students also need to understand the importance of Workplace Bullying & Harassment Policies as it relates to the health and protection of young workers in the Province of British Columbia.

Workplace bullying and harassment includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

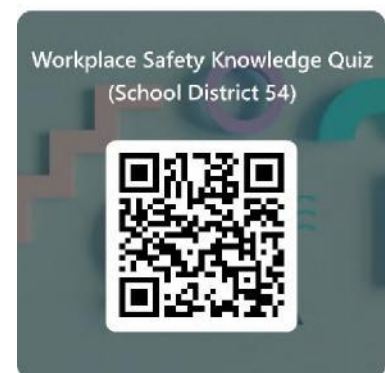
In order to complete this required safety assignment, study the Worker Fact Sheet on Workplace Bullying and Harassment and complete the Workplace Safety Knowledge quiz.

[Scan or click on the WorkSafe QR Code to access the Worker Fact Sheet \(bullying and harassment\):](#)



Finally, you must complete the quiz relating to workplace safety with a mark of 90% or better.

[Scan or click on the SD54 QR code to access the Workplace Safety Knowledge Quiz](#)



Student's score on workplace safety quiz: _____

Career Coordinator Signature: _____

Date: _____