



## Youth Train in Trades Application for District Transition Program - Automotive Service Technician (AST) -



### In the “APPLICATION PROCESS” the STUDENT applicant must:

- Have a **keen interest** and **passion** for this trade and appreciate the learning opportunity being offered
- Prior to the program start date, have successfully completed (or be enrolled in): all ‘core’ grade 11 courses, Automotive 11 and 12, and either Eng 12 or Comm 12 (Those entering the program as grade 11s must have completed at least a Automotive 11 and 12, English 11 and a Math 11)
- Be at least 15 years old, as of this upcoming September
- Be registered as a student in a public school in School District #48 (Sea to Sky)
- “Have” a personal interview with the Career Programs Coordinator (usually held in early May/June )
- Have full support and permission from your school and parent/guardian
  - o discuss with your counselor and parents/guardians to ensure it meets your career path goals
  - o be prepared to be enrolled to Howe Sound Secondary for all of semester 2
- at least an “L” driver’s license prior to entering the program
- Have a Social Insurance Number [SIN] (may be needed by post-secondary institutions, scholarship application.)
- Meet the academic standards and other requirements for the AST Program... be prepared
  - o to **qualify to write** the ITA certification exam in June, you must have at least 70% in your **class work**
  - o to **pass** the ITA certification exam you will need to score at least 70% on the exam  
(note: the final exam is worth 100% of your ITA certification mark... there is no ‘blending’ with your class mark))

### Once you have been “ACCEPTED INTO THE PROGRAM”, you will:

- Receive a “congratulations & conditional acceptance” email or phone call (ideally in mid- to late May/June)  
Confirmation will be given in the Fall assuming you have continued to be in good school standing (ex: no excessive lates or absents, passing all necessary courses with appropriate grades)
- Be committed to full and active participation in this ACE IT program, most notably in:
  - o conducting yourself in a professional and responsible manner in the classroom and workplace
  - o physically being able to meet the demands of the trade inside training facilities and in the workplace, and
  - o doing the homework equivalent to taking 4 regular grade 12 subjects at your home school (1-2+ hrs per day, at times)
- Tour of the classroom and shop available on request
- When needed, be prepared to pay:
  - o Howe Sound Secondary approximately \$430 for supplies, materials and registration fee
- Be enrolled in four automotive classes for semester two
- Need to ensure you have steel-toed safety boots
- Strongly urged to begin looking for paid employment (apprenticeship) in this trade under a certified (red seal) mechanic, as this will give practical experience and the hours will count towards your own certification. Taking an optional (unpaid) Work Experience 12 course can help you gain experience, get hours towards certification and lead to potential employment (talk to discuss district coordinator if you plan on taking Work Experience 12)

Once you have **read over** and **understood** all the above, please sign below:

\_\_\_\_\_  
*Signature of **Student***

\_\_\_\_\_  
*Signature of **Parent or Guardian***

\_\_\_\_\_  
*Signature of **School Counselor***

\_\_\_\_\_  
*Signature of **School Administrator***

**Application Package Checklist:**

- Application Form**..... *Student applicant has accurately completed pages 2 and 3*
- Resume**..... *updated and includes at least 3 references (full names and phone numbers)*
- Letter of Reference** ..... *from a counselor, teacher, youth worker or administrator from your home school*
- Grad Verification Form** ..... *form will be printed by us before program begins*
- Attendance/Lates Record** ..... *record will be printed by us before program begins*

**Student Information**

Student name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Present school: \_\_\_\_\_ School ID # (6-7 digits) \_\_\_\_\_ Present grade: \_\_\_\_\_

Student email address (print very clearly): \_\_\_\_\_

Transportation: If not already a Howe Sound Secondary student, how do you plan to get there each day? \_\_\_\_\_

**Medical Information**

Doctor's name: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_

Doctor's mailing address: \_\_\_\_\_

Food allergies: \_\_\_\_\_ Drug allergies: \_\_\_\_\_

List any medical conditions or concerns: \_\_\_\_\_

List any injuries or illnesses affecting physical activity: \_\_\_\_\_

Have you been under a doctor's care for ANY reason within the preceding 2 years? If so, explain: \_\_\_\_\_

Are you currently on any medication? If yes, outline type, dosage & reason: \_\_\_\_\_

Describe any medical/physical problems that might affect performance (i.e. epilepsy, diabetes, etc.): \_\_\_\_\_

**Media Consent**

Please read and check one: Yes  No  (Note: this has no bearing on acceptance, just for privacy)

*"I hereby grant permission to SD#48 Career Programs to take photographs or video of my son/daughter while in the program. These images may be used in Career Programs publications, newsletters, calendars and on the website at anytime for purposes of program promotion and celebration of student successes. No name would be attached to the photograph/video".*

**Individual Education Plan (IEP)**

Do you have an IEP (Individualized Education Plan) at your present school: Yes  No

If "yes", please explain. \_\_\_\_\_

**Student Questionnaire** [please print clearly]

1. What **career** (or job) would you like to be doing when you are, say, 25? \_\_\_\_\_  
How will this **Youth Train in Trades Automotive Service Technician (AST) Program** help in your career goal(s)?  
\_\_\_\_\_
2. What **high school courses** have you taken, or plan to take, to help achieve your career goal(s)?  
\_\_\_\_\_
3. Do you have your driver's license (at least "L")? \_\_\_\_\_. If 'no', when will you have it? \_\_\_\_\_
4. What are your **post-secondary (or training) plans** after graduation? (ideally relates to your answer for #1)  
\_\_\_\_\_
5. Describe your "**personality**". Why you are well suited for this program? \_\_\_\_\_  
\_\_\_\_\_
6. Outside of Auto 11 and 12, give two examples that show your "**ability to fix and/or work with motors**":  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_
7. We will discuss these once the "**Attendance Record**" has been printed in the fall:  
ABSENCES:      How many in **total**? \_\_\_\_\_      How many were "**unexcused**" \_\_\_\_\_  
LATES:      How many in **total**? \_\_\_\_\_  
Please comment on how these absences/lates; and how they reflect who you are. \_\_\_\_\_  
\_\_\_\_\_
8. Provide **two recent examples** that show your ability to "**problem solve**",  
(that is, there was no clear answer to the situation... you had to "trouble shoot", "research", "apply logic" to solve):  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_
9. Describe a situation where you have had "**excellent customer service**". \_\_\_\_\_  
\_\_\_\_\_
10. Describe your ability to "**follow detailed instructions**", like a car/owner's manual. \_\_\_\_\_  
\_\_\_\_\_
11. You will be learning with 14 other students from various schools and backgrounds... comment on your:  
"**group work**" skills \_\_\_\_\_  
"**communication**" skills \_\_\_\_\_