

North Vancouver School District

Culinary Training Package



Culinary Information Meeting at Carson Graham
February 13, 2014 @ 7 pm

Applications Due: March 14, 2014


North Vancouver
School District
the natural place to learn[®]

Apprenticeship Program Application Checklist

- Step #1** Submit application package to include:
- Application for Participation
 - Student's Self Evaluation Form
 - Essential Skills Assessment Printout
 - Diploma Verification Report and Attendance Profile (from Counsellor)
 - Employer Reference Form
 - Teacher Reference Form
 - Student Medical Form
 - Photo/Image Release Permission Request
 - ITP Community Field Experiences Permission Form
 - Current resume
- Step #2** Forward package to:
- Monty Bell, Director of Learning
Services
c/o Learning Services
2121 Lonsdale Avenue
North Vancouver, B.C. V7M 2K6
- Step #3** Attend Interview
- Step #4** Wait for Letter of Acceptance into program or notice of waitlist or decline.

Apprenticeship Program Application Overview

Dual credit programs that combine secondary school graduation with industry certification leading to post secondary education or employment

Benefits to students

- Grade 11 and/or 12 graduation credits
- Industry certification
- Post secondary credits (some programs)
- Job ready skills
- 120 – 480 hours of work experience
- Industry Training Authority Individual ID Number

Program components

- Technical training comprised of class-based theory and related practical work
- Level 1 Technical Training Certification (apprenticeship programs only)

To participate in this program, a student must:

- Have successfully completed all Grade 10 graduation credits by June 2014 (some programs may require specific achievement levels in Math, English or Communication)
- Be 15 years of age or older but younger than 19
- Have parent/guardian support and permission
- Be willing to attend classes at a different site from your present home school
- Be willing to pay for personal equipment/tools, industry manuals and safety gear as required by program standards
- Be responsible for his/her own transportation arrangements to the program site for the entire length of the program
- Have a Social Insurance and a Personal Education Number
- Meet academic requirements for entry into technical training at a post secondary institution (See Course Selection Booklet)
- Have successfully completed the Workers' Compensation Board worksite safety test (Certificate attached).
- Understand that the academic requirement to complete this Level 1 program is 70% (50 – 69% earns only high school course credit)
- Complete the district application package. See checklist on following page.

Application for Participation
(All fields are required to be completed)

Name: _____ S.I.N. _____
Address: _____ P.E.N. _____
City: _____ Postal Code: _____
Phone #: _____ Cell #: _____
Email address: _____ Date of Birth: _____
Current School: _____ Counsellor: _____

Program you are requesting:

ACE-IT

Cooks Training Level 1

Name _____ of _____ Parent/Guardian _____ (please _____ print):

Address and phone number (if different from student).

Address: _____

City: _____ Postal Code: _____

Phone #: _____ Cell #: _____

Email address: _____

I hereby give my son/daughter permission to participate in the North Vancouver School District's ACE-IT/Industry Certification Connect Program. A non-refundable fee of \$450.00 is required as payment for personal equipment and supplies.

Signature of Parent/Guardian: _____ Date: _____

Signature of Student: _____ Date: _____

Signature of Administrator: _____ Date: _____

Attach information as outlined on Apprenticeship Program Application Checklist

Teacher Reference Form Accelerated Credit Enrolment in Industry Training

Please Print

Student's name: _____ **Grade:** _____
Last Name First Name

This student has applied for industry training in _____
 This program has an extensive out-of-school component. Student participants will be awarded credits for graduation as well as hours towards their apprenticeship qualification (if applicable).

Please assist in the selection process by providing the following information about the student and by giving frank comments that will assist in the placement of those students who might benefit from such a program

Please check (✓) the most appropriate frequency demonstrated by this student for each of the following traits.

<i>This student demonstrates:</i>	Always	Usually	Sometimes	Seldom	Not applicable
positive attitude and is enthusiastic to learn and participate.					
willingness to take initiative.					
cooperation and works well with others.					
sensitivity and consideration towards others.					
honesty, and respects confidentiality.					
ability to accept constructive criticism and changes behaviour accordingly.					
attentiveness, listens and follows directions.					
ability to speak clearly and audibly.					
ability to ask appropriate questions, and can articulate thoughts or ideas.					
clear and concise writing with few errors.					
ability to concentrate on the tasks assigned.					
ability to complete projects and assignments accurately and within time lines.					
ability to use the technology specific to the course.					
understanding of appropriate dress and grooming for the job.					
ability to observe the school's safety rules and regulations.					
The ability to abide by school policies related to break times and hours of work.					
	Excellent	Good	Fair	Poor	
Overall Attitude:					

Can this student be counted on to represent the school and school district favourably in a community work experience setting?

Yes Possibly No

Please comment on the student's overall attitude and suitability for entry-level employment.

Reference completed by:

Teacher's Name (please print) _____

Course: _____

Signature: _____

Date: _____

Employer Reference Form Accelerated Credit Enrolment in Industry Training

Please Print

Student's name: _____ Grade: _____
Last Name First Name

This student has applied for industry training in _____
 This program has an extensive out-of-school component. Student participants will be awarded credits for graduation as well as hours towards their apprenticeship qualification (if applicable).

Please assist in the selection process by providing the following information about the student and by giving frank comments that will assist in the placement of those students who might benefit from such a program

Please check (✓) the most appropriate frequency demonstrated by this student for each of the following traits.

<i>This student demonstrates:</i>	Always	Usually	Sometimes	Seldom	Not applicable
positive attitude and is enthusiastic to learn and participate.					
willingness to take initiative					
ability to be cooperative and work well with others.					
sensitivity and consideration towards others.					
honesty, and respects confidentiality					
ability to accept constructive criticism and change behaviour accordingly.					
attentiveness, and is able to listen and follow directions.					
ability to speak clearly and audibly.					
appropriate questioning, and can articulate thoughts or ideas.					
clear and concise writing with few errors.					
ability to concentrate on the tasks assigned.					
ability to complete projects and assignments accurately and within time lines.					
ability to use the technology specific to the workplace.					
understanding of appropriate dress and grooming for the job.					
ability to observe the company's safety rules and regulations.					
respect for, and abides by company policies related to break times and hours of work.					
	Excellent	Good	Fair	Poor	
Overall Attitude:					

Can this student be counted on to represent the school and school district favourably in a community work experience setting?

Yes Possibly No

Please comment on the student's overall attitude and suitability for entry-level employment.

Reference completed by: _____

Company/Organization _____

Contact phone number: _____

Signature: _____ Date: _____

Industry Training Program Community Field Experiences Permission Form

Dear Parent/Guardian:

Over the course of the year, the students in North Vancouver's Industry Training Programs will be leaving school grounds for a variety of **community field experiences** related to Program curriculum and trades component. In most cases, transportation will simply require students to walk supervised and unsupervised to local facilities, such as construction sites or offices. In other cases, public transit will be used. Students will be responsible for the cost of their fare when using public transit.

Please sign below to give permission for your son/daughter to participate in these Community field experiences.

Regards,

Monty Bell, Director of Learning Services

Please Print

Student's Name: _____ Grade: _____ Age: _____
Last Name First Name

I authorize my son/daughter to participate in the Industry Training Program community field experiences.

Parent's name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Student Medical Form ACE-IT/Industry Certification

STUDENTS: This is a very important form containing confidential information. It will be kept on file in the school office for use in emergency situations.

Please Print

Student's Name: _____ Grade: _____ Age: _____
Last Name First Name

Birthdate: _____ Home Phone: _____

Address: _____
_____ Postal Code: _____

Parent/Guardian Work Phone: _____ Cell Phone: _____

Care Card Number: _____

Emergency contact person: _____ Phone: _____

If **not** available contact: _____ Phone: _____

Doctor's Name: Dr. _____ Phone: _____

List any illnesses, disabilities and/or allergies which have influenced or could influence school performance that the school should know about:

Students with medical concerns are advised to inform their work experience employer to ensure their personal safety at the worksite.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

This medical form does not authorize any staff to dispense any medication.

Photo/Image Release Permission Request

Dear Parent or Guardian,

It is a tradition in the North Vancouver School District to allow staff or the media to photograph/film students to commemorate activities and promote the various educational, sports and cultural events that take place in the school year. Student's names, photographs, video images and comments may be published in a variety of media including the school yearbook, newsletters, honour rolls, programs, calendars, school or School District website and social media, advertising and reports or in the news media.

Under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *School Act*, the North Vancouver School District may collect personal information about students and their families for the provision of the School District's educational services or programs. Because the use of student images is separate from this provision, parental authorization is required. Please complete the information below to indicate your choice for your child.

Please note that this consent is valid during the current school year (2011/12). Your renewed consent will be sought annually at the beginning of each school year. Please be aware that electronic images published through our own sites (as described above) may be subject to distribution beyond our control.

- Yes - I agree to the publication of my child's name, photograph and comments for purposes consistent with the above.
- No - I do not agree to the publication of my child's name, photograph and comments for purposes consistent with the above.

Name of Student (please print): _____

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____

Date (d-m-y): _____

PAC Contact Request

May we provide your name, address, telephone number and e-mail address to your Parent Advisory Council? Please be advised that the School District cannot assume responsibility for the unauthorized disclosure of this information by another party.

Yes

No

PrintForm

Student's Self Evaluation Form Accelerated Credit Enrolment in Industry Training

Please Print

Name: _____ Grade: _____
Last Name First Name

I have applied for enrolment in the _____ Program.

This program offers an opportunity to gain valuable work experience in the community. You will be representing yourself, the school district and the program while participating in the work experience.

By providing the following information about yourself and completing the written section on the reverse page you will assist us in assessing your suitability for the program.

Please check (✓) the most appropriate frequency you demonstrate each of the following traits.

<i>I demonstrate:</i>	Always	Usually	Sometimes	Seldom	Not applicable
positive attitude and I'm enthusiastic to learn and participate.					
willingness to take initiative					
ability to be cooperative and work well with others.					
sensitivity and show consideration towards others.					
honesty, and respect confidentiality					
ability to accept constructive criticism and change my behaviours accordingly.					
attentiveness, and I'm able to listen and follow directions.					
ability to speak clearly and audibly.					
appropriate questioning, and can articulate thoughts or ideas.					
clear and concise writing with few errors.					
ability to concentrate on the tasks assigned.					
ability to complete projects and assignments accurately and within time lines.					
ability to use the technology specific to the workplace.					
understanding of appropriate dress and grooming for the work and school.					
ability to observe the program safety rules and regulations.					
respect for, and abides by company policies related to break times and hours of work.					
My Overall Attitude:	Excellent	Good	Fair	Poor	

Step #2: Student Profile/Questionnaire

Please answer the following questions:

1. What are your long-range career goals?

2. Why do you wish to take part in this program?

3. What skills, talents, strengths and interests do you have that relate to this field?

4. What experiences have you had that lead you to feel this career is suited to your personality style (volunteer experience, related jobs, extra curricular activities, etc.)?

5. Describe your outside-of-school commitments during this program.

6. Do you have contact with an employer in this field who might hire you? If so, print contact information for this person here.

By referring to your school record, previous work experience and/or community service please comment on your overall attitude and suitability for enrollment in this program.

Signature: _____

Date: _____