

# SSA BC - Career Development Facilitator Checklist

\_\_\_1. **Student** indicates an employer is willing to act as an SSA sponsor and is able to provide training under the supervision of a registered tradesperson or equivalent.

\*\*\*Equivalency application packages for specific trades are available to employers through <http://www.itabc.ca>

\_\_\_2. **Provide** the student with a copy of:

- the SSA Student Checklist
- ITA Youth Apprentice Registration Form
- Safety Checklist

\*\*\*If the student has been working with sponsor employer prior to applying for SSA, give him/her an ITA Work-Based Training Report.

\*\*\*Note: **A student can receive SSA credits for up to 240 hours** of work completed prior to registering in the SSA Program.

\_\_\_3. **After** student returns completed ITA Form(s) and Safety Checklist, verify that employer has WorkSafe BC coverage.

\*\*\*Verify that the employer is in good standing with a WorkSafe BC Employer Clearance Letter.

\_\_\_4. **Provide** student with a copy of either one of the applicable application packages:

**a. Hidden SSA Application Package\***

**OR**

**b. For students who have completed or are enrolled in a District Partnership Program, use the Partnership Student SSA Application.\***

\_\_\_5. **Ensure** that all safety training has been completed:

- Student has completed Planning 10.
- Student has completed an in-school orientation regarding workplace safety (Prep Plus, CSABC Safety Course).
- Ensure that the student is familiar with WorkSafeBC (OHS) regulation 3.12: Refusal of Unsafe Work

**OR**

- SSA Moodle courses (contact District office for more information on registration instruction)

\_\_\_6. **Conduct** a site visit if one was not previously done. Use the Site Inspection Sheet to document completed inspection. Use the CPIM database to determine if an initial site safety visit has been completed.

\_\_\_ **7. Develop** a Training Plan with the employer and student. See <http://www.sd36.bc.ca/ssabc/trainingplans.html> for a blank form and examples. The ITA trade profiles include a list of trade specific skills. View Trade Profiles on the ITA Website ([www.ITABC.ca](http://www.ITABC.ca))

\_\_\_ **8. Submit** ITA forms (Youth Apprentice Registration Form and Work-Based Training Report), SSA Application Package, CPIM Site Inspection Sheet and New Employer Questionnaire (if applicable) to the District office.

\_\_\_ **9. Provide** student with a copy of the Training Plan, Employer's Evaluation Form, Reflection Sheet and Work-Based Training Report.

\*\*\*Remind student to complete the Reflection Sheet, review the Training Plan and Employer's Evaluation Form with his/her employer following each 120 hour period of work and to ask the employer to complete a Work-Based Training Report.

**District office will send a copy of the Student's Apprenticeship Card to the Career Facilitator after the SSA application is processed by the ITA.**

\_\_\_ **10. Maintain regular contact** with the employer and the student. **Document** dates of contact and issues discussed.

\*\*\*Contact can take the form of phone calls, site visits, or emails and should take place at least once during each 120 period of SSA work.

\_\_\_ **11. Verify hours** and calculate SSA course marks after student returns completed Training Plan, Employer Evaluation, Student Reflection Sheet and Work-Based Training Report.

\_\_\_ **12. Forward** a copy of the Work-Based Training Report to the District office to ensure that all hours worked by the student are reported to the ITA.

**Where the student is a SSA Scholarship candidate, the Career Facilitator:**

\_\_\_ **13a. Ensures** all 4 SSA courses are sent to the Ministry within 3 months after student graduation date.

\_\_\_ **13b. Sends** to the District Office a copy of the student's high school transcript (ensures listing of SSA 11A, B, 12A and B courses along with graduation) from the Ministry secure website.

\_\_\_ **13c. Ensures** the student has obtained a C+ average or better on all Grade 12 numbered courses.

\_\_\_ **13d. Verifies** that the student is working in the trade area or is attending technical training full-time six months after secondary school graduation.