

## Secondary School Apprenticeship Student Checklist

Congratulations on your decision to apply for the Secondary School Apprenticeship Program. As a Secondary School Apprentice, it is possible for you to:

- Earn credit for four courses.  
These include Secondary School Apprenticeship 11A, 11B, 12A, and 12B
- Accumulate work-based training hours towards your apprenticeship
- Qualify to receive a \$1,000 scholarship after graduation

To ensure that you receive all of these benefits, it is important that you maintain contact with your Career Facilitator throughout the registration process and during the time that you are registered in the SSA program. As well, inform your Career Facilitator of any changes in your employment circumstances and complete and return all required paperwork to your Career Facilitator. Use the checklist below to guide you through the Secondary School Apprenticeship Program.

- Obtain an *SSA Application Package*\* from your Career Facilitator.
  - Complete the *SSA Application Package* and return to your Career Facilitator.
  - Complete the *ITA Youth Apprenticeship Registration* form with your employer and return to your Career Facilitator.
    - If you were employed by your current employer prior to registering as an SSA student, ask your employer to complete a *Work-Based Training Report*. Return this form with the *ITA Youth Apprenticeship Registration* form to your Career Facilitator.
- Note: The Industry Training Authority requires that a certified tradesperson or equivalent supervise your apprenticeship training.
- Complete any safety assignments your Career Facilitator deems to be necessary.
  - Develop a *Training Plan* with your Career Facilitator and Employer.
  - Provide your employer with a copy of your *Training Plan* and the *Employer's Evaluation* form.
  - Following each 120 hours of work, ask your employer to evaluate your progress by filling out the *Employer's Evaluation* and *Work Based Training* forms and submit to your Career Facilitator.
  - Complete 480 hours of work as a registered apprentice.
    - You must complete the 480 hours of work no later than three months after your graduation date.
  - Graduate from high school with a "C+" average in your grade 12 courses.
  - Log 900 hours of work with the ITA no later than 6 months after graduating from high school.

If you have any questions at any time during your involvement in the SSA program, do not hesitate to contact your Career Facilitator. If your Career Facilitator is unavailable, please contact the District SSA Coordinator, at 604-595-6175.

**\*Ensure you obtain the appropriate package from your Career Facilitator. If you are a hidden apprentice, ask for the Hidden SSA Application Package and not the Partnership Student SSA Application Package.**