



Greater
VICTORIA
School District

Career Education

556 Boleskine Road, Victoria, BC, V8Z 1E8

Tel: (250) 475-4182 Fax: (250) 475-4115

ita | YOUTH

EXPLORE

TRADES SAMPLER

TASK

Student Package

Revised: September 2017

In addition to completing this application, please include the following:

1. Current Transcript
2. Attendance Record
3. Statement of Commitment (attached)

**If you require further information, please call
Lindsay Johnson, Career Programs at 250-475-4182**

GREATER VICTORIA SCHOOL DISTRICT # 61
TASK PROGRAM APPLICATION FORM

Student Name: _____

School: _____

PEN #: _____ Student #: _____

Home Address: _____

Home Phone: _____ Cell: _____

Email Address: _____

Care Card #: _____

Ministry Designation (if applicable):

Principal's Note of Recommendation to TASK Program:

Principal Signature **Date :** _____

Parent Signature **Date :** _____

Student Signature **Date :** _____

SIP

SOUTH ISLAND PARTNERSHIP

2017 - 2018

PROGRAM APPLICATION PACKAGE

Revised May 2017

Submit to your Secondary School
Career Education Contact or Coordinator



SOUTH ISLAND PARTNERSHIP PROGRAM APPLICATION INFORMATION

GETTING STARTED

- Students and parents **meet with a school career coordinator/counsellor** to discuss SIP program options.
- **Visit our website:** camosun.ca/learn/south-island-partnership. Questions can be directed to your school career coordinator/counsellor or the SIP office (250-370-4827), email SIP@camosun.bc.ca.
- **Important:** college course(s) will be recorded on your permanent post-secondary file. Careful consideration is to be made when deciding to take a post-secondary program.
- Students should not take a post-secondary program unless they have met all the pre-requisites and are prepared to attend all classes and complete all assignments.
- **Withdrawal Process:** Students wishing to withdraw from a program must contact the SIP Office immediately.
- **Individual Education Plan (IEP):** Students with a learning condition or other disability which may require additional support services must make an appointment with the *Disability Resource Centre* before starting a program other than TASK (250-370-4049).

HOW TO APPLY (please complete all forms in ink)

- See your school career coordinator/counsellor for assistance completing this package.
- Youth Train in Trades (YTIT) students will also fill out an Industry Training Authority (ITA) Apprentice/**Sponsor registration form**.
- Return the completed application package to your school career coordinator/counsellor for submission to SIP Office
- Apply to Camosun through applybc.ca **see attached instructions**
- Students are accepted based on meeting qualifications and date a complete application is received by the SIP office.
- Program applicants will be required to attend an interview/orientation. Students will be notified if qualified and accepted into the program.
- Where applicants exceed availability, a waitlist may be established.

APPLICATION SUBMISSION CHECKLIST (please complete all forms in ink)

- Complete *Applybc* online application and pay the application fee, good for 12 consecutive months for SIP program
- Signed and completed SIP Application Package including the Permission to Release Information Form
- Most recent transcript of marks
- English & Math Assessments, where applicable to meet pre-requisites
- Evidence of 30-hour related Work-Experience (employer evaluation or log book)
- Completed and signed Student Education/Transition Plan
- Attendance Record
- Completed and signed Responsibility Agreement AND Student Statement of Commitment forms

NOTE:

- Only completed applications will be considered for available seats.
- Tuition fees will be paid by your school district.
- You are responsible for the non-refundable application fee, textbooks, equipment, supplies, and clothing.
- Fees may change without notice.

DUAL CREDIT PROCESS

- Students will receive high school credits and grades on their high school transcript.
- Students will also receive college credit for the program. You need to apply for a college transcript to receive your report. <http://camosun.ca/services/documents/transcript-request.pdf>

Program Acceptance Disclaimer: These programs may not be governed by Camosun College's policies on admission and academic progress and promotion.

EDUCATION PLANNER INSTRUCTIONS FOR STUDENTS TAKING A DUAL CREDIT PROGRAM

Education Planner Instructions

NOTE: Students applying for a program **MUST** first receive confirmation from the SIP office that they have secured a seat **before** registering through Education Planner.

1. Go to <https://apply.educationplannerbc.ca/>
2. Sign up for an account creating your Username and Password as follows:
 - a. **USERNAME:** First Name.Last Name – ex. Jane.Smith
 - b. **PASSWORD:** First initial, Last Name, a special character, and year of birth – ex. Jsmith@1999

Once you have successfully created an account, you will automatically be logged in
3. Complete your Profile:
 - a. **Personal Info**
 - b. **Contact Info** (Select **YES** for emergency contact. Enter your parent/guardian information)
 - c. **Academic History**
4. Select your Institution - **Camosun College**
5. At the Program Selection,
 - a. select the Category - **South Island Partnership**,
 - b. select your subject area - Business, Science or Technology etc.
 - c. select your program/course - **Dual Credit Courses – South Island Partnership**
6. Under Additional Information, **select "NO" for Agent information for international applicants**
7. **Review and Submit** application – the last step is to pay.
If needed, you can save your information and return using your USERNAME and PASSWORD when you have access to a credit card
8. **Pay the application fee.**
This is non-refundable, and valid for a continuous 12 months for South Island Partnership courses.
Please note that you will have to pay the application fee again if you switch from a course to a different program or when you graduate and apply again for a new program
9. **Submit** online application, notify career coordinator it's complete.

Are you having trouble?

Go to: camosun.ca/learn/south-island-partnership

Select: **Become a Dual Credit Student**

Click: **How to Apply for SIP on Education Planner**

Note: The online application is only one part of your registration process. You will also need to complete a South Island Partnership application package provided by your Teacher or Career Coordinator.



RESPONSIBILITY AGREEMENT - PROGRAMS

High School/School District, SIP, and Camosun Responsibilities

We will:

- provide tuition funding for program training at Camosun College (Students are responsible for the application fee and course materials)
- inform you of the training requirements specific to your career area and provide you with background information on requirements for Camosun College
- assist you to meet all prerequisites and create an Education/Transition Plan that maps your final years of high school
- help you to complete a SIP application package and submit it to SIP on your behalf
- register you as a Youth Train in Trades student (for trades programs only)
- provide you with student support services as needed (assessment, learning skills, English and/or math upgrading, counselling, disability resources)
- encourage you to be proactive in informing the Disability Resource Centre of specific learning needs and IEPs (make an appointment with our DRC by calling 250-370-4049 INT. /250-370-3312 LANS.)
- liaise with your parents, high schools teachers, and Camosun instructors regarding your college progress and participation
- provide post-secondary marks to your high school for graduation credits

Student Responsibilities

As a South Island Partnership student, I agree to:

- undergo a relevant work experience placement in my chosen program area
- successfully meet all prerequisites before attending Camosun
- participate in a Math or English upgrading program/assessment if deemed necessary understand that punctuality and attendance are mandatory at Camosun
- submit a completed application package and register through **APPLYBC**
- attend a SIP orientation when invited
- purchase required text books, support materials, equipment, and clothing
- contact my instructor and the SIP office (250-370-4827) immediately if I will be absent or late
- follow the Camosun College Student Conduct Policy (refer to <http://www.camosun.bc.ca/learn/becoming/policies.html>)
- respect that my home school Code of Conduct applies to all courses and programs
 - *respect, compliance, and effort are required at all times*
- meet program homework and study expectations (2-4 hours daily)
- strive to achieve a passing mark of at least 70% in my program
- inform my Camosun instructor and my school career coordinators of withdrawal from my courses as soon as possible
- understand that failure to withdraw in advance of 66% of program completion may result in an "F" on both my high school and post-secondary transcripts; (*withdrawal must occur before the final third of the course begins*)
- be aware that if I require an extension, I will be responsible for both tuition and student ancillary fee payment
- understand that it is recommended that students attend after-session tutorials offered by the instructor

Student Name (please print clearly): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print clearly): _____

Parent/Guardian Signature: _____ Date: _____

Career Counsellor Name: _____

High School: _____



STUDENT STATEMENT OF COMMITMENT

Students applying to take a program must complete this form.

Student Name: _____ Date: _____
(please print clearly)

Describe why this is the career area for you.

Describe how your work experience or school activities have prepared you for this program.

Describe what you will do to be successful in this program.

Student Signature: _____ Date: _____



SIP Program Application Attendance Report

SIP programs at Camosun are full time and are generally one to two semesters in length. Therefore, it is easy to understand why the attendance is a crucial element to be successful in any SIP program.

Students applying for entry into any SIP program offered by the south Island Partnership are required to submit a school attendance report for the current and previous school semester as part of their SIP Program Application

Student attendance reports can be printed by your school Career Teacher or Counsellor using the MyEd record keeping system.

Please staple your attendance report to the completed SIP Application Package.



ITA Customer Service
 800 - 8100 Granville
 Avenue
 Richmond, BC V6Y 3T6
 Tel: 778-328-8700
 Toll Free: 1-866-660-6011

Youth Explore Program Stream Registration Form

Please complete and return this form to your district career coordinator. All mandatory fields must be completed.

***Mandatory Fields**

A. Student Information

*Legal First Name:	Legal Middle Name (s):	*Legal Last Name:
*Date of Birth (MM/DD/YYYY):	*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Personal Education Number (PEN):
*Suite Number:	*Mailing Address:	
*City:	*Province:	*Postal Code:
*Phone Number: ()	Secondary Phone Number: ()	*Email Address:
*Do you identify yourself as an aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/>		

B. Parent/Guardian's Information

I, _____
(print surname followed by given names of parent/guardian)

of _____
(street address) (city, town) (postal code)

Declare that:

- I am the custodial parent legal guardian of the minor named above; and,
- I authorize the school to release the information outlined in Sections A & B to Industry Training Authority for the purpose of registering the student with the ITA in a Youth Trade program; and to use the registration information for statistical data.
- I understand that I can only withdraw this consent by written request addressed to the school.

Parent/Guardian's Signature:	Date (MM/DD/YYYY)
SD/Independent Board Authority Contact's Signature	Date (MM/DD/YYYY)

C. Program Information (To be completed by School District/Independent Board Authority)

Program Type (Select one): Youth Explore Trades Skills (in SD) <input type="checkbox"/> Youth Explore Trades Sampler (partnered with PSI) <input type="checkbox"/>	Program Start Date (MM/DD/YYYY):	Program End Date (MM/DD/YYYY):
Partnering Training Provider for Youth Explore Trades Sampler:		