



YES 2 IT

information package

2008-2009



ita

industry training authority



youth exploring skills to industry training

contents

Program Overview 3

- 1. What is YES 2 IT? 3
- 2. What funding and resources are available? . . . 3
 - A. Funding 3
 - B. Resources 3
 - Trades Awareness Educator Resource . . . 3
 - Parent Information Handout 4

Application Process 5

- 1. Who can apply to YES 2 IT? 5
- 2. How do you apply to YES 2 IT? 5
- 3. What is the approval process for YES 2 IT? . . . 5
- 4. What is the timeframe for YES 2 IT? 5

Frequently Asked Questions (FAQ). 6

***Trade Ideas Tips*. 9**

YES 2 IT application form sample 12

Please note

There is an extensive Frequently Asked Questions (FAQ) section in this package to assist you with the application process.

See page 6.

1. What is YES 2 IT?

Youth Exploring Skills to Industry Training (YES 2 IT) is a joint initiative of the Industry Training Authority (ITA) and the Ministry of Education (MOE) designed to increase awareness of trades amongst younger students in grades 6 to 9, as well as their parents and influencers.

YES 2 IT provides an opportunity for youth to have a fun, hands-on experience applying some of the skills used in a variety of trade careers while making connections with tradespersons in their community. In addition, classroom learning activities support the hands-on experience and parental involvement increases awareness of options and opportunities in the trades.

The following recaps the key features of YES 2 IT:

- An interactive, hands-on activity for youth in grades 6 to 9 centered on skills used in trade careers in several industry sectors
- Partnerships between industry and/or community tradespersons and the schools
- Parent education on trades through involvement with YES 2 IT activities and/or parent information events
- Pre-activity and post-activity classroom learning about the benefits and opportunities of a career in the trades
- An evaluation component where organizers and participants rate how well the activity(s) undertaken met the objectives of the YES 2 IT initiative.

2. What funding and resources are available?

YES 2 IT provides the following funding and resources to organizations that develop a proposal and are successful in having their proposal approved through an application process.

A. Funding

Funding of up to \$5,000 per school/activity is available for successful proponents.

Funding is awarded at the completion of the YES 2 IT activity and the submission of the evaluation.

B. Resources

Educator Resources

There are two resources available to support the YES 2 IT goals: an educator resource and a parent information brochure. Both resources are called, *Sparking Interest*.

The *Sparking Interest Teachers Guide* provides lessons and activities about a career in the trades. This resource was sent to all school districts who have participated in YES 2 IT since its launch in 2006. Please check to see if your school has already received this resource before ordering.

The *Sparking Interest* parent information brochure highlights the key benefits of a career as a certified tradesperson from the perspective of young people and employers.

To order these resources, send your request to youth@itabc.ca



YES 2 IT provides an opportunity for youth to have a fun, hands-on experience applying some of the skills used in a variety of trade careers while making connections with tradespersons in their community.

Proponents are encouraged to submit proposals for the date that is best suited to the needs of their community.

1. Who can apply to YES 2 IT?

Schools, school districts, board authorities and/or industry organizations/associations are invited to submit applications to deliver an activity under the YES 2 IT initiative. Partnerships between schools and industry organizations are strongly encouraged.

Notes to Schools & School District Proponents

1. When more than two schools intend to submit an application for YES 2 IT, coordination at the district level and a single district submission of the YES 2 IT application is strongly encouraged to avoid duplication of effort and overlapping communications with potential industry partners.
2. Proponents may apply once per school year.

2. How do you apply to YES 2 IT?

Applications are submitted electronically using the YES 2 IT application form. The application document can be downloaded from the ITA website at: www.itabc.ca. A sample template of the application form is included in this package along with instructions for submitting the application.

3. What is the approval process for YES 2 IT applications?

Applications will be vetted through a committee. Successful applicants will receive notification of award by e-mail.

4. What is the timeline for YES 2 IT?

The Yes 2 IT initiative continues into the 2008/09 school year. Applications are being accepted on a continual basis.

What is meant by “An interactive, hands-on experience centered on trade careers in several industry sectors”?

- > The intent of YES 2 IT is to encourage students to participate in an activity that provides them with a hands-on experience with a skill or process that reflects a “real world” example of what it’s like to work in a trades occupation. The *Trade Ideas Tips* in this package provide several examples of interactive ideas.

What is the benefit of working with groups outside the school community to put on the YES 2 IT activity?

- > Working with industry groups outside the school helps to connect youth with the world of work. The expectation is that the YES 2 IT activity is a joint industry/school activity that is reflective of skills and knowledge required to work in trades areas. The more true to life the experience, the higher the chance students will get excited and realize the potential of a career in trades.

I’m not sure what group might be a potential partner(s). How do I go about finding an industry partner(s) in my community?

- > There are several strategies to develop partnership(s) with community and industry groups. Refer to the *Trade Ideas Tips* in this package for suggestions and ideas.

Involving parents might be difficult. Is that necessary?

- > Yes. Research shows that parents are one of the main influencers of occupational choice. Research also indicates that many parents are not aware of the potential of a career in trades due to their lack of experience and understanding of the diverse opportunities available in this area for young people.

By involving parents in the activity, the youth and their parents will share a common experience and expand their mutual awareness of trades and the pathways available to pursue a career in trades.

Ideas and thought-starters for including parents are provided in the *Trade Ideas Tips* included in this package.

We have several schools in the district that may be interested in putting in an application. Should each school put one in separately or should one application represent us all?

- > Districts are strongly recommended to take the lead when developing and implementing the YES 2 IT activity amongst schools when more than two schools are applying. While individual schools may develop ideas to meet the needs of their school community, all schools are encouraged to join together to share resources and ideas.

May I target the YES 2 IT activities at more than one grade and more than one school?

- > Activities may be targeted at students in one or more grade between grades 6 and 9 as long as the outcome of the activity provides each student with a personalized experience that heightens each student's understanding and knowledge of trades occupations.

I am excited about being able to offer the program to as many kids as possible, but am not sure how many kids can be involved at one time.

- > The number of students involved in a given activity is up to the partners involved. However, a smaller group of students are more likely to experience first-hand the skills and knowledge developed in a trade occupation. It is important to keep in mind that this activity is not intended to be a Trade Fair.

We might need to pay for some tradespeople to spend the day with us or pay for supplies. What costs can we include in our budget?

- > Funding of **up to \$5,000** per school/activity is available for successful proponents. Partners will need to identify and list the costs associated with carrying out their YES 2 IT activity. It might be necessary to hire qualified tradespeople, buy materials for the hands-on activity or rent a location to hold the activity. Costs of advertising and/or administering the activity may also be included in the budget.

Partners are encouraged to develop a budget so all costs associated with the activity are identified ahead of time and covered either by the YES 2 IT funding or in-kind by partners. Applicants are strongly encouraged to use the YES 2 IT funding to leverage other funding and partners that will enable the program to become self-perpetuating.

I want to participate in YES 2 IT but I need help with ideas.

- > Included in this package is a sheet called *Trade Ideas* Tips. These tips are ideas and thought-starters that you and your partners can discuss, adapt and apply to your own program.

YES 2 IT is a new program so creativity from proponents will be required and it is expected that everyone will experience learning from successes and opportunities. More ideas will be gathered from across the province following the completion of the evaluations. These ideas will be shared with all BC schools through a more extensive resource entitled *Trade Ideas*.

How to use these tips

The YES 2 IT Trade Ideas Tips are intended to provide ideas and thought-starters for you and your partners to discuss, adapt, change and apply to your own unique program, school, students and community. Have fun!

Interactive, hands-on learning activities with tradespersons in the community

The overarching principle of the hands-on activity is to ensure younger students experience the satisfaction that comes from using trade skills.

Here are some ideas for organizing the hands-on activity:

- Students are selected and/or invited to participate in a full-day or half-day workshop that engages students with the skills used in a variety of trades. Students could work individually, in pairs or teams.
- Expanded workshops could be scheduled in a touring sequence, such as over a 2 or 3 day period, or on an intermittent basis, such as once quarterly.
- Post-secondary partners can provide each of the middle school students with “buddies” from the trade classes. The buddies and students can lead a simple lab or work together on a fun task.
- Be sure to emphasize a variety of trades that appeal to both male and female students.
- Consider adding Spotlight Sessions to reflect the skill shortages in your specific community.
- Hands-on activities/projects could conclude with some fun “competitions” such as, most creative, most practical, safety, etc. It would be ideal if every group had recognition for success.
- Participation certificates could be provided to all students along with a photo of each student/team with their project and their host tradespersons/post-secondary buddies.

- Students can visit a variety of tradespersons at their place of work and participate in a hands-on activity at the site. This event can be as simple as: students visit an automotive shop where the owner, a qualified tradesperson, talks about his trade. The students have the opportunity to change a tire.

Other hands-on activity thought-starters may include:

- For carpentry: Building a cutting board using tools and/or equipment
- For culinary arts: Preparing a food item using hand mixers
- For trowel trades: Mixing concrete and placing bricks on a wall
- For hairstylist: Using curling and straightening irons to style hair
- For horticulture: Preparing ground and planting trees in the school grounds

Contact with tradespersons in the community

The tradespersons in your community provide the expertise and real life connections that students and their parents will value.

Most tradespersons and/or industry associations are pleased to promote their career and will be keen to partner with you for this program. *Here are some ways to get in touch:*

- Connect with Career Program staff in your school district as they commonly have industry connections through their ACE IT/SSA or Work Experience Programs. Career Program staff may be able to identify groups/individuals who are interested in getting involved.

- Local Chamber of Commerce, Rotary clubs or industry associations may have people who are interested in becoming involved in working on the activity. Local employers whose business is in a trade sector may wish to become involved in an activity that promotes their sector.
- Parents in the school who are working in the trades may wish to assist with the development of the activity and/or be guest speakers.

Pre-activity and post-activity ideas

To help make the link between the enthusiasm generated by the hands-on activity and the trades as a viable career choice, pre-activity and post-activities are invaluable.

Here are some ideas for the classroom:

- As a part of their classroom pre-activity, students can prepare questions about a trade career for a tradesperson guest speaker. The students could also give parents the chance to submit any questions.
- Create an interactive “homework” assignment that involves both parents and students. For instance, students and their parents could create a list of the different tradespersons used in their family home and/or at a parent’s place of work over that past year and what skill was required.

- A post-activity could include guest tradespersons from the community to wrap up the workshop and/or post-secondary buddy session with a talk about his/her trade career and answer questions.
- Students can create a mini-presentation on what they learned and/or found most rewarding about their trade experience.

resource

The Sparking Interest Teachers Guide will include lesson plans and ideas that may be used as pre-activities and post-activities.

Parental Involvement

.....
Parents are the primary influence of a child's career choice and some parents may have misconceptions or lack understanding about a career in the trades.

For this reason, a key feature of the YES 2 IT program is to involve parents in the YES 2 IT activity and/or host a parent event as part of the YES 2 IT activity.

The primary goal of parent involvement is to ensure parents come away with an increased understanding that trade careers offer opportunities, advancement, financial and lifestyle benefits for their children.

In addition, it is essential that your parent groups are exposed to the transition pathways in your community as well as programs such as ACE IT and SSA that are in place to help youth reach their career goal.

The parent information handout, *Sparking Interest* is a support piece that is available at no cost with the intent to support and build upon the enthusiasm generated through the YES 2 IT activity. However, the handout is not a stand-alone piece and must be used in conjunction with active parent participation.

To generate parent involvement, some ideas may include:

- Host a parent information night prior to the YES 2 IT activity to inform them about this special activity and explain what skills their children will

be learning. Invite parents to attend the activity, if appropriate.

- In addition or alternatively, a post-activity parent event could be held to hand out participation certificates or the fun competition prizes. At the same time, students can present the classroom work around what they learned or experienced.
- Make sure tradespersons and post-secondary partners are included in the parent event and that the parent information handout is reviewed before distribution.
- PAC and/or parents-by-grade meeting presentations are a good format to provide information and answer questions, as well as dispel myths around a career in the trades. This is another great place for distributing the parent information handout.

For a complete list of over 150 trade occupations, check out the Careers A to Z section on the ITA website at **www.itabc.ca**



Application Form

instructions

1. All applications to YES 2 IT must be submitted electronically.
2. Download the YES 2 IT electronic application document at www.itabc.ca.
3. Save the YES 2 IT application document in Word using the following file naming protocol:
DATE (YMD) YES2IT Application_School District #/Organization Name
For example, the file with the application form for the first intake from School District 12 would be named:
2008 10 27 YES2IT Application_SD 12
4. Proponents are encouraged to be concise and keep the documentation and information to four typed pages. Attach copies of supporting documentation as necessary.
5. Email your application in either Word or as a PDF file to: yes2it@itabc.ca.

application timeline

Applications are being accepted on a continual basis.

additional information

For additional information about YES 2 IT contact Rodger Hargreaves at rhargreaves@itabc.ca or direct line: 604-649-4624.

FOR OFFICE USE ONLY

Date received	
Status & Number	
Total Requests "\$"	
Notes	

YES 2 IT application

1. Lead organization information

A. School District or Sponsoring Organization				
Number				
Name				
Street address	Street number	City	Prov	Postal Code
Mailing address	Street number	City	Prov	Postal Code
Tel				
B. School(s) Participating (Please name all schools)				
Name				
C. Submitted				
Date				
D. Contact Person				
Name				
Title				
Street address	Street number	City	Prov	Postal Code
Mailing address	Street number	City	Prov	Postal Code
Tel				
Fax				
E-mail				

2. Program information

A. Identify the date(s) and location(s) of your YES 2 IT activity(s).

Start day date	
Finish day date	
Location(s)	

B. List the age group and grade(s) of students and parents to be involved per school.

School	_____	Age / Grade	_____
# of Students	_____	# of Parents	_____
School	_____	Age / Grade	_____
# of Students	_____	# of Parents	_____
School	_____	Age / Grade	_____
# of Students	_____	# of Parents	_____
School	_____	Age / Grade	_____
# of Students	_____	# of Parents	_____

C. Provide a brief description of your planned hands-on activity(s) for students and for parental involvement.

--

D. List the partners who will be involved with your YES 2 IT activity such as industry and/or tradespersons and post-secondary institutions. Provide contact information for each partner. Provide a specific description of the hands-on activity(s) provided by each of your partners.

Partner 1	
Contact person and number	
Specific hands-on activity(s)	
Partner 2	
Contact person and number	
Specific hands-on activity(s)	
Partner 3	
Contact person and number	
Specific hands-on activity(s)	
Partner 4	
Contact person and number	
Specific hands-on activity(s)	

E. Attach a support letter(s) or documentation from each partner involved.

I have attached a support letter(s) from each partner involved.

F. Indicate the pre-activity and post-activity learning activities that will be undertaken with students.

School news	
Hand outs	
Invitations to: parents businesses	
PAC support	
Activity sheets	
Media promo Yes 2 It ITA	

Other activities	

G. Provide a budget. Include the complete budget required for your project and identify those items you wish covered by Yes 2 It. Please show how all expenses will be covered.

Project planning budget

Projected Budget Items	Cost	Funding Source	Yes 2 IT Funding
Transportation			
Media			
Promotions			
Honoraria			
Safety Materials			
Legacy Item (ex. Recognition plaque)			

3. Parent information handout request

A. Quantity of parent information handouts requested:	
B. Contact name and address for shipping	
Contact name	
Contact phone	
Mailing address	
Address	
City	
Province	
Postal Code	
C. Date Required	

sample