



NORTH VANCOUVER
SCHOOL DISTRICT

*the natural place
to learn*

Secondary School Apprenticeships Information for Employers

The **Secondary School Apprenticeship Program** (SSA) was established to help school students get a start on their apprenticeship training while enrolled in high school. More information on this program is available at the Industry Training Authority web site www.itabc.ca under "Programs for Youth".

In order to register as a **Secondary School Apprentice**, the student must be:

- 15 years of age or older
- employed in a trade that is apprenticeship in British Columbia
- in a paid, part time position
- under the supervision of an qualified worker

As a **Secondary School Apprentice**, the student:

- accumulates hours towards their apprenticeship while attending school
- will receive 4 credits towards their graduation for every 120 hours worked, to a maximum of 16 credits
- is eligible to apply for a scholarship if they completed 480 hours of work as an SSA, and attained a C+ average in their grade 12 year.

Expectations of Employer:

- Provide a meaningful work experience for the student. An SSA is a registered apprentice and should be involved in more than cleanup.
- Provide a qualified supervisor, as with any apprentice.
- Ensure the SSA has been given a full safety orientation.
- Allow School District personnel on site for monitoring purposes.
- Complete a semi-annual SSA evaluation provided by the School District.
- Report SSA work based training hours to the ITA on an annual basis.
- As the SSA is an employee, WorkSafeBC has ruled that the employer is responsible for providing WorkSafeBC coverage.

As with any other apprenticeship, a Secondary School Apprenticeship can be terminated at any time, but it is our hope that the student will prove to be a valuable employee, and a full apprenticeship will begin after high school graduation.

Registration must be done through the District Facilitator of Secondary School Apprenticeships. Once registered, the student will be given an apprenticeship ID number and a trade worker number by the Industry Training Authority.

If you currently employ a student who meets the above criteria, or would be interested in hiring a student who wants to become a Secondary School Apprentice, please contact: Mrs. Sian Oliver, Work Experience Coordinator at Windsor : soliver@sd44.ca

