

NOTRE DAME REGIONAL SECONDARY SCHOOL

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Principal: Rog r DesLauriers
Vice Principal: Dennis Pavan
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Dear Potential Apprentice & Sponsor,

RE: Secondary School Apprenticeship Program Opportunities

Secondary School Apprenticeship (SSA) is a career program that provides students with the opportunity to begin an apprenticeship while still in high school, and to earn 16 high school credits for doing so.

Apprenticeship provides a smoother transition from school to work, and a quicker route to certification in a trade - and to the earning power that goes with it. SSA students complete up to 480 hours of work experience that counts towards their apprenticeship and course credits. As students will be available for an entire working day, every other day for an entire school year, it is not uncommon for students to accumulate upwards of 600 hours. Further, should a sponsor wish to continue with the student through their technical training, starting an apprenticeship in high school affords the student the opportunity to bypass the wait list that usually comes with applying for a trade after high school in a technical post-secondary school.

The goal of the program is to link students to future employment opportunities in the area of work they desire.

The purpose of this letter is to explain how the Apprenticeship program at Notre Dame operates. Upon acceptance into the program and with a company, the student now becomes an employee. The apprenticeship course runs from September to June, although the student may begin work earlier, if possible. Students can earn up to 240hrs before signing up for the course. The apprentice will be available for work every second day of the week (M, W, F of one week & T, TH, of the following week). Notre Dame classes operate on a Day 1, Day 2 schedule and apprenticeship is designated on one of those days. Students may work on weekends and during school holidays. School functions take precedent over work days and the student will keep the employer informed of such details.

Students must fill in a work log and complete assignments as part of course requirements. The sponsor is required to complete a checklist progress report for the apprentice on a monthly basis. All forms are given to the students by the course supervisor. This is a paid apprenticeship and the employer is also responsible for WCB costs. A job site visit by the course supervisor will take place once per year to discuss progress of the apprentice.

A sponsor is a legal entity (company or organization) registered with the ITA (Industry Training Authority) or a certified tradesperson or equivalent. A sponsor provides an apprentice with an opportunity to learn on the job. The sponsor, along with the apprentice, reports progress towards program requirements.

I appreciate you taking the time to read this letter and if you have further questions, please do not hesitate to call or e-mail me (604.255.5454 ext. 2430 or bpepe@ndrs.org).

Sincerely,

Biagio Pepe
SSA Course Supervisor – Notre Dame Regional Secondary
604-255-5454 ext. 2430
bpepe@ndrs.org

HOW DO YOU GET STARTED?

No matter how young or old you are or how much or little you know about the trades, there is a path for you. The first step is to determine what trade you want to pursue. With over 100 trade occupations to choose from, it can be overwhelming but ITA has youth programs that allow you to explore the trades while you're still in high school

(itabc.ca/youth/programs) and many training providers offer foundation programs (itabc.ca/get-job-ready/foundation-programs) to test out a trade before you fully commit. Or you may want to go straight into an apprenticeship pathway with an employer sponsor (itabc.ca/overview/apply-apprenticeship).

Find the right trade for you:

Aircraft Maintenance Technician
Aircraft Structural Technician
Appliance Service Technician
Arboriculturist (Urban Forestry)
Architectural Sheet Metal Worker
Asphalt Paving/Laydown Technician
Automotive Glass Technician
Automotive Painter
Automotive Refinishing Prep Technician
Automotive Service Technician
Baker
Boilermaker (Construction Boilermaker)
Boom Truck Operator - Stiff Boom Unlimited Tonnage
Boom Truck Operator: Folding Boom Unlimited Tonnage
Bricklayer (Mason)
Cabinet Maker (Joiner)
Carpenter
Climbing Arborist
Concrete Finisher (Cement Mason)
Cook (Professional Cook 3)
Cremationist
Dairy Production Technician 1
Dairy Production Technician 2
Diesel Engine Mechanic
Domestic/Commercial Gasfitter (Class B)
Drywall Finisher
Electric Motor Systems Technician (Winder Electrician)
Electrician, Construction
Electrician, Industrial
Embalmer
Embalmer and Funeral Director
Field Arborist
Floor Covering Installer
Funeral Director
Gasfitter

Geothermal Technician
Glazier
Hairstylist (Cosmetologist)
Hardwood Floorlayer
Heating Technician
Heavy Duty Equipment Technician (Mechanic)
Heavy Equipment Operator
Horticulture Technician Foundation
Horticulturist, Landscape
Horticulturist, Production
Inboard/Outboard Mechanic
Industrial Mechanic (Millwright)
Instrumentation and Control Technician (Industrial Instrument Mechanic)
Insulator (Heat and Frost Insulator)
Ironworker - Reinforcing
Ironworker Generalist (Ironworker)
Lather (Wall and Ceiling Installer)
Locksmith
Logistics and Distribution Person
Lumber Manufacturing Industry - Benchperson, Circular Sawfiler or Sawfitter
Machinist
Marine Foundation
Marine Service Technician
Meatcutter
Metal Fabricator (Fitter)
Mobile Crane Operator Hydraulic 80 Tonnes and Under
Mobile Crane Operator Hydraulic Unlimited Tonnage
Mobile Crane Operator Lattice Boom Friction Crane
Mobile Crane Operator Lattice Boom Hydraulic Crane
Motor Vehicle Body Repairer
Motorcycle Mechanic (Motorcycle and Power Equipment Technician)

Painter and Decorator
Parks and Public Works Operations Worker
Partsperson
Petroleum Equipment Installer
Petroleum Equipment Service Technician
Piledriver and Bridgeworker
Plumber
Power Line Technician
Recreation Vehicle Service Technician
Refrigeration and Air Conditioning Mechanic (Refrigeration Mechanic)
Residential Building Maintenance Worker
Residential Framing Technician
Residential Steep Roofer
Rig Technician
Road Builder and Heavy Construction Foundation Roofer
Security Systems Technician
Sheet Metal Worker
Shipyards Labourer
Sprinkler System Installer
Steamfitter/Pipefitter
Tiler
Tool and Die Maker
Tower Crane Operator
Transport Trailer Technician (Commercial Trailer Mechanic)
Truck and Transport Mechanic
Utility Arborist
Water Well Driller
Welder

Red Seal

The Red Seal Program is the Canadian standard of excellence for skilled trades. The program sets common standards to assess the skills of tradespersons across Canada ultimately allowing tradespeople with this qualification to work anywhere in Canada.

About the Industry Training Authority

ITA works with employers, employees, industry, labour, training providers and government to issue credentials, manage apprenticeships, set program standards, and increase opportunities in the trades in BC.

The Industry Training Authority and BC Government are committed to ensuring we have the right number of workers, with the right skills, in the right place, at the right time; however, to succeed we need to work together to reawaken people's interest in the trades, particularly amongst youth, and support them through apprenticeship to a successful career in the trades.

