

2011 Career Technical Centre Application

TRU Trades Training - Kamloops

PLEASE PRINT IN INK

Name: _____
Last First Middle

Home Phone: _____ Cell Phone: _____

Email: _____

Mailing Address: _____
Street address City Postal Code

School: _____ Transition Coordinator/Counselor: _____

School District#: _____ Pen#: _____

APPLICATION CHECKLIST

For assistance or more information, please contact your Transitions Coordinator/Counselor

Submit completed application to: Email: ctc-kamloops@tru.ca

Deliver to: TRU School of Trades and Technology, attention: Leslie Matthews

Required items checklist:		Page	Completed & Enclosed
1.	Applicant Contact Info / Application Checklist (with 1 signature)	1	<input type="checkbox"/>
2.	CTC Program Selection Page	2	<input type="checkbox"/>
3.	TRU Application Form (with 3 signatures)	3	<input type="checkbox"/>
4.	Program Policies & Accuplacer Approval Page (with 2 signatures)	4	<input type="checkbox"/>
5.	Applicant Profile Chart (with 2 signatures)	5	<input type="checkbox"/>
6.	Applicant Evaluation #1 (with 1 signature)	6	<input type="checkbox"/>
7.	Applicant Evaluation #2 (with 1 signature)	7	<input type="checkbox"/>
8.	Applicant Evaluation #3 (with 1 signature)	8	<input type="checkbox"/>
9.	Applicant Evaluation #4 (with 1 signature)	9	<input type="checkbox"/>
	Estimated Program costs (kept by applicant)	10	N/A

I verify the required 9 items have been completed, & documents are enclosed: _____
(for Early Applications only) To be filled in by the Applicant (print name)

Requirements for Applications received after the Early Application Deadline:

- All applications received after the early registration deadline (May 6, 2011) are accepted on a first come and qualified basis for any remaining CTC seats.
- Applications can come from any BC school district or independent school that supports their student applying for a CTC program and is willing to sponsor their student's TRU tuition costs.
- A minimum of any 7 of the 9 required pieces of information must be submitted before a 'received date & time' is given.

Note: When submitting your application, choose the quickest available delivery method, to minimize the chance of another application being received and date-stamped prior to your application.

2011 CTC Program Selection Page

TRU Trades Programs - Kamloops

Applicant: _____		School: _____			
CTC Seats are available in these TRU Trades Programs:			Mark 1 box per column below:		
<p>NOTE: Final funding & scheduling decisions may affect seat availability and/or program training length (which may affect start/end dates). All programs are subject to funding approval by ITA and TRU.</p> <p>The following are approximate training dates only; more precise dates will be provided in CTC conditional acceptance letters.</p>			1 st Choice:	2 nd Choice:	3 rd Choice:
			↓	↓	↓
Construction Trades	Carpentry	February 4 – July 19, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Carpentry – Levels 1 and 2	July 23, 2012 – March 1, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electrician	2 training period options: i) August 7, 2012 – February 1, 2013 → ii) February 4– July 19, 2013 →	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Electrician / Industrial Instrument Mechanic	2 training period options: i) August 20, 2012 – March 22, 2013 → ii) February 4 – August 23, 2013 →	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Joinery (Cabinet making)	February 4 – July 26, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plumber / Piping Trades	2 training period options: i) July 30, 2012 – February 1, 2013 → ii) February 4 – July 26, 2013 →	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Mechanical Trades	Automotive Service Technician 1	September 4, 2012 – April 12, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Heavy Duty / Commercial Transport Mechanic	2 training period options: i) August 27, 2012 – May 17, 2013 → ii) February 4– October 11, 2013 →	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	Parts and Warehousing Person 1	September 4, 2012 – February 1, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Power Sports and Marine Technician	August 20, 2012 – February 15, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Welding Level C	3 training period options: i) September 4, 2012 – March 28, 2013 → Days ii) September 4, 2012 – March 28, 2013 → Afternoons iii) February 4 – Aug. 16, 2013 → (Afternoons to start)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tourism	Professional Cook 1	August 27, 2012 – May 24, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Meat Cutter / Retail Meat Processing	August 27, 2012 – May 17, 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CTC seats in all TRU Trades Programs are limited.					

TRU CTC Programs Policies and Accuplacer Approval

1. Attendance/Performance

All students attending trades programs at Thompson Rivers University are expected to make a sincere effort to gain full benefit from their training.

In order for this to occur, regular attendance, punctuality, safe work practice and progress at an acceptable rate are necessary to maintain enrolment and to ensure success in the program.

The TRU School of Tourism and School of Trades and Technology attendance policies state a student is allowed no more than three unexcused absences (days) during the length of their post-secondary program, and two unexcused lates are counted as one unexcused absence.

2. Tuition Fees:

If a CTC student withdraws from a TRU trade program, the student must sign a TRU program withdrawal form and deliver it to the TRU Transitions office. Failure to do so, may result in the sponsoring school district or independent school invoicing the student for the balance of the semester's tuition (for two-semester trades programs) or the balance of the program's tuition (for a single-term trades program).

3. Supplemental Program Costs:

See page 10 of this application package.

4. Accuplacer Exam Results:

I approve TRU releasing my Accuplacer exam results for this trades program to my school district / independent school.

This student has** ... *...received support services from their secondary school and may require on-going support services during post-secondary semester(s), for any of the following reasons:*
has not ...

- | | | |
|--|---|---|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Documented learning disability | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Physical disability | <input type="checkbox"/> On-going counseling support | <input type="checkbox"/> Other: _____ |

** Students with documented disabilities may be eligible for TRU Disability Services support and should contact the TRU Disability Services office for more details, at: (office phone: 250-828-5023 or toll-free 1-888-828-6644)

By signing below, we acknowledge that we have read and agree to the policies stated above.

Also, I, _____
(Parent/Guardian name: please print)

have discussed this program with my son/daughter and give permission for him/her to participate in a TRU trade program as a CTC student.

Applicant signature

Parent/Guardian signature

Date

Date

CTC Applicant Profile

(To be completed by the Transitions Coordinator/Counselor and Applicant)

	Maximum Score	Student Score
1. Service to School / Community: (0 = no activities; 5 = some activities; 10 = many activities; 15 = very active)	15	
2. Attendance (unexcused day absences): (0 = 15 or more; 5 = less than 15; 10 = less than 10; 15 = less than 5)	15	
3. Conduct (Administration's student file): (0 = needs improvement; 5 = satisfactory; 10 = good; 15 = excellent)	15	
4. Course Work Ethic (1 st semester report & mid-2 nd semester report; 8 courses max.): (each G = 2; each S = 1)	16	
5. Course Grades (1 st semester report and mid-2 nd semester report): (%average of courses / 100 x 15) (please round to 2 decimal places)	15.00	
6. Grade 9 / 10 / 11 Tech. Ed. Course, or trades related experience: (0 = no; 5 = yes)	5	
Total Score:	81.00	

Note: The Applicant Profile score will be 70% of the total application score and the average of the 4 Applicant Evaluation forms (next 4 pages) will be 30% of the total application score.

I _____ recommend that _____
Transition Coordinator/Counselor Applicant

be given consideration for placement into a TRU trade program.

This applicant's core grade 10, 11 and 12 secondary school courses will be completed prior to the post-secondary training start-date, for this applicant's requested trade program. **Yes / No**
(circle one)

If **No**, state which course(s) will not be completed prior to the post-secondary start-date and how the course(s) will be completed.

Signed: _____ Date: _____
Transitions Coordinator / Counselor

Signed: _____ Date: _____
Applicant

CTC Applicant Evaluation #1

(To be given by the Applicant to a Teacher; the Teacher will deliver the completed form to the
Transitions Coordinator/Counselor)

Applicant Name: _____
Last (please print)
First (please print)

School: _____

Scoring legend for each of the following categories: (3 = Excellent; 2 = Good; 1 = Satisfactory)	Student Score
1. Maturity	
2. Accuracy / ability to follow instructions	
3. Enthusiasm and interest	
4. Adaptable (adjusts to new situations)	
5. Follows through on assigned tasks	
6. Attendance	
7. Punctuality	
8. Shows motivation to learn new skills	
9. Ability to work independently	
10. Has positive attitude towards work	
11. Accepts constructive criticism	
12. Makes changes as a result of constructive criticism	
Total Score: (36 maximum)	

Evaluation completed by:

 Teacher (Print Name)

 Course Taught

 (Signature)

 Date

CTC Applicant Evaluation #2

(To be given by the Applicant to a Teacher; the Teacher will deliver the completed form to the
Transitions Coordinator/Counselor)

Applicant Name: _____
Last (please print)
First (please print)

School: _____

Scoring legend for each of the following categories: (3 = Excellent; 2 = Good; 1 = Satisfactory)	Student Score
1. Maturity	
2. Accuracy / ability to follow instructions	
3. Enthusiasm and interest	
4. Adaptable (adjusts to new situations)	
5. Follows through on assigned tasks	
6. Attendance	
7. Punctuality	
8. Shows motivation to learn new skills	
9. Ability to work independently	
10. Has positive attitude towards work	
11. Accepts constructive criticism	
12. Makes changes as a result of constructive criticism	
Total Score: (36 maximum)	

Evaluation completed by:

 Teacher (Print Name)

 Course Taught

 (Signature)

 Date

CTC Applicant Evaluation #3

(To be given by the Applicant to a Teacher; the Teacher will deliver the completed form to the Transitions Coordinator/Counselor)

Applicant Name: _____
Last (please print) First (please print)

School: _____

Scoring legend for each of the following categories: (3 = Excellent; 2 = Good; 1 = Satisfactory)	Student Score
1. Maturity	
2. Accuracy / ability to follow instructions	
3. Enthusiasm and interest	
4. Adaptable (adjusts to new situations)	
5. Follows through on assigned tasks	
6. Attendance	
7. Punctuality	
8. Shows motivation to learn new skills	
9. Ability to work independently	
10. Has positive attitude towards work	
11. Accepts constructive criticism	
12. Makes changes as a result of constructive criticism	
Total Score: (36 maximum)	

Evaluation completed by:

 Teacher (Print Name)

 Course Taught

 (Signature)

 Date

CTC Applicant Evaluation #4

(To be given by the Applicant to a Teacher or a non-relative Employer; the Teacher/Employer will deliver the completed form to the Transitions Coordinator/Counselor)

Applicant Name: _____
Last (please print) First (please print)

School: _____

Scoring legend for each of the following categories: (3 = Excellent; 2 = Good; 1 = Satisfactory)	Student Score
1. Maturity	
2. Accuracy / ability to follow instructions	
3. Enthusiasm and interest	
4. Adaptable (adjusts to new situations)	
5. Follows through on assigned tasks	
6. Attendance	
7. Punctuality	
8. Shows motivation to learn new skills	
9. Ability to work independently	
10. Has positive attitude towards work	
11. Accepts constructive criticism	
12. Makes changes as a result of constructive criticism	
Total Score: (36 maximum)	

Evaluation completed by:

 Teacher / Employer (Print Name)

 Course Taught / Employee's Job Position

 (Signature)

 Date

Supplementary Program Costs for CTC Students

(keep this page for your reference)

NOTE	STUDENT FEES *
<p>There are student fees & material costs associated with each TRU trade program that the student is required to pay. The costs may include items such as learning guides, manuals, personal tools and equipment, which are kept by the student when they graduate from the program. These materials form the basis of the graduate's career library and toolkit. The student must also pay the regular TRU post-secondary student ancillary fees.</p>	<p style="text-align: center;">CTC students are responsible for paying the following fees:</p> <p>Application Fee \$25.50 Accuplacer Exam Fee \$35.00 (rewrites \$25) Ancillary fees approximately \$120/month of post secondary training</p> <p style="text-align: center;"><i>(fees listed above are based on 2011 rates and are subject to change)</i></p>

CTC students NOT covered under another Extended Health and/or Dental Plan **have 30 days from the start of post secondary training** to visit the TRU Student Union office (Campus Activity Centre) to purchase the TRUSU Health and Dental package to be covered by the Student Union Plan for the duration of their studies. For more details see <http://trusu.ca/index.php/section/133>.

Estimated Supplies and Materials Expenses

**Please do not purchase any program materials before meeting with your instructor.
Your instructor will advise you when the materials must be purchased.**

Automotive Service Technician 1

• Learning guides and textbooks	\$350.00
• CSA Work Boots, clear safety glasses, 2 sets coveralls	300.00
• Calculator, 3-ring binder, paper, pens, etc.	<u>50.00</u>
Total	<u>\$700.00</u>

Heavy Duty / Commercial Transport Mechanic

• Learning guides and textbooks	\$800.00
• CSA Work Boots, clear safety glasses, 2 sets hi-vis 100% cotton coveralls	350.00
• Calculator, 3-ring binder, paper, pens, etc.	<u>50.00</u>
Total	<u>\$1200.00</u>

Parts and Warehousing Person 1

• Learning guides and textbooks	\$600.00
• Calculator, 3-ring binder, paper, pens, etc.	50.00
• clear safety glasses	<u>20.00</u>
Total	<u>\$470.00</u>

Power Sports and Marine Technician

• Learning Guides, textbooks	\$450.00
• CSA Work Boots, clear safety glasses, 3 pr coveralls	300.00
• Calculator, 3-ring binder, paper, pens, etc.	<u>50.00</u>
Total	<u>\$700.00</u>

Welding Level C

• Learning guides, Manuals	\$300.00
• Tool box with hand tools	250.00
• Safety Gear: Welding Helmet, Oxy-fuel Welding Goggles Welding Cap (with peak), Leather Welding Jacket, Coveralls, Leather Gloves, clear safety glasses, Leather CSA Work Boots	500.00
• Calculator, 3-ring binder, paper, pens, etc.	<u>50.00</u>
Total	<u>\$1100.00</u>

Note:

Material costs may vary each year. All costs are approximate, as each student will make their own choice of product brands and suppliers for course materials. Taxes are extra.

Carpentry

• BC Building Code Book, Learning Guide & Text	\$500.00
• CSA Work Boots, Hard Hat, clear safety glasses	125.00
• Calculator, 3-ring binder, paper, pens, etc.	<u>50.00</u>
Total	<u>\$675.00</u>

Electrician or Electrician / Industrial Instrument Mechanic

• Electrical Code Book, Learning Guides, Manuals	\$350.00
• Hand tools and basic tool pouch	400.00
• CSA Work Boots, clear safety glasses	150.00
• Scientific Calculator (non-programmable) (Sharp EL-520W is recommended model)	30.00
• 3-ring binder, paper, pens, etc.	<u>30.00</u>
Total	<u>\$930.00</u>

Joinery (Cabinet Making)

• Learning Guides, Manuals	\$370.00
• CSA Work Boots, clear safety glasses	150.00
• Calculator, 3-ring binder, paper, pens, etc.	<u>50.00</u>
Total	<u>\$570.00</u>

Plumber / Piping Trades

• Learning Guides, Manuals	\$325.00
• Tool box with hand tools	375.00
• CSA Work Boots, clear safety glasses, 3 sets coveralls (1 set insulated, or jacket)	350.00
• Calculator, 3-ring binder, paper, pens, etc.	<u>50.00</u>
Total	<u>\$1100.00</u>

Meat Cutter / Retail Meat Processing

• Learning Guides, Manual	\$190.00
• Tool package containing: Apron, clear safety glasses, Scabbard, Knife Set, sharpening stones/guide	270.00
• Gloves, Gum Boots, Padlock (key type)	45.00
• 3-ring binder, paper, pens, calculator etc.	30.00
• Uniforms (refundable deposit)	<u>150.00</u>
Total	<u>\$685.00</u>

Professional Cook 1

• Learning Guides and Textbook	\$350.00
• Knife Set & tools	350.00
• 3-ring binder, paper, pens, lock etc.	30.00
• Uniform Laundry fee	100.00
• Pants	<u>70.00</u>
Total	<u>\$900.00</u>