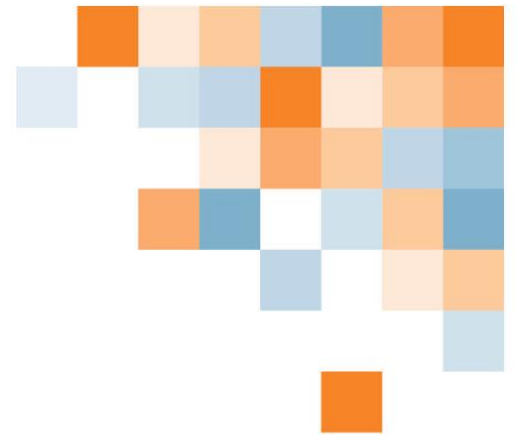


ita
YOUR TICKET.



**ITA Youth Program
Operations Guide 2018**

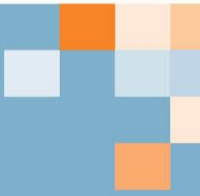


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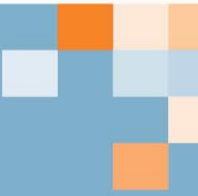
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YOUTH PROGRAM OPERATIONS GUIDE OVERVIEW

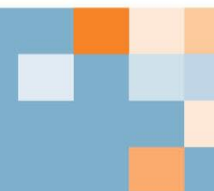
This manual has been created to guide school districts/independent school authorities through ITA's Youth Program administrative processes and procedures.

For school districts/independent school authorities already familiar with ITA Youth programs, this manual can be used as a quick reference and to highlight changes in processes and procedures. This guide will be updated every year and posted on the ITA Youth website. Please ensure that you have the updated version at the start of every school year.

This manual is not intended to take the place of program guides. School districts/independent school authorities are encouraged to become familiar with ITA Youth program guides. All ITA Youth program guides and ITA Youth forms listed in this document can be found on the ITA Youth's website listed below.

<http://youth.itabc.ca/educators/program-resources/>

Please refer to the Dual Credit Management System Reference Guide or Dual Credit Management System tutorial videos for specific registration steps. The Reference Guide and tutorial videos are located at www.dualcredit.ca under 'Help'.



YOUTH DISCOVER THE TRADES

Overview

Youth Discover the Trades is an event for grades 5-10 and are events run to increase career knowledge and awareness of trades in schools. The audience can be students or teachers and can include parents and employers as well. It is intended to expose youth and teachers to the trades, trade skills, tool knowledge and safety, trades careers and industry knowledge and employment. Please see the Youth Discover the Trades Program Guide for more information.

When to Apply for the Grants

Applications can be made at any time; however, the granting period runs April 1st to March 31st of the following year. It is preferred that applications for grants to be received in the same fiscal year an event is to run. If an event is going to take place in April, approval will only be provided after April 1st.

Funding

Maximum Grant Amount: \$4000

Grant dollars are provided generally 30 days from the time of approval.

Completion

An evaluation of the event is an important aspect of the Discover the Trades program. School districts/independent school authorities are responsible to collect, collate and submit the results of the evaluation in the Project Completion Report form within 2 weeks after an event.

Resources

For those who are interested in running an event but unsure of what the event should look like or what kind of trade activities to have, ITA has a Youth Discover the Trades Activity Ideas and Tips Sheet.

Form	Location	Action
Youth Discover the Trades Application Form	ITA Youth Website	Submit Application package to Youth@itabc.ca
Youth Discover the Trades Activity Ideas and Tips Sheet	ITA Youth Website	To be used by district/independent school authority
Youth Discover Program Completion Report	ITA Youth Website	Submit 10 days after event to Youth@itabc.ca



YOUTH DISCOVER THE MAKER WAY

Overview

These events incorporate the process of Design Thinking and or the Maker Philosophy and Movement. There are three event options to choose from: Discover the Maker Way; either for Educators or Students, and another option called Discover the Maker Club for Educators. More information can be found in the Youth Discover the Trades Guide.

When to Apply for the Grants

Applications can be made at any time; however, the granting period runs April 1st to March 31st of the following year. It is preferred that applications for grants to be received in the same fiscal year an event is to run. If an event is going to take place in April, approval will only be provided after April 1st.

Funding

Maximum Grant Amount: \$6000

Grant dollars are provided generally 30 days from the time of approval.

Completion

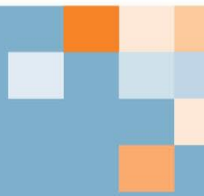
An evaluation of the event is an important aspect of the Discover the Maker Way program. School districts/independent school authorities are responsible to collect, collate and submit the results of the evaluation in the Maker Way Stream Project Completion Report form within 2 weeks after an event.

Resources

For those who are interested in having a Maker Way event but would like more information on what the event should look like, ITA has the *Maker Day Toolkit* and *Planning your Youth Discover the Maker Way Event* PowerPoint. These documents will provide information on conceptualizing, planning, and hosting a Maker Day. They will also provide samples of agendas and design challenges.

For those who are interested on having a Maker Club event, please see our Maker Application Grant Form.

Form	Location	Action
Youth Discover the Maker Way Application Form	ITA Youth Website	Submit Application package to Youth@itabc.ca
Maker Day Toolkit Planning Your Youth Discover the Maker Way Event PowerPoint	ITA Youth Website	To be used by district/independent school authority
Youth Discover the Maker Way Program Completion Report	ITA Youth Website	Submit within 10 days after event to Youth@itabc.ca



YOUTH EXPLORE TRADE SKILLS

When to Submit Registration to ITA

There is no official intake dates to register Youth Explore Trade Skills students with ITA. Students will need to be submitted into DCMS after they have completed their first week of class. This is to ensure that funding is not provided to students who have withdrawn and that funding is not missed for students who have joined last minute.

Overview

Students will be submitted through DCMS by school district/independent school authority. Once students have been submitted, ITA Youth Administrator will go into DCMS, register students and create a grant letter.

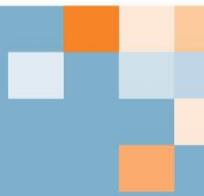
Once a cohort has completed a program, an Exit Form will need to be submitted to ITA Youth Administrator confirming the students that have passed or failed.

Funding

As this funding is issued as a Grant letter, there is no invoice required. The Grant letter will confirm the total number of students and total amount of funding for the cohort. Payment will be remitted within 30 days of receiving grant letter.

\$100 per student

Form	Location	Action
Youth Explore Trade Skills Registration form	Found on ITA Youth Website	Completed and kept on file by school district/independent school authority
Youth Explore Trade Skills Exit Form	Found on ITA Youth Website	Completed by school district/independent school authority and submitted to ITA Youth administrator.
Grant Letter	Created by ITA Youth Administrator	Sent to school district/independent school authority



YOUTH EXPLORE TRADE SAMPLER

When to Submit Registration to ITA

There is no official intake dates to register Youth Explore Trade Sampler students with ITA. Students will need to be submitted into DCMS after the first week of class. This is to ensure that funding is not provided to students who have withdrawn and that funding is not missed for students who have joined last minute.

Overview

Students will be submitted through DCMS by school district/independent school authority. Once students have been submitted, ITA Youth Administrator will go into DCMS, register students and create a grant letter.

As Adults participating in the Youth Explore Trade Sampler program are not eligible for funding, they will not go through DCMS and will need to be submitted to ITA on the Youth Explore Trade Sampler Intake Form. This is to be completed and submitted by the ITA Designated Training Provider.

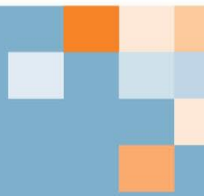
Once a cohort has completed a program, an Exit Form will need to be submitted to ITA Youth Administrator confirming the students that have passed or failed.

Funding

As this funding is issued as a Grant letter, there is no invoice required. The Grant letter will confirm the total number of students and total amount of funding for the cohort. Payment will be remitted within 30 days of receiving grant letter.

\$250 per student

Form	Location	Action
Youth Explore Trade Sampler Registration Form	Found on ITA Youth Website	Completed and kept on file by district/independent school authority
Youth Explore Trade Sampler Exit Form	Found on ITA Youth Website	Completed by district/independent school authority and submitted to ITA Youth administrator.
Youth Explore Trades Sampler Intake Form for Adults	Found on ITA Youth Website	Completed by ITA Designated Training Provider and provided to ITA Youth Administrator within 30 days of program start.
Grant Letter	Created by ITA Youth Administrator	Sent to school district/independent school authority



YOUTH TRAIN IN TRADES INTAKE

When to Submit Students to ITA

Youth Train in Trade students are registered with ITA during one of ITA's four intakes. The intakes are in September, November, February and May. Students are to be registered in the intake closest to their program start date. Specific dates for the school year will be listed on the ITA Youth Train in Trades Program Timeline found on the Youth website and on the last page of this document. The Youth Administrator will send out reminder notifications before an intake is open, when the intake is officially open, before the intake is closed and a final notification the day the intake is officially closed.

Overview

Application packages will need to be submitted to ITA. Please see Youth Train in Trade Program Guide page 13 for more information regarding the application package and the ITA Youth Train in Trades Program Timeline for specific dates. Both will be found on the ITA Youth Website.

Students can be pre-loaded into DCMS before an intake is officially open. Once an intake is open, you will need to submit your Youth Train in Trade students (Registration instructions in DCMS Guide on page 24 for Full Version users and page 2 for Lite Version users) Once the students have been submitted and the intake is officially closed, ITA will create and send a 'Schedule E' to each district.

The 'Schedule E' is a 1-page document that will confirm the number of students submitted in the intake, start and end dates for the technical training, the total amount of funding provided, and will require a signature from someone within your district who has financial signing authority. Please ensure that the Schedule E is accurate as the numbers listed on this will be used to determine the amount of funding your district/independent school authority will receive for that intake. The 'Schedule E' and Intake Invoice will need to be submitted back to ITA **within 2 weeks** of the intake closing.

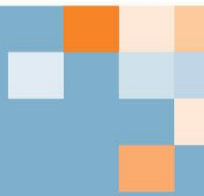
Invoices

Invoices can be created by the school district/independent school authority's accounting department or can be pulled and created through DCMS for those who have the Full version.

\$1200 per student

\$1700 per Heavy Duty Mechanical Trade student

Form	Location	Action
Schedule E	Created and provided by ITA	Reviewed and signed by district/independent school authority and returned to ITA
Intake Invoice	Created by district/independent school authority	Submitted to ITA Youth Administrator for processing
Youth Train in Trades Application Form	Found on Youth website	Completed and kept on file by district/independent school authority
Youth Train Program Timeline Form	Found on Youth website	Kept on file by district for reference



YOUTH TRAIN IN TRADES COMPLETIONS

When is a Student Complete?

Once a Youth Train in Trade student has completed their program, their course marks will be on file within 30 days. For most programs, once a student has completed the technical training, they will have met the completion requirements and an invoice can be submitted. The following programs have additional requirements for completion and can be submitted for completion funding when requirements are met:

Professional Cook and Automotive Refinishing Prep Technician

- Level 1 Technical Training
- Level 1 Certificate of Qualification exam

Heavy Equipment Operator

- Road Builder & Heavy Construction Foundation Program
- Level 1 Technical Training
- Heavy Equipment Operator Certificate of Qualification exam

Hairstylist

- Hairstylist Foundation Practicum Form

Overview of the Invoicing Process

This will depend on district/independent school authority. Invoices can be generated by DCMS (for those who have the Full version), or they can be created by your districts/independent school authorities accounting department.

Invoice should be submitted with the Reconciliation Report so ITA is aware the students status: passed/withdrawn/failed or if a student will be invoiced at a later date.

ITA Youth administrator will do a reconciliation of completion invoices; however, it is the primary responsibility of the school district/independent school authority to track and ensure that all their students have been submitted for completion funding.

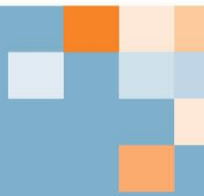
Students who fail the Certificate of Qualification are able to rewrite to complete the Train in Trades program. Districts can submit a separate invoice for students who are rewriting at a later date.

Invoicing Amount

\$1000 per student

\$1200 per Heavy Mechanical Trade student

Form	Location	Action
Invoice	Created by school district/independent school authority	submitted to ITA 45 days after course completion
Reconciliation Report	Found on ITA Youth Website	Completed by school district/independent authority school and submitted to ITA



YOUTH WORK IN TRADES

Registering New Students

All first time registrations must be entered by district/ independent school authority through Dual Credit Management System. ITA Youth Administrator will go into Dual Credit Management System, confirm the supervising certified trade worker, and then register the student into the Youth Work in Trade program.

Updating Students

Student who are already registered but have changed sponsor can be updated in DCMS or the Youth Apprentice and Sponsor Registration form can be sent directly to ITA Youth Administrator.

***ITA Youth Administrator does not receive notifications when a student in DCMS has been updated, so if an employer is changed in DCMS an email will need to be sent to the ITA Youth Administrator to advise of the change.*

Hours

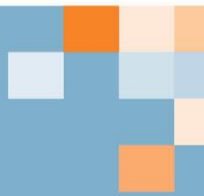
Hours will need to be submitted to ITA on the Work-Based Training Report completed and signed by the sponsor

Youth Work in Trade Award

Timelines will be sent out by Ministry of Education.

To ensure accuracy, make sure the last submission of hours for the Youth Work In Trade program have an end-date of January 31st or August 31st of the year they complete the program.

Forms	Location	Action
Youth Apprentice and Sponsor Registration Form	Found on ITA Youth Website	Kept on file by school district/independent school authority
Work-Based Training Report	Found on ITA Youth Website	Submitted to ITA Customer Service or ITA Youth Administrator



DUAL REGISTRATION GRANT

When

Issued 4 times a year: November, January, April and July.

Steps

ITA Youth Administrator will create a list of eligible students and create the Dual Registration Grant letter. The Dual Registration Grant letter will be emailed to the Primary Contact of the school district/independent school authority. Payment will be remitted within 30 days of letter being sent.

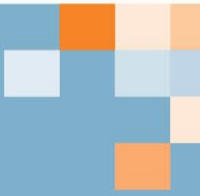
Any corrections will need to be sent to ITA Youth Administrator within 14 days.

As this is a Grant letter, there is no Invoice required by the district/ independent authority.

Amount

\$500 per student.

Form	Location	Action
Dual Registration Grant letter and list of eligible students	Created by ITA and sent to school district/ independent school authority	Payment will be remitted by ITA within 30 days



DIRECT ACCESS

Logging In

Direct Access is ITA's client management system. Here you will find program transcripts for students in the Youth Work in Trade and Youth Train in Trade program.

If you do not have an ITA Individual ID, please contact the ITA Youth Administrator. If you have an ITA Individual ID number, please follow the steps below for logging in.

Go to the link below:

<https://www.itadirectaccess.ca/Login.aspx>

Welcome

Enter your Individual ID and password to access this site. If you do not have an account, please create one.

* Individual ID or Email Address: [Forgot your Individual ID?](#)

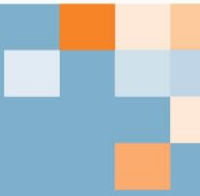
* Password: [Forgot your password?](#)

This will take you to your home page.

Home

- [Search For Individual](#)
- [Search For Individual \(Designated Supporting Agencies\)](#)
- [Search For Trade](#)
- [Search for Program](#)
- [Search for Catalogue Item](#)
- [My Organizations](#)

From here you will click 'My Organization'. This will bring you to the organization information and your student's information. You will have 4 tabs:



Details is the school districts/independent school authorities information

Contacts will list the names of the staff members within your organization who have access to this information. If there are staff listed who should be removed or should be added, please contact the Youth Administrator.

Apprentices will list the students your school district/independent school authority has registered into the Youth Train in Trade or Youth Work in Trade program. By clicking on an individual student, you will be able to view the student's files to see grades and hours.

Apprentice Alerts will show you the status of your active Youth Train in Trade and Youth Work in Trade students. This is only available to the Primary Contact.

Transcripts

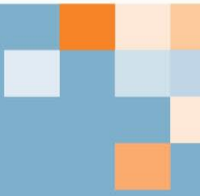
To view a student's transcript, go to the 'Apprentice' Tab and click on the student's Individual ID number. This will bring you to the student's information. Click the **Registration** tab and click the program name to open the transcript.

Registrations | **Personal Info** | Notes

Apprentices are able to see all current and complete all past achievements the ITA has on-file may be view complete an [Apprentice and Sponsor Registration fo](#)

To view transcript, select Program name.

Program	Status
Automotive Service Technician Youth Train in Trades	Active
Automotive Service Technician Youth Work in Trades	Active
Automotive Service Technician (AST 1, 2, 3 and 4) Apprenticeship	Active

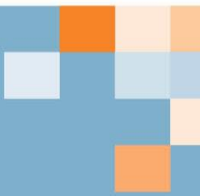


Hours Report

To view students hours without having to go into each individual file, you are able to click the 'Apprentice Hours Report' at the top corner of your screen.

Organization Summary

Organization ID:	<input type="text"/>	Phone Number:	<input type="text"/>
Organization Role:	<input type="text"/>	Mailing Address:	<input type="text"/>
Organization Name:	<input type="text"/>		
Organization Email Address:	<input type="text"/>		Apprentice Hours Report



YOUTH TRAIN IN TRADES TIMELINES

	School District/Independent School Authority	Dates
Step 1	<p>Submit Youth Train in Trades Application and Eligibility Criteria by the due dates listed in the next column</p> <p>All intake applications can be submitted on April 15th. If there are changes to the program prior to the start of the intake, please submit revised documentation.</p>	<p>October Intake - Apr 15</p> <p>Feb Intake – Dec 1</p> <p>May Intake - Apr 15</p>
Step 2	<p>Register Youth Train in Trades participants</p> <p>Youth Administrator will send out reminders of dates prior to each intake.</p>	<p>Oct 1 - 13</p> <p>Feb 1 – 15</p> <p>May 1 - 15</p>
Step 3	<p>Sign contract or contract amendment (schedule E) and return to ITA within 2 weeks of receipt and invoice ITA for funds and include list of student name and program</p>	<p>Within 2 weeks of receiving contract</p>
Step 4	<p>Submit marks to ITA along with Invoice for completion payment to ITA, including list of student names and program indicating program completion status (pass/fail/ withdrawn) Students that complete in the Summer can be invoiced in the fall. 45 days begins from Sept 1.</p>	<p>Within 45 days after program completion</p>
Step 5	<p>Dual Registration Grants will be issued by ITA Youth Administrator four times a year</p>	<p>November</p> <p>January</p> <p>April</p> <p>July</p>