



November 2, 2016

Ref: 191337

To: All Superintendents
All Secretary-Treasurers
All School Facility Managers
All School Districts

Re: Youth Trades Capital Equipment Program (YTCEP)

The Ministry of Jobs, Tourism and Skills Training (JTST), in liaison with the Industry Training Authority (ITA), have developed a Youth Trades Capital Equipment Program (YTCEP). The YTCEP is targeted to enable schools to purchase trades training equipment that is needed to support the delivery of one of the ITA's *Youth Trades Programs* as described in Appendix 1.

JTST has requested the Ministry of Education (EDUC) to assist by acting as the administrator of the YTCEP. Upon approval, funds will be provided to school districts directly by the ITA.

The YTCEP has an overall budget of \$15 million, with a minimum investment target of \$7.5 million in fiscal 2016/17 (to be expended by March 31, 2017). The balance of the budget is to be fully expended in fiscals 2017/18 and 2018/19.

The objectives of the YTCEP are to:

- Gain a better understanding of current trades equipment inventory in each School District.
- Determine forecasted needs for additional trades equipment requirements in each School District.
- Increase participation and successful completion of youth trades programs and the number of students who continue on to further trades training programs.
- Ensure School Districts have safe and appropriate modern trades equipment to support the delivery of the ITA's *Youth Trades Programs*.
- Provide capital resources for School Districts to develop and implement innovative trades training within the ITA's *Youth Trades Programs*.

All school districts are encouraged to apply for funding, however eligibility will be based on a school district's ability to deliver one or more of the ITA's *Youth Trades Programs* as described in Appendix 1. More detailed information on the ITA's *Youth Trades Programs* is available at <http://www.itabc.ca/youth/> or by email at youth@itabc.com, or by phone at 1.866.660.6011.

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A partial list of the types of requests that will be eligible for funding are;

- Capital investments for additional new equipment, replacement of older obsolete existing equipment, or repair of existing equipment (i.e. there will be consideration given to a funding investment towards the repair of existing equipment if that is the most practical and cost effective option).
- Tools (i.e. power, hand, pneumatic, cordless).
- Heavy machinery (i.e. car hoists, table saws, kitchen equipment).
- Trades equipment (i.e. work tables, benches, toolbox, stoves, and small ware).
- Ventilation equipment (i.e. woodshop sawdust collector, cooktop ventilation system).

The YTCEP will be administered through a call for proposals. School districts are to submit a Three-Year Capital Plan identifying their priorities to EDUC who will review the plans, assess the strength and merits of the requests, and provide recommendations to JTST and the ITA on which priorities to fund.

Applications will be assessed based on the following criteria;

1. School district's demonstrated commitment and operating plan to deliver one or more of the ITA's *Youth Trades Programs*.
2. School district's need for additional or replacement equipment based on existing trades equipment's condition, age, maintenance frequency, operational cost, and potential savings that would result from replacement.
3. Ability to increase student participation and outcomes from youth trade programs. School districts receiving funds will be required to report how the capital investment supported improved outcomes for their youth trade programs using the ITA's *Youth Trades Program Score Card*.
4. Ability to leverage or partner with other trades training providers (public or non-public).

School districts must also demonstrate they have sufficient operating resources (budget, staff and space) to make effective use of the requested trades equipment. Upon acquisition of any new trades equipment, school districts will be solely responsible for the cost of ongoing service, maintenance, insurance and warranties, as there is no additional funding to support these costs.

Please note that school districts must have the ability for YTCEP projects to meet Generally Accepted Accounting Principles (GAAP) for capital improvements.

School districts are to use the attached YTCEP Three-Year Capital Plan spreadsheet (see Appendix 2) to identify their priorities and provide a complete submission to their respective EDUC Capital Planning Officer **on or before January 6, 2017**.

School districts are encouraged to work with their Capital Planning Officer in advance of the submission deadline so all information received by the deadline is complete. Late submissions will not be accepted.

Project announcements and funding confirmation will be provided to school districts in February/March 2017, with the expectation that school districts will execute on the supported projects in the months immediately following.

Should you have any questions regarding the YTCEP submission process, please contact your respective EDUC Capital Planning Officer at [Capital Division Contact List](#)

Sincerely,

A handwritten signature in blue ink that reads "Michael Nyikes".

Michael Nyikes, Director
Standards and Construction Branch

pc: Scott MacDonald, Assistant Deputy Minister, JTST Labour Market & Information Div.
Erin Johnston, Director, Training Investment, ITA
Shanna Mason, Assistant Deputy Minister, EDUC Capital Division
Ryan Spillett, Acting Executive Director, EDUC Capital Division
Carlo Vijandre, Manager, Facility Condition, EDUC Capital Division
All Regional Directors, EDUC Capital Division
All Planning Officers, EDUC Capital Division

Attachments:

1. Appendix 1 – ITA's *Youth Trades Programs*
2. Appendix 2 – YTCEP Three-Year Capital Plan

Appendix 1 – ITA’s Youth Trades Programs

Previous Name	New Name	Grades	Course Information
Yes 2 IT	Youth Discover the Trades	5-10	<ul style="list-style-type: none"> • Connects youth, parents and teachers with local tradespeople and their employers so youth can see first-hand what a career in trades is really like.
Maker Days	Youth Discover the Maker Way	all	<ul style="list-style-type: none"> • Brings trades and technology to the classroom with hands-on learning that encourages invention, prototyping and experimenting.
Shop Class	Applied Design, Skills and Technology (ADST)	all	<ul style="list-style-type: none"> • ADST programs related to Trades: <ul style="list-style-type: none"> ○ Automotive Technology ○ Culinary Arts ○ Coding for Manufacturing ○ Drafting ○ Electronics and Robotics ○ Engine and Drivetrain ○ Food Studies ○ Furniture and Cabinet Making ○ Machining and Welding ○ Mechatronics ○ Metalwork ○ Power Technology ○ Robotics ○ Woodwork
Skills Exploration	Youth Explore Trades Skills	10-12	<ul style="list-style-type: none"> • Provides hands-on experience for Grade 10 – 12 students interested in trying different trades before enrolling in a high-school apprenticeship program (ACE IT and SSA).
New course	Youth Explore Trades Sampler	10-12	<ul style="list-style-type: none"> • Full-time, semester-long and offer basic technical training and experience in a variety of trades.
ACE IT	Youth Train in Trades	10-12	<ul style="list-style-type: none"> • Youth attend trades training classes and receive credits that count towards their high-school diploma and at least one level of technical training for their industry training program.

Previous Name	New Name	Grades	Course Information
SSA	Youth Work in Trades	10-12	<ul style="list-style-type: none">• Students who find a sponsor employer and register with ITA as a youth apprentice can earn 16 credits towards their high-school diploma and 480 hours towards their trade credential