



## **Building Futures for Youth Program**

### **Overview**

This program has been developed by the Construction Association of Nova Scotia (CANS), in partnership with the Department of Education-English Program Services, Department of Labour and Advanced Education, Apprenticeship Training and Skill Development division and Nova Scotia Community College.

In 2008, a pilot program was presented to students in high schools across the Halifax Regional School Board. In 2009, the program was expanded into Chignecto-Central (CCRSB) and Cape Breton-Victoria Regional School Boards (CBVRSB). In 2010, the program expanded further to include all 8 regional school boards. Since its inception the program has provided 247 students the opportunity to explore careers in the skilled trades

The program will consist of three components; In-School Pre-Placement, CANS Training at NSCC, and a 7 week youth apprenticeship work placement. Students will receive training in the areas of construction safety, plumbing, electrical and carpentry. This program is designed for high schools and will be supported by Co-operative Education teachers, O2 teachers as well as Guidance Counselors.

### **Rationale**

CANS has an established network of over 750 member companies across the province and proposes to target this network and focus attention on its ability to create placement opportunities for youth. The Construction Association of NS (CANS) proposed working in collaboration with their program partners to provide strategies for employers to create effective learning opportunities for high school students. The program will promote career awareness and long term attachment to the construction industry.

In NS, work in the construction industry accounts for 6% of province's workforce, employing over 27,000 people. In order to meet the current and future demands for skilled workers in the construction industry and to identify vibrant career pathways and exciting opportunities for youth, CANS has developed the Building Futures for Youth Program. The learning outcomes for students focus on career awareness and opportunities in the local labour market. Employers benefit by supporting apprenticeship development, mentoring & coaching, as well as being introduced to potential employees in their industry.

## **Outcomes**

The Building Futures for Youth Program is designed primarily for students enrolled in Options and Opportunities and Co-operative Education courses that focus on Construction/Trade/Technology and Community-Based Learning courses.

Students will:

- receive a broad base of exposure to various tools and equipment
- be assisted in defining their career choices, as well as transition planning to post-secondary and/or work
- receive an appropriate level of safety, experiential learning and training specific to the construction trades
- gain an understanding of the Apprenticeship Model; be assisted in beginning a Youth Apprenticeship
- have the opportunity of career exploration in the construction trades
- experience learning at NSCC, while being exposed to its programs and facilities
- be exposed to role models/ potential mentors
- earn up to three Co-op credits towards their high school diploma
- potentially register as a youth apprentice and have their Co-operative Education hours credited towards a Youth Apprenticeship according to the Department of Labour and Advanced Education, Apprenticeship Training and Skill Development division guidelines
- have paid work for up to seven weeks of placement
- be eligible to apply for one of two \$1000 Building Futures for Youth scholarships available through the NSCC Foundation.

Employers will:

- establish relationships and gain exposure to school and community based learning
- be supported by CANS in fulfilling their role in pre-screening; reviewing student performance; program evaluation
- participate in mentorship training
- have the opportunity to employ individuals prepared for the construction workplace
- identify potential future employees and trades people; establish relationships
- support students to begin the first steps to the Full Journey

# **Building Futures for Youth Program**

## **Pre-Application Process**

The process is designed to accommodate the desire of youth to obtain experience and exposure to the construction trades.

- Students will attend an Information session, presented by CANS and held at local area high schools. The purpose of this session is to outline the process and requirements of the program. Students, accompanied by families, will consider whether it is in their best interest to proceed with an application

## **Application Process**

- Complete a CANS application and interview process
- Family consent is necessary for the application to be considered

## **Selection Process**

- Applications will be reviewed by CANS HR Development Coordinator
- Pre-screening will take the form of an interview, coupled with teacher recommendations and/or employer references, resume and cover letter
- Demonstrated interest, workplace readiness, math skills, aptitude and previous experience will be considered assets
- Students will also be evaluated on their demonstrated work ethic, social awareness and maturity during pre-screening
- All interviews will be held at the CANS office (or suitable central location), by CANS HR Development Coordinator and industry representative(s) when possible. This process is designed to be supportive of the student.

## **Orientation Session**

An orientation session will be held for all successful applicants and their families. It is important that all parties are aware of the risks and responsibilities associated with work in the construction industry. This session will be facilitated by CANS and will include industry as well as school board representatives, in order to answer any questions.

## **In school Pre-Placement Component**

Students will complete the Pre-Placement component (25hrs) as outlined in the Department of Education Community Based Learning, A Resource for Schools Document.

## **CANS Training (1st Co-op credit)**

- Students will attend CANS training at NSCC for 80 hours in addition to beginning their community employer placement (100 hour total = 1 Co-op credit).
- A representative from Department of Labour and Advanced Education, Apprenticeship Training and Skill Development division will make a presentation to the students, register them as Pre- Apprentices and be available to answer any questions they may have about the process of moving through the Apprenticeship system.
- Training will be given in full days; with ½ day covering Theory, and ½ day allowing for practical hands-on training.
- In order to maintain the best opportunity for knowledge transfer, training will commence in semester 2 of the school year. This upfront training will fulfill the requirement for their Co-op credit as well as prepare the student to be register as a pre-apprentice for the balance of the summer (7 weeks)
- CANS Training will be given on topics such as:
  - PPE
  - Fall Protection
  - Hand/ Power Tools
  - Intro to Traffic Control & Confined Space
  - Basic Blueprint
  - Apprenticeship Pathways
  - Workplace Expectations
  - Generational Diversity
  - Practical Project
  - Trades Math

Other activities may include guest speakers from CANS Developing Executives Group (Industry representatives under the age of 35), Industry Safety Officer, Local Contractors, NSCC Trades students. This session will include, if possible, a tour of a non-residential construction worksite or plant.

## **Evaluation**

- Students will be evaluated by their instructor(s) at NSCC in consultation with CANS HR Development Coordinator
- Students should be evaluated after each topic by the trainer(s), allowing skills to build toward completion of a final project.
- Students also need to be evaluated on their work ethic, maturity, social awareness, etc. during skills training. Evaluation materials will be created in order to identify the student who may need additional training before becoming registered as a Pre-Apprentice.

## **Pre- Apprenticeship Work Placement (2<sup>nd</sup> and 3<sup>rd</sup> Co-op credit)**

- Students will be registered to CANS Joint Registration Committee, under the direction of Department of Labour and Advanced Education, Apprenticeship Training and Skill Development division and be issued an ID card identifying them as Construction Trade Pre-Apprentices.
- Students will be placed with industry employers in order to match their interests and/or prior experience. Every effort will be made to accommodate the wishes of students as well as provide employers with an opportunity to give the student to a broad base of experience over the summer months.
- The hours they work over the summer can be counted toward their 2<sup>nd</sup> and 3<sup>rd</sup> Co-operative Education credits and their formal apprenticeship upon registration as a youth apprentice or apprentice. The student, supported by their mentor, will complete a logbook in order to document their training and hours of work.
- Students must be contacted every 25 hrs during work placement by Co-op teacher/summer supervisor.
- Only students who have completed their CANS training at NSCC and work placement successfully may be eligible for their second Co-operative Education credit.

## **Record Keeping**

Students will be required to:

- Maintain a logbook
- Write a reflective report at the end of the summer
- Update their Portfolio as necessary
- Meet all requirements of the Department of Education's Community Based Learning component

## **Credentials**

Students will receive:

- Safety Training including documentation
- Training evaluations
- Construction Trades Pre-Apprentice ID card
- Final workplace evaluation from their employer, CANS will provide evaluation materials
- Certificate of Participation from CANS (upon successful completion of the program)

## **Personal Protective Equipment (PPE)**

The students will need the proper PPE in order to work with any of our employers. The costs to purchasing the PPE may be prohibitive for students. In order to avoid preventing any interested student from accessing the program, Workit Grants will be used to provide the necessary PPE to all students.

## **Partner Roles & Responsibilities**

### **CANS**

- Acts as community host/employer
- Provides HR Development Coordinator to supervise and coordinate all aspects of the program
- Creates pre-screening materials
- Delivers presentations on the program to teachers, administrators, guidance, students and their families
- Conducts interviews, in partnership with industry
- Develops Employer Criteria (pre-screening) – valid COR Safety certificate or equivalent
- Creates ‘profiles’ of both students and employers
- Identify placements within the industry, including: Pre-screening employers, liaison with relevant Union representatives and NS Construction Labour Relations Association and facilitating effective matches between employer and student
- Delivers Risk Management/Orientation session to those students enrolled in the program and their families
- Develops and provides learning plans/logbooks in order for students to document their training and work experience
- Creates and administers training and program evaluations to students and employers
- Administers safety benchmark to students during their training at NSCC and again at the end of their work placement
- Provides Mentorship Training for journeypersons from participating employers
- Acts as a liaison between Department of Education and Industry to promote the Cooperative Education program
- Issues a Certificate of Participation to students who successfully complete the program
- Hosts an ‘end-of-summer’ celebration for employers, supervisors, mentors, pre-apprentices and teachers
- Participates in annual evaluation of program– feedback from all partners, follow-up with students.
- Expansion of ‘Building Futures’ website – create a ‘virtual community’ which will include log book fill-in, employer and student evaluations, information for application, career path information
- Distributes information/promotion packages to schools, students, parents and employers
- Develop a timeline/workplan, in consultation with Working Group

### **Nova Scotia School Board(s)**

- Adheres to all Department of Education policies and guidelines for Community Based Learning/Cooperative Education
- Supports delivery of In-School Pre-Placement component (25 hrs)
- Hosts orientation/information sessions for administrators, students, teachers, guidance and families
- Distributes applications for the program
- Participates in Risk Management/Orientation session for families
- Supports student throughout process
- Supports students in communications and meetings with employers, signing of learning agreements.
- Participates in pre-placement assessment of work placements.

### **Nova Scotia Community College (NSCC)**

- Develops and delivers curriculum for training in consultation with program partners
- Evaluates students and provide a certificate of completion
- Provides materials, facilities and instructor(s) for CANS training (2 weeks) in each region/school board the program is being offered
- Assists in annual program evaluation, in consultation with all partners, as a member of the Management Group

### **Department of Education- English Program Services**

- Facilitates communications among partners
- Wherever possible and appropriate the Department of Education will communicate the BFY program to administrators and teachers by adding CANS to the agenda of both regional and provincial meetings
- Wherever possible and appropriate, will assist with the introduction of the program into schools
- Assists in annual program evaluation, in consultation with all partners, as a member of the Management Group

### **Department of Labour and Advanced Education – Apprenticeship Training and Skill Development**

- Registers Pre-Apprentices/ Youth Apprentices (waiving registration fee)
- Approves Joint Registration Agreement
- Participates in cross-promotional activities and presentations with CANS HR Development Coordinator
- Promotes program in literature and on website (workitns.ca)
- Issues temporary work permits where necessary
- Assists in annual program evaluation, in consultation with all partners, as a member of the Management Group