

How to Hire

A Secondary School Apprentice

Select a Student. If you currently have a secondary student working for you who shows an aptitude for learning your trade, he/she can be registered as a secondary school apprentice.

Or... A student will be introduced to you for consideration by your school district's SSA coordinator.

Register. Once you have selected your secondary school apprentice, register with the Industry Training Authority (ITA) with the assistance of the school district's SSA coordinator.

Train. Provide your secondary school apprentice with work-based training opportunities to learn the skills of the trade. All apprentices must work under the supervision of a tradesperson with sign-off authority.

Report. Monitor, track and report the apprentice's work-based training hours to the ITA.

**Contact Your School District's SSA Coordinator
For More Information**



"Once I got it,
I knew I had achieved
something awesome."

Frankie Reichert,
Cement Finisher Apprentice



Secondary School Apprentices Ready to Work – Prepared to Learn

Hire a secondary school apprentice and benefit from a student who is eager to help build your business. SSA students are hands-on learners with flexible work schedules. The support provided to you by the school district's SSA contact ensures that hiring and training a new employee 'your way' has never been easier. Open the door for students to gain work experience and start their career in the trades. Contact your school district today.

*INVEST IN YOUR BUSINESS, OUR STUDENTS
AND B.C.'S FUTURE*



More information available online at:
www.itabc.ca



Ministry of
Education



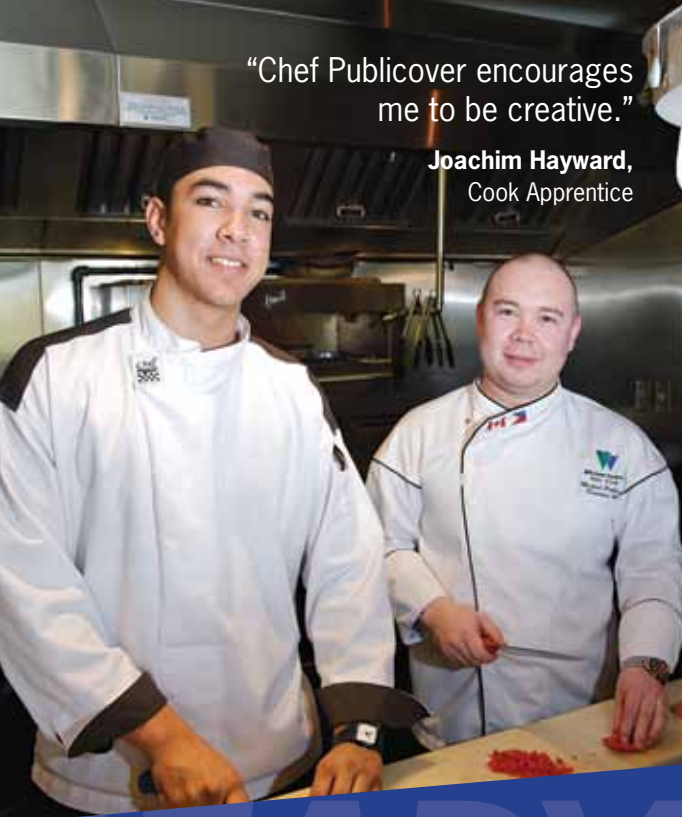
HIRE

Hire a Secondary School Apprentice



*INVEST IN YOUR BUSINESS, OUR STUDENTS
AND B.C.'S FUTURE*





“Chef Publicover encourages me to be creative.”

Joachim Hayward,
Cook Apprentice

Why Secondary School Apprentices?

1. Hands-On Learning

Secondary school apprentices are eager to engage in hands-on learning. Many have completed preparedness programs such as Essential Skills Tools and Workplace Safety training. Employers may also choose to observe the student's work abilities through work experience before committing to an apprenticeship.



“I was willing to do whatever it took for the opportunity to become a tradesperson.”

Callum Galligos,
Welder Apprentice

2. Flexible Work Schedule

Take advantage of a flexible schedule that best suits your business. Secondary school apprentices may work for a semester, over school breaks, part-time or weekends.

3. Your Way

Train your secondary school apprentice to do things 'your way' from the beginning.

4. Support Team

The school district's SSA coordinator will provide support and offer guidance for the duration of the secondary school apprentice's work-based training.



“We worked together.”

Janice Fichtner,
GROW Principal



Ask About Hiring ACE IT Students!

ACE IT (Accelerated Credit Enrollment in Industry Training) students are secondary students who have completed level one technical training in their trade. ACE IT students are prepared to apprentice in your workplace. They have demonstrated commitment to their career choice and to developing skills in their trade.

5. Employer Tax Credits

Employers may receive federal and/or provincial tax credits for apprentice wages.

More information is available on the ITA website at www.itabc.ca/Page1002.aspx.

Tax Credit Table For Employers

The rates in this table represent the percentage of applicable wages.

Tax Credit Level	Non-Red Seal		Red Seal	
	Regular	Enhanced	Regular	Enhanced
1st 12 months	10% Max 2,000	15% Max 3,000	Federal	15% Max 1,000*
2nd 12 months	10% Max 2,000	15% Max 3,000	Federal	15% Max 1,000*
Level 3	15% Max 2,500	22.5% Max 3,750	15% Max 2,500	22.5% Max 3,750
Level 4 and higher	15% Max 3,000	22.5% Max 4,500	15% Max 3,000	22.5% Max 4,500

*This amount is in addition to the federal credit. Check provincial and federal tax credit policies as they may change.

READY

Ready to Work! Prepared to Learn!

Join thousands of employers from all corners of B.C. who have hired over 10,000 secondary school apprentices to work and learn a trade.

Secondary School Apprenticeship (SSA) students begin an apprenticeship while attending secondary school and receive course credits towards their graduation requirements.

Employers benefit from the opportunity to hire and train students who are eager to engage in hands-on learning and help grow their business. Read on to find out WHY and HOW B.C. employers are hiring secondary school apprentices.



Interested?

Drop off this form to your local secondary school or call the school district contact provided on this brochure.

BUSINESS NAME/TRADE _____

CONTACT NAME _____

PHONE NUMBER _____

ADDRESS _____