



Building Futures for Youth (BFY)

Youth Pathways Consultant Guide – 2023

Who should be encouraged to apply?

Any Grade 10 or 11 students interested in exploring a career in the construction industry should be encouraged to apply. Students must be 16 years of age before the first day of the Industry Safety Training at NSCC. All aspects of the application must be submitted by the deadline.

Will students be guaranteed a placement in a trade of their choosing?

All students who are accepted into the program will be placed in an entry level placement in the construction industry. Although student preferences are considered, students are not guaranteed their top trades interest.

What are my responsibilities?

Liaising with BFY to ensure events in your Region/Board are scheduled and details are confirmed:

- Video presentations at high schools
 - Any Grade 10 or 11 student interested in exploring a career in the construction industry should be encouraged to view the on-line video presentation
 - Teachers should be encouraged to show the video to their classes
 - Interested students should be encouraged to watch the video with their family
- Virtual Student Interviews
 - Participate as a member of the interview panel
 - Consult with BFY staff and schools to schedule interviews, book rooms, etc...
- Supervising teachers
 - Once students are accepted, confirm the need for supervising teachers
 - Email the list of students and supervising teachers to BFY and EECD staff
 - Email the BFY Feedback form to the supervising teachers
- Virtual Family Information Session
 - Consult with BFY staff and schools to schedule sessions, choose platform, etc...
 - Have parents/guardians, students, and BFY staff sign copies of the *Commitment Agreement*, *Pre-placement Assessment*, and *Learning Agreement* forms for the NSCC training placement.
 - Have students sign the *NSAA Pre-Apprenticeship Form*. Collect the signed forms and email scanned copies to NSAA.
 - Review the responsibilities of all involved: PPE, transportation, mandatory NSCC training attendance requirements, student expectations, etc...

- NSCC training
 - Confirm and communicate the dates well in advance
 - Ensure schools record the student's training as a school activity / excused absence
 - Make transportation arrangements, if required
 - Ensure that you receive a copy of the completed *Co-op Placement Readiness* form from each student's teacher
 - Ensure NSCC instructors receive copies of the *Community Host Evaluation of Student* form that they will complete and return to you at the end of the training
 - Ensure students have their boots, hardhat, and safety glasses for the first day of NSCC training
 - Be present at the beginning of the first day of the NSCC training to greet the students, exchange contact information with the NSCC instructor and assist with any questions that may arise with students and/or NSCC staff
 - Ensure contact is made with the instructor at least once during the training and arrange an additional final on-site visit
 - Complete a *Placement Contact Record* form
 - Be informed about the training schedule to offer support, if required – e.g. transportation for a construction site visit, etc...
 - Ensure all Co-op forms related to the NSCC training placement are placed in each student's Co-op file at their school.
- Act as the primary contact for teachers and BFY staff
- Promote program opportunities and success stories, e.g. BFY scholarship opportunities
- Ensure that you or an alternate Region/Board person are available to respond to supervising teacher concerns/updates by phone or email during the summer work placement
- Provide feedback to the student's teacher at the end of the summer
- Ensure all required documents are placed in the student's Co-op file at their school
- BFY Celebration/Graduation
 - Communicate with schools and support student attendance, where possible
 - Attend the event, if possible
- By the end of September...
 - Ensure the summer co-op student data is entered in PowerSchool
 - Retrieve BFY Feedback forms from the supervising teachers and submit them to EECD

Do I have to arrange for transportation?

If transportation supports are available prior to the work placement, they are arranged by you. Once students begin the work placement, they are responsible for their own transportation. ***While participating in any aspect of the BFY program, students are not allowed to carry passengers in their personal vehicles; operate employer or customer vehicles; or use their personal vehicles for work purposes.***

What type of credit does a student gain from this program?

For completing all aspects of the BFY program the student will earn 3 high school Co-op credits. They will also earn 300 hours of Apprenticeship Practical credit. These hours will be tracked by the Nova Scotia Apprenticeship Agency and will be credited to the student upon their future registration as an apprentice in any trade.

Am I responsible to find the student's placement?

No. The Building Futures for Youth team is responsible to find the work placements. If BFY contacts the student's school regarding placement opportunities, they should share any information they may have.

Who should schools contact if a student has a placement in mind (i.e. already has an employer contact)?

If a school has a contact for a work placement, they should share the details with you, and you will ensure BFY is aware of the opportunity.

When are placements confirmed?

Placements will be confirmed starting on June 1st and the final notifications will be sent the final week of school. With the nature of the construction industry some placements may not be confirmed until the first week of July. Start dates of placements will be no later than July 15th, with the majority beginning on the first week of July. Students will be notified of their start date when they receive their placement information.

How do I find out about the placement?

You will be copied on the email your student will receive providing the details of their placement including the employer and work site location. Following that email, you will be copied on the email your student will receive from the supervising teacher, who will discuss next steps and arrange for the first contact with the employer.

What if I have questions or concerns?

Depending on the nature of the question, contact BFY or EECD staff.