

# FEBRUARY INTAKE OF YOUTH TRAIN IN TRADES PROGRAM COURSE CLAIMS FOR STANDARD SCHOOLS

FORM COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS

## Quick Reference

### Reporting method

**Standard** schools are to use an excel spreadsheet to claim the February intake of Youth TRAIN in Trades program courses.

### Who must complete this spreadsheet?

This form must be completed by:

- Standard (regular, public) Schools

### When must the spreadsheet be compiled and returned to the Ministry?

The spreadsheet must arrive at the Ministry on or before  
**March 7, 2025**

**! NOTE:** Schools must send their spreadsheets to their Board Office, not directly to the Ministry.

See page 5 for more details on returning the spreadsheet back to the Ministry.

### What this February intake spreadsheet collects?

The February intake of Youth TRAIN in Trades program course spreadsheet collects the following information about individual students as of February 7, 2025:

- PEN, name, birth date, grade level
- Number of net new Youth TRAIN in Trades program courses the student has enrolled in since September 27, 2024.

This information is collected under the [School and Student Data Collection Order \(M152/89\)](#). Under this order Boards of Education are responsible for collecting and submitting the information to the Ministry.

The collected information is critical for:

- allocating funds to Boards

## If you need assistance

Questions about completing this spreadsheet should be directed to your district contact person, or:

Data Management  
[Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca)

## Inclusions/exclusions for this spreadsheet

### Include:

- School-aged students (born between July 1, 2005 and December 31, 2019) who meet the [Eligibility of Students for Operating Grant funding policy](#), the [Recognition of Post-Secondary Transition Programs for Funding Purposes Policy](#) and the [K-12 Funding Policy](#) who have net new Youth TRAIN in Trades program course enrolments.

### Exclude:

The following students are **not** to be reported on Youth TRAIN in Trades second intake spreadsheet:

- Adult students (those born before July 1, 2005)
- Students enrolled in a Provincial Resource Program (PRP)
- Exchange Students
- [Home School](#) Registrations – a child of school age registered with the school but taught at home or elsewhere by the parent or guardian.
- Out of Province/International Students - These students fall under the following categories: 1) not involved in a reciprocal exchange; 2) not ordinarily resident in the province and for school-aged students for whom the guardians of the students are not ordinarily resident in B.C. Provincial funding will not be provided for these students.

## Duplicate students

The duplicate rules apply to students claimed on this spreadsheet. Refer to the [duplicate student rules](#) document for the 2024/2025 rules.

## Attendance and participation records

The Ministry strongly advises schools to retain student attendance and participation documentation for each reporting claim to facilitate in the resolution of duplicate enrolment issues and to assist in the enrolment audit process.

## Step by step instructions for completing the February intake of Youth TRAIN in Trades program courses spreadsheet

### Ministry School Code

Enter your ministry school code

### Personal Education Number (PEN)

Enter the student's Personal Education Number (PEN) that was assigned by the Ministry.

### Legal Names

Enter the legal names that appear on a student's birth certificate, unless a legal name change has been filed.

### Usual Names

In most instances the usual name will be the same as the legal name and this section should be left blank. In those situations where the student requests to be referred to by a name other than their legal name, then complete those portions of the usual name which are different.

### Date of Birth

Year - four digits (e.g., 2005).  
Month - two digits (e.g., 01 rather than Jan).  
Day - two digits (e.g., 05 rather than 5).

### Grades 10-12

Indicate the specific grade.

### Number of net new Youth TRAIN in Trades program Courses

Report the net new eligible Youth TRAIN in Trades program courses.  
Per the [Recognition of Post-Secondary Transition Programs for Funding Purposes Policy](#): Report the number of courses in accordance with the number of program offered hours; where a single credit represents the value attached to the knowledge, skill and aptitudes most students can acquire in approximately 30 hours of instruction. As a result, a four-credit course has approximately 120 hours.

The student must be registered in a technical training program funded by the Industry Training Authority in order for boards to report students in Youth TRAIN in Trades Programs. Before reporting students in these programs confirm Industry Training Authority age requirements.

These courses must not have already been reported by the current or another school for the 2024/2025 school year (July 1 to June 30 of the following calendar year). Do not report Youth TRAIN in Trades program courses that are a continuation from a previous school year.

If the student's annual plan of courses reported on September 27, 2024 has been altered due to the student dropping courses to pick up Youth TRAIN in Trades courses **only report the net new course count**.

The following set of examples are provided to assist you in determining the number of net new Youth TRAIN in Trades program courses you can claim based on what was claimed for the student September 27, 2024.

- 1) John was reported with 8 full credit courses on September 27, 2024. He then **dropped** 2 courses and enrolled in 2 Youth TRAIN in Trades courses. He is now taking 8 full credit courses. No net new courses.
  - Do not include this student in the spreadsheet (there is no net new courses)
- 2) Mark was reported with 9 full credit courses on September 27, 2024. He **dropped** 4 courses and picked up 5 Youth TRAIN in Trades courses. He now has a total of 10 full credit courses.
  - Report 1 net new course in the spreadsheet.
- 3) Susan was reported with 6 full credit courses on September 27, 2024. She **adds** 4 Youth TRAIN in Trades courses and does not drop any existing courses. She is now taking a total of 10 full credit courses.
  - Report 4 net new courses on the spreadsheet.
- 4) Donna was reported with 4 full credit courses and one support block\* which are calculated as 5 full credit courses on September 27, 2024. |She **adds** 6 Youth TRAIN in Trades courses to her course load.

\* As the student's number of courses now exceeds 8, the support block is invalid and must be removed from the student's timetable. (Per Form 1701 P.14: *"The combined total number of support block and courses leading to graduation cannot exceed 8 for these students."*)

Donna's 5 full credit courses claimed September 27, 2024 **minus** the support block plus the 6 Youth TRAIN in Trades full credit courses. = 10 full credit courses. Net adjustment is 5 full credit courses.

- Report 5 courses on the spreadsheet.

### FTE Calculation

Each full 4 credit course is calculated at .125 FTE.

| <b>Number of Courses</b> | <b>Reported as Courses</b> | <b>Funded as FTE</b> |
|--------------------------|----------------------------|----------------------|
| <b>1</b>                 | 01.00                      | 0.1250               |
| <b>2</b>                 | 02.00                      | 0.2500               |
| <b>3</b>                 | 03.00                      | 0.3750               |
| <b>4</b>                 | 04.00                      | 0.5000               |
| <b>5</b>                 | 05.00                      | 0.6250               |
| <b>6</b>                 | 06.00                      | 0.7500               |
| <b>7</b>                 | 07.00                      | 0.8750               |
| <b>8</b>                 | 08.00                      | 1.0000               |
| <b>9</b>                 | 09.00                      | 1.1250               |
| <b>10</b>                | 10.00                      | 1.2500               |

### Submitting the February intake of Youth TRAIN in Trades program courses spreadsheet to the Ministry

Schools need to forward their spreadsheet to their district contact for review and validation.

District contacts can either fax the spreadsheet directly to Data Management at 250 356-0277 or for district contacts wishing to submit an electronic version of the spreadsheet, contact [Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca) for instructions.