

SCHOOL DISTRICT #63

MARINE SERVICE TECHNICIAN

2014 - 2015

SD 63 MST PROGRAM APPLICATION PACKAGE

Saanich Schools



Great Places to Learn
& Safe Places to Be



In Partnership with



GETTING STARTED

1. Students meet with a Career Counsellor at their home school.

2. **HOW TO APPLY:** (please complete all forms in ink)
 - Students and parents meet with Career Counsellor.
 - Return completed SD 63 MST application to Career Counsellor.
 - Program applicants will be contacted by Parkland Secondary to arrange an interview for student to attend.
 - If accepted into the MST program, applicant will be required to attend orientation at Parkland Secondary School, and to complete Quadrant Marine application form.

3. **APPLICATION PACKAGE CHECKLIST:** (complete all forms in ink)
 - Student Education Transition Plan – 3 year plan – see pg. 2.
 - Student Program Statement of Commitment -see pg. 3.
 - Responsibility Agreement – student and parent sign – see pg. 4.
 - Student Program Research Interview – student & parent sign – see pg. 5, 6.
 - Resume - must include all contact information.
 - Transcripts for the last completed year including grade ten
 - Letter of reference checklist required – see pg. 8.
 - Career Counsellors submit completed SD 63 MST application to Parkland.

4. **UPON ACCEPTANCE INTO MST PROGRAM:**
 - Once accepted into MST program, students must take part in a one day orientation at Quadrant Marine in the last week of January.
 - Once accepted into MST program, students must complete Quadrant Marine Service Technician Application form.

3 YEAR EDUCATION PLAN FORM

Date:	Student Name:
PEN #	Student Number:

- Note:
1. Ensure you have included and considered your graduation requirements in your Education Plan.
 2. You may need to modify your timeline to achieve your graduation requirements & participate in the program.
 3. Complete the 3 Year Education Plan in full beginning with your current year.
 4. Include the **Dual Credits, WEX, and SSA Credits** in this plan.
 5. Do you have an Individual Education Plan (IEP)? YES or NO

If yes case worker's signature required: _____

Students are required to complete a <u>minimum</u> of 80 credits (equivalent to 20 four-credit courses) in Grades 10 - 12 for graduation. Most students choose to complete more than 80 credits.	
1. Required Courses - 52 credits in courses listed below:	
Language Arts 10 - 4 credits	Language Arts 11 - 4 credits
Fine Arts or Applied Skills 10, 11, or 12 - 4 credits	Social Studies 11, Civics 11 or First Nations 12 - 4 Credits
Science 10 - 4 credits	Mathematics 11 or 12 - 4 credits
Mathematics 10 - 4 credits	Science 11 or 12 - 4 credits
Physical Education 10 - 4 credits	Language Arts 12 - 4 credits
Planning 10 - 4 credits	Grad Transition - 4 credits
Social Studies 10 - 4 credits	
Note: Graduation = Minimum 4 Grade 12 level courses + Grad Transition	
2. Elective Courses - 28 credits Students can choose to complete elective requirements through the Camosun Partnership - Dual Credit Programs/Courses (PSIL Credits) and/or Secondary School Apprenticeship Program (SSA Credits)	

Grade 10 Semester 1 Year -	Grade 10 Semester 2 Year -	Grade 11 Semester 1 Year -	Grade 11 Semester 2 Year -	Grade 12 Semester 1 Year -	Grade 12 Semester 2 Year -
Credits:		Credits:		Credits:	
Total Credits Earned (Required + Elective) =					

 Student Signature Parent/Guardian Signature Current Teacher/Counsellor Signature

STUDENT PROGRAM STATEMENT OF COMMITMENT

Students applying to take the program must complete this form:

Student Name: _____ **Date:** _____

EMAIL: _____ **CELL:** _____

Describe in three short sentences why this is the career area for you.

Describe in three short sentences how your work experience or school subjects have prepared you for this program.

Describe in one short paragraph what you will do to be successful in this program.

RESPONSIBILITY AGREEMENT

Students applying to take a program complete this form:

This is an agreement between YOU _____
Student Name

and **School District 63 (Saanich)**, Its aim is to make our shared responsibilities clear as we work towards successful completion of your training.

School District / High School Responsibilities

- inform you of the training requirements specific to your career area
- provide you with background information on requirements for Program
- create an Educational Plan with you that maps out your final years of high school
- assist you to meet all prerequisites of your program
- register you as an ACE IT student (for trades programs only)
- provide you with student support services as needed (assessment, learning skills, math upgrading, counseling, disability resources)
- encourage students to be proactive with specific learning needs and IEPs (make an appointment with appropriate stake holders)
- liaise with parents, high schools & teachers regarding your progress & participation in the program
- provide marks to your high school for graduation credits
- provide tuition funding for Level One training at Quadrant Marine Institute (trades programs only)

Student Responsibilities

As a **School District 63 (Saanich)** student I agree to:

- understand that punctuality and attendance is mandatory (your instructor must be contacted if you will be absent or late)
- meet program homework and study expectations (2-4 hours daily)
- strive to achieve a passing mark of at least a 70% in your program
- successfully meet all prerequisites before attending Quadrant Marine Institute
- experience a relevant work experience placement in my chosen program area
- attend an interview and orientation
- participate in a Math or English upgrade program if deemed necessary
- purchase required text books, support materials, equipment and clothing
- **purchase required MST training manual (\$150)**

Student Signature: _____

Date: _____

Parent Guardian /Signature: _____

Date: _____

STUDENT PROGRAM RESEARCH INTERVIEW

Preparation:

- Arrange an in-person information interview by phone, fax or e-mail with an employer in Marine Service Technician industry.
- Start with contacts you may already have: friends, relatives, co-workers, neighbours, or select an employer from the Yellow Pages, Internet sources, Chamber of Commerce, etc. Some local employers include: Philbrooks, Blackline Marine, Canoe Cove Marina, and others.
- Dress appropriately, arrive on time, be polite and be sure to thank the person you have interviewed.
- Remember: the purpose of this interview is for you to find out what a Marine Service Technician does in a typical day, at a typical work site, and to see if this fits your career goals!

Student Name: _____

Employer Contact Information:

Name/Title: _____ Phone# _____

Company/Address: _____

Company E-mail/Website: _____

PROGRAM INFORMATION INTERVIEW

THE QUESTIONS:

In your career area, what work does an employee perform on a typical day?
(current projects)

What education or training is required for this type of work? Does the company provide wages or tuition during training?

(Information Interview continued next page)

What other work might be available with your qualifications?

What personal qualities or abilities are important for being successful in this career?

What part of this job do you find most satisfying? Most challenging?

What was your pathway toward this career?

How do you see careers in this field changing in the future (i.e. new technology)?

How has this work affected you physically over the years?

What advice would you give a person entering this field?

What is the salary range for various levels in this career field? What lifestyle could I expect to afford?

Which professional journals, organizations or websites would help me learn more about this field?

Do you know someone who could give me further information about a related career and may I use your name as the referral person?

Student Signature

Print name:

Employer Signature

Print name:

date

IF YOU REQUIRE ASSISTANCE IN COMPLETING YOUR APPLICATION, OR WOULD LIKE FURTHER INFORMATION ON THE MARINE SERVICE TECHNICIAN PROGRAM, PLEASE CONTACT your school career counsellor.

For Career Information Contact:

**GARY ARSENAULT – Claremont
W: 250-658-6679**

**COLLEEN MCNAMEE - Parkland
W: 250-655-2715
C: 250-415-2429**

**WENDY WALKER – ILC
W: (B) 250-744-1174
C: 250-514-0259**

**STU RHODES - Stelly's
W: 250-652-4401
C: 250-415-9211**

**SARAH CURRIE- SIDES
W: (250- 704-4957**

**KATHY STEFANI - SIDES
W: (250- 704-4957**

REFERENCE CHECK LIST

Student Name: _____

Current School: _____

Current Grade: _____

Administrator/Teacher Name / Community Reference: _____

Phone Number: _____

Email: _____

Student Qualities

(Please rank student on a scale of 1-5 with 5 being the highest score)

	1	2	3	4	5
Achievement					
Effort					
Attendance					
Work Habits					
Social Responsibility					
Leadership					

General Comments:

If you prefer confidentiality, the checklist may be mailed, faxed, or emailed to the attention of

COLLEEN MCNAMEE - Parkland
W: 250-655-2715
C: 250-415-2429