

School District #75 (Mission)  
Trades Training Advisory Committee  
Agenda

September 24, 2019, 4:00 pm  
District Education Office, 33046 4th Avenue, Mission, BC

Pages

1. **CALL TO ORDER**

*The Board Chair will acknowledge that this meeting is being held on Traditional Territory.*

2. **ADOPTION OF AGENDA**

2.1 Introductions

2.2 Review of Mandate/ Roll of Committee

1 - 2

3. **DELEGATIONS/PRESENTATIONS**

4. **UNFINISHED BUSINESS**

5. **NEW BUSINESS**

5.1 Overview of Riverside

5.2 Overview of Mission Senior Secondary

5.3 Trades Elsewhere

5.4 Gender + Trades

5.5 Work Experience

5.6 Capacity Issues in Mission Schools

5.7 Long Range Plan + Next Steps

6. **MINUTES OF PREVIOUS MEETINGS**

7. **INFORMATION ITEMS**

7.1 Riverside School Growth Plan

3 - 9

8. **ADJOURNMENT**

## Trades Training Advisory Committee Terms of Reference

### 1. Mandate

The Trades Training Advisory Committee (the “Committee”) is an Advisory Committee to the Board of Education (the “Board”), tasked with reviewing and advising on the opportunities, barriers, and options for trades training for Mission students.

### 2. Scope of Work

The Committee shall:

- a. Review the trades programs offered;
- b. Determine the opportunities and barriers associated with the potential expansion of programs;
- c. Explore and analyze options considering the identified opportunities and barriers;
- d. Report to the Board on its findings, including recommending actions.

### 3. Membership

- a. Members are appointed by the Board.
- b. The Committee will be comprised of up to nine (9) voting members:
  - one Board representative or alternate;
  - the Principal of Riverside College or alternate;
  - the Principal of Mission Secondary School or alternate;
  - the Superintendent or alternate;
  - one student from Riverside College;
  - one student from Mission Secondary School;
  - three members at large.
- c. The Trustee representative shall be appointed as the Committee Chair. The Vice-Chair will be selected from the members at the first meeting.
- d. Committee members shall serve without remuneration.

### 4. Term

The Term of the Committee shall be for a term ending June 30, 2021.

### 5. Quorum

Quorum of the Committee is 5 members.

### 6. Meetings

The committee will meet at least once every three months during the school year, after 3 pm. Special meetings will be held as required. It is the responsibility of the regular members to arrange for the attendance of an alternate when the regular member cannot attend a meeting.

Any and all Trustees may attend any Committee meeting in accordance with the Board Meeting Procedures Policy.

## **7. Rules of Procedure**

Meetings will be conducted in accordance with the Board meeting procedures policy.

The Committee should attempt to reach decisions by consensus. When consensus cannot be reached, the Committee may choose to vote on a specific course of action or recommendation, or to bring recommendations to the Board noting the lack of consensus of the Committee.

## **8. Authority**

This committee is established by the Board of Education of the Mission Public School District (MPSD) School District #75, in accordance with the Board Meeting Procedures.

The Committee has no delegated authority from the Board and is not empowered to manage property or programs, to direct School District staff, or to communicate with other levels of government on behalf of the Board.

Members, other than Board Members or the Superintendent, are not authorized to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

The Committee will only report on those issues as related to the mandate of the committee.

## **9. Staff Support**

Other School District staff shall be available from time to time and upon request through the Superintendent to provide technical and periodic administrative support.

## **10. Minutes**

A draft copy of the minutes are to be provided to the Board following the meeting. Approved minutes of the meetings are to be submitted to the Board office within 30 days of approval.

## **11. Reporting to the Board**

The Committee shall report to the Board no later than May 31 each year.

Approved: Date: \_\_\_\_\_, Board of Education

**Riverside College**

**School Growth Plan**

**2019**



**33919 Dewdney Trunk Rd  
Mission, BC**

**School Context:**

Riverside College was founded in 2001 and was originally housed on the Loughheed Highway. Riverside College moved to its current location and opened the doors of its beautiful new facility in February 2010. Students attending Riverside College are greeted with a warm and welcoming environment which is well-equipped to meet their needs, and a talented and dedicated staff who are proud of their school and the opportunities it offers to students. *Be Remarkable* is not only Riverside College’s motto; it is the vision for the school. Riverside College is a truly unique facility in that it serves both high-school age students and adults, successfully combining essentially four distinct types of students within the school and its programs.

Who are Riverside College students? Our population is extremely diverse. Our students include high-school age students who have chosen a career path and do not want to wait until after high-school to learn about the trade or career of their choice. These students are combining high-school graduation with entry level trades or career training, known as the ‘dual-credit option’. Riverside College also meets the needs of adult non-graduates to complete graduation requirements. Adult students may also combine trades training with academic requirements, achieving both trades certification and the Adult Dogwood diploma at the same time. Finally, Riverside serves the needs of graduated adults to add secondary courses required for university or college-entrance, or to make a career change by completing a trades or career program.

Program Name	Number of Students
Automotive Service Tech. Level 1	18
Carpentry Level 1	0
CSW/EA	24
Hairstylist Level 1	14
Plumbing Foundations	14
Professional Cooks 1	10
Warehousing	12

Riverside College	2018-19
Self-Funded	33
Adult Non-Grads	3
School Age Non-Grads	32
School Age Grads	37
Totals	105

	Number	%
Aboriginal Students	17	16%
Designated Students	10	9%

Continuing Education	2018-19
School Age Non-Grads	102
Adult Non-Grads	40
Totals	142

	Number	%
Aboriginal Students	55	24%
Designated Students	37	16%

**Current Program Options:**

- ✓ Automotive Service Technician Foundation (I.T.A.)
- ✓ Business Support Specialist Certificate
- ✓ Carpentry Foundation (I.T.A. / Camosun College)
- ✓ Community Support Worker Certification
- ✓ Construction Electrician Foundation (I.T.A. / Camosun College)
- ✓ Cooks Level 1 (I.T.A. / Vancouver Community College)
- ✓ Esthetics Certification (Vancouver Community College)
- ✓ Hairstylist Level 1 (I.T.A.)
- ✓ Hairstylist Level 2 (I.T.A.)
- ✓ Information Technology Technician Certificate
- ✓ Plumbing Foundation (I.T.A. / Camosun College)
- ✓ Warehouseperson Certificate

**Inquiry Question:**

1. How does Riverside College get the right student into the right program for the right reasons?

**Scanning – What is going on for Riverside College students?**

Riverside College students enter the school with varying life and educational experiences. Riverside College would like to see every student be successful in their educational endeavors. It is the belief that each student's measure of success is different and that each student starts the school year wanting to attain a certificate in a Career or Trade.

Riverside College staff work hard with the students in their programs. There are numerous supports put in place to ensure student success. Unfortunately, all Riverside College programs deal with attrition. As a staff, Riverside College would like to minimize the number of students that leave our programs. Some of the variables that influence attritions are: academic rigor, attendance, program background knowledge, family and personal issues. Riverside College staff is aware that there are a number of external variables that are out of our locus of control.

**Focusing – Where will our energy be better focused? How will we check to see if we are on the right track?**

For the 2018-19 school year, Riverside College had each student apply to a Trade Program complete an assessment. The ITA Essential Skills Assessment focuses on

essential skills, which are the foundation skills like reading, math and document use. Each trade requires Essential Skills, but to different degrees. For example, both carpenters and hairstylists use math, but carpenters need trigonometry and hairstylists do not. The assessment can be challenging. The Essential Skills Assessment will give students a realistic look at the skills they need for the job. It uses examples and forms that students would find at work. There is a different assessment for each trade and it automatically adjusts to the student skill level. If the student is getting the correct answers, the assessment will automatically give the student more challenging questions. The opposite is also true. If the student is answering incorrectly, the student will get easier questions. All of the questions are reviewed by a psychometrician - a specialist in the science of testing.

The Community Support Worker / Educational Assistant Program instructor has students attend an information session and has them complete an inventory. These are used as an assessment for program entry.

Riverside College would like to look at the validity of the assessment by tracking the student success rates in their chosen Career/Trade Program with how well they did on their Essential Skills Assessment.

### Developing a Hunch - What are our assumptions about what is contributing to the situation?

Historically, Riverside College has struggled to fill most its programs. This past year, Riverside College had more students apply than seats available (for most programs). This was a good problem to have. As the program enrolment is not based on a first-come, first-serve basis, the Riverside College staff needs to be able to evaluate each applicant for suitability in a program.

Finding the right students for each program will attract more of the right students. Prospective students who see peers excited about their learning experiences will take notice and envision themselves in that position.

Riverside College is also cognizant that have the right teacher, is just as important as having the right students. The teacher will be the key driver to the success of the students, and ultimately the success of the program.

### New Learning - What research or theory is informing our learning? Why is an approach or principle important?

Re-marketing and re-branding what Riverside College can offer students is starting to pay dividends. With most programs having waitlists, it allows instructors' choice as to

who they believe may be the best fit in their class. Academics, teacher reference letters, ITA Essential Skills Assessment and answering some general questions are currently what Riverside College uses to assess student success. Unfortunately, none of these judge “readiness” for each program. Riverside College staff would like to take the guess work out of “readiness” and ensure that each student chosen to be a part of the programs is successful.

### Taking Action - What opportunities are there for dialogue, observation and reflection with others?

Student satisfaction with their program of study at Riverside College is key to sustaining and growing enrolment in all program areas. However, the Ministry of Education Satisfaction survey does not provide students with the opportunity to comment specifically on their experiences at Riverside College. A *Riverside Entrance and Exit Survey* have been constructed for the students to take. The survey is offered online via Survey Monkey. The survey has been completed this year and the data will be analyzed. This survey looks at numerous variables which include: job readiness, student satisfaction, education levels and educational expectations.

Riverside College staff are constantly networking with each other, administration, colleagues in their fields and industry experts to better enhance their teaching. The staff also has open dialog with their students regarding expectations in the school, program and workforce.

### Strategies to support Riverside College’s inquiry question:

- ✓ Riverside provides counselling support, Aboriginal Liaison support, and Education Assistant support in addition to instructor support.
- ✓ Riverside also monitors program hours and adjusts where needed to enhance student success.
- ✓ Smaller class sizes provide focused support to individuals.
- ✓ Teachers are available for help outside of the scheduled class time.
- ✓ Continue to seek options for program expansion and additions.
- ✓ Work on program articulation.
- ✓ Enhance the role of the Student Union.

### Checking - Have we made enough difference?

Riverside College will monitor and assess student success rate (employment or continued schooling). Riverside College staff are always asking, “What can we do better?” and are continuing to challenge the status quo.



### Accomplishments:

- ✓ Riverside College, in partnership with Vancouver Community College, revived the Professional Cooks 1 Program for the 2018-19 school year.
- ✓ Riverside College invested over \$50,000 in equipment in the teaching kitchen at Heritage Park Middle School.
- ✓ Riverside College received two grants from the ITA for a Youth Discover the Trades. One grant was used for Hatzic Middle School grade 8 students to attend the Regional Skills Competition and the Try-a-Trade Event at the University of the Fraser Valley. The other grant was for Riverside College to host all the grade 9 students from across the district to attend the Riverside College School Tour Day.
- ✓ Riverside College hosted its 18<sup>th</sup> Annual Open House. Riverside College also toured 100 students from Mission Secondary around the facility.
- ✓ Riverside College hosted an All Candidates Meeting prior to the Mission Civic Election.
- ✓ Riverside College continues to support Community initiatives such as Mission Connect Events, the Stone Soup Initiative and Mission Mental Health Week.
- ✓ Through their work experience, Riverside College students volunteer over 25,000 hours of time in Mission and the surrounding communities.
- ✓ Riverside College has been granted Designated Trainer status from the Industry Training Authority for Hairstylist Level 1 and Level 2 Programs.
- ✓ Riverside College applied and received several grants this past year. These grants include:
  - \$30,000 for Youth Work in Trades Grant (ITA)
  - \$5,000 for Trades Access Grant
  - \$39,537 from Youth Trade Capital Equipment Program
- ✓ Riverside College increased its Youth Train in Trades Grant to \$74,400 with the potential to receive an additional \$62,000 if these students successful attain their Level 1 Certifications.
- ✓ Riverside College has worked with the School District and Douglas College to offer the Mission Youth Pathways Program - Pre-employment program for students with multiple barriers.
- ✓ Riverside College has signed a MOU with the University of the Fraser Valley which will enable the Mission School District to access programs which are not currently offered at Riverside College.
- ✓ Riverside College is working on another partnership agreement with Vancouver Community College to offer the Esthetics Program again.
- ✓ Enrollment for the 2019-20 school year is quite healthy at this point in the year.
- ✓ Continuing Education numbers continue to increase, and Riverside College is exploring setting up time at some of the local Aboriginal Band Offices.
- ✓ Riverside College is continually looking at how to expand its Youth Work in Trades Program. The number of students continue to grow.