



# LETHBRIDGE SCHOOL DISTRICT #51

## The Registered Apprenticeship Program

### Abstract

This document outlines how a High School Student can become a Registered Apprentice

# Registered Apprenticeship Program

## What is it?

The Registered Apprenticeship program is a modified apprenticeship program that permits a high school student to become an apprentice while attending high school. A RAP apprentice accumulates hours on-the-job training as credit towards his or her apprenticeship, and credit toward a high school diploma. A RAP student can earn up to 1000 hours of time credits toward an apprenticeship and simultaneously earn up to 40 credits toward senior high school diploma requirements.

## Why RAP?

- Skilled tradespeople are in short supply. A RAP apprentice begins learning a skilled trade as early as Grade 10
- RAP gives employers an opportunity to find quality young employees, and to participate in their educational process
- RAP offers an enriched high school education and provides an opportunity to learn skills industry needs
- A RAP apprentice gets a realistic look at the work world and learns employability skills
- Apprentices can combine trades with other post-secondary programs

## How is a RAP Apprentice different from a regular apprentice?

- A RAP apprentice is a full-time high school student
- A RAP Apprentice must be paid at least minimum wage, wage beyond that amount is a discussion between the student and the employer
- Apprentice's formal or technical training is delayed until the RAP student completes high school
- Alberta Education is responsible for Worker's Compensation coverage for RAP apprentices

## How much time does a RAP student spend on the job?

The employer, student/parent, and the school determine the hours of work. This can be in a flexible school week schedule, weekends and holidays.

## What are the entrance requirements?

- Grade 10 and age 15
- HCS 3000, a one credit course. Most often students will complete this in Career and Life Management (CALM)
- Strong recommendations: good academic standing in math, science and english and completion of Construction Safety Training System (CSTS)

## Who can employ a RAP apprentice?

Anyone who is eligible to employ an apprentice can employ a RAP apprentice

## Employer Benefits:

- Flexibility of the program allows you to fill your schedules
- Students are eager and willing to learn
- Builds a community based workforce
- WCB is covered by Alberta Education
- Participate in the development of your future workforce
- Integrates trade training in high school education process
- Helps students develop employability skills through feedback and performances review
- Assists with shortages in trades
- Minimizes the cost of training

## Where to obtain more information?

[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca) has all the detailed information about Alberta's 50 plus trades: length of apprenticeship training, duties, training locations etc.

[www.nexgen.org](http://www.nexgen.org) has more information about RAP and the Summer Health Internship program

## To get the apprenticeship

- Attend the Careers: the Next Generation presentations at your school, fill out the expression of interest form. This form does **not** register you for the RAP program; it does, however, indicate that you are ready to learn more about the trades and that you would like support from the Career Practitioner and Off-Campus Education Facilitator.
- Have a complete and professional resume and cover letter.
- Resume writing is a skill and your resume is a direct representation of what you can offer the employer. You do not want to make a bad impression.
- You can go to [www.alis.alberta.ca](http://www.alis.alberta.ca) and look for tip sheets on how to write a good resume.
- You can then take your rough copy to the Career Practitioner at your school to proof read it and edit it.
- Know why you want to enter the trade. Do your research so you can answer the employer's questions in an interview in a truthful and confident manner.
- Speak to the Off-Campus Education Facilitator Andrew Krul who will be at Victoria Park on Mondays, Chinook on Tuesdays, Winston Churchill on Wednesdays and LCI on Thursdays
  - He will be at the school from 8:00 – 10:00am in the Career Practitioner's office
  - Or contact him by phone (403) 894-0375, or email [Andrew.krul@lethsd.ab.ca](mailto:Andrew.krul@lethsd.ab.ca) to arrange another time to meet.
- Understand that to obtain an apprenticeship it often takes time. This means to have a placement in the summer you have to work very hard on this process in the spring.
- Ask friends, teachers and family members if they know of a company that is hiring.
- If you do not have any connections, you can use the assistance of the Off – Campus Education Facilitator Andrew Krul, or Shane McKay from Careers: the Next Generation.
- Research different companies in the community that match your interests, make a list, meet them in person and inquire if they are willing to take on a RAP apprentice.
  - If they are not in, ask for a business card and find out his or her availability.
  - Be sure to follow up with the contacts that you have made, employers want to see persistence. This tells them you are really interested in working for their company.
  - Come prepared: bring resume and cover letter, a paper showing when you are available to work (dates and times), dress appropriately and speak clearly and respectfully.
- If necessary, ask if you can first do work experience to prove yourself. This is often unpaid, but gets your foot in the door. This is the way to show the employer the enthusiasm, hard work and consistency he is looking for.

## To keep the apprenticeship

- Realize you are starting on the bottom. There are many days where you do a lot of cleaning. Understand that is a part of starting as an apprentice – frequently doing work that others do not want to do. Keep in mind that you are being watched to see how hard you work, and to assess your attitude when completing duties regardless of task you are asked to do.
- Always be on time, and be early.
- Work consistently, work right until break time, come back from breaks on time and do not start putting your materials away at the end of the day before you are supposed to.
- Always show up for work. Employers keep employees who do not take unnecessary time off work. Sometimes that means sacrificing a weekend of fun with friends, but it pays off professionally.
- Be enthusiastic and take initiative. Ask if you can help someone if you have finished what was required of you. If you see other employees who need assistance offer your help before you are asked.
- Be sure you understand what is expected of you. An employer would rather you ask questions than have making costly or dangerous mistakes. Write details down if needed
- Leave your cell phone in your vehicle, lunch room or other designated area. The last thing an employer wants to see is an apprentice texting when he or she should be working.
- Work safely. Never take short-cuts. Remember that all accidents are preventable. Make sure you are wearing all of the required Personal Protective Equipment.
- Contact Andrew if there are unsafe work practices occurring on your worksite.
- Ask your employer about the company policy of using earbuds.

## Important Cautions

- Remember that all trades and companies are different. In some trades apprentices will immediately be doing more trade related work. In other trades the timeline may be a lot slower and you will be doing more general labor type jobs. You have to be satisfied with either of these pathways.
- You must have a thorough understanding of the nature of your trade and be flexible. Some trades require you to work long hours in the heat, some require early mornings, some require late nights. Use [www.alis.alberta.ca](http://www.alis.alberta.ca) or [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca) for detailed occupational profiles.
- Be prepared; know what the company focuses on. For example, some companies may focus on commercial construction, others on residential. Ask questions in the interview about what you will be doing, how you will learn the trade and what will be expected of you. This eliminates disappointments once you start working.
- Realize that until your employer has registered you as an apprentice, you should not feel secure. Be the best employee and person you can be while you are in this probationary period to ensure you will have a job, but also a good reference for the future.
- Check the entrance requirements for the trade you are interested in. Take relevant CTS courses at school and take the most challenging course load you are able to successfully complete.
- Are you taking the right classes? If you are missing one or more of the courses you have two options:
  - Upgrade
  - Write the trades entrance exam. In some trades this is feasible, but in others such as electrician, automotive technician etc. good math skills are required.
- Remember you are a regular employee and can be fired
- Be very clear with the employer when you are able to work so that there are no misunderstandings
  - Give a print copy of your class schedule to your boss
- Remember you can switch employers or change trades. Call Andrew to help you with this process.

## Registration and financial issues

- The \$35 application fee is paid by the school district
- The Off-Campus Education Facilitator will ensure the student is registered: this is now an online process
- The student will receive a blue book and an apprenticeship card
  - The blue book should be kept in a safe place, the apprenticeship card should be taken with the student when he or she works
- In Grade 12, a \$1000 scholarship is available, this amount is guaranteed to the student so long as the application form is filled out and submitted
- Students can now use the Rutherford Scholarship for apprenticeship training
  - Training is approximately \$800 for each 8 week training period, so it is the cheapest post-secondary training out there
  - Other grants are available for second, third and fourth year completion

## To obtain high school credit

You will be required to submit hours and you employer will evaluate you. That's it!

## Important miscellaneous points

- Each spring we have a RAP recognition dinner for apprentices, employers and parents to recognize the participation in the program. You will be sent details about the exact date etc.
- The Off-Campus Education Facilitator will help you register for your first year technical training. This is also done in the spring

**COMPULSORY CERTIFICATION TRADES** – to work in a compulsory certification trade, a person must either hold a recognized trade certificate or be a registered apprentice in the trade. An employer wishing to hire persons to work in the trade must hire only certified journeypersons in that trade or apprentices registered in the trade and working under the supervision of a certified journeyperson. Compulsory certification trades usually involve work where public and worker safety needs to be closely monitored.

<b>Appliance Service Technician</b>	<ul style="list-style-type: none"> <li>CHEO-Boom Truck</li> </ul>	<ul style="list-style-type: none"> <li>Ironworker-Metal Building Systems Erector</li> </ul>
<ul style="list-style-type: none"> <li>Appliance Service Technician</li> </ul>	<ul style="list-style-type: none"> <li>CHEO-Wellhead Boom Truck</li> </ul>	<ul style="list-style-type: none"> <li>Ironworker-Structural/Ornamental</li> </ul>
<ul style="list-style-type: none"> <li>Commercial Appliance Service Tech.</li> </ul>	<b>Electrician</b>	<ul style="list-style-type: none"> <li>Ironworker-Reinforcing</li> </ul>
<b>Auto Body Technician (ABT)</b>	<b>Elevator Constructor</b>	<b>Motorcycle Mechanic</b>
<ul style="list-style-type: none"> <li>Auto Body Technician (ABT)</li> </ul>	<b>Gasfitter</b>	<b>Plumber</b>
<ul style="list-style-type: none"> <li>ABT - Auto Body Prepper</li> </ul>	<ul style="list-style-type: none"> <li>Gasfitter (A)</li> </ul>	<b>Recreation Vehicle Service Technician</b>
<ul style="list-style-type: none"> <li>ABT - Auto Body Repairer</li> </ul>	<ul style="list-style-type: none"> <li>Gasfitter (B)</li> </ul>	<b>Refrigeration &amp; Air Conditioning Mechanic</b>
<ul style="list-style-type: none"> <li>ABT - Auto Body Refinisher</li> </ul>	<b>Hairstylist</b>	<b>Rig Technician</b>
<b>Automotive Service Technician</b>	<b>Heavy Equipment Technician (HET)</b>	<ul style="list-style-type: none"> <li>Rig Technician 1</li> </ul>
<b>Boilermaker</b>	<ul style="list-style-type: none"> <li>Heavy Equipment Technician (HET)</li> </ul>	<ul style="list-style-type: none"> <li>Rig Technician 2</li> </ul>
<b>Crane and Hoisting Equipment Operator (CHEO)</b>	<ul style="list-style-type: none"> <li>HET-Heavy Duty Equipment Mechanic (Off Road)</li> </ul>	<ul style="list-style-type: none"> <li>Rig Technician 3</li> </ul>
<ul style="list-style-type: none"> <li>CHEO-Hydraulic Mobile Crane</li> </ul>	<ul style="list-style-type: none"> <li>HET-Truck and Transport Mechanic</li> </ul>	<b>Sheet Metal Worker</b>
<ul style="list-style-type: none"> <li>CHEO-Conventional Mobile Crane</li> </ul>	<ul style="list-style-type: none"> <li>HET-Transport Trailer Mechanic</li> </ul>	<b>Steamfitter-Pipefitter</b>
<ul style="list-style-type: none"> <li>CHEO-Mobile Crane</li> </ul>	<b>Ironworker</b>	<b>Welder</b>
<ul style="list-style-type: none"> <li>CHEO-Tower Crane</li> </ul>	<ul style="list-style-type: none"> <li>Ironworker</li> </ul>	<ul style="list-style-type: none"> <li>Welder</li> <li>Welder-Wire Process Operator</li> </ul>

**OPTIONAL CERTIFICATION TRADES** – an individual is permitted to work in an optional certification trade if the employer deems the individual to have the skills and knowledge expected of a certified journeyperson in the trade. Employers may employ uncertified journeypersons and use uncertified journeypersons to supervise and train apprentices on the job. An employee working in an optional certification trade and learning the trade **MUST** become a registered apprentice if that employee is to work in the trade.

<b>Agricultural Equipment Technician</b>	<b>Insulator</b>	<b>Powerline Technician</b>
<b>Baker</b>	<b>Landscape Gardener</b>	<b>Power System Electrician</b>
<b>Bricklayer</b>	<b>Lather-- Interior Systems Mechanic</b>	<b>Roofer</b>
<b>Cabinetmaker</b>	<b>Locksmith</b>	<b>Sprinkler Systems Installer</b>
<b>Carpenter</b>	<b>Machinist</b>	<b>Structural Steel and Plate Fitter</b>
<b>Communication Technician</b>	<b>Millwright</b>	<b>Tilesetter</b>
<b>Concrete Finisher</b>	<b>Natural Gas Compression Technician</b>	<b>Transport Refrigeration Technician</b>
<b>Cook</b>	<b>Outdoor Power Equipment Technician (OPET)</b>	<b>Water Well Driller</b>
<b>Electric Motor Systems Technician</b>	<ul style="list-style-type: none"> <li>OPET-Power Equipment</li> </ul>	
<b>Floorcovering Installer</b>	<ul style="list-style-type: none"> <li>OPET-Recreational Equipment</li> </ul>	
<b>Glazier</b>	<b>Painter and Decorator</b>	
<ul style="list-style-type: none"> <li>Glazier</li> </ul>	<b>Parts Technician</b>	
<ul style="list-style-type: none"> <li>Glazier - Auto Glass Technician</li> </ul>	<ul style="list-style-type: none"> <li>Parts Technician</li> </ul>	
<b>Instrument Technician</b>	<ul style="list-style-type: none"> <li>Parts Technician-Materials Technician</li> </ul>	<b>Total designated trades = 49</b>
		<b>19 Compulsory Certification Trades / 30 Optional Certification trades</b>

**For compulsory certification trades you must be employed by a journeyman**  
**For optional trades, a journeyman is not required – instead, your employer must demonstrate that they have experience**

# Alberta Apprenticeship and Industry Training

## UPDATED ENTRANCE REQUIREMENTS



### RECOMMENDED PATH

Alberta High School Diploma with:

CATEGORY A

- English 30-2
- Math 30-3
- Physics 20 *OR* Chemistry 20 *OR* Science 20
- Related Career and Technology Studies courses



### MINIMUM REQUIREMENTS

Successful completion of:

- English 10-2
- Math 10-3
- OR*
- A pass mark in all five Canadian General Educational Development (GED) tests
- OR*
- Entrance Exam

CATEGORY B

- English 30-2
- Math 30-3
- Physics 30 *OR* Chemistry 30 *OR* Science 30
- Related Career and Technology Studies courses

- English 20-2
- Math 20-3
- Science 10
- OR*
- Entrance Exam

CATEGORY C

- English 30-2
- Math 30-3
- Physics 20 *OR* Chemistry 20 *OR* Science 20
- Related Career and Technology Studies courses

- English 10-2
- Math 10-3
- Science 10
- OR*
- A pass mark in all five Canadian General Educational Development (GED) tests
- OR*
- Entrance Exam

Equivalencies will be considered for Entrance Requirements.

CATEGORY A

- Baker
- Bricklayer
- Cabinetmaker
- Carpenter
- Concrete Finisher
- Cook
- Crane and Hoisting Equipment Operator
- Floor Covering Installer
- Glazier
- Hairstylist
- Insulator
- Ironworker
- Lather-Interior Systems Mechanic
- Locksmith
- Painter and Decorator
- Parts Technician
- Sheet Metal Worker
- Structural Steel and Plate Fitter
- Tilesetter
- Water Well Driller
- Welder

CATEGORY B

- Agricultural Equipment Technician
- Appliance Service Technician
- Automotive Service Technician
- Boilermaker
- Communication Technician
- Electric Motor Systems Technician
- Electrician
- Elevator Constructor
- Gasfitter
- Heavy Equipment Technician
- Millwright
- Motorcycle Mechanic
- Natural Gas Compression Technician
- Plumber
- Power System Electrician
- Powerline Technician
- Sprinkler Systems Installer
- Steamfitter-Pipefitter
- Transport Refrigeration Technician

CATEGORY C

- Auto Body Technician
- Landscape Gardener
- Machinist
- Outdoor Power Equipment Technician
- Recreation Vehicle Service Technician

CATEGORY D\*

- Rig Technician
- Roofer
- Instrument Technician
- Refrigeration and Air Conditioning Mechanic

\*see [tradesecrets.gov.ab.ca](http://tradesecrets.gov.ab.ca)

Government of Alberta



# Earn Cosmetology and/or Esthetics Credits

Learn the basics of braiding, long hair design, personal and professional practices in hairstyling

**Who** – any high school student

**What** – earn 5 or more Cosmetology or Esthetic credits per semester, or **join the RAP program** and get hairstyling apprenticeship hours AND high school credits

**When** – LCI students Period 4 (12:21-1:38pm) - Semester 1 & 2

All District students: 10:30am - 12:00pm and 2:00pm – 3:30pm

All District students: 3:30pm – 5:30pm Mondays and Wednesdays

**Where** – Victoria Park High School 1515 5<sup>th</sup> Avenue South

**Why** – earn high school credits and learn about hair, skin and nails

**How** – call VPHS at (403) 327-3945 to book an appointment to register. Fees must be paid at time of registration

## Simplified Process for RAP

Research the trade and businesses

Speak to the school Career Practitioner and Off-Campus Education Facilitator

Find a placement and sign up as an apprentice

Work and keep track of hours