

# Registered Apprenticeship Program (RAP)

challenging | flexible | rewarding



## What is RAP – Registered Apprenticeship Program?

It is an apprenticeship program for high school students who learn the skills of a trade while earning high school credits. It is a partnership between the school, student and the employer.

## How does it work?

High school students gain experience in the trades through a partnership between Alberta High Schools, CAREERS: The Next Generation, employers, and Alberta Apprenticeship and Industry Training. Students gain real work experience while getting paid, earning credits toward their high school diploma and earning hours of training toward their apprenticeship in the trade of their choice.

## What is in it for high school students?

- Earn up to 40 high school credits (5-15 level, 15-25 level, 20-35 level).
- Hands-on experience working for and with certified trades people.
- Paid minimum wage or better in more than 50 trades.
- Opens the door to gain work experience and develop skills and abilities in a career they are interested in pursuing after high school.
- Flexible work hours arranged by student, school and employer. \$1000.00 RAP Scholarship available for graduating apprentices.
- Gives excellent experience and training.
- Allows students to 'Jump Start' their careers in the trades.

## What will students learn?

- Specialized skills in one of 50 trades.
- Employability skills that can be transferred to any future job.

## Is there a fee?

- \$35.00 application fee that is required when they sign up to start apprenticing in any trade.
- Submitted with an Apprenticeship Application to Apprenticeship and Industry Training offices.

## What is in it for Employers?

- Shows community involvement and a dedication to building relationships with the future workforce.
- Provides an excellent source of future employees with skills already learned in the area of trades and technologies.
- Enable employers an opportunity to try potential long term employees and increase skills while still paid slightly lower wages than regular apprentices.





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## What are the Registered Apprenticeship Program roles?

Student	Employer	Off-campus Coordinator
<p>Research trades and pick a trade of interest (refer to <a href="http://www.tradesecrets.gov.ab.ca">www.tradesecrets.gov.ab.ca</a> for details on trades)</p> <p>Complete and submit an application to Off-campus coordinator</p> <p>Submit an error free cover letter and resume for a potential employer</p> <p>Complete required course work (HCS 3000 Workplace Safety Systems)</p> <p>Look for an employer who will offer you a placement</p> <p>Sign Off-campus Contract/or work agreement form</p> <p>Attend the workplace on time and on scheduled days</p> <p>Inform the employer if he/she is unable to go to work due to unforeseen circumstances</p> <p>Do workplace tasks to the best of his/her ability</p> <p>Follow all safety and security policies</p> <p>Student decides if the trade is right for him/her, then fill out Apprenticeship Application and submit to Apprenticeship and Industry Training with \$35.00</p> <p>Complete and turn in all required records</p>	<p>Work with CAREERS: The Next Generation and local high schools to find a potential RAP student</p> <p>Provide a safe work environment</p> <p>Complete required contract and safety check with Off-campus coordinator</p> <p>Develop an outline of responsibilities</p> <p>Offer work which is consistent with the developed learning plan</p> <p>Develop work schedule with student and school</p> <p>Review job requirements and evaluation criteria</p> <p>Provide effective and appropriate supervision</p> <p>Complete, with the Off-campus coordinator, evaluation of student progress</p> <p>Sponsor students Apprenticeship Application</p> <p>Report accidents according to established procedure for WCB and Alberta Education</p> <p>Pay student at least minimum wage</p> <p>Update Apprentices' Blue book regularly</p>	<p>Arrange a CAREERS: The Next Generation workshop for students and potentially parents</p> <p>Ensure that student has completed required course work</p> <p>Help student find suitable employer</p> <p>Conduct a work site inspection and provide employer with WCB information</p> <p>Complete the Off-campus Agreement Form, if necessary register the student in summer school</p> <p>Coordinate, with the employer, site visits, learning plans and evaluations of the student</p> <p>Ensure Apprenticeship Application and RAP Verification Form are submitted</p> <p>Monitor student according to Alberta Education Off-campus Guide</p> <p>Have student complete CAREERS forms and send to Field Director</p>

## What are the minimum requirements?

- 15 years of age
- Enrolled in Grade 10, 11 and 12

## How Can I get more information?

- [Registered Apprenticeship Program information manual](#)
- Information on [CAREERS: The Next Generation](#) website

