**Registered Apprenticeship Program (RAP)**

**West Central High School**

***Earn while you learn and get a head start in your career!***

Are you interested in:

* Starting your post-secondary training early in a respected career
* Working with your hands
* Working with people
* Creating and seeing the finished product
* Applying your math and science skills

As a RAP student you can earn a salary plus 40 high school credits, including four 5-credit 35  level courses towards your high school diploma.

**What are the entrance requirements?**

• Good academic standing, particularly in Math, Science and English

• Excellent attendance at school, good citizenship and attitude

• Complete HCS 3000 and 3010 (Workplace Safety)

• Recommended: 125 hours Work Experience (pre-RAP Internship, pay optional)

**If any students are interested in RAP – contact Mrs. Uhlmann by phone at (403) 845-3711, extension 1120 or by email at** [**stasia.uhlmann@wrsd.ca**](mailto:stasia.uhlmann@wrsd.ca)

**How do I get into the RAP program?**

1. **Apply to the RAP coordinator at West Central.**

See Mrs.Uhlmann in room 1120 to get an application. You will complete this form and submit it with a resume and cover letter addressed to “Careers: The Next Generation”. If you qualify, we will attempt to arrange interviews with potential RAP employers in the field you indicate interest in. You will need to do your Workplace Safety module, and may wish to pursue getting the required industry safety training on your own time. It is recommended that you first do 125 hours of Work Experience with your employer so that you can decide if this field is right for you, and so that the employer can decide if you are a good “fit” before committing to apprenticeship training. You will receive 5 credits, but be aware that the employer is not required to pay you during this time (many do). Please note: being accepted as an applicant is NOT a guarantee of employment. It is entirely subject to current hiring needs and positions available in the community.

2. **Fast-Tracked - find your own employer**

Research and select a trade you are interested in apprenticing in. Find an employer who is qualified and willing to take you on as a RAP apprentice (friends and family are a good place to start). Once you have a willing employer, contact Mrs. Uhlmann for the paperwork.

**Then What?**

Once an employer is in place you will begin an online application process. (Come see Mrs. Uhlmann for help with this). Your worksite must then be visited to ensure that it is a safe learning environment. Once that is completed, you may begin working the schedule you have arranged with your employer. You will need to bring proof of hours worked (time sheets or paystubs) to the school each month, as well as 1 Employer Evaluation per month (or every 125 hours)

**Choose from over 50 trades and accumulate hours towards your first year apprenticeship.**

**Compulsory Certification Trades**

Certification required to work in the trade. Apprentices must be supervised by a

journeyman.

• Appliance Service Technician

• Auto Body Technician

• Automotive Service Technician

• Boilermaker

• Crane and Hoisting Equipment Operator

• Electrician

• Elevator Constructor

• Gasfitter

• Hairstylist

• Heavy Equipment Technician

• Ironworker

• Motorcycle Mechanic

• Plumber

• Recreation Vehicle Service Technician

• Refrigeration and Air Conditioning

Mechanic

• Sheet Metal Worker

• Steamfitter-Pipefitter

• Welder

**Optional Certification Trades**

Certification is not mandatory to work in the trade.  Apprentices must be supervised by a person knowledgeable in the trade, but this person is not required to be a journeyman.

• Agricultural Mechanic

• Baker

• Bricklayer

• Cabinetmaker

• Carpenter

• Concrete Finisher

• Communication Technician

• Cook

• Electrical Motor Systems Technician

• Electronic Technician

• Floorcovering Installer

• Glazier

• Instrument Technician

• Insulator

• Landscape Gardener

• Lather-Interior Systems Mechanic

• Locksmith

• Machinist

• Millwright

• Outdoor Power Equipment Technician

• Painter and Decorator

• Partsman

• Power Lineman

• Power System Electrician

• Roofer

• Sawfiler

• Sprinkler Systems Installer

• Structural Steel and Plate Fitter

• Tilesetter

• Tool and Die Maker

• Transportation Refrigeration Technician

• Water Well Driller

**DEFINITIONS**



**The following are some general terms you may come across when you are researching**

**Apprenticeships and RAP.**

**Trades:** A special set of fifty-one skilled occupations, all of which involve a combination

of on-the-job training (Apprenticeship) and coursework at technical institutes. Trades jobs are particularly high in demand in the Albertan economy and generally pay quite well. Please see the following link for a full listing of trades in Alberta, as well as hours and education required:

<http://tradesecrets.alberta.ca/trades-occupations/trades-occupations-list.aspx>

**REGISTERED APPRENTICESHIP PROGRAM (RAP):** Program which allows students to start earning apprenticeshiphours, money and credits while still in high school.

To participate in the program, students must still complete their core courses and remain on track to graduate.

**Apprenticeship:** The process of becoming qualified as a tradesperson. Both you and your

 employer sign a contract.Your employer agrees to train you and you agree to work for your  employer. The contract is sent to an Alberta Apprenticeship office, with a $35 fee, and you receive a “Blue Book” to document your hours. You keep track of your hours and training, and report these hours to the Apprenticeship and Industry Training board. For certification, classsroom training at tehcnical institutes (such as NAIT or SAIT) or colleges is also a part of this process. You must accumulate a specific number of hours in your “Blue Book” before you are eligible to take the next level of education required for certification

**Journeyman**: A fully qualified tradesperson who has successfully completed his or her apprenticeship, including a specific number of work hours and classroom courses. It is generally journeymen who train apprentices in their trades.

**Blue Book:** A very important log-book in which the apprentice keeps track of his or her hours in the trade, periodically showing the book to the Apprenticeship and Industry training board as proof of hours. A certain number of hours must be accumulated before an apprentice is able to take the next level of courses required for certification.

**Apprenticeship and Industry Training**: The institution that keeps track of the training and certification of tradespeople in Alberta.

**Links**

**www.tradesecrets.org :** the Alberta Apprenticeship and industry training site.

Includes detailed descriptions of every trade, information about the RAP program, details about scholarshis available for apprentices, instructions for registering for required college training during apprenticeships as well as other useful information about trades in Alberta.

**www.alis.gov.ab.ca:** Alberta Learning's main information site. Services include occupational

profiles, information about student loans and information about various colleges and universities.

**The Application Process:**

**This must be initiated by the student** (but we can help)

1. Go to My Trade Secrets - <https://tradesecrets.alberta.ca/MyTradesecrets/>
2. Click on Apply for AIT programs and services.
3. You will be prompted to set up a SIAMS account if you do not already have one.
4. You will now be able to log in and “start an application”.

NOTE: you will need to know the name of the trade, and have the following information from your employer:

* Business name
* Full address (both mailing and street/physical address)
* Contact person with phone numbers, fax and email addresses

1. Once you have completed your information part, it will go to your employer to fill out his/her portion.
2. After the application has been completed and received, you will receive a “Blue Book” in the mail.