



the new look of success



AN EMPLOYER'S GUIDE

... DEVELOPING TOMORROW'S WORKFORCE TODAY

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WHO WE ARE

CAREERS: The Next Generation is an industry-driven private/public partnership – one of a kind and made in Alberta. We are dedicated to the career development of Alberta's youth in order to provide a continuous supply of skilled and motivated people to meet industry needs today and in future. We are a proven entity with a solid track record of strong performance and impressive results.

WHAT IS RAP?

- / The **Registered Apprenticeship Program (RAP)** is an Alberta Learning program that allows high school students to begin their apprenticeship training and complete their high school course work at the same time.
- / Students can earn high school credits while they learn a trade and bank apprenticeship hours.

HOW IT WORKS

RECRUITING THE FUTURE

- / CAREERS conducts workshops in high schools across Alberta to raise awareness of trades and to identify and begin working with interested students.
- / Students undergo an interview and application process. Solid attendance and good academic standing are seriously taken into account.
- / CAREERS identifies employers who are willing to employ RAP students.

MAKING THE RIGHT FIT

- / Students are matched with appropriate employers in their area of interest.
- / Employers are encouraged to interview the student on their own to ensure the best fit has been made.

THE 125-HOUR INTERNSHIP

- / Once the match has been made, students will work in the workplace for a 125-hour period. This allows the student the chance to explore the trade and also allows the employer to observe the student's employability skills. If the internship is successful you may then register the student as a RAP apprentice.

RAP – WORK SCHEDULES

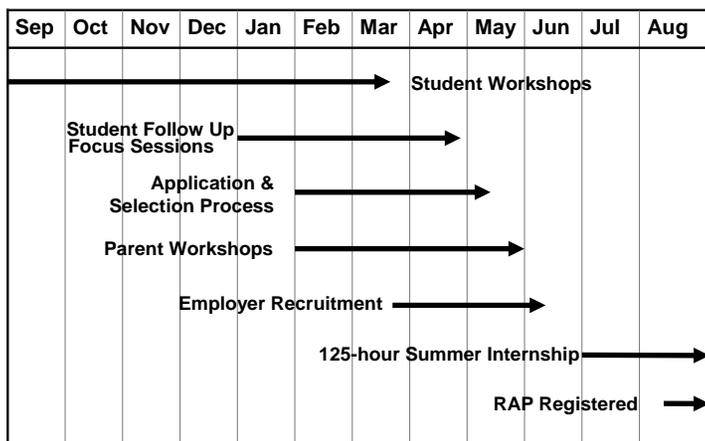
- / There are primarily three different formats for a RAP student to participate in the program:
 1. The semester format – working one semester in RAP, going to school the next. Full-time during summer months.
 2. Half-day format – working in the morning or afternoon and going to school during the other half of the day. Full-time during summer months.
 3. Working evenings, weekends and school holidays, and going to school normal hours. Full-time during the summer months.

"It really benefits our business ... we gain long-term employees and a home-based crew that will stay with us."

Doug Golosky, President

Clearwater Welding and Fabrication, Fort McMurray

Annual RAP Cycle of Operations



ROLES AND RESPONSIBILITIES

CAREERS' ROLE

- / Promote RAP and work with the schools to assist in the application and selection process.
- / The most important benefit CAREERS offers is a screening and selection process that finds the best match between the student and the employer.

THE EMPLOYER'S ROLE

In RAP, employers take on the role of mentor, ensuring each student receives proper instruction, training, exposure to all aspects of the trade, and good advice.

Mentors/employers are responsible to:

- / Designate a journeyman at the worksite to act as a mentor to the student.
- / Monitor workplace learning expectations and help students maintain their "Blue Book" log.
- / Provide a minimum of 1,000 apprenticeship hours over the two year period (Grades 11 and 12) if the student is registered.
- / Give regular performance reviews at pre-determined intervals.
- / Provide safe and appropriate working conditions, tools and training as required.
- / After student is registered in RAP, provide student with fair and equitable compensation in compliance with the Alberta Employment Standards Code.
- / Maintain communications contact with the school coordinator.

PARENT'S ROLE

- / Help students meet their academic and worksite requirements.
- / Ensure that the student's transportation requirements are met.

EDUCATOR/SCHOOL COORDINATOR'S ROLE

- / Ensure students are fulfilling their academic requirements so they are on track to graduate.
- / Develop the work experience contract with the employer.
- / Regularly visit the worksite to monitor the student's progress.
- / Act as the key contact for employers.

FREQUENTLY-ASKED QUESTIONS

Q: Who can employ a RAP student?

A: Anyone who is eligible to employ an apprentice can employ a RAP student. Current employers include small, medium, and large companies throughout the province.

Q: Do I treat the student like any other employee?

A: Yes, with the understanding that they are in an educational program and are younger and perhaps less experienced.

Q: What do I provide?

A: As an employer you must provide:

- / A safe work environment
- / Hours of work to be accumulated toward the apprenticeship
- / Registered RAP Apprentice must be paid at least Minimum wage.

Q: Am I responsible for WCB? What if a student is injured on the job?

A: Alberta Learning provides WCB coverage. If a RAP student is injured on the job you must ensure they receive medical attention and contact the student's supervising teacher immediately. The supervising teacher will ensure the necessary WCB forms are completed. You are still required to fill out an accident report.

Q: What happens if my RAP student is not working out?

A: Treat your student as you would any other employee by providing counsel, performance appraisals and performance plans. Please discuss any student concerns with the student's supervising teacher. As an employer you may terminate their placement/employment for cause at any time.

Q: Am I obligated to keep the student after they are finished the RAP program?

A: No. Employing a student after they have completed the program is at your discretion.

CALL US TODAY TO FIND OUT HOW YOU CAN GET INVOLVED!



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