

PARKLAND IMMANUEL CHRISTIAN SCHOOL



**REGISTERED
APPRENTICESHIP
PROGRAM
RAP**

RAP PROGRAM COORDINATORS:

MRS. LEFFERS

sleffers@parklandimmanuel.ca

PICS Registered Apprenticeship Program Outline

Step 1: The student expresses interest in a trade and shares this with the Career Counsellor.

Step 2: The Career Counsellor goes over the PICS requirements to participate in RAP.

Step 3: The student completes an exploration activity on 3 trades using <https://tradesecrets.alberta.ca> or <https://alis.alberta.ca>. They must choose two trades of interest, and one trade that they know nothing about for this activity.

The student will submit completed activity to the Career Counsellor.

Step 4: The Student requests to be signed up for HCS3000 and HCS3010 through Safegen (The Career Counsellor can provide access)

The student completes the required courses to participate in RAP: **HCS3000** Workplace Safety Systems and **HCS3010** Workplace Safety Practices: SafeGen [Alberta High School Safety Courses | SafeGen | Workplace Safety for Teens](#). The student will inform the Career Counsellor when completed. Grade 10 will take these mandatory courses starting in 2023.

Other **recommendations:** CPR/First Aid training/valid driver's license

Step 5: The student needs to provide 3 teacher/school references (confirming the student is on-time, completes assignments etc.)

The references could be administration, a teacher, EA or the Career counsellor. The student will submit these documents to the Career Counsellor.

Step 6: The student makes a cover letter outlining why they have chosen this trade, their goals, and how their experience relates to the trade. They also need to complete a **targeted** resume. Submit to the Career Counsellor.

Step 7: The student completes Careers application if they are looking for an employer <https://www.careersnextgen.ca/student-applications/>

If the student has found an employer on their own they are required to let the Career Counsellor know details.

Step 8: If Careers has an opportunity in the students specified trade, Careers will let potential employers know about student, and forward the students cover letter and resume for consideration.

Step 9: Once an interview is set up the Career Counsellor or Careers Program Coordinator will do some interview prep with the student. They will outline employee expectations: conduct, and potential drug and alcohol testing. This may occur in person or over the phone.

Step 10: The student will attend scheduled interview and report back to the Career Counsellor how it went.

(Students compete for positions with other students in the Edmonton area. There are no guarantees that they secure a placement, but Careers will do their best)

Step 11: Once the student has secured an employer the student contacts Vista Virtual(VV) [Vista Virtual School - \(vvschool.ca\)](http://vvschool.ca) and enrolls in Careers Internship10 (this is the transition Off Campus Course for RAP while their blue book is being processed).

[Off-Campus Programs - Vista Virtual School \(vvschool.ca\)](http://vvschool.ca)

The students next steps will be completed through Vista Virtual and will be outlined in the link above.

Step 12: The Vista Virtual Off-Campus Coordinator will monitor the student and input the students credits as they are earned (based on hours worked).

(The Vista Virtual Off Campus Coordinator and the Career Counsellor will be in contact during the students placement to ensure the placement is going well.)

RAP – Registered Apprenticeship Program

Students that want to participate in RAP will be required to complete a trades exploration activity. The student must choose two trades of interest, and one trade that they know nothing about.

Please use <https://tradesecrets.alberta.ca> or <https://alis.alberta.ca> for researching.

Please submit these forms to Mrs. Leffers.

TRADES OCCUPATIONAL SUMMARY

1.

Trade of Interest: _____

Main Duties:

Is a High School Diploma required? _____

Is further Education required? How many years?

Where can you complete this Education? (Pick 2-3 locations)

What is the work environment like?

Average Salary? _____

Wage Range: High? _____ Low? _____

Is there high demand for workers in this trade? _____

List Skills/Abilities needed for this trade:

Physical Requirements: (example: heavy lifting)

What sparked your interest in this trade?

What I think I'd like about this work:

2.

Trade of Interest: _____

Main Duties:

Is a High School Diploma required? _____

Is further Education required? How many years?

Where can you complete this Education? (Pick 2-3 locations)

What is the work environment like?

Average Salary? _____

Wage Range: High? _____ Low? _____

Is there high demand for workers in this trade? _____

List Skills/Abilities needed for this trade:

Physical Requirements: (example: heavy lifting)

What sparked your interest in this trade?

What I think I'd like about this work:

3.

Trade that you know nothing about:

Main Duties:

Is a High School Diploma required? _____

Is further Education required? How many years?

Where can you complete this Education? (Pick 2-3 locations)

What is the work environment like?

Average Salary? _____

Wage Range: High? _____ Low? _____

Is there high demand for workers in this trade? _____

List Skills/Abilities needed for this trade:

Physical Requirements: (example: heavy lifting)

What I think I'd like about this work:

Teacher/School Recommendation Letter (RAP)

(Can be administration, teacher, EA or career counsellor)

Student Name: _____ Trade of Interest: _____

To Whom This May Concern,

My name is _____ [Your Name] and I offer my recommendation of _____ [Individual's Name] whom I have personally known for ____ years at _____ [Where You've Known the Individual] as their _____ [Relationship].

During my working relationship with _____ [Individual's Name] I have experienced an individual who shows up on-time, completes assigned work, and carries themselves in a polite, respectable manner etc.

I recommend _____ [Individual's Name] to participate in RAP(Registered Apprenticeship Program).

If you have any requests or questions do not hesitate to contact me.

Signature _____ **Date** _____

Telephone _____

E-Mail _____

Any additional Comments:

Teacher/School Recommendation Letter (RAP)

(Can be administration, teacher, EA or career counsellor)

Student Name: _____ Trade of Interest: _____

To Whom This May Concern,

My name is _____ [Your Name] and I offer my recommendation of _____ [Individual's Name] whom I have personally known for ____ years at _____ [Where You've Known the Individual] as their _____ [Relationship].

During my working relationship with _____ [Individual's Name] I have experienced an individual who shows up on-time, completes assigned work, and carries themselves in a polite, respectable manner etc.

I recommend _____ [Individual's Name] to participate in RAP(Registered Apprenticeship Program).

If you have any requests or questions do not hesitate to contact me.

Signature _____ **Date** _____

Telephone _____

E-Mail _____

Any additional Comments:

Teacher/School Recommendation Letter (RAP)

(Can be administration, teacher, EA or career counsellor)

Student Name: _____ Trade of Interest: _____

To Whom This May Concern,

My name is _____ [Your Name] and I offer my recommendation of _____ [Individual's Name] whom I have personally known for ____ years at _____ [Where You've Known the Individual] as their _____ [Relationship].

During my working relationship with _____ [Individual's Name] I have experienced an individual who shows up on-time, completes assigned work, and carries themselves in a polite, respectable manner etc.

I recommend _____ [Individual's Name] to participate in RAP(Registered Apprenticeship Program).

If you have any requests or questions do not hesitate to contact me.

Signature _____ **Date** _____

Telephone _____

E-Mail _____

Any additional Comments:
