



REGISTERED APPRENTICESHIP PROGRAM (RAP) WHAT IS RAP? INFORMATION FOR EMPLOYERS

OBJECTIVE The purpose of the Registered Apprenticeship Program is to provide students with the opportunity to begin accumulating apprenticeship hours in a trade, while working toward their **high school diploma**.

DESCRIPTION Students complete **125 hours for 5 credits** on a trial basis called an internship (usually completed in July). Following this period, if the internship is successful for both parties, the employer will apprentice the student and employ them for August and one semester (September-January OR February-June) on a full-time basis (approximately 40 hours per week). Employers may apprentice the student on a part-time basis (every morning OR every afternoon) and the student will attend school on a part-time basis for the entire school year. For every 125 hours worked, students earn 5 credits, to a maximum of 40 credits. apprenticeship hours are accumulated as usual, and reported by the employer.

WAGE Employers' participation in the RAP program should in no way affect their normal hiring practices and expectations.

WCB COVERAGE Alberta Learning provides Workers' Compensation coverage for student workers

HOURS OF WORK Students may work between **7:00 a.m. and 10:00 p.m.** seven days a week (Monday to Sunday). Employers' exemption from minimum wage legislation and students' coverage by Workers' Compensation **apply only during these hours**.

AGREEMENT Employers enter into an agreement with the student, the student's parents or guardians and the Sturgeon School Division, covering the period of employment. The employer, for reference, should retain one copy of the completed agreement (RAP Contract).

LEARNING PLAN Student's duties should be discussed and agreed to by all parties. A Learning Plan will be discussed and defined noting student tasks and learning expectations.

SUPERVISION The employer will directly supervise and control the work of the student during the work periods. The RAP coordinator will visit and/or contact the work site supervisor periodically for evaluation purposes.

ASSESSMENT Employers are asked to complete an assessment of the student's performance, for every 125 hours worked. Assessments must be faxed to the Teresa Ferri, RAP coordinator or returned to her ASAP.

TRACKING HOURS Students are required to deliver or fax their hours and progress to their RAP coordinator monthly, initialled or signed by their supervisor in accordance with Alberta Education. This is essential for accurate distribution of school credits at reporting periods. Employers are also asked to assist the student with the upkeep of his/her blue book on a regular basis.

CONTACT COORDINATOR Please contact Teresa Ferri - RAP Coordinator for the following:

- § Student accident - you will need to contact the RAP coordinator for the WCB number
- § Student incident - the coordinator is aware (may choose to speak to the student **or** the employer may request)
- § Student problem (absence, initiative) - one which the school needs to be involved to resolve
- § Student disobeys or ignores company rules or regulations
- § Absence from work without having contacted the employer

THANKS TO YOU AND YOUR STAFF FOR THE TIME AND EFFORT DONATED TO THIS PROGRAM!