

# Registered Apprenticeship Program



## RAP Application 2010

Submitted by \_\_\_\_\_

Grade \_\_\_\_\_ Trade \_\_\_\_\_

School \_\_\_\_\_

Alberta Education ID# \_ \_ \_ \_ - \_ \_ \_ \_ - \_ \_



# Registered Apprenticeship Program (RAP) Application Form

For Student and RAP Coordinator Use

**Check each item off as you complete and/or attach it.**

**Submit application to CAREERS in the order listed below. Insert in envelope.**

**Remove all staples prior to inserting in envelope.**

Mandatory	Application Cover Page	<input type="checkbox"/>
Mandatory	CAREERS' Work Placement Application Form (2 pages)	<input type="checkbox"/>
Mandatory	Cover Letter	<input type="checkbox"/>
Mandatory	Current Resume	<input type="checkbox"/>
Mandatory	Statement of Marks (from extranet)	<input type="checkbox"/>
Mandatory	Three-Year High School Plan	<input type="checkbox"/>
Mandatory	Attendance Record	<input type="checkbox"/>
Mandatory	RAP Coordinator Recommendation To be completed by the RAP Coordinator following the review of the student's package.	<input type="checkbox"/>
Mandatory	Photo Release	<input type="checkbox"/>
<b>RAP Coordinators:</b>		
To assist you in making an accurate assessment of the student's potential in the RAP program, you may choose to have the student complete one or more of the following optional forms:		
Optional (At the discretion of the RAP Coordinator)	Recommendation Forms	<input type="checkbox"/>
	A. Teacher 1	<input type="checkbox"/>
	B. Teacher 2	<input type="checkbox"/>
	C. Community Contact (Coach, Employer, Neighbour, Etc.)	<input type="checkbox"/>
Optional (At the discretion of the RAP Coordinator)	Trade Profile	<input type="checkbox"/>
	A. Research	<input type="checkbox"/>
	B. Interview	<input type="checkbox"/>
	C. Reflection	<input type="checkbox"/>

# WORK PLACEMENT APPLICATION FORM

## CAREERS: The Next Generation

Congratulations! You have made an investment of a lifetime and a great choice to enhance your future career. Please contact your school coordinator or local CAREERS director for additional information.

Student Information		
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
Address:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
City:	Postal Code:	
Email:	Home phone:	
School Name:	Cell phone:	
Birth Date:	AB Student ID <sup>(1)</sup> :	Fax number:
Anticipated Year of Graduation:	If you wish to identify yourself as aboriginal, please check one of the following: (Information is for statistical purposes only.) <input type="checkbox"/> First Nations - Status <input type="checkbox"/> First Nations - Non Status <input type="checkbox"/> Inuit <input type="checkbox"/> Metis	
Program Information		
<input type="checkbox"/> Registered Apprenticeship Program (RAP); specify trade:		
<input type="checkbox"/> Health Services Summer Internship:		
<input type="checkbox"/> Production Field Operations Summer Internship (PFO):		
Additional Information		
Are you able to provide full-time availability during the summer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details:		
Are you interested in working part time during your school year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No    Learner's? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no to both, when do you plan to get your learner's?		
Will you be able to arrange transportation to and from your worksite on a daily basis? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Student Agreement:

*I, the applicant, certify the information given in and with this **application, resume, and cover letter** is true and complete to the best of my knowledge and that it may be viewed by employers for the purpose of determining potential placements.*

*I agree to attend any safety courses or prerequisite courses or sessions as required for individual programs.*

*I understand that applying for any off-campus program does not guarantee that I will receive a placement.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

The information contained herein may be used by CAREERS: The Next Generation for career choice updates or to request further involvement with your program (ie. video productions, success story quotes & statistical analysis). If you do not wish to be contacted, please check here:

<sup>(1)</sup> The Student ID may be found on student's report card or at [www.education.gov.ab.ca](http://www.education.gov.ab.ca), go to student, number, learner registry, follow instructions

This section to be completed by the school-based RAP Coordinator			
Company:		Phone:	
Address:		Cell:	
City:		Fax:	
Postal Code:		Email:	
Contact's Name:		Recruited by:	
Contact's Title:		Placed by:	
Intake Date:		Intern Status:	
		Indentured Status:	

## WORK PLACEMENT APPLICATION FORM – Page 2

Parent/Guardian Information	
Parent 1 Name:	Parent 2 Name:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell:	Cell:
Email:	Email:

As the internships provide real job experiences, students are treated like young adults, expected to show maturity and sound judgment. This is an excellent opportunity for your son/daughter to gain confidence in making an educated career choice from their experience with the program. Acceptance is based on your son/daughter's expressed interest in this program, meeting the program criteria, and having the application approved by the applicable school coordinator. Final decisions on placements are made by the employer through the interview process.

**Please review the following, and sign / date the bottom of this page:**

### Transportation

**Many worksites are located in areas not serviced by public transportation.**

If accepted into the program, what method of transportation will your student use to get to the place of employment?

- Has own automobile       Public Transportation only  
 Parent will drive       Other \_\_\_\_\_

### Availability

**Employers expect a student to be available to work throughout the summer.**

Please indicate any interruptions that might impact your student's time at the workplace:

- We plan a family vacation. Dates include: \_\_\_\_\_ to \_\_\_\_\_  
 My son/daughter has other commitments throughout the summer. Explain and list time/date commitments: \_\_\_\_\_

### Placements

**Off-Campus programs are dependent on the availability of suitable worksites. Employers often request interviews and retain the right to select candidates. Every attempt will be made to offer opportunities to each student that applies and is accepted into the program; however, neither the School nor CAREERS: The Next Generation can guarantee that every student will be placed.**

- ✓ If you know of a placement opportunity for your student, please contact your school coordinator or your local CAREERS director with information on that placement and they can assist in securing that placement for your student.
- ✓ If you are an employer that would consider taking a student, please contact either the School or your local CAREERS director for more information on the program and how you can get involved in assisting young people make educated choices about their careers.

### Parent / Guardian Agreement

*I acknowledge and agree to the above terms.*

*I agree that the application package along with the submitted resume and cover letter may be viewed by employers for the purpose of determining potential placements.*

\_\_\_\_\_  
Parent Signature (Print name below)

\_\_\_\_\_  
Date

The information contained herein may be used by CAREERS: The Next Generation for career choice updates or to request further involvement with your program (ie. video productions, success story quotes & statistical analysis). If you do not wish to be contacted, please check here:

*Please forward your application through your school coordinator to your local CAREERS team member.*

# Three-Year High School Plan

**Attach a copy of your school's three-year plan instead of filling in this form.** (Your school counselor probably has a copy of your 3 year plan...just be sure that it is filled in fully and is up-to-date.)

OR

Please fill in

- the courses you have completed
- the courses you are currently enrolled in
- the courses you plan to take in the future.

Note: You can still complete all the courses you may require for university entrance if you complete RAP 35a,b,c,d during the summers before and after Grade 11 and attend school full-time in Grade 12.

Grade 10				Grade 11				Grade 12			
Course	No.	Mark	Credits	Course	No.	Mark	Credits	Course	No.	Mark	Credits
English	<input type="checkbox"/> 10-1 <input type="checkbox"/> 10-2			English	<input type="checkbox"/> 20-1 <input type="checkbox"/> 20-2			English	<input type="checkbox"/> 30-1 <input type="checkbox"/> 30-2		
Social	<input type="checkbox"/> 10-1 <input type="checkbox"/> 10-2			Social	<input type="checkbox"/> 20-1 <input type="checkbox"/> 20-2			Social	<input type="checkbox"/> 30-1 <input type="checkbox"/> 30-2		
Math Pure	10			Math Pure	20			Math Pure	30		
Math Applied	10			Math Applied	20			Math Applied	30		
Science	<input type="checkbox"/> 10 <input type="checkbox"/> 14			Science	<input type="checkbox"/> 20 <input type="checkbox"/> 24			Science	30		
PE	10			Chemistry	20			Chemistry	30		
				Biology	20			Biology	30		
				Physics	20			Physics	30		
				CALM							

### Minimum Requirements for High School Diploma

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Math – minimum 10 credits
- Science – minimum 10 credits
- Phys Ed 10 (minimum 3 credits)
- CALM (minimum 3 credits)
- CTS/Fine Arts/Second Languages/RAP – minimum 10 credits
- 30 or 35 level subjects – e.g. RAP – minimum 10 credits (other than English and Social Studies)
- minimum TOTAL is 100 credits

## RAP Coordinator Recommendation

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The RAP Coordinator must complete this form **after reviewing** the student package.

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Student Name : \_\_\_\_\_

Trade of Choice: \_\_\_\_\_

- |    |  |     |    |
|----|--|-----|----|
| 1. | Is this student on track to graduate at the end of Grade 12?                 | Yes | No |
| 2. | Is this student passing all courses?   | Yes | No |
| 3. | Does this student have a good record of attendance?                          | Yes | No |
| 4. | Does this student have an excellent conduct record<br>(no discipline issues) | Yes | No |

Please note below any concerns you may have.

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I recommend that the above student be accepted into the RAP Program    Yes                  No

RAP Coordinator Name \_\_\_\_\_

RAP Coordinator Signature \_\_\_\_\_

School Phone: \_\_\_\_\_

Summer Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_



## Photo and Testimonial Release Form

South Eastern Alberta Partners for Youth Career Development and CAREERS: The Next Generation would like to use photos or testimonial statements of the students involved in our career programs for use in promotional materials and other publications.

Under the *Freedom of Information and Protections of Privacy Act (FOIP)*, we require your permission to use your photographs and comments in any of our promotional material or other press, which may include annual reports, website and brochure graphics, newspaper articles or ads, and event programs. Please sign below to indicate your permission.

I hereby consent for:

- My photographs to be used in any of our publications, website or other media publications.
- My comments to be used in any of our promotional material and other media publications.

\_\_\_\_\_  
Student's Name (first and last name printed out)

\_\_\_\_\_  
Age

\_\_\_\_\_  
Name of Student's School

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian (must sign if student is under the age of 18)

### **Please return form to:**

Vivian Haland, Coordinator  
South Eastern Alberta Partners for Youth Career Development  
and Field Director for CAREERS: The Next Generation  
**FAX: 403-527-0081**

## OPTIONAL FORMS

### **RAP Coordinators:**

To assist you in making an accurate assessment of the student's potential in the RAP program, you may choose to have the student complete one or more of the following optional forms:

#### **Recommendation Forms:**

- Teacher #1 Recommendation Form
- Teacher #2 Recommendation Form
- Community Contact Recommendation Form

#### **Trade Profile Forms:**

- Trade Profile – Research (2 pages)
- Trade Profile – Interview (2 pages)
- Trade Profile – Reflection (1 page)

Indicate with an X which forms you would like the student to complete.

# Teacher #1 Recommendation Form

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This student is applying for RAP. The Registered Apprenticeship Program (RAP) requires dedication and commitment to an employer in a trades-related area. This student will be responsible for learning many new skills, working independently and showing great respect to his/her employers and fellow employees.

It is in the best interests of the student, the school, and the community, that a student who takes part in off-campus education activities outside of the school, under the auspices of the school, be perceived in a positive manner. When assessing the eligibility of a student for RAP, it is important that we feel confident that our school is being well represented. To that end we are asking you to provide some information on the student identified below. This information will form part of the basis on which the student's eligibility for RAP will be determined. Thank you in advance for your frankness.

The Registered Apprenticeship Program allows a student to graduate high school while getting a one-year jumpstart on a career in the trades. It is possible for a student to complete the necessary courses for post-secondary acceptance while participating in RAP. To complete all 40 credits for RAP including the pre-RAP internship involves 1125 hours on the job throughout the student's high school career.

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Please indicate your perception of this student with respect to the following chart by placing a check mark (✓) on each line below the appropriate number.

	Poor								Excellent	
	1	2	3	4	5	6	7	8	9	10
1. Attitude	___	___	___	___	___	___	___	___	___	___
2. Attendance	___	___	___	___	___	___	___	___	___	___
3. Punctuality	___	___	___	___	___	___	___	___	___	___
4. Work Habits (use of class time)	___	___	___	___	___	___	___	___	___	___
5. Ability to stay focused on a task	___	___	___	___	___	___	___	___	___	___
6. Ability to meet deadlines	___	___	___	___	___	___	___	___	___	___
7. Work Quality	___	___	___	___	___	___	___	___	___	___
8. Ability to <u>work</u> as part of a team	___	___	___	___	___	___	___	___	___	___
9. Demonstrates respect	___	___	___	___	___	___	___	___	___	___
10. Demonstrates maturity	___	___	___	___	___	___	___	___	___	___
11. Demonstrates responsibility	___	___	___	___	___	___	___	___	___	___
12. Demonstrates initiative	___	___	___	___	___	___	___	___	___	___
13. Demonstrates common sense	___	___	___	___	___	___	___	___	___	___
14. Demonstrates problem solving ability	___	___	___	___	___	___	___	___	___	___
15. Demonstrates leadership	___	___	___	___	___	___	___	___	___	___

Student Name \_\_\_\_\_

Subject \_\_\_\_\_

Teacher Name \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Teacher Signature \_\_\_\_\_

School \_\_\_\_\_

I (do, cannot) \_\_\_\_\_ recommend the above named student be accepted into the Registered Apprenticeship Program.

## Teacher #2 Recommendation Form

This student is applying for RAP. The Registered Apprenticeship Program (RAP) requires dedication and commitment to an employer in a trades-related area. This student will be responsible for learning many new skills, working independently and showing great respect to his/her employers and fellow employees.

It is in the best interests of the student, the school, and the community, that a student who takes part in off-campus education activities outside of the school, under the auspices of the school, be perceived in a positive manner. When assessing the eligibility of a student for RAP, it is important that we feel confident that our school is being well represented. To that end we are asking you to provide some information on the student identified below. This information will form part of the basis on which the student's eligibility for RAP will be determined. Thank you in advance for your frankness.

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Please indicate your perception of this student with respect to the following chart by placing a check mark (✓) on each line below the appropriate number.

	Poor								Excellent	
	1	2	3	4	5	6	7	8	9	10
1. Attitude	___	___	___	___	___	___	___	___	___	___
2. Attendance	___	___	___	___	___	___	___	___	___	___
3. Punctuality	___	___	___	___	___	___	___	___	___	___
4. Work Habits (use of class time)	___	___	___	___	___	___	___	___	___	___
5. Ability to stay focused on a task	___	___	___	___	___	___	___	___	___	___
6. Ability to meet deadlines	___	___	___	___	___	___	___	___	___	___
7. Work Quality	___	___	___	___	___	___	___	___	___	___
8. Ability to <u>work</u> as part of a team	___	___	___	___	___	___	___	___	___	___
9. Demonstrates respect	___	___	___	___	___	___	___	___	___	___
10. Demonstrates maturity	___	___	___	___	___	___	___	___	___	___
11. Demonstrates responsibility	___	___	___	___	___	___	___	___	___	___
12. Demonstrates initiative	___	___	___	___	___	___	___	___	___	___
13. Demonstrates common sense	___	___	___	___	___	___	___	___	___	___
14. Demonstrates problem solving ability	___	___	___	___	___	___	___	___	___	___
15. Demonstrates leadership	___	___	___	___	___	___	___	___	___	___

Student Name \_\_\_\_\_

Subject \_\_\_\_\_

Teacher Name \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Teacher  
Signature \_\_\_\_\_

School \_\_\_\_\_

I (do, cannot) \_\_\_\_\_ recommend the above named student be accepted into the Registered Apprenticeship Program.

# Community Contact Recommendation Form

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This student is applying for RAP. The Registered Apprenticeship Program (RAP) requires dedication and commitment to an employer in a trades-related area. This student will be responsible for learning many new skills, working independently and showing great respect to his/her employers and fellow employees.

It is in the best interests of the student, the school, and the community, that a student who takes part in off-campus education activities outside of the school, under the auspices of the school, be perceived in a positive manner. When assessing the eligibility of a student for RAP, it is important that we feel confident that our school is being well represented. To that end we are asking you to provide some information on the student identified below. This information will form part of the basis on which the student's eligibility for RAP will be determined. Thank you in advance for your frankness.

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Please indicate your perception of this student with respect to the following chart by placing a check mark (✓) on each line below the appropriate number.

	Poor										Excellent									
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
1. Attitude	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
2. Attendance	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
3. Punctuality	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
4. Work Habits (use of class time)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
5. Ability to stay focused on a task	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
6. Ability to meet deadlines	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
7. Work Quality	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
8. Ability to <u>work</u> as part of a team	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
9. Demonstrates respect	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
10. Demonstrates maturity	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
11. Demonstrates responsibility	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
12. Demonstrates initiative	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
13. Demonstrates common sense	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
14. Demonstrates problem solving ability	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
15. Demonstrates leadership	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

Student Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone (    ) \_\_\_\_\_

Contact Signature \_\_\_\_\_

Date \_\_\_\_\_

How do you know the student? \_\_\_\_\_

I (do, cannot) \_\_\_\_\_ recommend the above named student be accepted into the Registered Apprenticeship Program.

## Trade Profile – Research

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To complete this assignment you will need to go online. The two resources available are [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca), sponsored by Alberta Apprenticeship, and the “Trade-Up” CD, which can be referenced on-line at [www.careersconstruction.com](http://www.careersconstruction.com). Feel free to browse both sites entirely.

To find the answers for this assignment at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca) you will need to:

- Go to the website
- Choose “Trade and Occupation Info “
- Click on your trade from the alphabetical list of all trades
- Choose Occupational Profile

To find the answers for this assignment at [www.careersconstruction.com](http://www.careersconstruction.com) you will need to:

- Go to the Search Centre
- Click on Jobs

This resource only references 30 trades; those in the Construction sector.
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1. What trade are you interested in? \_\_\_\_\_

2. What duties are performed in this trade? \_\_\_\_\_

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3. What are the worst possible working conditions for this trade? \_\_\_\_\_

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4. What are the usual working conditions for this trade? \_\_\_\_\_

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5. Physical requirements (lifting, standing, crouching, kneeling, good balance, etc.)

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## Trade Profile – Research ... continued

6. To be successful in this trade you must be able to:

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7. What level of Math and/or Science is required for this trade?

Math required \_\_\_\_\_ Science required \_\_\_\_\_

8. What is the “term of apprenticeship”?

\_\_\_\_\_ years, \_\_\_\_\_ weeks of school per year, \_\_\_\_\_ hours per year

9. Who typically employs someone working in this trade? \_\_\_\_\_

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10. What are the usual opportunities for advancement in this trade? \_\_\_\_\_

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11. What percentage of a journeyman’s salary do you make in your trade?

1<sup>st</sup> year \_\_\_\_\_ 2<sup>nd</sup> year \_\_\_\_\_ 3<sup>rd</sup> year \_\_\_\_\_ 4<sup>th</sup> year \_\_\_\_\_

**\*\*NOTE: A RAP student is only guaranteed to be paid minimum wage, not a 1<sup>st</sup> year apprentice’s salary.**

12. In what range is the salary of a journeyman in this trade today?

\$ \_\_\_\_\_ to \$ \_\_\_\_\_.

## Trade Profile – Interview

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***If you really want to know what someone’s job is like “walk a mile in their boots”.***

This step is intended for you to get the perspective of an experienced tradesperson. You must contact and make an appointment with an experienced tradesperson currently working in the trade that you hope to apprentice in. Ask them the following questions. Record their name and answers below.

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_

---

1. What trade do you work in? \_\_\_\_\_

2. What are some of your job duties and responsibilities? \_\_\_\_\_

_____	_____
_____	_____
_____	_____

3. What are the dangers of your job?

_____	_____
_____	_____
_____	_____

4. What are the hazards? (chemical, noise, radiation, other)

_____	_____
_____	_____
_____	_____

5. How many hours a day do you spend standing? \_\_\_\_\_

6. How many hours a day do you spend lifting? \_\_\_\_\_

## Trade Profile – Interview ... continued

7. What type of environment might you work in? (indoor/outdoor, dirty, heights, etc.)

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8. What type of company employs you? (single proprietor, big corporation, etc.)

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9. What are the opportunities for promotion in this trade?

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10. What are some of the prerequisites that you needed to get a job in this trade?  
(education, skills, etc.)

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11. What type of person would be successful in this trade?

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12. What characteristics would you look for if you were hiring?

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13. What advice would you give to young adults who are thinking of a career in this trade?

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14. Would you or your company consider employing me as a RAP student? \_\_\_\_\_

## Trade Profile - Reflection

Based on your research and the interview you conducted complete the following questions.

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1. What are some things you found out about this trade that you did not know before?

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2. Based on your research why are you still interested in this trade?

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3. Based on your research, is your current three-year high school plan and the marks you are earning in accordance to what educational requirements are needed for this specific trade?

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4. Explain the short- and long-term goals you have set for yourself to succeed in your trade.

Short-Term Goals: \_\_\_\_\_

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Long-Term Goals: \_\_\_\_\_

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