

Administrative Procedure 216

216 - REGISTERED APPRENTICESHIP PROGRAM

Background

The Division approves the participation of high school students in the provincial Registered Apprenticeship Program (RAP), subject to the following regulations.

Regulations

Student Eligibility

1. A student must meet the eligibility requirements set down by Alberta Education. These include:
 - 1.1 16 years of age minimum;
 - 1.2 Able to meet the Apprenticeship entrance requirements;
 - 1.3 Working toward a High School diploma; and
 - 1.4 Successful completion of 15 High School credits in any one year.
2. Notwithstanding (1) above:
 - 2.1 If a student is under 18 years of age, signed approval of the parent or legal guardian is required;
 - 2.2 The student must submit a letter of support from:
 - 2.2.1 A counselor (school counselor or career development counselor). The student must have demonstrated to the counselor an awareness of career opportunities through apprenticeship; or
 - 2.2.2 A teacher who has taught the student in a Career and Technology course. If the student has not been enrolled in a Career and Technology course, the letter of support may be solicited from another teacher;
 - 2.3 A formal resume must be submitted with the letter of application; and
 - 2.4 Approval of the school Principal and coordinator is required.

School Responsibilities

1. Coordination

The school will assign a coordinator for the RAP program. The coordinator will be responsible for the placement of students and for adherence to policies and procedures in existence for work experience/partnership programs. She/He will ensure that the student has been properly oriented to the workplace and been adequately prepared at the workplace with respect to safety.

2. Program Access

The school will attempt to be as flexible as possible in meeting the needs of students and employers involved in the program. Such flexibility might be achieved by:

- 2.1 Extending the student's high school program beyond the traditional 3 year period for completion
- 2.2 Designating certain semesters to either school attendance or work on apprenticeship
- 2.3 School attendance for part of the day or week with apprenticeship work at other times. This may be more feasible in some high school programs than in others
- 2.4 Working on the apprenticeship component during summer months, holidays, etc.

3. Instructional Strategies

The use of individualized instruction could be one of the alternatives for some students on the RAP program.

4. Student Placement

Decisions for student placement will be made on the basis of student and employer interest and in co-operation with the Apprenticeship and Industry Training Division of Alberta Education. Ultimately, the school however must make the final determination on whether the placement is appropriate and can be integrated with other high school requirements.

5. Evaluation

The school will issue the final grade for the program, based on criteria established in the Evaluation Strategy for the program.

6. Promotion

The school will work toward educating and informing the community at large and potential employers specifically about the RAP program and its procedures of operation.

Student Responsibilities

1. The student will be responsible for making a career search, contacting potential employers and locating an initial employment placement. This may be done in conjunction with the counselor other community resources.
2. The student will be responsible for fulfilling the requirements for the high school diploma while working as an indentured apprentice.
3. The student is expected to attend the scheduled classes as agreed on by him/her, the school and business.

4. If the student drops out of school or does not meet the other program requirements, he/she will immediately be dropped from the RAP program but may continue to apprentice at the discretion of the business.

Alberta Education Division

The school will co-operate in meeting the requirements of the Apprenticeship and Industry Training Division of Alberta Education. This Division, in turn, will ensure that the student is meeting the requirements of an indentured apprentice.

Formal Agreement

1. Once placement has been approved, the student is formally registered as under the regular apprenticeship program.
2. When the student satisfactorily meets the hour requirements for the 1st year apprentice position, he/she will receive 40 credits.
3. Students with partial completion of hour requirements could receive the proportional number of credits.

Reference: Section 39, School Act
Policy 1.4.3 – Off Campus Education
Guide to Education, ECS to Grade 12
Off Campus Education Guide for Administrators, Counsellors and Teachers, 2000
Registered Apprenticeship Program: Information Manual, February 2003