

## Placement Confirmed: Next Steps

- Provide all necessary documents as noted in the Off-campus Education Handbook <https://education.alberta.ca/media/371242/offcampus.pdf>
  - Site Safety Inspection
  - Off-campus Work Agreement
  - Learning Outcome Template
- CAREERS-Trades Internship: the trial period for both employer and the student. At any time during this period employers are asked to register students as an apprentice into their chosen trade. This also moves the students from CAREERS Internship credits into RAP credits for their completed hours of work.
- Monitor student progress in accordance with your school's policy.
- Call employer to inquire if student is (or will be) registering as an apprentice into their trade.
- Consult with employers to problem solve student concerns.
- CAREERS thanks companies for participating, surveys for best practices, and invites them to participate the following year.
- CAREERS emails information about RAP scholarships and the celebration event to you, the students and employers.

**CAREERS: The Next Generation**  
 A **FUTURE** Worth **WORKING** For  
**CONTACT** your local **FIELD DIRECTOR**  
 or call to get connected  
 1.888.757.7172 or 780.426.3414  
[www.careersnextgen.ca](http://www.careersnextgen.ca)



**CAREERS: The Next Generation** is here to support you and your students throughout the entire process of exploring and applying for CAREERS Internship-Trades or RAP opportunities. With input from experienced Off-campus Coordinators, employers, and our field team, we developed the following checklist was developed to assist you for the best results.

Please Review the **Off-campus Education Handbook**  
<https://education.alberta.ca/media/371242/offcampus.pdf>

## Pre-Screening Students

- Is the student ready for an off-campus learning experience?
- Have they discussed this opportunity with their parents, and are they supportive?
- Schedule a parent meeting discussing RAP opportunities. CAREERS can attend to help address questions.
- How is their attendance?
- How are their grades?
- Would you recommend them for an off-campus experience?
- Would another teacher recommend them?
- Has the student completed the HCS 3000 (required) and the HCS3010 (recommended) courses for workplace safety practices? Are there any other safety courses completed and if so, which ones?
- Driver license is not mandatory but helps to open up more opportunities for the students to explore. When will they have their drivers license and how do they plan on getting to and from work?
- Managing expectations- helping the student be aware of what to expect during their off-campus experience.





## CAREERS Application Process

- Recommended to complete the application form at <http://bit.ly/2wTVIjo> digitally for legibility and accuracy. If hand written, is it legible? Off-campus Coordinator to review the form.
- Is the application complete and accurate?
  - Alberta Ed ID #, birthdate, phone numbers, availability, is their email 'business friendly', etc.
  - Parent approval and sign off on form.
  - Off-campus Coordinator recommendation form completed.
  - Teacher recommendation form completed.
- Resume and cover letter are required. Although many students may not have previous work experience, it is still very important to develop a resume. Suggested topics include: work experience (even if it's helping family members with smaller responsibilities at their work), volunteer work, highlights of school success, school courses completed or currently attending that support this path (example: CTS Courses, math, sciences), passions, hobbies, and interests, sports and/or other team participation, and why they have chosen to explore this career path.
- Has the resume and cover letter been proof read for spelling and/or grammatical errors? Register students online using <https://www.tfaforms.com/4606911>. Submit completed forms, resume and cover letter either online or by email to a CAREERS team member

## Finding an Employer

- CAREERS finds employers that are willing and able to support CAREER Internship and RAP students. CAREERS sends student resumes to employers for interview short listing.
- We suggest that students and school staff network with family members, friends and within their communities to explore all additional opportunities.



## Preparing Students for Interviews

- Prepare students for interviews: what to expect, how to dress, when to show up, role playing, question answering, suggest questions for them to ask the employer. CAREERS can help, give us a call.
- Students should call the employers to arrange an interview time as this is part of the learning experience and helps develop confidence. (Parents should never make this call).
- Have students explore the company's website to get an overview of the employer with whom they are interviewing.
- Be sure students check where their worksite is and plan how to get to it.
- On interview day, have the student prepared with a positive attitude, extra copies of the resume, cover letter and application.
- Post-interview: have the student follow up with you to review how the interview went.
  - What went well, what didn't (great learning experience).
  - Student should email the employer thanking them for their time and consideration.
- If student is not hired, let CAREERS know to potentially forward the student's resume to another employer.
- Inform CAREERS on all confirmed internships in order to thank employers for participation, find great champions and share best practices among companies.

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- Site visit to be completed prior to the first day of internship (employment). Site Visit checklist required as per your school jurisdiction and Alberta Education.
- Complete Off-campus Agreement with employer.

