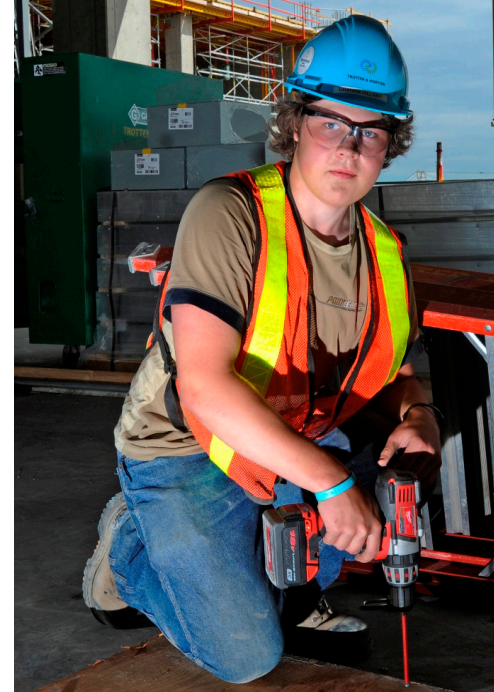


Student Internship and How it Works

- Identify Period 1 trade positions within your shop for student placement
- Advise your local CAREERS Field Director of the number of positions available
- CAREERS forwards suitable student applications for consideration
- Interview and select potential students
- Inform student and CAREERS Field Director of interview outcome
- Supervising teacher completes Work Placement Agreement and monitors student progress
- Students may work between 7:00am and 10:00pm any day of the week
- Work schedule is based on employer and student needs
 - Full-time or part-time summer and semester based schedule
- The 125 hour probation period begins first day of work
- Anytime during the probation period and only with employers approval, students can apply for apprenticeship with AIT (1st year apprenticeship pay rates do not apply to RAP students)



Have a Plan

- Designate good mentors
- Suggest a "starter tool kit" with a tool purchase plan
- A learning plan is available for each trade
- Discuss student performance with supervising teacher
- Review company policies and procedures, and conduct a site safety orientation
- Create a list of must-learns for your business/industry during internship
- Team up with CAREERS to promote opportunities in local schools

Key Points

- Alberta Education covers WCB once Off-campus Agreement is signed
- Students pre-screened by CAREERS
- Students have completed pre-requisite safety courses
- Construction Safety Training Systems and other safety courses available for free
- Either party can terminate the CAREERS Internship-Trades /RAP internship at any time
- Employers are recognized for their community involvement

Student Benefits

- Accumulate employer verified 1st period hours
- Earn up to 40 credits toward a high school diploma
- Build a bridge to employment in a skilled trade
- \$1000 scholarship available www.tradesecrets.alberta.ca

RAP

Registered Apprenticeship Program

An education initiative allowing students to explore and discover a career passion in the skilled trades. The opportunity to make an educated career choice based on a CAREER internship experience. RAP helps high school students start apprenticeship training as part of their high school curriculum.

Frequently Asked Questions

Are CAREERS services free to employer, student and school?

Yes, we are a foundation working to build stronger communities with over 1000 employers. Our funding comes from charitable investments from both industry and government. You can donate at <https://www.careersnextgen.ca/home/services/donate/>

Is WCB provided by the government?

Yes, WCB is provided by Alberta Education upon completion and employer signing of the off-campus agreement.

What is the quality of student applications?

We have a screening process to create the right fit that includes academic standing and attendance.

What does an employer provide?

A safe working environment.

Hours of work to be accumulated toward apprenticeship training.

CAREERS Internship-Trades and RAP students must be paid at least minimum wage.

Sponsor application for "Blue Book" (application fee is waived for RAP students).

What is the average pay for a CAREERS Internship-Trades and RAP student?

Students are paid minimum wage or higher. Visit <https://work.alberta.ca/employment-standards/minimum-wage.html> for minimum wage guidelines.

Are CAREERS Internship-Trades and RAP students to be treated like any other employee?

Yes, with the understanding that they are in an education program and are younger and perhaps less experienced.

What happens if my CAREERS Internship-Trades and RAP student is not working out?

Treat your student as you would any other employee by providing counsel, performance appraisals and performance plans. The student's supervising teacher will assist the employer should there be an accident, incident, problem or performance issue. As an employer you may terminate their internship/employment at any time.

We hired a high school student without CAREERS, can he or she be in CAREERS Internship-Trades and RAP?

Usually they can. Let us know and we will connect with their high school to determine if they are eligible for credits and other benefits.

My student is graduating this year, is there a scholarship?

Yes, remind them of their eligibility for the \$1000 scholarship.

Here is the link: https://tradesecrets.alberta.ca/financial-assistance/scholarships/rap_cts-scholarships/

We had a great student last year and our mentor is awesome, is there an award for that?

Yes, nominate them for a Student/Mentor CAREERS Award of Excellence in the Skilled Trades.

Here is the link: <http://www.nextgen.org/about/awards-and-scholarships/>

Together we can build strong vibrant communities where youth are enabled to explore their career paths to success – it is a future worth working for!

"RAP promotes a mentoring culture on our projects throughout our company. It helps us develop those whose values align with our own, and build lasting employees."

-Mark Alton
Workforce Manager
Southern Alberta
PCL Builders Inc.



Call us at **1.888.757.7172**
or email info@nextgen.org
visit www.careersnextgen.ca



Follow us @careersnextgen