

# CAREERS CO-OP Apprenticeship Program

## Employer Summary



The CAREERS CO-OP Apprenticeship Program is an industry-driven collaboration between regional employers, Alberta Apprenticeship and Industry Training, and CAREERS. This educational initiative provides high quality local apprentices who have been prescreened and interviewed, and are ready to enter your workforce.

### Objectives

- Enable local youth on their path to attractive and rewarding careers in the trades industry
- Provide apprentices with diverse work experience
- Develop local, highly skilled tradespeople to meet the current and future needs in our region

### Program Outline

#### Selection Process

All applicants for the program are within seven years of completing their high school diploma and exceed all the trade entrance requirements as defined by Alberta Apprenticeship and Industry Training. The selection process is competitive and includes high school grades, a differential aptitude test, professional references, and completing a behavioral descriptive interview (BDI) with regional employers. All applicants have completed CSTS and one of CSO, BSO, or OSSA Regional Orientation. Applicants cannot have been indentured previously, unless through a CAREERS program (such as RAP). Successful applicants will begin and finish their apprenticeship with local employers.

#### Employer Expectations

Local employers provide apprenticeship placements for trades they are eligible to hire in. Apprentices will be placed for a one-year period from September through August, or March through February. Employers must indenture any first year apprentices and submit acceptance/release forms when receiving or releasing apprentices. Apprentices are to be paid in accordance with AIT salary rates.

CAREERS doesn't charge fees to the employers or the apprentices. CAREERS is a provincial non-profit foundation funded by the Government of Alberta and corporate and individual donors to build a skilled workforce for a stronger Alberta future.

#### Performance Expectations

Each employer completes two performance evaluations for each apprentice. The form is supplied by CAREERS and is reviewed and signed off by both the apprentice and supervisor with a copy forwarded to the CAREERS office by the apprentice and/or supervisor.

## **Technical Training**

Within the annual placement, apprentices register and attend a period of technical training in cooperation with the employer. Employers will lay off the apprentice for this period. To progress in the program, the apprentice must successfully complete technical training, acquire their required number of hours, and have satisfactory evaluations.

## **Apprentice Rotation**

When possible, apprentices rotate annually amongst participating employers. Conditions of employment are specific to each employer, and apprentices may be required to move from union to non-union environments or vice-versa. Apprentices placed with the employer could be in any year of their apprenticeship. CAREERS staff create the rotation of placements and monitor apprentices ensuring the apprentice is exposed to a variety of work placements. Based on trade and demand, annual rotations may not be feasible, and apprentices can remain with an employer beyond one year.

CCAP apprentices are (generally) contract employees during their term of employment. As such, they adhere to ALL company policies and procedures.

## **Performance Issues**

The employer deals with performance issues and corrective measures. Corrective measures must be consistent with progressive discipline principles. Termination of an apprentice is initiated by the employer and confirmed by the CAREERS Program Coordinator.

Termination from a workplace will result in termination from CCAP, as employers within the program speak for each other with respect to suitability of applicants in the program. Termination from CCAP does not affect the apprentices standing with Apprenticeship and Industry Training as they can continue in the trade outside of the CO-OP program.

## **Permanent Employment Opportunities**

In the final year of apprenticeship, (or the second to last year if only one period of technical training remains), a program employer may offer permanent employment to a CCAP apprentice.

The CAREERS Program Coordinator will communicate to all participating employers the names of apprentices that are available for hire annually. The employer will notify the CAREERS Program Coordinator whenever a permanent position is being offered to a CCAP apprentice.

## **Responsibilities of CCAP Apprentices**

Apprentices are responsible for their apprenticeship. They will ensure apprenticeship contracts are completed, submit two performance evaluations annually, pass technical training annually, ensure blue book is updated annually, ensure transfer cards are completed, report changes of contact information to employer, AIT, and CAREERS, report all incidents to employer and CAREERS, and adhere to the CCAP Guidelines.

# Expression of Interest in becoming a CCAP employer partner

A partnership between employers & CAREERS



Employer Information
Company name:
Address:
Work location (if different from above):
Primary contact:
Primary contact phone and email:
Trades available:
Number of positions:
Worksite contact:
Worksite contact phone and email:
Apprentice Requirements
Driver's License <input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> Not Applicable
Additional safety tickets & equipment:
Other criteria for apprentice:
Timeline
Work start date: September or March

For further information, please contact:

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