

BCHS Procedures for RAP – 2020/2021

A student can collect credits through RAP if they have a job where an employer will agree to the apprenticeship and pay them the going wage for their experience. They must also have **completed HCS 3000** (a one credit job safety module.) A student makes initial contact with Mrs. Bondarchuk and gives the name & contact phone number of the business where they are working.

1. Mrs. Bondarchuk makes initial contact with the supervisor at the business.
2. Mrs. Bondarchuk fills out a work agreement (going over hours the student can work), goes through a safety checklist for the employer, talks about WCB coverage through Alberta Education and finally goes through the evaluation the employer will have to do at every 125 hours.
 - i. Students are covered through Alberta Education's WCB if working in the hours of 7:00 am and 10:00 pm
3. The student takes home the off campus paperwork home to be signed. (work agreement and parent consent form)
4. The student creates a "mydigitalalberta" login and password using an out of school email address and tracks down their Social Insurance Number (for applying through RAP with the mytrades secret website.) The Social insurance number is used as consent towards receiving a RAP scholarship when the student is done high school.
5. The student makes an appointment with Mrs. Bondarchuk and fills out the RAP application online.
6. The business accepts the student as a RAP apprentice through their email.
7. The student keeps track of their tasks and hours monthly and turns in the signed timesheet (both employer and student must sign) each month to Mrs. Bondarchuk (in Room 47 – black hand in folder on the whiteboard in her room.)
8. The supervisor evaluates the student every 125 hours according to the tasks in the "First year apprenticeship." The student brings in the signed first year trades sheet to Mrs. Bondarchuk. She will photocopy this and return it to the student to keep in their package for the next 125 hours.
9. Mrs. Bondarchuk will input a grade into power school to end up as RAP credits on the student's "Detailed Academic Report."

RAP students may earn up to 40 credits (representing a total of 1000 **hours**) for their on-the-job training as registered apprentices. These hours can count towards their first year's apprenticeship hours. **Please note that only a maximum of 15 credits can be counted towards the 100 credit high school diploma...**