

Dear Parent/Guardian,

Your child has requested to participate in the Registered Apprenticeship Program (RAP) through High Prairie School Division's Off-Campus Education Program. The intention of this letter is to inform you about the unique requirements and expectations of RAP.

Students enrolled in RAP are employed by a journeyperson in their chosen trade, and have the opportunity to:

- begin working towards the required apprenticeship hours for certification
- achieve between five and forty high school credits toward an Alberta High School Diploma (five credits are awarded for every 125 hours of work)
- acquire credible experience and references to enter employment after graduation

As part of RAP, students will be required to complete coursework related to job preparation, with an emphasis on workplace health and safety.

It is the student's responsibility to find an employer who is willing and able to:

- take the student on as a RAP apprentice,
- ensure the student is supervised by a qualified journeyperson and,
- pay the student at least minimum wage

RAP placements must be approved by the High Prairie School Division. Students can find a placement in one of three ways:

1. Working alongside a friend or family member who is a journeyperson
2. Applying for positions on their own
3. Working with the CAREERS School Engagement Coordinator to apply for available positions. Please note, employee selection for these positions is at the sole discretion of the employer, not the High Prairie School Division.

Employers are willing to provide training and employment only when assured that the student is genuinely interested in the trade and trying to meet employer expectations. Teachers within the High Prairie School Division contribute considerable time and effort in mentoring and monitoring student performance. In this program, students will:

- be in communication with the school's Off-Campus Coordinator on a regular basis
- be covered by Worker's Compensation
- be granted credits upon successful performance in the program
- be provided training and work assignments by a specified supervisor
- be required to telephone the employer if absent from work

The student's success in RAP is greatly dependent upon personal accountability. As parents/guardians, you play an important role in helping your child decide if he or she is ready to commit to the program and by encouraging your child to have a positive attitude toward work and other requirements of the program.

For your child to participate in RAP, your informed consent is required.

Once a suitable placement has been found, please sign Form 260G - Off-Campus Education Program Agreement and Form 260H-4-1 - Student Expectations and Responsibilities. If you have questions or concerns, I can be contacted at the school and will be most willing to provide any further information you may require.

Sincerely,

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Off-Campus Coordinator

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Date