

OFF-CAMPUS EDUCATION - Registered Apprenticeship Program (RAP) STUDENT EXPECTATIONS

1. **Hours do not start counting until the student has completed and returned the onboarding documents. Hours worked before registration do not count.**
2. Students should not miss scheduled classes to go to work. Hours of work that coincide with an unexcused absence at school will not be counted.
3. The student must complete the prerequisite course HCS3000 before any hours can be counted in RAP. Completion of HCS3010 is also recommended.
4. The student will earn 5 credits for every 125 hours worked. Courses must be completed in sequential order.
5. Students will be required to provide the Off Campus Coordinator with a copy of their updated AIT Record Book (Blue Book) by January 10 for hours completed in semester 1, and by June 10 for hours completed in semester 2.
6. A set of evaluation forms must be completed: i) at the end of each semester that the student is enrolled in RAP, to accompany the Record Book submission, ii) when the student completes 1000 hours of work, iii) if the student gets fired or laid off from their job, iv) if the student no longer wants to take part in RAP. These evaluations are used to determine the student's grade.
7. The student is to provide proper notice to the employer before leaving the position. The student will also notify the OCC of leaving the position and follow #5 and #6 above before leaving the position, unless unsafe circumstances require the student to leave sooner.
8. The student will be in contact with the OCC every semester. This is to hand in their updated Record Book, evaluation forms, provide feedback about the job and a brief discussion to ensure everything is going well.
9. If the student encounters an incident or injury while at the workplace, especially requiring medical aid, they must report it immediately to the worksite supervisor and then to the OCC at the school. WCB documentation must be completed and sent into the WCB within 72 hours of the injury.
10. The student recognizes the need for adequate training for any equipment, tools or machinery identified for student use. The student understands their "right to refusal" of unsafe work or when the student feels ill prepared to undertake an assigned task. See the OCC for more information.
11. The student will recognize and respect the confidentiality of the workplace. Matters that pertain only to the workplace and staff will not be discussed outside of the workplace. Genuine concerns regarding the workplace and staff will only be discussed with the parent/guardian, OCC or workplace supervisor.
12. The student/parent/guardian accepts responsibility for transportation to and from the work site.
13. Attendance and schoolwork in other scheduled classes must not be affected by RAP.

NB: If you no longer want to take part in RAP, it is your responsibility to inform the school.

Student Acknowledgement and Signature

Date

Parent/Guardian Acknowledgement and Signature

Date