

NSCHS
Work Experience and

Registered Apprenticeship Program
Information Sheet

CONTACT INFORMATION

Work Experience Coordinator/Instructor: Mr. Troy Hjertaas/ Tammi Wicks

Mr. Hjertaas Cell: 975-7774
Tammi Wicks (780) 887-5653

Registration

You must complete a registration form and make an appointment to see Mr.Hjertaas as soon as possible. Your hours do not begin until you are registered.

Before You Begin

The following must be completed **before** hours will be counted towards your program:

Work Experience

- a) Student/Parent permission Form
- b) Employer/parent/student Contract
- c) Job Prep Module CTR 1010
- d) Coordinator site visit
- e) Student Training Plan

RAP

- a) Student/Parent permission form
- b) Employer/parent/student Contract
- c) Job Safety Module CTR1210
- d) RAP contract (if applicable)
- e) Coordinator site visit
- f) Student Training Plan

Mandatory Modules

Alberta Learning requires completing the module specific to your program. Consequently, students will **NOT** be registered in work experience until these modules have been completed. Modules can be obtained from the coordinator. Work experience and RAP hours will begin when the modules have been completed and submitted.

Site Visits

The instructor will be visiting your work site throughout the school year. A Work Site Application will be completed by the instructor and the work site must be approved by Central Office.

Notification of Absences

If you are going to be away from work, you must always make your employer and instructor aware at least one day in advance. **If you are absent from work because you are ill, contact your employer with as much notice as possible.**

Record of Hours

Hours are not counted for credit until the required modules have been received and acknowledged by your coordinator. Once you have begun the program **your record of hours is critical!** You are responsible for maintaining a record of these hours. You will be required to complete MONTHLY forms. These forms will be available in Student Services. It is your responsibility to submit these forms, signed, to the Work Experience coordinator.

For Work Experience: 25 hours = 1 credit with a minimum of 75 hours (3 credits) and a maximum of 250 hours (10 credits).

For RAP Students: every 125 hours is equivalent to a 5 credit course to a maximum of 40 credits (1000 hours).

Contact with Coordinator

It is very important that you keep in contact with your work experience or RAP coordinator. If you are having difficulty seeing your coordinator make an appointment, leave a message with Student Services or leave a message with the secretaries.

Work Site Injuries

If you are injured on the job, you must contact your instructor immediately. Immediately means at the first opportunity when you are able to secure a telephone, call the cell phone number 975-7774. If there is no answer leave a message with the following information:

Your name

Date and time of injury

Description of injury

Action taken (seek medical attention, company nurse, family doctor, hospital)

Telephone number where you can be reached

You are covered by Alberta Workers Compensation through the school's policy. In the event of an injury sustained while on the job, a record of the injury should be made for your personal protection. Sometimes employers may be reluctant to complete paper work related to work place injuries because with each injury reported, there is a possibility that the insurance premiums can be increased to the employer. **Because you are covered by our policy, no charge is made back to your employer.** Therefore, please complete all WCB documentation related to the injury. You must contact your teacher to get our policy number, which must be included on the document you send to WCB. Your employer has the necessary WCB forms to complete. Even a small cut could later become infected so **report all injuries!**

Monthly Callbacks

You will be required to attend monthly callbacks in Student Services during the second week of every month. These callbacks allow your coordinator to inform you of any important information and supply you with a summary of your progress. This is an excellent opportunity to see your coordinator if there are any problems.

Questions

If you or your parents have any questions or concerns, please call 941-3924 or cell 975-6455. Please keep this form for your reference in the event you need a contact number.

Please sign the following as confirmation that information within this Work Experience and Registered Apprenticeship Information Sheet was read and understood.

Student Name

Parent Name

Student Signature

Parent Signature

Date

Date

Received by: _____

Date: _____