

---

---

# Work Experience

Is For Everyone

---

---

# What is Work Experience?

Work Experience provides opportunities for school and community to combine resources to further students' career development and build their employability skills. In Work Experience, you will explore career interests and apply their knowledge, skills, and attitudes in the workplace.

Every **25 hours you work you will earn 1 credit**. The maximum amount of credits that can be awarded is **15 credits**. These can be **10, 20, or 30** level credits.

# Step 1: Do You Have HCS3000?

HCS3000 (Workplace Safety Systems)

- 1 credit course
- Prerequisite for Work Experience and RAP (Registered Apprenticeship Program).

**Most people got it in grade 9 health/technology class**

If the student does not have it, no problem. Ms. Timm can sign the student up for it to complete independently online.

Contact [amanda.timm@crps.ca](mailto:amanda.timm@crps.ca) or [offcampus@crps.ca](mailto:offcampus@crps.ca)

## Learner Outcomes

HCS3000: Workplace Safety Systems

### Learning Units

| Unit 1 | <i>Safety: From Past to Present</i>  |
|--------|--|
|        | After this unit, the learner will be able to: <ul style="list-style-type: none"><li>□ Define the term:<ul style="list-style-type: none"><li>- Safety</li><li>- Accident</li><li>- Incident.</li></ul></li><li>□ Explain the difference between past and present views of safety.</li><li>□ Explain the difference between "Direct Costs" and "Indirect Costs."</li><li>□ List 3 types of controls:<ul style="list-style-type: none"><li>- Engineering</li><li>- Administrative</li><li>- Basic/Point-of-Contact</li></ul></li><li>□ Describe purpose of Safety Management Systems.</li></ul> |
| Unit 2 | <i>Health &amp; Safety Management Systems: The 8 Elements</i>  |
|        | After this unit, the learner will be able to: <ul style="list-style-type: none"><li>□ Identify and describe the 8 elements (key points) of a health and safety management system (HSMS).</li><li>□ Explain why each part of a HSMS is important to workers.</li><li>□ Identify and describe the HSMS in a selected workplace.</li></ul>  |
| Unit 3 | <i>Hazards: What are They?</i>   |
|        | After this unit, the learner will be able to: <ul style="list-style-type: none"><li>□ Define "Hazard."</li><li>□ Explain the importance of identifying workplace hazards.</li><li>□ Identify the 5 major types of hazards and give examples for each type.</li></ul>   |

# Step 2: Do You Have a Job?

- Do you clean dishes at a restaurant?
- Are you volunteering at the SPCA?
- Are you helping an aunt or uncle with a family business?

Most jobs count as work experience as long as it is consistent work that you do regularly enough to work at least 75 hours worth of work.

It **does not have to be paid work.**

Students are required to get a job on their own, we do not get students a job because it needs to be the perfect fit for the student and employer. We can help with resumes!



# Step 3: Talk to Your Employer About Work Experience

Let your employer know that you can earn school credits for working. It is minimal effort on the employers part as they just need to fill out a registration form and an evaluation every 125 hours the student works.

**The employer should know that the student wants to register for work experience before the student registers for work experience.**

I have never had an employer say no.



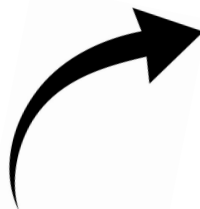
## Step 4: Register for Work Experience

With a parent or guardian the student needs to **fill out a registration form** that provides information about themselves and their workplace

You need to know

- The start date of working
- Name of workplace
- Name of workplace supervisor
- Workplace supervisor's email and phone number

**Registration Form**

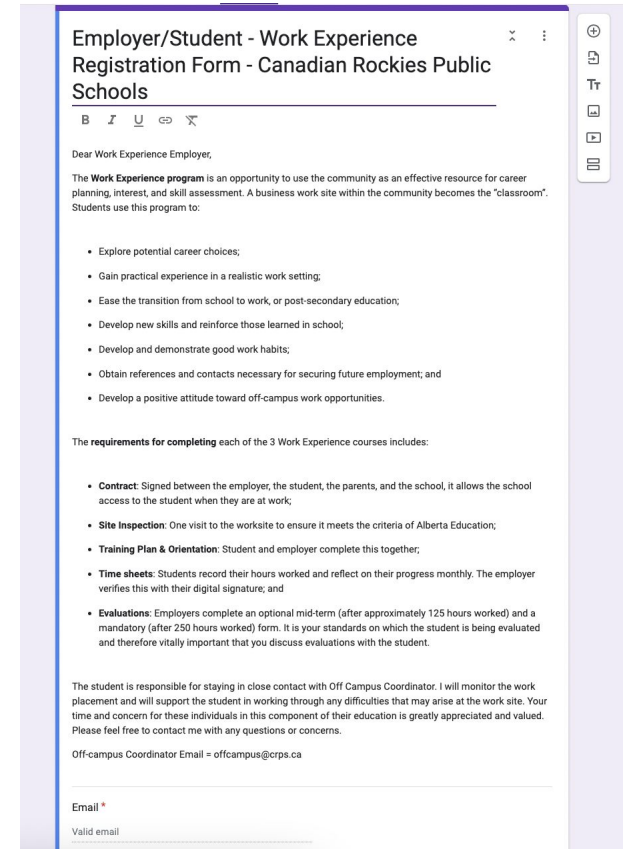


<https://forms.gle/PK1oHR9WCwUyRvSBA>

# Step 5: Employer Register for Work Experience

Employer's will be sent an Employer Registration Form directly to them via email that is similar to the student's registration form. This ensures everyone is aware of what is happening and is on board.

**\*Make sure the student registration form is correct!\***



The screenshot shows an email titled "Employer/Student - Work Experience Registration Form - Canadian Rockies Public Schools". The email content includes a greeting to the employer, a description of the Work Experience program, a list of benefits, requirements for completing the courses, and contact information for the off-campus coordinator. At the bottom, there is an email input field with a "Valid email" error message.

Employer/Student - Work Experience  
Registration Form - Canadian Rockies Public  
Schools

B I U ↻ ✎

Dear Work Experience Employer,

The **Work Experience program** is an opportunity to use the community as an effective resource for career planning, interest, and skill assessment. A business work site within the community becomes the "classroom". Students use this program to:

- Explore potential career choices;
- Gain practical experience in a realistic work setting;
- Ease the transition from school to work, or post-secondary education;
- Develop new skills and reinforce those learned in school;
- Develop and demonstrate good work habits;
- Obtain references and contacts necessary for securing future employment; and
- Develop a positive attitude toward off-campus work opportunities.

The **requirements for completing** each of the 3 Work Experience courses includes:

- **Contract:** Signed between the employer, the student, the parents, and the school, it allows the school access to the student when they are at work;
- **Site Inspection:** One visit to the worksite to ensure it meets the criteria of Alberta Education;
- **Training Plan & Orientation:** Student and employer complete this together;
- **Time sheets:** Students record their hours worked and reflect on their progress monthly. The employer verifies this with their digital signature; and
- **Evaluations:** Employers complete an optional mid-term (after approximately 125 hours worked) and a mandatory (after 250 hours worked) form. It is your standards on which the student is being evaluated and therefore vitally important that you discuss evaluations with the student.

The student is responsible for staying in close contact with Off Campus Coordinator. I will monitor the work placement and will support the student in working through any difficulties that may arise at the work site. Your time and concern for these individuals in this component of their education is greatly appreciated and valued. Please feel free to contact me with any questions or concerns.

Off-campus Coordinator Email - [offcampus@crps.ca](mailto:offcampus@crps.ca)

\_\_\_\_\_  
Email \*  
Valid email

# Step 6: You Will Be Added To a Google Classroom

Two assignments are due right away under workplace orientation

- Safety orientation
- Safety plan

The screenshot shows the Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below the tabs, there is a '+ Create' button and a 'Share classwork' button. A dropdown menu shows 'All topics'. The main content is divided into two sections: 'Workplace Orientation' and 'Monthly Tasks'. Each section contains a list of assignments with their due dates.

| Assignment             | Due Date         |
|------------------------|------------------|
| Safety Orientation     | Due Jul 1, 2023  |
| Training Plan          | Due Jul 1, 2023  |
| June Time Sheets (2)   | Due Jul 1, 2023  |
| July Time Sheets       | Due Aug 1, 2023  |
| July Reflection        | Due Aug 1, 2023  |
| August Time Sheets (1) | Due Aug 28, 2023 |
| August Reflection      | Due Aug 28, 2023 |
| September Time Sheets  | Due Oct 1, 2023  |



# Step 7: Monthly Submissions

At the end of every month the student is required to submit

- Timesheets for how many hours you worked for that month
  - Screenshots of a work app
  - Pictures of your pay stubs,
  - Signed document from your supervisor all showing how many hours you worked
- Reflection on how work is going for you and what you can improve on as work experience is still a learning experience

|                         | Current<br>11/26/2023 - 12/9/2023 |         |                 |
|-------------------------|-----------------------------------|---------|-----------------|
|                         | Hours/Units                       | Rate    | Amount          |
| <b>Earnings</b>         | <b>19.98</b>                      |         | <b>\$394.82</b> |
| Regular                 | 19.98                             | 18.0000 | \$359.70        |
| Overtime 1.5            |                                   |         |                 |
| Team Share              |                                   |         | \$19.93         |
| Stat Holiday            |                                   |         |                 |
| Hol Pay 1.5             |                                   |         |                 |
| Current Vacatio         |                                   |         | \$15.19         |
| <b>Taxable Benefits</b> |                                   |         | <b>\$2.70</b>   |
| Life TB                 |                                   |         | \$1.36          |
| AD&D ER                 |                                   |         | \$0.38          |
| EAP TB                  |                                   |         | \$0.96          |
| <b>Taxes</b>            |                                   |         | <b>\$6.43</b>   |

| Time Sheet        |       |       |
|-------------------|-------|-------|
| PUNCH IN          |       | OUT   |
| TOTAL             |       |       |
| 2024-02-02        | 17:43 | 09:02 |
| 15:19             |       |       |
| 2024-02-03        | 10:59 | 17:06 |
| 6:07              |       |       |
| 2024-02-04        | 11:02 | 17:01 |
| 5:59              |       |       |
| 2024-02-17        | 08:56 | 09:00 |
| 0:04              |       |       |
| 2024-02-17        | 09:25 | 17:01 |
| 7:36              |       |       |
| 2024-02-18        | 08:55 | 09:06 |
| 0:11              |       |       |
| 2024-02-18        | 10:07 | 17:01 |
| 6:54              |       |       |
| 2024-02-19        | 08:51 | 09:04 |
| 0:13              |       |       |
| 2024-02-19        | 09:06 | 18:03 |
| 8:57              |       |       |
| 2024-02-20        | 08:59 | 09:05 |
| 0:06              |       |       |
| 2024-02-20        | 09:06 | 17:00 |
| 7:54              |       |       |
| 2024-02-21        | 08:59 | 09:10 |
| 0:11              |       |       |
| 2024-02-21        | 09:10 | 17:16 |
| 8:06              |       |       |
| 2024-02-22        | 08:56 | 09:07 |
| 0:11              |       |       |
| 2024-02-22        | 09:09 | 17:01 |
| 7:52              |       |       |
| TOTAL HOURS (MIN) |       | 75:40 |
| TOTAL HOURS (HRS) |       | 75.67 |

| Payworks                                |             |         |               |
|---|-------------|---------|---------------|
| PAY DATE:                               |             |         |               |
| Mar 15, 2024                            |             | Current |               |
| <b>NET PAY</b>                          | \$          |         | <b>166.78</b> |
| <b>Gross Earnings</b>                   | \$          |         | <b>169.60</b> |
| Description                             | Hours/Units | Rate    | Current       |
| Regular                                 | 9.06        | 18.000  | 163.08        |
| Vac Each Pay                            |             |         | 6.52          |
| <b>Total:</b>                           |             |         | <b>169.60</b> |
| <b>Deductions</b>                       | \$          |         | <b>2.82</b>   |
| <b>Additional Statement Information</b> |             |         |               |

# Step 8: Every 125 Hours

An evaluation will be sent to your supervisor.

This will offer valuable feedback to the student and will count towards their class mark.

You are required to do an additional reflection

| Work Qualities and Habits  |                       |                       |                       |                       |                       |  |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|
| Please rate the following questions on a scale from 0-5, 0 being poor and 5 being very good. |                       |                       |                       |                       |                       |  |
| Dependable and punctual for work *   |                       |                       |                       |                       |                       |  |
| 0  | 1                     | 2                     | 3                     | 4                     | 5                     |  |
| <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| Shows interest, eager to learn new job skills *  |                       |                       |                       |                       |                       |  |
| 0  | 1                     | 2                     | 3                     | 4                     | 5                     |  |
| <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| Solves problems effectively *  |                       |                       |                       |                       |                       |  |
| 0  | 1                     | 2                     | 3                     | 4                     | 5                     |  |
| <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| Demonstrates planning abilities for tasks * <span style="float: right;">...</span>           |                       |                       |                       |                       |                       |  |
| 0  | 1                     | 2                     | 3                     | 4                     | 5                     |  |
| <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| Adaptable and productive in performing tasks *   |                       |                       |                       |                       |                       |  |
| 0  | 1                     | 2                     | 3                     | 4                     | 5                     |  |
| <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| Attitude & Communication Skills  |                       |                       |                       |                       |                       |  |

# What is Registered Apprenticeship Program (RAP)?

RAP gives students the opportunity to learn their future **trade** early and get a head start on building a great career through paid work that gives hands-on real-world experience.

The time a RAP student spends at school and on the worksite can be quite flexible - for example - half day at school, half day working

Every **25 hours you work you will earn 1 credit**. The maximum amount of credits that can be awarded is **40 credits**. These must start at the **10 level credits and will build into 20 and 30 level credits**.

The student will get “bluebook hours” (signed off hours working in that trade) so they can apply directly to SAIT for further education in that trade.

# So Many Trades

|   |   |  |   |   |  |  |   |
|---|---|--|---|---|--|--|---|
| <p>● <b>Agricultural Equipment Technician</b><br/>Maintains, repairs and overhauls agricultural equipment<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p>  | <p>● <b>Boltsmaker</b><br/>Builds, erects, repairs, tests and maintains all types of boilers, tanks and pressure vessels<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>  | <p>● <b>Tower Crane Technician</b><br/>Services and operates traveling, flood, climbing or self-erecting type hoisting equipment with a vertical mast or tower and a jib<br/><i>Length of Program</i><br/>2 years<br/>one 8-week in-class session</p>  | <p>● <b>Hair stylist</b><br/>Cuts and styles hair to suit the client's face and lifestyle<br/><i>Length of Program</i><br/>2 years<br/>two 10-week in-class sessions</p>  | <p>● <b>Structural/Ornamental Fabricator</b><br/>Fabricates, constructs and joins scaffolding, structural steel buildings, bridges, ornamental ironwork and pre-cast structure<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>    | <p><b>Natural Gas Compression Technician</b><br/>Installs, commissions, maintains and repairs equipment used to gather, store and transmit natural gas<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p>  | <p>● <b>Powerline Technician</b><br/>Constructs, maintains or operates electrical distribution systems<br/><i>Length of Program</i><br/>4 years<br/>two 7-week in-class sessions</p>   | <p>● <b>Structural Steel and Plate Fitter</b><br/>Lays out, prepares and assembles structural steel, steel vessels, containers and miscellaneous components<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>                         |
| <p>● <b>Appliance Service Technician</b><br/>Installs, services and repairs appliances<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>  | <p>● <b>Bricklayer</b><br/>Prepares and lays brick and other masonry units to construct and repair structures<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>   | <p>● <b>Wellhead Boom Truck Technician</b><br/>Sets up and operates hydraulic booms used for wellhead pumping, wireline, perforating, coiled tubing, snubbing, and the rig-up and rig-out of slant service rig operations<br/><i>Length of Program</i><br/>1 year<br/>one 5-day in-class session</p> | <p>● <b>Heavy Equipment Mechanic (Off-Road)</b><br/>Performs all the tests described below under Heavy Duty Equipment Mechanic (Off-Road), Transport Trailer Mechanic and Truck and Transport Mechanic<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p> | <p>● <b>Reinforcing</b><br/>Places and ties reinforcing material, joins scaffolding, and performs post tensioning<br/><i>Length of Program</i><br/>2 years<br/>two 6-week in-class sessions</p>   | <p><b>Outdoor Power Equipment Technician</b><br/>Repairs and maintains aerators, air compressors, chippers, compaction equipment, generators, lawn tractors, mowers, chain saws, seeders, sprayers, snow removal equipment, golf carts and utility vehicles<br/><i>Length of Program</i><br/>3 years<br/>one 6-week and two 8-week in-class sessions</p> | <p>● <b>Recreation Vehicle Service Technician</b><br/>Installs, repairs and maintains interior and exterior components on motor homes, trailers and campers<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>                | <p>● <b>Tilesetter</b><br/>Covers, repairs and decorates walls, floors and other surfaces using ceramic, mosaic, marble and quarry tile, slate, stone, terrazzo or granite<br/><i>Length of Program</i><br/>3 years<br/>two 8-week in-class sessions</p>            |
| <p>● <b>Commercial Appliance Service Technician</b><br/>Installs, services and repairs commercial appliances<br/><i>Length of Program</i><br/>3 years<br/>two 8-week in-class sessions</p>  | <p>● <b>Cabinetmaker</b><br/>Builds and repairs custom or production-type cabinets and furniture, and architectural millwork<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p>   | <p>● <b>Electric Motor Systems Technician</b><br/>Tests, rebuilds and repairs electric motors, generators, transformers, controllers and related electrical and mechanical equipment<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p>                                  | <p>● <b>Heavy Duty Equipment Mechanic (Off-Road)</b><br/>Maintains, repairs and overhauls large off-road and industrial equipment such as bulldozers and graders<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>                                      | <p>● <b>Landscape Gardener</b><br/>Carries out landscaping operations including construction, maintenance and selecting and installing plants, trees, grass and irrigation systems<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p> | <p><b>Recreational Equipment</b><br/>Repairs and maintains recreational equipment such as boats, trailers, snow mobiles and off-road multi-wheeled vehicles other than motorcycles<br/><i>Length of Program</i><br/>3 years<br/>one 6-week and two 8-week in-class sessions</p>  | <p>● <b>Refrigeration and Air Conditioning Mechanic</b><br/>Installs, maintains, repairs and overhauls refrigeration and air conditioning systems and their component parts<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p> | <p><b>Transport Refrigeration Technician</b><br/>Installs and repairs heating and cooling equipment in mobile units used to haul perishable cargo<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>                                   |
| <p>● <b>Auto Body Technician</b><br/>Repairs and replaces damaged motor vehicle structures and body parts, and interior and exterior finishes<br/><i>Length of Program</i><br/>4 years<br/>one 4-week, one 6-week and two 7-week in-class sessions</p>                        | <p>● <b>Carpenter</b><br/>Constructs, erects and repairs buildings and other structures made of wood, wood substitutes, steel and other materials<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p>                                | <p>● <b>Electrician</b><br/>Installs, alters, repairs and maintains electrical systems for all types of buildings, structures and premises<br/><i>Length of Program</i><br/>4 years<br/>three 8-week and one 12-week in-class sessions</p>   | <p>● <b>Transport Trailer Mechanic</b><br/>Maintains, repairs and overhauls commercial transport trailers<br/><i>Length of Program</i><br/>2 years<br/>one 8-week in-class session</p>  | <p>● <b>Lather-Interior Systems Mechanic</b><br/>Installs a wide variety of wall and ceiling systems and exterior finishes, bringing various buildings to a completed state<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>       | <p><b>Recreational Vehicle Service Technician</b><br/>Installs, maintains, repairs and overhauls refrigeration and air conditioning systems and their component parts<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p>   | <p><b>Water Well Driller</b><br/>Sets up and operates drilling rigs and develops, maintains and decommissions water wells<br/><i>Length of Program</i><br/>2 years<br/>two 6-week in-class sessions</p>  | <p><b>Earth Loop Technician</b><br/>Sets up and operates mobile drilling rigs or trenching equipment used to construct residential and commercial earth loops for heating and cooling<br/><i>Length of Program</i><br/>2 years<br/>two 6-week in-class sessions</p> |
| <p>● <b>Auto Body Prepper</b><br/>Restores anti-corrosion treatments, and conducts substrate identification, surface preparation, undercoat product mixing and application<br/><i>Length of Program</i><br/>2 years<br/>one 4-week in-class session</p>                       | <p>● <b>Communication Technician</b><br/>Installs, maintains, removes and/or repairs wiring networks, communication equipment and specialized wireless equipment<br/><i>Length of Program</i><br/>4 years<br/>three 6-week and one 8-week in-class sessions</p> | <p>● <b>Elevator Constructor</b><br/>Installs, modifies, services and repairs electric and hydraulic elevators, personnel and man-holds, moving walkways, stage lifts, escalators and related equipment<br/><i>Length of Program</i><br/>4 years</p>   | <p>● <b>Truck and Transport Mechanic</b><br/>Maintains, repairs and overhauls on-highway vehicles such as semi-trucks and buses<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>   | <p>● <b>Painter and Decorator</b><br/>Applies paint, wall coverings and other finishes to interior and exterior surfaces of buildings and other structures<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>                        | <p><b>Refrigeration and Air Conditioning Mechanic</b><br/>Installs, maintains, repairs and overhauls refrigeration and air conditioning systems and their component parts<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p>   | <p>● <b>Rig Technician</b><br/>Operates oil and gas drilling rigs and interior and exterior surfaces of buildings and other structures<br/><i>Length of Program</i><br/>3 years<br/>three 4-week in-class sessions</p>                                     | <p>● <b>Roofer</b><br/>Prepares and applies protective coverings to flat and sloped roof surfaces<br/><i>Length of Program</i><br/>4 years<br/>three 8-week in-class sessions</p>   |
| <p>● <b>Auto Body Refinisher</b><br/>Performs damage appraisals, surface preparation, minor damage repairs, masking, colour matching, priming and top coating<br/><i>Length of Program</i><br/>2 years<br/>one 4-week and one 6-week in-class session</p>                     | <p>● <b>Concrete Finisher</b><br/>Places and finishes concrete floors, driveways, sidewalks, curbs, bridge decks and other concrete structures<br/><i>Length of Program</i><br/>3 years<br/>two 4-week in-class sessions</p>                                    | <p>● <b>Floorcovering Installer</b><br/>Installs many types of floor coverings in buildings<br/><i>Length of Program</i><br/>2 years<br/>two 7-week in-class sessions</p>  | <p>● <b>Instrument Technician</b><br/>Installs, maintains and repairs the measuring and control instruments used in industrial and commercial processing<br/><i>Length of Program</i><br/>4 years<br/>4 years<br/>two 8-week and two 10-week in-class sessions</p>                    | <p>● <b>Locksmith</b><br/>Installs, adjusts and repairs locks, makes keys, and changes lock combinations; works on lock sets and door hardware<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>                                    | <p><b>Parts Technician</b><br/>Manages and dispenses parts and goods in wholesale and retail businesses<br/><i>Length of Program</i><br/>3 years<br/>two 6-week and one 8-week in-class sessions</p>   | <p>● <b>Sheet Metal Worker</b><br/>Designs, fabricates, assembles, installs and repairs sheet metal products required in a wide variety of industries and settings<br/><i>Length of Program</i><br/>4 years<br/>four 10-week in-class sessions</p>         | <p>● <b>Welder</b><br/>Applies heat to metal pieces to melt, cut or fuse them together<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>  |
| <p>● <b>Auto Body Repairer</b><br/>Performs damage appraisals, frame and unibody structural repairs, body sheet-metal work, plastic repairs, component replacement and alignment<br/><i>Length of Program</i><br/>3 years<br/>one 4-week and two 7-week in-class sessions</p> | <p>● <b>Cook</b><br/>Prepares food in eating establishments, plans menus, monitors nutritional components, and manages the kitchen and associated food equipment<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>                | <p>● <b>Gasfitter (A)</b><br/>Sizes, installs, tests, adjusts and services natural gas and propane equipment ranging from residential furnaces to industrial boilers<br/><i>Length of Program</i><br/>3 years<br/>three 8-week in-class sessions</p>   | <p>● <b>Insulator</b><br/>Applies, removes and repairs thermal and acoustical insulation on all types of industrial equipment<br/><i>Length of Program</i><br/>3 years<br/>three 7-week in-class sessions</p>   | <p>● <b>Millwright</b><br/>Installs, maintains, repairs and troubleshoots stationary industrial machinery and mechanical equipment<br/><i>Length of Program</i><br/>4 years<br/>four 8-week in-class sessions</p>   | <p><b>Materials Technician</b><br/>Manages and dispenses parts and goods in bulk, wholesale and warehousing operations<br/><i>Length of Program</i><br/>3 years<br/>three 6-week in-class sessions</p>   | <p>● <b>Sprinkler Systems Installer</b><br/>Fabricates, installs, tests, maintains, inspects and repairs sprinkler systems<br/><i>Length of Program</i><br/>4 years<br/>three 8-week in-class sessions</p>   | <p>● <b>Wire Process Operator</b><br/>Joins components and sub-assemblies to make various items using a variety of construction materials<br/><i>Length of Program</i><br/>2 years<br/>one 8-week in-class session</p>  |
| <p>● <b>Automotive Service Technician</b><br/>Diagnoses and repairs motor</p>   | <p>● <b>Crane and Hoisting Equipment Operator</b><br/>Builds, erects, repairs, tests and maintains all types of cranes and hoisting equipment</p>   | <p>● <b>Gasfitter (B)</b><br/>Sizes, installs, tests, adjusts and services natural gas and propane equipment ranging from residential furnaces to industrial boilers</p>   | <p>● <b>Ironworker</b><br/>Fabricates, constructs and joins scaffolding, structural steel buildings, bridges, ornamental ironwork and</p>   | <p>● <b>Plumber</b><br/>Plans, installs and services plumbing systems, fixtures, piping equipment and controls</p>  | <p>● <b>Steamfitter-Pipewfitter</b><br/>Installs, maintains and repairs steam and hot water piping systems, boilers, and related equipment</p>   | <p>● <b>Steamfitter-Pipewfitter</b><br/>Installs, maintains and repairs steam and hot water piping systems, boilers, and related equipment</p>   | <p>● <b>Steamfitter-Pipewfitter</b><br/>Installs, maintains and repairs steam and hot water piping systems, boilers, and related equipment</p>  |

# RAP is For a Specific Trade and a Journeyman Is Needed

RAP is for a single trade, the first step is the student to decide **what trade interests them**. Often students do work experience while they figure out what trade is right for them.

Then the registration process and work requirements for RAP is similar to work experience but the student **requires a journeyman to sign-off on student hours**.

Again we do not get students jobs but can help with resumes and cover letters.

Contact [amanda.timm@crps.ca](mailto:amanda.timm@crps.ca) or [offcampus@crps.ca](mailto:offcampus@crps.ca) to start the conversation and register for RAP.