



## **Off-Campus Learning**

At Greater St Albert Catholic Schools, we offer Work Experience, Career Internship Programs and RAP (Registered Apprenticeship Program). We work with the community and Careers to facilitate opportunities for students to gain valuable work experience while earning high school credits.

### **Work Experience 15, 25, 35**

Work Experience 15, 25, and 35 are three separate courses that provide opportunities for senior high school students to apply their knowledge, skills, and attitudes in the workplace. These courses also provide opportunities for the school and community to combine resources to further students' career development and build employability skills.

Work Experience 15, 25, 35 means off-campus experiential learning undertaken by a senior high school student 15 years or older.

#### Prerequisites and Procedures

Students must complete HCS3000: Workplace Safety Systems before enrolling in Work Experience 15, 25, or 35.

Work experience courses may be offered for variable credit options with a maximum of 30 credits awarded to a student:

- Work Experience 15 (3 to 10 credits)
- Work Experience 25 (3 to 10 credits)
- Work Experience 35 (3 to 10 credits)

### **Career Internships Programs**

Career Internship 10 is a workplace-based curriculum designed to assist senior high school students make informed decisions about their transitions from high school to post-secondary and/or the workplace.

At GSACRD, we collaborate with Careers Next Gen. Together, we will inform students of possible internship programs and try to match them with opportunities.

For more information about Careers, please check out

<https://www.careersnextgen.ca/>

### Prerequisites and Procedures

Students must complete HCS3000.

There are a variety of Career Internships available to students.

- ICT - Information and Communications Technology Internships
- Forestry Internship Program
- Health Services Internship Program
- Agriculture Internships Program

For more information regarding career planning, occupations and resume writing, please see the alis website.

<https://alis.alberta.ca/>

### **Youth Internship Incentive Funding (YIIP)**

Employers may use YIIP to offset mentorship support, safety training, wages and Personal Protective Equipment expenses.

[More information](#)

## **RAP - Registered Apprenticeship Program**

The Registered Apprenticeship Program (RAP) allows senior high school students to earn credits in high school and gain on-the-job training that can be applied toward an apprenticeship.

Apprenticeship and Industry Training (AIT), Alberta Advanced Education, sets the training and certification standards for individuals who wish to become journeypersons in a designated trade as outlined in the *Apprenticeship and Industry Training Act*.

### Prerequisites and Procedures

- Students must complete HCS3000: Workplace Safety Systems before enrolling in RAP.
- Students should be encouraged to obtain additional appropriate workplace health and safety training courses concurrent with enrolling in RAP courses:  
HCS3010: Workplace Safety Practices is strongly recommended for students who want to participate in RAP.
- Students are encouraged to enroll in Career Internship 10 or work experience before enrolling in RAP to determine suitability for a specific trade before applying to become an apprentice.
- Students must be employed by a qualified employer and supervised by a qualified journeyperson.
- Students must be paid at least minimum wage.
- Credits earned may be counted toward the requirements for a high school achievement certificate and/or an Alberta High School Diploma. For additional diploma and certificate requirements information, refer to *Guide to Education: ECS to Grade 12*.
- Students enrolled in RAP require a course learning plan indicating that each RAP course involves new learning requiring 125 hours of instruction.
- Students must apply for their Alberta Apprenticeship and Industry Training (AIT) Record Book, also known as a Blue Book, before starting a RAP placement.
- A student must be enrolled in a RAP placement that has been fully approved by an off-campus teacher before they can begin earning high school RAP credits.
- The off-campus teacher is responsible for ensuring the student is correctly registered as an apprentice and has completed all prerequisite courses and requirements before enrolling the student in RAP courses.
- After the student receives their AIT Record Book, they should inform the school that their RAP registration is complete.
- On-the-job (OTJ) training hours commence based on the employment start date indicated on the student's application.

- Students earn high school RAP credits based on OTJ hours in their AIT Record Book. Skills and tasks for RAP students are within their AIT Record Book.

## **Green Certificate**

### Prerequisites and procedures

- AGR 3000 Agricultural Safety - Students must complete AGR 3000 before enrollment in the first course.
- Complete the registration form. See the off-campus coordinator for the registration form.

### **Information & courses**

#### Green Certificate information:

## **How do you become involved?**

For more information or to register for any of the programs, please come and see our Off-Campus coordinators:

- SACHS - Daniel Veraart or email: [dveraart@gsacrd.ab.ca](mailto:dveraart@gsacrd.ab.ca)
- SACHS - Teresa Rieger or email: [trieger@gsacrd.ab.ca](mailto:trieger@gsacrd.ab.ca)
- MCHS - Kent Lessard or e-mail: [klessard@gsacrd.ab.ca](mailto:klessard@gsacrd.ab.ca)
- St Gabriel Academic Centre - Monique Webb or email: [mwebb@gsacrd.ab.ca](mailto:mwebb@gsacrd.ab.ca)