

Three steps to apprenticeship in Alberta

An **apprenticeship** training program is a combination of on-the-job training, work experience and technical training in a trade. From day one, apprentices earn money for their time on the job.

An apprenticeship training program lasts one to four years, depending on the trade. Apprentices:

- ◆ spend about 80 per cent of their time learning on the job from a qualified tradesperson. The rest of the time they take technical training, usually at a college or technical institution.
- ◆ may be eligible for Employment Insurance or student grants (based on need), while they attend technical training.

Minimum education requirements range from Grade 9 to Grade 12, depending on the trade. However, **most employers prefer to hire high school graduates.**

While in high school, students can earn credits toward both an apprenticeship program and a high school diploma through the Registered Apprenticeship Program (RAP). For more information, talk to a school counsellor, check out the Alberta Apprenticeship and Industry Training website at www.tradesecrets.org or visit the nearest Apprenticeship and Industry Training office. Call the Alberta Career Information Hotline at (780) 422-4266 in Edmonton or 1-800-661-3753 in other Alberta locations for the office nearest you.

Registering for apprenticeship training in Alberta is as easy as 1-2-3.

1. Choose a trade

Check the list of apprenticeship trades in Alberta at www.tradesecrets.org and make note of the trades that interest you.

(Note: For more detailed information on a particular apprenticeship trade, visit the OCCinfo website at www.alis.gov.ab.ca/occinfo)

Next, talk to people working in these trades. Talk to employers, too. You may be able to job shadow to see what the day-to-day work is like.

2. Find an employer

You must be employed to be an apprentice. Thousands of employers hire and train apprentices. Sometimes finding an employer to train you can be the hardest part of the process. To assist you in your search, consider taking a copy of the brochure *Training Apprentices* with you to job interviews in case you find an employer who is unfamiliar with the apprenticeship process. You can download the brochure at www.tradesecrets.org or get a copy from any Apprenticeship and Industry Training office. Call the Alberta Career Information Hotline at (780) 422-4266 in Edmonton or 1-800-661-3753 in other Alberta locations for the office nearest you.

3. Apply

Once you have an employer, pick up an apprenticeship application and contract form from your nearest Apprenticeship and Industry Training office or download it from www.tradesecrets.org. After you and your employer have completed and signed the form, return it to Apprenticeship and Industry Training.

The apprenticeship application and contract form is a legal agreement between you and your employer. It outlines the responsibilities of both you and your employer during your apprenticeship program:

- ◆ You promise to complete your technical and on-the-job training requirements.
- ◆ Your employer promises to pay you a certain percentage of the journeyman wage rate at your place of employment, increasing your pay as you progress through training. Your employer also agrees to train you on the job and to allow you to attend technical training.

Technical training generally involves attending classroom sessions ranging from four to 12 weeks long. In some trades, technical training delivery options, such as distance learning, weekly apprenticeship training (you attend classes one day a week), or jobsite training, are available. You are responsible for tuition fees and supplies.

As an apprentice, you accumulate hours on the job and advance through technical training until you have mastered your trade. When you have completed your apprenticeship training requirements, you become a certified journeyman.

You may be able to write an Interprovincial Standards Program exam to earn a Red Seal on your journeyman certificate. This permits you to work in most Canadian provinces and territories without further examinations.

Additional information

Visit the Alberta Apprenticeship and Industry Training website at www.tradesecrets.org