Considering entering the trades?

*Steps to take prior to completing a RAP application*

Get your Alberta driver’s license

Get an after-school job and develop an excellent track record of attendance, punctuality and work ethic.

At school - be mindful of your attendance, punctuality and mature behavior as these are asked about by employers.

*Research your top trade choices*

View a large number of YouTube – A day in the life of a (insert occupation of choice)

Read Occupational Profiles at My Blue Print and OccInfo. at ALIS.Alberta.ca

Become familiar with the following: number of years of apprenticeship, number of work hours needed for each year, number of weeks of technical training each year, job outlook (future employment demands), duties, working conditions, skills and abilities, educational requirements, employment and advancement, wages and salary, related high school subjects, related post-secondary fields of study.

Use TradeSecrets.ca to confirm that your choices are Alberta apprenticeship careers

Check TradeSecrets.ca for trade entrance requirements – minimum and recommended path for Alberta High School courses.

Go beyond the minimum educational standards for specific trade.  Math skills are key to most trades.

Prioritize your top 3 trade options.

Attend every Careers Next Generation event available to you. The people at Careers Next Generation are the first group that you must impress in the competitive process of RAP.

Express your interest in participating in RAP early in your high school career. Students who make a snap decision to submit a RAP application are not seen as good candidates for entering the adult world of the trades and are less likely to succeed.

Complete the Safety pre-requisite module HCS3000 (Safety in Schools) as well as HCS3010 and CTR1010

Clean up your social media presence.  Companies check applicant’s social media and can actually terminate an employee where their behavior displayed on social media contravenes a company’s code of conduct.

*RAP Application Procedure*

*Targeted Resume –* Ask several adults to proof-read your resume – it must be free from errors.

 *Resume Format*

Name, address, email, cell phone number (Ensure that your email address is suitable.  No party.animal@blabla.net.  It’s easy to create a new, appropriate one.)

 Objective: To obtain a first year apprenticeship position as a \_\_\_\_\_\_\_\_ through RAP

 Education

 Transferable Employability Skills – between 3 and 5 skills – ensure that the skills required in your chosen trade can be found on your resume. Let a future employer know what employability skills you have, where or how you developed each skill and to what level you have developed each.

 Find Skills and Abilities for specific trade eg. OCCinfo+(specific trade)

Use the above documents and the Transferable Employability Skill handout to choose 3 - 5 skills that you would be confident to speak about at an interview – this is your chance to guide the interview in the direction that is most beneficial for you.

Other categories eg. Work History, Hobbies and Interests, Volunteer Experiences, Extra-Curricular, Achievements and Awards, Certification,

References – listed at least two references. If an employer has to do extra work to get through their process of hiring, your application will likely be discarded.

*Cover Letter*

What should I include in my Cover Letter?

1. Introduce yourself, identify the position that you are applying for, and explain how you learned about the position.
2. Explain why you are qualified for the position, and why you would be a great fit for the job.
3. Close your Cover Letter by thanking the employer for their consideration, and request an interview to further discuss your qualifications.

A cover letter should be brief – 1 page max. Do not repeat your resume item for item.

Cover letter prove student knows about the company.  The Employer can sense when student doesn’t understand their own resume/cover letter (if they received a lot of help)

*Three Pathways into RAP*

1. Delivering resumes and cover letters door-to-door to any business that employs people in your chosen trade. Create a spreadsheet of the date you first dropped your material off with an employer, the name of the person you spoke with, date(s) to follow up in person

1. Networking – calling on friends and family to use any personal connections that may gain you an interview and opportunity for employment.
2. Applying to Careers Next Generation – who will help make connections with employers on your behalf. Please note that you must provide your top three career choices when applying.

*Applying to Careers Next Generation*

 *Part 1*

Neatly, complete the application in black ink and ensure that it is filled out completely.

A handwritten application will become an assessment of student’s literacy in both reading and responding to questions.  If student can read an application correctly, they can also read a safety memo from company.  There is a lot of paperwork in the trades.

*Part 2*

Parent or guardian must sign the consent form

*Teacher recommendation form*

First ask if your chosen teacher is willing to give you an excellent reference – if not, look elsewhere.

*Off-Campus Coordinator Recommendation*

On track for graduation?

Passing all courses?

Student courses meet the recommended courses from Trade Secrets

Good attendance?

Excellent conduct record?

*Scan all documents to be attached to on-line application*

*The Interview*

Practice interview with an adult or even in a mirror.  Some key questions are:

When will I fill in the Online Application for my Blue Book to become indentured?

Tell me about yourself.

How would your friend describe you?

What is your greatest strength and what is your greatest weakness? (end by stating how you are working to overcome your weakness)

Dress business casual for interview.  You are in an office.  It’s hard for interviewer to imagine student in working context if ‘under dressed’.  There is a dress code for the company office who are also hosting other clients.

Call within 24 hours to confirm the interview time date and location. Practice phone conversations the same way you would with an interview.

Be sure of the interview location and arrive 10-15 minutes early.

Bring paper copy of cover letter and resume.

Research company website (what does company do?) and their Facebook page (company culture)

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*Post Interview*

Student needs to answer their phone if company calls.  Some HR people will not leave a message because they are trying to get ahold of so many people.

*Preparing for the first day on the job*

Get adequate rest – getting used to 9 hour shifts will take a toll on anyone

Plan a proper diet – you will need the energy for long days – pack power pars for snacking during the day

Ask questions on the job – the people that you are working with want to see that you are learning something each day.