

FORT LA BOSSE SCHOOL DIVISION

TITLE - **SENIOR YEARS APPRENTICESHIP OPTION*POLICY - IHAQA-E3**

Cross Reference - **EEAG-R**
EEAG-E

Resolution # - 219/16
Legal Reference -

Last Reviewed - 26/09/16



*Fort La Bosse School Division
High School Apprenticeship Program*

Box 1420 Virden, Manitoba R0M 2C0
Telephone (204)748-2692 Fax (204)748-2436 Cell (204) 851-2565

HSAP EXPECTATIONS FOR EMPLOYERS

- 1. This is a formal apprenticeship arrangement. You are required to pay the apprentice a wage based on the current industry standard for a level one apprentice. You are to ensure that the apprentice is supervised by a licensed journey person or designated trainer.*
- 2. You are required to complete the appropriate paperwork for the registration of the apprenticeship agreement. This will require your Revenue Canada number, your Workers Compensation number, and your journeypersons' ticket number or completed Designated Trainer forms.*
- 3. At the beginning of this training period, you are required to complete a safety audit with the new employee. This consists of a thorough discussion regarding potential safety concerns on the job site and appropriate safety procedures to be followed.*
- 4. We appreciate your cooperation with the HSAP program. Please do not judge the program strictly on the student you have working with you. If they do not measure up to your expectations, you are under no obligation to keep them in your employment, as you would with any other employee. This is an inexperienced employee and their expectations of the job may be less realistic than older candidates with more experience.*
- 5. After every 110 hours on the job, we would request a very short checklist evaluation on your candidate. These are very brief to complete and are used to prepare marks for school credits*

Terms of Agreement:

I have read the expectations above and I look forward to participating in the HSAP program.

Company Name: _____

Employer's Signature: _____ Date: _____