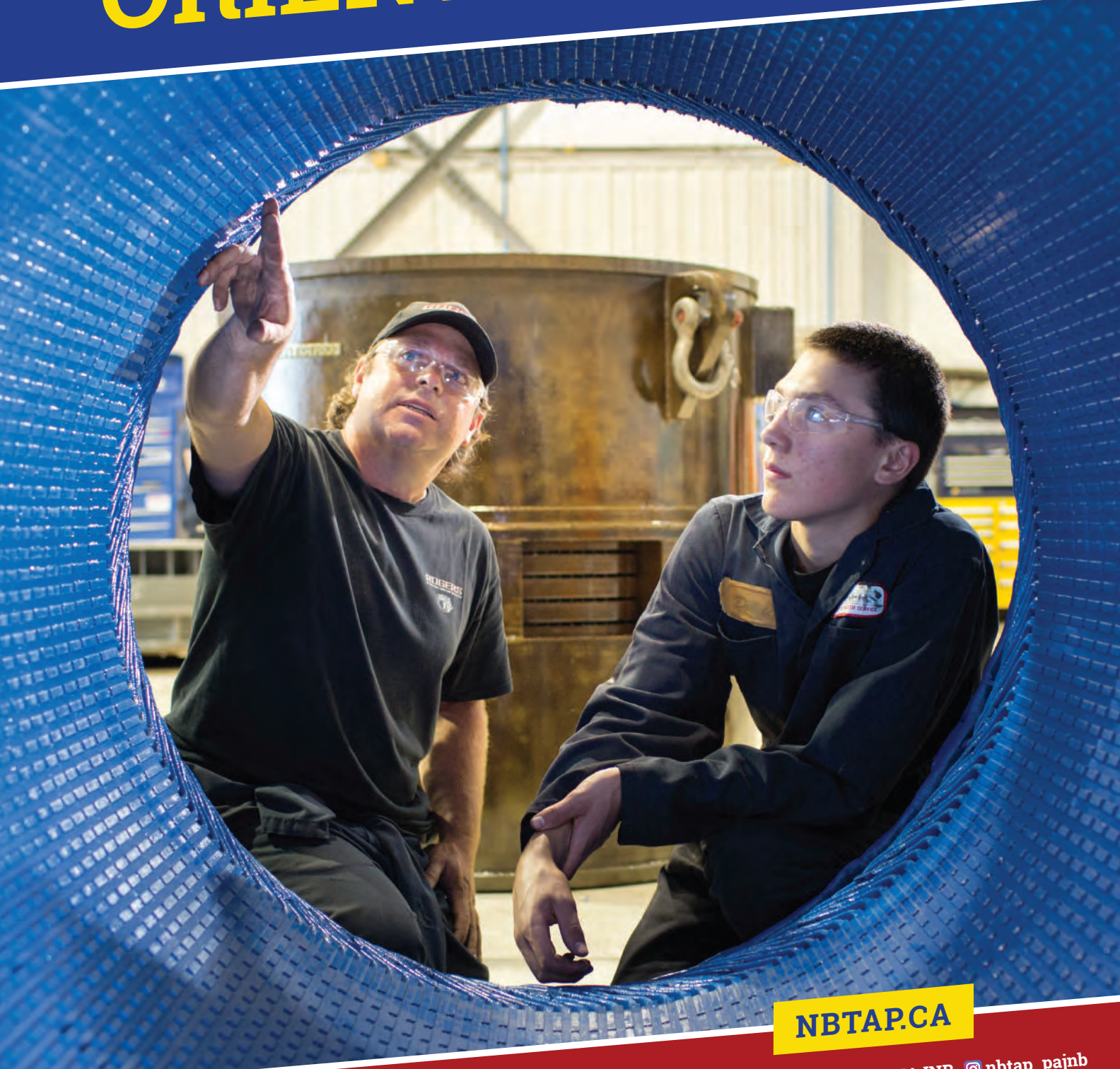


STUDENT ORIENTATION



NBTAP.CA



TABLE OF CONTENTS

PAGE

**NBTAP: WHAT YOU
NEED TO KNOW** **3**

**TIPS FOR MEETING
EMPLOYER EXPECTATIONS** **4**

**INTRODUCTION TO
EMPLOYABILITY SKILLS** **6**

**INTRODUCTION TO
PRACTICAL SKILLS** **8**

**STUDENT
APPRENTICE
LEARNING TRACKER** **9**



NBTAP: WHAT YOU NEED TO KNOW

NBTAP is a pre-apprentice program that can include up to three employer-paid summer work terms with a skilled trades employer.

Maintaining Your Status as a NBTAP Student Apprentice

After successfully completing the NBTAP application and selection process, and accepting a placement offer with a NBTAP Employer, you are now a NBTAP Student Apprentice! To maintain your status as a student apprentice, you must continue to meet employer and NBTAP requirements throughout each high school year and summer work term.

In order to continue to qualify for NBTAP you must:

1. Meet all employer requirements each work term:

- ✓ Demonstrate good employability skills
- ✓ Develop practical trade skills as noted in your checklist

2. Meet NBTAP requirements:

- ✓ Complete online safety training
- ✓ Maintain good school attendance and satisfactory grades each semester:

Exceeded Requirements	74.5% and higher overall average for the semester and passing all courses
Met Requirements	64.5% to 74.4% overall average for the semester and passing language arts, math and trades courses, or 74.5% or higher and failing an "other course" (not language arts, math, or trades)
Needs Improvement	64.4% or lower overall average for the semester and/or failing language arts, math, or trades courses

3. Notify NBTAP of any:

- ✓ Extended absences from work
- ✓ Significant workplace issues or challenges
- ✓ Workplace injuries or near misses
- ✓ Changes in employment status

4. Complete and submit the NBTAP Work Term Feedback Form at the end of the work term

TIPS FOR MEETING EMPLOYER EXPECTATIONS

Congratulations! You made a great first impression and a NBTAP Employer has hired you for a work term placement. Now that you've got the job, here are some tips to help you keep your job, and make a lasting impression that is both positive and professional.



ALWAYS WORK SAFELY – Follow all rules and procedures, and be aware of workplace hazards.



GET A GOOD NIGHT'S SLEEP – You'll need to be well-rested and alert to work safely and productively.



GET ENERGIZED – Bring your lunch, plenty of water or Gatorade, and snacks for your breaks. Many workplaces are hot and drinking enough fluids is **REQUIRED** to work safely.



ARRIVE 15 MINUTES EARLY – This will give you time to change, if needed, and be ready to work on time.



KNOW YOUR SCHEDULE – You must show up for work when you're scheduled to be there. Call your employer before your shift if you'll be late or if you're sick and unable to go to work.





ASK QUESTIONS – Employers expect you to ask a lot of questions about the job, especially if you’re not sure what you should be doing or what’s expected of you. Asking questions also shows you’re interested in what you’re learning and doing.



MOBILE DEVICES – Do NOT use your mobile device for any reason while working. Follow your employer’s mobile device policy.



DRESS APPROPRIATELY – Always wear the required clothing and personal protective equipment. Consider bringing a change of clothing. Getting dirty will likely be part of the job.



HAVE A POSITIVE ATTITUDE – Always be polite, respectful, and open to learning new things.



SHOW INITIATIVE – Offer to help out, look for things to do, and keep your work area clean without being asked. Good employees are adaptable, flexible, and helpful.



STAY FOCUSED – This is an on-the-job learning environment and you need to pay attention, work hard, and give it your best at all times.

Keep Track of What You’re Learning



Remember to take notes in your NBTAP Notebook. This is a good place to keep track of important information that you learn on the job, like:

- Safety rules and potential hazards you need to avoid
- How to clock in, break time, and where things are located and stored
- The names of your mentors and coworkers
- Notes about tools and equipment
- The skills and abilities you need to perform your tasks
- Feedback you get on your progress and performances
- Any questions you have that you want to ask your mentor, employer, or NBTAP Coordinator

INTRODUCTION TO EMPLOYABILITY SKILLS

What are employability skills? Employability skills are the skills you need to get a job, keep a job, and do well at work. They are the transferrable or “soft skills” employer look for in every employee.

Employability skills are divided into three categories:

Fundamental Skills	The basic skills you need to progress like the ability to communicate, use numbers, and solve problems.
Personal Management Skills	The personal skills, attitudes, and behaviours that drive your potential for growth like having a positive attitude, being responsible, and having the ability to work safely.
Teamwork Skills	The skills and attributes needed to contribute productively at work like being flexible, respectful, and a good team player.

Demonstrating Employability Skills on the Job

Your supervisor and mentors will provide you with feedback and support in developing both the hard and soft skills required to be successful on the job.

- ✓ **Watch your supervisors and mentors to see how they model positive attitudes and behaviours.**
- ✓ **They will expect you to demonstrate good employability skills while you are learning the practical skills of your trade.**
- ✓ **Your employer will evaluate your aptitude for your skilled trade along with how well you demonstrate positive attitudes and behaviours on the job.**



Employability Skills and Related Attitudes and Behaviours

Skills	How to demonstrate these skills on the job
Concern for Safety	Demonstrate safe work practices, show caution around dangerous equipment or environments, seek training before using equipment, and always wear personal protective equipment.
Dependability	Have good attendance, arrive on time, complete tasks, and be reliable.
Initiative	Ask questions, offer to help others, look for things to do, and be self-motivated.
Communication	Listen and ask appropriate questions, and be aware of how body language and non-verbal actions indicate feelings.
Commitment	Show a desire to work and learn.
Adaptability	Demonstrate a willingness to try new ways of doing things, show flexibility in unexpected situations, and manage stress.
Concern for Quality	Try hard to do what is expected of you and do things to the best of your ability.
Courtesy	Listen when people speak, pay attention to the feelings of others, and treat everyone with respect.
Problem Solving	See the pros and cons of a situation and make decisions by choosing between different options.
Working with Others	Show a positive attitude when working with others and contribute appropriately in groups.
Accept Feedback	Listen to feedback without getting defensive and view it as a way to learn and improve your performance.

INTRODUCTION TO PRACTICAL SKILLS

What are practical skills? Practical skills, also known as on-the-job or “hard skills,” are the trade-specific skills acquired through learning and practice. During your NBTAP work terms, your mentors will provide you with exposure to trade-specific skills, tools, and equipment through demonstrations, practice, coaching, and mentoring.

Practical Skills Checklist

Your Practical Skills Checklist includes some topics covered in on-the-job training as outlined in the Progress Record Book for each skilled trade, as well as technical training and leading industry practices. The checklist includes the types of skills a student apprentice could be exposed to and, at your employer’s discretion, performed under the supervision of a qualified mentor during the work terms. The focus of your NBTAP work terms will be on how you can:

- ✓ **Demonstrate safe work practices and use personal protective equipment**
- ✓ **Understand the tools and equipment of the trade**
- ✓ **Gain increased trade exposure and practical skills**
- ✓ **Learn the related work practices and procedures**

Student Apprentice Learning Tracker

Throughout your participation in NBTAP, you are encouraged to track your own learning with the Student Apprentice Learning Tracker (see next page) and a notebook to take notes on the job. You are encouraged to keep your tracker up to date. It can be a helpful resource when you update your résumé and discuss your work experience in the future. You should note:

- The skills you are learning as well as the attitudes and behaviours needed to be successful in this skilled trade
- The feedback you receive on your progress and performance



STUDENT APPRENTICE

LEARNING TRACKER

STUDENT APPRENTICE NAME

COMPANY NAME

WEEK	What did I learn this week?
EXAMPLE	1) I learned where the emergency exits and muster points are located. 2) I learned the proper handling and use of one of the tools of my trade. The tool was _____.
Week 1	
Week 2	
Week 3	
Week 4	
Feedback	

STUDENT APPRENTICE LEARNING TRACKER

STUDENT APPRENTICE NAME

COMPANY NAME

WEEK	What did I learn this week?
Week 5	
Week 6	
Week 7	
Week 8	
Feedback	

