

## APPRENTICESHIP PROGRAM INFORMATION

October 09, 2019

AIT Identifier: 1176602  
 Contract Registration Date: October 08, 2019  
 Trade: Industrial Mechanic

Oluwatimilehin D Alabi  
 370 Sandstone Drive NW  
 Calgary, AB, Canada, T3K 3H1

Dear Oluwatimilehin D Alabi,

Thank you for participating in Alberta's apprenticeship program. To complete your apprenticeship program, you must successfully complete the requirements indicated below. On the job training is deemed to have started on October 05, 2019. Your Record Book will be sent in the mail. Your Record Book is important because it is used to record the number of hours you work as an apprentice.

PROGRAM PERIOD	LENGTH REQUIRED MONTHS	ON THE JOB TRAINING MINIMUM HOURS	TECHNICAL TRAINING		EXAMINATIONS REQUIRED			EXPECTED COMPLETION DATE
			LEVEL	REQUIRED	THEORY	PRACTICAL	IP	
1	8	1240	1	No	0	0	0	June 04, 2020
2	12	1560	1	Yes	1	0	0	June 04, 2021
3	12	1560	1	Yes	1	0	0	June 04, 2022
4	12	1560	1	Yes	1	0	1	June 04, 2023

### OTHER REQUIREMENTS AND CONDITIONS:

If you require additional information, please contact an apprenticeship representative at the office listed above. For general information you can also visit our website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

Apprenticeship and Industry Training

The employer listed below has been notified of this information

Mir Machining Inc  
 4440 76 Ave. SE  
 Calgary, Alberta, Canada, T2C2J2

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# INFORMATION ABOUT THE APPRENTICESHIP PROGRAM

## Definitions, Policies, Terms and Conditions

1. The definitions, policies, terms and conditions in the Apprenticeship and Industry Training Act, Apprenticeship and Industry Training Administration Regulation, Apprenticeship Program Regulation, Apprenticeship and Certification Order and the applicable trade regulation apply to working and apprenticing in a designated trade.

## Responsibilities of the Apprentice

2. The Apprentice is responsible for:
  - a) completing the required on the job training in the tasks, activities and functions of the Trade;
  - b) meeting any additional training requirements relating to the Trade that the person employing the Apprentice or the local apprenticeship committee for the Trade, or if there is no local apprenticeship committee, the provincial apprenticeship committee for the Trade, considers appropriate;
  - c) attending the technical training that is required;
  - d) planning for and making any necessary arrangements to meet the Apprentice's financial needs while attending technical training;
  - e) acquiring the text books and other supplies that are required for the Apprentice to participate in the technical training;
  - f) successfully completing all requirements required pursuant to the technical training and all the examinations required by the Alberta Apprenticeship and Industry Training Board;
  - g) successfully completing the number of periods of apprenticeship required under the Contract of Apprenticeship;
  - h) reviewing with the Apprentice's direct supervisor, at the completion of each period of apprenticeship, the hours worked and the on the job training completed during that period and ensuring that:
    - (i) the record book is kept up to date, and;
    - (ii) the record book is sent to the local Apprenticeship and Industry Training Office, Alberta Advance Education;
  - i) ensuring the documentation required to transfer the Contract of Apprenticeship (transfer and release cards) is completed and submitted immediately when the status of employment changes or when a change of employer occurs;
  - j) immediately notifying the appropriate Apprenticeship and Industry Training Office of any change in address or in employment;
  - k) if unemployed, endeavoring to acquire appropriate employment that would enable continued participation in the apprenticeship program;
  - l) carrying the Apprentice's identification card at all times while at work and producing it on request;
  - m) maintaining an acceptable standard of quality or skill in the practice of the Trade;
  - n) not making any misrepresentations, falsifying documents or withholding information in respect to obtaining or maintaining the Contract of Apprenticeship.

## Responsibilities of the Employer of the Apprentice

3. The individual, corporation or partnership employing the Apprentice is responsible for:
  - a) providing appropriate on the job training for the Apprentice in those tasks, activities and functions in the Trade that are carried out by that individual, corporation or partnership;

- b) ensuring supervision of the Apprentice as required by the Apprenticeship Program Regulation and the trade regulation for the Trade;
- c) paying wages to the Apprentice at a rate that is not less than that prescribed by the trade regulation for the Trade;
- d) enabling the Apprentice to regularly attend the technical training;
- e) ensuring that the appropriate entries are made by the Apprentice's direct supervisor in the Apprentice's record book, as required by the Apprenticeship Program Regulation;
- f) submitting to the local Apprenticeship and Industry Training Office the forms and documents that are required under the Apprenticeship and Industry Training Act and regulations.

## On the job training and supervision of the Apprentice

4. The on the job training and supervision of the Apprentice must, to the satisfaction of the Executive Director, Apprenticeship and Industry Training, allow for:
  - (i) the Apprentice being supervised to have access to the supervisor so that the Apprentice can communicate with the supervisor about the task, activity or function being supervised, and
  - (ii) the supervisor to supply to the Apprentice the technical information, knowledge and guidance necessary for the apprentice to develop appropriate skills in the task, activity or function that is being supervised.

## Transfer of the Contract of Apprenticeship

5. The Contract of Apprenticeship may be transferred in accordance with the transfer procedure set out in the Apprenticeship and Industry Training Administration Regulation.

## Status during Period of Unemployment

6. Where the Apprentice is unemployed and the Executive Director is party to the Contract of Apprenticeship, the Apprentice may participate only in the technical training component of the apprenticeship program. The Apprentice cannot work in the Trade or obtain on the job training. The Executive Director can be party to the Contract of Apprenticeship for no longer than one year.

## Workers' Compensation

7. For the purposes of the Workers' Compensation Act, the Apprentice, when attending technical training, is deemed to be employed by the individual, corporation, partnership or the Executive Director who at that time is a party to the Contract of Apprenticeship.

## Resolution of Disagreement

8. Where a disagreement arises in respect of the Contract of Apprenticeship and the parties to the Contract of Apprenticeship are unable to settle the matter, both or either of the parties may refer the matter to the presiding officer of the local apprenticeship committee for the Trade, or if there is no local apprenticeship committee, to the presiding officer of the provincial apprenticeship committee for the Trade.

## Termination of Apprenticeship

9. The Contract of Apprenticeship terminates
  - a) when the Apprentice becomes eligible to be granted a trade certificate in the Trade;
  - b) when the Apprentice notifies the Executive Director in writing that the Contract of Apprenticeship is terminated;
  - c) when the Apprentice ceases to participate in the apprenticeship program in the Trade;
  - d) as provided under the Apprenticeship and Industry Training Act and regulations.

**Your Record Book will be mailed to you. Inquire with any AIT office if you have not received the Record Book within two weeks of your application being processed.**

## Documenting Your Apprenticeship Hours: Your Record Book

- Keep an accurate record of your on-the-job training hours in your Record Book. You must have the hours documented and signed off by your employer(s) in the Record Book.
- Once you have completed all requirements for each period, including the required technical training, examinations and all on-the-job training hours you must submit the Record Book to an Apprenticeship and Industry Training office.
- Each time you submit your record book we record your progress for each period of your apprenticeship. This may also result in you being paid higher wages.
- Failing to provide your Record Book after you complete your on-the-job training hours for each period, could result in the cancellation of your apprenticeship.
- **Tip:** When you change employers, have your employer you are leaving fill in Record Book information before your employment is terminated.

## Changing Employment while an Apprentice: Transfer Cards

- You are required to submit a *notice of release of apprenticeship contract* (transfer card) every time your employment ends with an employer, to your local Apprenticeship and Industry Training office.
- You are required to submit a *notice of acceptance of apprenticeship contract* (transfer card) every time you are hired by a new employer to your local Apprenticeship and Industry Training office.
- Instructions for transferring a contract of apprenticeship are in your Record Book along with a supply of transfer cards.
- Additional transfer cards can be downloaded and printed from our website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

## Apprenticeship Identification Card: Keep it with you

- Sign the back of the enclosed ID card and keep it with you at work. Anytime you contact Apprenticeship and Industry Training, have the card ready to provide us with your apprenticeship ID number.

If you require additional information, please contact an apprenticeship representative at the office listed on this letter. For general information you can also visit the Apprenticeship and Industry Training website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

## Apprenticeship and Industry Training Offices

To contact any one of our Apprenticeship and Industry Training offices, please dial **1-800-248-4823**.

City or Town	Address	Postal Code
Bonnyville	Room 203 Bonnyville Provincial Building 4902 – 50 Avenue, P.O. Box 8115	T9N 2J4
Calgary	Suite 200, Willow Park Centre 10325 Bonaventure Drive, S.E.	T2J 7E4
Edmonton	Centre for Applied Technology (CAT) Building Suite 430, 11763 - 106 Street	T5G 2R1
Fort McMurray	Box 19, 7th Floor, Provincial Building 9915 Franklin Avenue	T9H 2K4
Grande Prairie	Suite 100, Towne Centre Mall 9845 – 99 Avenue	T8V 0R3
Hinton	564A Carmichael Lane	T7V 1S8
Lethbridge	Room 280 Provincial Building 200 – 5th Avenue, South	T1J 4C7
Medicine Hat	3021 Dunmore Road SE	T1A 0G7
Peace River	3rd Floor Provincial Bldg. 9621 96 Ave Bag 900-28	T8S 1T4
Red Deer	3rd Floor, First Red Deer Place Box 302 4911 – 51 Street	T4N 6V4
Slave Lake	Slave Lake Government Centre 109 - 101 3rd Street, SW	T0G 2A0
Vermilion	Provincial Building, Box 26 4701 – 52 Street	T9X 1J9