



CLC Online - Instructions

In order for students to enroll in the SSA / Work in Trades program you will need to do a portion of your training through a workbook and will need schedule regular meetings with your SSA / Work in Trades coordinator. Regular feedback from your coordinator is essential for the completion of your course(s). If you do not maintain regular contact- via online or meeting in person- you will not be successful in the course(s). Here are the steps that are essential prior to beginning your online / distance learning component. You must keep these in mind.

These instructions are meant to take effect once all the apprenticeship paperwork has been successfully submitted to the Industry Training Authority (ITA) and the apprentice with their sponsor has been approved by the ITA.

- 1) As an SSA / Work in Trades Student you will need meet with the SSA / Work in Trades co-ordinator to submit an online application for each SSA course. We will only register for ONE course at a time. There are 4 courses available to you (11A 11B I 12A 12B) There are situations where you can be given prior credit for up to 2 course that you can discuss with your coordinator. You must complete all courses (480 hours of working and the workbook with a C+ average) in order to receive the \$1000 award.
- 2) Once your initial meeting has taken place and you are registered, you will be assigned a **"Registration Effective Date"**
- 3) The CLC Office will send out a **"Start Date Confirmation"** to you email you of the course activation process.
- 4) You must complete the "Substantive Activation Assignment" (5% of the course) which the coordinator will evaluate and enter an assignment mark. Once this is done you will have an **"Active Date"**.
- 5) Once the Active Date has been set you have up to one year to complete 120 hours of work. During this time you are free to work on the workbook and complete the required assignments for each course. **YOU MUST STAY IN CONSTANT CONTACT WITH YOUR COODINATOR.** This can be done by using the online logbook from the Apprenticeship.sd42.ca site or by completing the logbook in your coursework package. You do not need to submit two logs. If you choose to do the logbook in the course package, you will need to maintain continual communication with your SSA / Work in Trades co-ordinator. **Students are encouraged to use the online logbook.**
- 6) If you do not keep contact with the SSA / Work in Trades coordinator at least once a month that can be proven through your documentation – you may not receive credit for the course(s).
- 7) The process for the rest of the courses is the same.

Revised: April 28, 2017 BD

I have Read and Understand these instructions: Date _____

Student _____

SSA / Work in Trades Co-ordinator _____