



**Lethbridge
College**

**New Apprentice
Orientation**

Lethbridge College

3000 College Drive South
Lethbridge, Alberta
Canada T1K 1L6

 [/LCTradesTransportation](https://www.facebook.com/LCTradesTransportation)

Popular Phone Contacts

- **Main Switchboard:** 403-320-3200
- **Toll-Free (Canada):** 1-800-572-0103
- **Admissions:** 403-320-3323
- **Accounts Receivable-Payments:** 403-382-6901
- **Academic Support-Learning Café:** 403-382-6952
- **Bookstore:** 403-320-3308
- **Counselling Services:** 1-855-649-8641
- **Garden Court Restaurant:** 403-382-6936
- **Print Centre:** 403-320-3255
- **Health Services:** 403-320-3289
- **Library (Buchanan):** 403-320-3352
- **Parking:** 403-320-3223
- **Physical Education Building Court Bookings:** 403-382-6903
- **Security:** 403-320-3206
- **Student Awards and Financial Aid:** 403-320-3372
- **Students' Association:** 403-320-3373
- **Testing Services:** 403-320-3368
- **Recreation Services:** 403-382-6903
- **Residence Life:** 403-329-7218

TT2973 – Program Assistant, Corri Fellger

School of Construction Trades

Crooks School of Transportation

Phone: 403-320-3411

trades@lethbridgecollege.ca

AN1627 – Program Assistant, Carole Mickey

School of Culinary Arts and School of Renewable Energy

Phone: 403-320-3245

culinary@lethbridgecollege.ca

Top 3 Things to Know as an Apprentice at Lethbridge College:

1. Employment Insurance

Be prepared to wait four to six weeks for Employment Insurance payments. Ensure you have alternative financial arrangements in place during this time.

2. Attendance

Attendance is **mandatory** in all classes as well as in scheduled activities. Inexcusable absences can result in your removal from the program.

3. Respect

Students have a responsibility to contribute to a learning and working environment that respects human dignity, personal integrity, and the absence of discrimination, harassment, intimidation or violence, and vulgarity, or any form of disruptive behavior.

FINANCIAL INFORMATION

Employment Insurance

Through the Employment Insurance (EI) system, the Government of Canada provides income support to eligible apprentices during periods of technical training.

To be considered for EI benefits while attending technical training, apply as soon as you stop working. If you have applied for, or are receiving EI benefits prior to training, you must complete another application indicating your technical training information.

- You will require an EI Reference Code to access the Apprentice application form.
EI Code: 4812-02-2022-002023
- Be aware that you may not receive Employment Insurance payments for as long as **four to six weeks** after you start classes. Plan to have alternative financial arrangements in place during this time.

1-800-206-7218 (in Alberta)

Mon-Fri, 8:30 am – 4:30 pm

Servicecanada.gc.ca

Apprentice Training Award

The Apprentice Training Award is a \$1,500 financial award for registered apprentices who are unemployed in their and attending classroom instruction at an Alberta-approved classroom instruction provider.

This financial award aims to help apprentices not employed in their trade by providing financial assistance to help offset the costs of completing technical training.

To be considered for the Apprentice Training Award, you **must meet ALL** of the following criteria:

- be registered in the Alberta apprenticeship program for at **least 30 consecutive days** immediately prior to the start of technical training,
- be registered in a technical training class at an approved training provider,
- be "Unemployed in the Trade" for at **least 30 consecutive days** immediately prior to the start of technical training, and
- not be a previous Apprentice Training Award recipient for the same training period.

Unemployed in the Trade means the apprentice does not have an employer holding their Contract of Apprenticeship. For apprentices registered with the Boilermakers or Ironworkers Apprenticeship Administration Agency, "Unemployed in the Trade" is defined as being on the out-of-work list. Talk with an agency apprenticeship coordinator for more details.

Before you apply

It is important for AIT to have up-to-date information on your apprenticeship status.

1. Log into your [MyTradesecrets](#) account and ensure your contact information is up-to-date.

* You can check or edit your information on the **Profile** page.

2. Establish that you are "Unemployed in the Trade".

* Take a clear photo of your [Notice of Release of Contract of Apprenticeship](#) (Release Card)* and upload it to your [MyTradesecrets](#) account.

* Verify that your Release Card has been processed by: logging onto your [MyTradesecrets](#) account, going to the Applications tab, and clicking 'Details' beside your apprenticeship application.

3. Register and attend technical training.

You have until five (5) days after the end of technical training to apply for the Apprentice Training Award.

How to apply for the Award

1. AIT will notify you by email if you may be eligible on your first day of technical training. A notice will also appear on the home page of your [MyTradesecrets](#) account.
2. To apply, you must provide your consent, Social Insurance Number, and declare that you were “Unemployed in the Trade” for at least 30 consecutive days immediately prior to attending technical training. You have up to five (5) days after the end of your technical training class to provide your consent, Social Insurance Number and make a legal declaration.
3. Once eligibility has been determined and verified, a cheque will be mailed to the address in your MyTradesecrets account.

For more information

Read the [AT Award Information Sheet](#) or contact AIT by

- phone 1-800-248-4823 or
- email AT.Award@gov.ab.ca.

Grants, Loans & Tax Benefits

Student Aid Alberta Grants and Loans

Student Aid Alberta provides loans and grants to apprentices registered in the Alberta apprenticeship program with Apprenticeship and Industry Training who are attending an approved technical training program as a full-time student.

As long as you are registered and progressing as an apprentice, you will remain in interest-free status on your current and previous Alberta student loans for the duration of your apprenticeship program including technical training and on-the-job training. For more information on loans for apprentices, visit Student Aid Alberta.

Canada Apprentice Loan (CAL)

The Canada Apprentice Loan is an initiative of the Government of Canada to help complete your apprenticeship in a designated Red Seal trade. You can apply for up to \$4,000 in interest-free loans per period of technical training. The money will be available to you to help with tuition, tools, equipment, and living expenses, to cover forgone wages and to help support your family.

For full details including eligibility and application information, visit www.esdc.gc.ca/en/support_apprentices/loans.page

Canada Apprenticeship Incentive Grant (AIG)

The Apprenticeship Incentive Grant (AIG) is a taxable cash grant of \$1,000 per year, to a maximum of \$2,000. This Grant helps registered apprentices get started in designated Red Seal trades.

Canada Apprenticeship Grant for Women (AIG-W)

The Apprenticeship Incentive Grant for Women (AIG-W) helps you pay for expenses while you train as an apprentice in a Designated Red Seal Trade

where women are underrepresented. The AIG-W is a taxable grant worth \$3,000 per level, to a maximum of \$6,000.

Canada Apprenticeship Completion Grant (ACG)

The Apprenticeship Completion Grant (ACG) is a taxable cash grant of \$2,000. This Grant helps registered apprentices who have completed their training to become certified journeypersons in designated Red Seal trades.

For full details including eligibility and application information, visit www.servicecanada.gc.ca/apprenticeship

Alberta Apprenticeship and Industry Training Scholarships

- More than 250 awards of \$1,000 and \$1500

tradesecrets.alberta.ca

Tax Receipts

T2202A forms are available online.

Login to Self Service to print a copy.

On-Campus Housing

- **Residence Life**

Email: residence@lethbridgecollege.ca

- **Office:** RC 1012 (Cullen Residence Activity Centre)

Office Hours: 8:30 a.m.-4:30 p.m.

- **Phone:** 403-329-7218

Resident Assistant On Duty: 403-360-9703

Toll-free: 1-800-572-0103

In our shared accommodations, you enjoy the privacy of your own bedroom while sharing common areas and bathrooms in either four-bedroom or two-bedroom apartment-style units.

If you prefer to live alone, Kodiak House may be the answer for you. This modern building offers single suites for mature learners. Each suite has a private bathroom and a kitchenette complete with a microwave and fridge.

Kodiak House has 15 barrier-free suites available for students who require wheelchair or other mobility access.

We also have eight two-bedroom family suites that are suitable for families of four or less. These suites are fully furnished and equipped with the same amenities as our shared accommodations.

Furnished suites

We know this might be your first time living on your own. That's why we take the guesswork out of knowing what you need by fully furnishing all of our suites. All of our suites are furnished with:

- tables
- desks

- beds
- sofas
- chairs

And that's just a taste of what we offer. You can find a complete list of the inventory we provide in the [Residence Life Handbook](#).

It is your responsibility to bring sheets for your bed, towels and other personal items. If you wish, you may also bring:

- TVs (cable service not included)
- phones
- computers
- radios

Residence Rates

Hall Type	Fall 2021 (Sept - Dec)	Winter 2022 (Jan - Apr)	Apprentice 8 Week Term
Cullen Two-bedroom Suite, single bedroom	\$2,640	\$2,640	\$1,342
Kodiak House, single suite	\$3,445	\$3,445	\$1,845

PAYMENT OPTIONS

Payments can be made for Residence charges at the Residence Life office including rent, deposits, application fees, incidental charges, and event and activity fees. Rent cannot be processed by a credit card in person, but only through Touchnet as outlined below:

- **Touchnet:** Log into Office 365 and click All Apps on the left-hand side. Click Touchnet. Select Residence from the View Account drop-down menu. Please note, if you fail to select Residence, additional charges will apply.
- **PayMyTuition:** Make online bill payments, Interac E-transfer, EFT, or bank transfer payments. Select the term you are paying for and what Payment Type you are making, such as rent or residence fines and fees.
- **In person:** Visit the Residence Life or Finance offices to pay with cash, cheque, credit card (rent excluded) or debit card.

Fall term rent due: Aug. 1

Winter term rent due: Dec. 1

YOUR FIRST DAY

Electrical Apprentice

Automotive Service Technician Apprentice

Agriculture Equipment Technician Apprentice

Heavy Equipment Technician Apprentice

Carpenter Apprentice

Plumbing Apprentice

Welding Apprentice

Cook Apprentice

Baker Apprentice

Orientation

These sessions are designed to help you get the most from your learning at Lethbridge College. Your attendance is mandatory.

Classroom Orientation 8:00am

Apprenticeship Orientation 9:30am (1st year only)

PARKING RATES & INFORMATION

Just visiting? 4 hour and daily permits valid in any student lot can be purchased through Honk Mobile app or the Honk Tap or Scan signage and at the interior Pay Pedestals located in the college main entrance, IB or PE foyers.

Rates are:

- \$4 for four hours
- \$8 for the day

Student Parking

All student parking lots are scramble parking, meaning it’s first-come, first-serve. If a lot is full, you can park in any other available lot listed on your permit. Permits must always be displayed unless you have purchased a temporary parking pass through the Honk app where your license plate will be your reference to your parking pass. You may receive a parking ticket if you do not display your parking permit or if you have not purchased a parking pass. Student parking is available around the campus perimeter, including lots B, C, D, F, I, K, Cullen (RC) and 30th Ave (RH).

Rates

<u>Permit type</u>	<u>Cost</u>
Honk Week pass	\$20
Honk Bi-weekly pass	\$38.50
Monthly	\$77 + GST
2 Month	\$154 + GST
Semester	\$196 + GST
Annual	\$392 + GST

Parking violations will result in City of Lethbridge tickets being issued. After five on-campus violations, your vehicle could be towed at your expense.

For information on ticket payments and appeals, visit lethbridge.ca.

CAMPUS PARKING MAP



****ALL PARKING ON CAMPUS BY PERMIT ONLY****

- MOTORCYCLES ARE REQUIRED TO REGISTER WITH PARKING SERVICES IN C2301. PROOF OF A VALID LETHBRIDGE COLLEGE PARKING PERMIT REQUIRED.
- HANDICAP PARKING REQUIRES A VALID LETHBRIDGE COLLEGE PARKING PERMIT AS WELL AS A VALID HANDICAP PARKING PERMIT.



STAY CONNECTED

Enhance your college experience with apps that help you access information quickly and conveniently on your phone.



LC Alert

LC Alert is our campus safety app for mass notification that will send alerts about situations that pose an immediate safety or security risk to our community.



Microsoft Outlook

Access your Lethbridge College email securely on your mobile device (including support for Multi-Factor Authentication) using the Microsoft Outlook mobile app.



Microsoft Office Mobile Apps

From Word to Excel and more, get the apps that will help you through your studies. Use these apps on up to five mobile devices with your Office 365 account.



Canvas

Access online course material, assignments, marks, and discussions for your classes with the college's learning management system app.



My SSP (students)

Get immediate support from counsellors who are available 24/7 by phone or chat as well as on-going support in person, by phone or video.



HonkMobile

Download the Honk app for your iOS or Android device to find, book and extend parking from the palm of your hand.



LinkedIn Learning

Learn skills on demand through LinkedIn Learning. You'll have unlimited access to expert led courses in their subscription library. For information on how you can access your free LinkedIn Learning subscription through Lethbridge College, please visit lethbridgecollege.ca/linkedin-learning.



PaperCut Mobility Print

This app makes it easy to print to any brand or model of printer. For information on how you can setup this app, please visit [Printing Services](#). For iOS: no app needed, you can just use AirPrint and send to Mobile Print.

Visit lethbridgecollege.ca/apps for a complete list.

ITS Support Update: COVID-19

ITS is ready to offer assistance both remotely and in-person. These remote methods are available to all students and employees.

Remote Support Hours and Options:

- Remote Help Desk Hours:
 - Monday – Thursday 7:30 a.m. – 5 p.m.
 - Friday 7:30 a.m. – 4:30 p.m.
- Phone at 403-320-3333 (or ext. 3333 from an internal phone)
- Email at helpdesk@lethbridgecollege.ca
- Contact us using [Teams Chat](#)

Walk-in Support Hours in TE2208:

- Walk-in Hours:
 - Monday – Thursday 7:30 a.m. – 5 p.m.
 - Friday 7:30 a.m. – 4:30 p.m.
- Appointments can also be booked for support in TE2208. Please call ahead.

ITS Help Desk

Our Help Desk analysts and first response technicians are dedicated to assisting you with any of your college technology needs. We provide the following support services:

- computer hardware/software support
- user account support
- email account support
- wireless and network support
- phone support
- lab support

- printing assistance
- audio-visual support

We are able to solve most issues over the phone; give us a call at 403-320-3333. If we can't solve your issue over the phone, it will be assigned to the appropriate area and treated as a work order. A first response technician will be dispatched to assist you.

Book Store

The Lethbridge College Bookstore is your one-stop shop for all the Lethbridge College textbooks, gear and supplies you'll need. You can buy new or used textbooks, find Lethbridge College gear, and purchase gifts both in person and [online](#).

Don't forget – the bookstore is also the place to buy your [parking pass](#), [gym membership](#), Lethbridge College and Kodiaks gear, and all sorts of other great items.

Store Hours

- **Monday:** 8:30am - 4:30pm
- **Tuesday:** 8:30am - 4:30pm
- **Wednesday:** 8:30am - 4:30pm
- **Thursday:** 9:00am - 4:00pm
- **Friday:** 8:30am - 4:30pm
- **Saturday:** CLOSED
- **Sunday:** CLOSED

All hours are subject to change.
Please check back frequently for
the most current postings.

Contact Info

Lethbridge College Bookstore
Phone 403-320-3278
Toll Free 1-855-412-3497

bookstore.weborders@lethbridgecollege.ca

STUDENT SERVICES

Library

The Buchanan Library houses a range of materials and people that will help you in many ways; here, you can:

- Find materials, both physical and electronic, for your assignments (or find people to help you find them)
- Get help with an interlibrary loan request
- Print, scan, photocopy
- Borrow laptops, phone chargers, cords and cables
- Find specialty items (like anatomical models and nursing equipment), textbooks, or other items placed on reserve for your class
- Reset passwords (requires a Student ID, government-issued ID, or accurate answers to security questions)
- Front-line tech and Canvas support
- Visit the [Learning Café](#) in the library for in-depth support with assignments, APA [add link], and accessibility services

And whenever you're on campus, enjoy the space designed for your needs, whether they be group study, individual study, or relaxing between classes (or after a hefty exam).

Connect with Buchanan Library

Email

buchanan.library@lethbridgecollege.ca
library.infodesk@lethbridgecollege.ca
digital.learning@lethbridgecollege.ca

Direct: [403-320-3352](tel:403-320-3352)

Location: CE1340

Lethbridge College Students Association

LCSA office

Location: CE1350

Phone: 403-320-3373

lcsa@lethbridgecollege.ca

Regular Hours of Operation (Aug 24th - April 30th): Monday-Friday
8:30a.m-4:00p.m

Summer Hours of Operation (May 1st - Aug 21st): Monday-Thursday 8:00a.m-4:00p.m

Wellness Services

Your health and well-being are our priority.

Wellness Services, located in CE1380, is available for the physical and mental health needs of Lethbridge College students. For more information on Medical Services, Counselling Services, Gender Based Violence Supports, and Education and Information including referrals, please visit www.lethbridgecollege.ca/wellness or email wellness.services@lethbridgecollege.ca.

Health services

Access first aid, address your physical and mental health needs.

Sexual misconduct support

Receive support and learn about your options. We are here for you.

What to do in an emergency

Call 911 and then contact Security at 403-320-3206.

Contact Us

Location: CE1380

Email: wellness.services@lethbridgecollege.ca

Hours of Operation: 8:00AM - 4:00PM, Monday to Friday

Phone: 403-320-3289

Accessibility Services

Accommodations and services for apprentices with chronic health conditions and mobility, sensory (e.g. vision and hearing), learning, attentional, neurological, psychological and temporary disabilities.

Contact Us

Email: accessibilityservices@lethbridgecollege.ca

Phone: (403) 320-3202 ext. 5400

Toll Free: 1-800-572-0103

Fax: 1-888-302-9287

Hours

Monday through Friday: 8:30 a.m. – 4:30 p.m.

No evening coverage is currently available, however some accommodated exams may be supported during evening Testing Services hours.

Food Services

Food Services offer a wide variety of fresh menu items, from fresh-made sandwiches and soups, to pizza, burgers and heart-smart cuisine. Just about everywhere on campus you will find modern vending machines that dispense snacks, candy, sandwiches, hot and cold beverages, chips, etc.

Government of Alberta

Apprenticeship and Industry Training - Lethbridge Office

Toll Free in North

America:

1-800-248-4823

403-382-8702

Fax:

403-381-5795

Address:

Provincial Building, Room
280, Floor 2

200 - 5 Avenue South
Lethbridge, AB T1J 4L1



AIT Client Services

Questions about your apprenticeship records are best directed to one of the Apprenticeship and Industry Training Offices.

Counselling Services

- Information and advice on all apprenticeship and certification programs
- Resolution of disputes between employers and apprentices
- Financial assistance programs for registered apprentices
- Specific services for special needs clients
- Qualification application assessment services
- Operation of a notice board where employers can post job opportunities

Administration Services

- Registration of apprenticeship contracts and the maintenance of record books
- Registration of qualification and equivalency applications
- Invigilation of apprenticeship industry examinations
- Record management of employer and apprentices through regular shop visits

Legislation Services

- Enforcement of the Act and all regulations and orders related to apprenticeship training, trade certification and working in the trades in the Province of Alberta
- Participates in the appeal process as outlined in the Act
- Recruitment of members from industry to serve on Provincial Apprenticeship Committees (PACs), Local Apprenticeship Committees (LACs), and Occupational Committees (OCs)
- Serve as secretaries to the LACs

Lethbridge College

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