



RDCA
INFORM BUILD CONNECT

RDCA Scholarship Program Application

Red Deer Construction Association

2024

The Red Deer Construction Association (RDCA) and the Scholarship Committee have created the Training Awards for employees of member companies, along with one non-member award. These awards are designed to recognize the excellence of employees that are in a construction apprenticeship program. Contributions for these awards are made possible by funds raised from association social activities, along with financial help from the association.

We encourage recipients to complete their apprenticeship!

AWARDS

The awards will be presented to individuals demonstrating outstanding performance, both academically and on the job. The following list identifies the average number of each scholarship level that may be awarded:

- \$500.00 Denomination – up to 15 awards
- \$750.00 Denomination – up to 5 awards
- \$1,000.00 Denomination – up to 2 awards

- NEW - \$500.00 Denomination – Up to 1 Non-Member award

Note: The Scholarship Committee may adjust these numbers based on the applications received.

ELIGIBILITY

Applicants for the Red Deer Construction Association Apprenticeship Training Awards are required to be:

- Registered as an Alberta apprentice in the construction trade. See last page for a list of trades.
- Working for an RDCA member employer at the time of their technical training
- Successful in completing at least one period of Alberta Apprenticeship technical training during the past year
- Attain exemplary Academic achievement (include technical training marks)

Non-Member Award:

- Successful in completing at least one period of Alberta Apprenticeship technical training during the past year.
- **Instructor to complete the supervisor (employer) recommendation.**

APPLICATION AND AWARDS PROCESS

- Applications must be submitted to the RDCA office by no later than **4:00pm August 21, 2024. (No Exceptions)**. Upon receipt, the applications will be verified with a date stamp showing when they were received. The applicant is responsible to follow up with the RDCA office to ensure their application has been received.
- The RDCA Scholarship Committee consisting of RDCA Board members and Members at Large, will review applications and decide on recipients by the end of September.
- The Non-Member award is open to apprentices attending Red Deer Polytechnic. The instructor for the apprentice is to complete the 'Employer' sections.
- The Award presentation may be held in mid-October. Awards recipients who are unable to attend the presentation are asked to advise the RDCA office staff at least 10 days prior to the event.

APPLICATION FOR THE RED DEER CONSTRUCTION ASSOCIATION APPRENTICESHIP TRAINING AWARDS

We are collecting the information in this application to determine and verify your eligibility for a Red Deer Construction Association Apprenticeship Training Award. All information will be kept confidential. If you have any questions about the collection of this information, please contact the office of the Red Deer Construction Association.

Part A: Applicant Information

First Name: _____

Last Name: _____

Name of your Company: _____

Street Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone Number _____

Email address: _____

Name of Trade: _____

Where did you last attend technical training?

What period or level of technical training did you complete?

When did you complete your last period or level of technical training?

Please attach a copy of your technical training marks, including them at the end of this application

Have you registered for your next period of technical training?

Yes _____ No _____ or, have you completed your final year _____

Class start date: (m/d/y) _____

Part B: Employer Information

To be considered for an award you must include this Employer Information form, completed and signed by your direct supervisor. This form can be mailed, e-mailed or, personally delivered by the person completing the information or attached to your application.

Name of person completing the Employer Information form:

Name of company:

Position with company:

Company (Contact) phone number & e-mail:

E-mail

Company address:

Date applicant became employed with company (*Not Applicable for Non-Member Award*):

Part C: Employer Recommendation

To be completed and signed by the applicant’s direct supervisor.

Your assessment of this apprentice is an important component in the award selection process and must be submitted for the apprentice to be considered for an award.

Applicant’s name: _____

Trade _____

I have known the apprentice/trainee for _____. I rate this apprentice/trainee as follows: **(1 being below average and 5 being above Average)**

| | | 1 | 2 | 3 | 4 | 5 |
|----------------------------|------------------------------|----------|----------|----------|----------|----------|
| 1) <u>Attitude toward:</u> | Their trade/occupation | 1 | 2 | 3 | 4 | 5 |
| | Training | 1 | 2 | 3 | 4 | 5 |
| | Co-workers | 1 | 2 | 3 | 4 | 5 |
| | Workplace | 1 | 2 | 3 | 4 | 5 |
| 2) <u>Work habits:</u> | Safety | 1 | 2 | 3 | 4 | 5 |
| | Attendance | 1 | 2 | 3 | 4 | 5 |
| | Willingness to learn | 1 | 2 | 3 | 4 | 5 |
| | Respect for other’s property | 1 | 2 | 3 | 4 | 5 |
| 3) <u>Trade Skills:</u> | | 1 | 2 | 3 | 4 | 5 |

4) Was this applicant working with your company at the time of their technical training?
 (Not applicable for Non-Member Award) Yes _____ No _____

(Please see next page for the employer letter)

5) Why is this worker (student) an outstanding applicant (**base this on their attitude, work habits trade skills & safety habits**) for a Red Deer Construction Association Apprenticeship Training Award? (Please provide feedback that is individualized and specifically focused as to why this applicant deserves this award.)

Please do not use a standardized template (for multiple employees).

Part D: Applicant Summary

Explain why the RDCA should consider your application for the Apprenticeship Training Award (**base your summary on attitude, work habits trade skills & safety habits**). Please be detailed and include any exceptional or additional accomplishments, information, and/or experiences you would like to bring to the selection committee's attention. (Include a description of how this award has supported your training or would advance your skill development in the trade).

Lined area for writing an application essay.

Part E: Declaration and Authorization

I have read the instructions and hereby make application for a Red Deer Construction Association Apprenticeship Training Award.

I DECLARE:

- I have answered all questions applicable to me, and all information is true and complete to the best of my knowledge.
- I plan to continue my career within my trade, and
- I will notify the Red Deer Construction Association if I withdraw from my apprenticeship program before the awards selection in October.

If I am successful in receiving an award, I AUTHORIZE:

- The Red Deer Construction Association to publish my name, community, trade, and my company for publicity purposes.
- The Red Deer Construction Association has my consent to use any photos taken as they see fit for announcements and advertisements.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

Application was received: _____

Stamped Date: _____

RDCA Office Staff: _____

Applications can be dropped off at the RDCA office, e-mailed or mailed to the following address:



RED DEER CONSTRUCTION ASSOCIATION APPRENTICESHIP TRAINING AWARDS

C/O Red Deer Construction Association
Bay 3, 7471 Edgar Industrial Bend
Red Deer, AB, T4P 3Z5
E-mail: info@rdca.ca
Phone: 403-346-4846

Please double check your application!

Have you:

- Answer all of the questions in a neat and legible manner?
- Included your contact information (PART A)
- Included the employer (instructor) information (PART B)
- Included a complete Employer (Instructor) Recommendation (PART C) - **Follow the guidelines in the description for full marks.**
- Included a complete Applicant Summary (PART D)
 - Follow the guidelines in the description for full marks.**
- Include a copy of your Institution's Training Marks**
- Signed the application.

DEADLINE SUBMISSION: August 21, 2024, at 4:00pm

Trade Programs Eligible to Apply

- Bricklayer
- Cabinet Maker
- Carpenter
- Concrete Finisher
- Electrician
- Elevator Constructor
- Floorcovering Installer
- Gasfitter
- Glazier
- Heavy Equipment Technician
- Instrumentation & Control Technician
- Insulator
- Landscaper
- Lather
- Locksmith
- Machinist
- Metal Fabricator
- Overhead Door Technician
- Painter & Decorator
- Parts Technician
- Plumber
- Refrigeration & Air Conditioning Mechanic
- Roofer
- Sheet Metal
- Sprinkler System Installer
- Welder