Resources & Referral Guide
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Our History
Women Building Futures (WBF) became registered as a non-profit society in 1998. It was a small group of women - social workers mostly - who set out to fulfill their shared dream of helping women achieve economic prosperity through trades training and mentorship. Working out of an office space ‘borrowed’ from the City of Edmonton, WBF focused on securing small grants to run a series of three-week classes on carpentry.

As the organization continued to grow, an Executive Director was hired and WBF signed a three-year lease on a 4,000 square foot basement on 112th Street and Jasper Avenue. It was at this new location, renovated into a training center, that the WBF assessment process to help women determine their readiness and ‘fit’ with a career in the trades began to take shape. The design and delivery of a 14-week pre-trades program focusing on carpentry, plumbing and electrical was actualized, and as a result, the construction industry began to take notice.

About Women Building Futures
Women Building Futures is a leader in trades training for women, with extensive experience recruiting women into the heavy industrial workforce at a consistent employment placement rate of 90 per cent. A Social Purpose Organization (SPO) and registered charity, WBF is valued for its uncompromising approach to meeting the needs of women and industry by recruiting the right people and providing them with the right training. Employers and women trust WBF’s methodology.
What is Apprenticeship?
An apprenticeship is a post-secondary education program that combines on-the-job work experience (80%) and technical training (20%).

How it works:

1. **Find an employer who is willing and able to hire you as an apprentice**
   Women Building Futures provides industry recognized safety certification, academic and hands-on pre-trades training and support to help our graduates secure employment.

2. **Register with Apprenticeship and Industry Training**
   Women Building Futures prepares Journeywoman Start graduates to pass the highest Trades Entrance Examination Level B (formerly Level 5) and also for success in your first year. Meet the entrance requirements for your trade of choice and get your Blue Book to start recording your apprenticeship hours.

3. **Earn while you learn**
   Your employer pays you while you learn your trade under the guidance of a Journeyperson. Each trade has a specified number of work experience hours required for each year of training. Once you are a registered apprentice, you will receive your Blue Book from the Apprenticeship Board and you will be able to record your hours in your Blue Book. These hours are used to determine if you have enough work experience hours to meet the requirements for the technical portion of your training.

4. **Attend technical training**
   Once you’ve worked the required number of hours, you will attend academic technical training for 4-12 weeks per year depending on your trade. Apprentices are required to successfully pass an industry specific examination at the end of each training period whereby they qualify for a pay increase. An apprenticeship program can last up to 4 years depending upon the trade you are apprenticing in.

For details on all apprenticeable trades and entrance requirements in Alberta, go to:

[www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)
### Alberta Apprenticeship and Industry Training

#### Trade Entrance Requirements

**Minimum Requirements**
Successful completion of the following:

**CATEGORY A**
- English 10-2
- Math 10-3
- OR
- All five Canadian General Educational Development (GED) tests
- OR
- Entrance Exam

**CATEGORY B**
- English 20-2
- Math 20-3
- Science 10
- OR
- Entrance Exam

**CATEGORY C**
- English 10-2
- Math 10-3
- Science 10
- OR
- All five Canadian General Educational Development (GED) tests
- OR
- Entrance Exam

**Recommended Path**
Alberta High School Diploma includes the following courses:

**CATEGORY A**
- English 30-2
- Math 30-3
- Physics 20 OR Chemistry 20 OR Science 20
- Related Career and Technology Studies (CTS) courses

**CATEGORY B**
- English 30-2
- Math 30-3
- Physics 20 OR Chemistry 20 OR Science 20
- Related Career and Technology Studies (CTS) courses

**CATEGORY C**
- English 30-2
- Math 30-3
- Physics 20 OR Chemistry 20 OR Science 20
- Related Career and Technology Studies (CTS) courses

**CATEGORY D**
- Auto Body Technician
- Landscape Gardener
- Appliance Service Technician
- Automotive Service Technician
- Boilermaker
- Communication Technician
- Electric Motor Systems Technician
- Electrician
- Elevator Constructor
- Gastronomer
- Heavy Equipment Technician
- Millwright
- Motorcycle Mechanic
- Natural Gas Compression Technician
- Plumber
- Power System Electrician
- Powerline Technician
- Pneumatic systems installer
- Steamfitter-Pipefitter
- Transport Refrigeration Technician

**TRADE SECRETS**
- See tradesecrets.alberta.ca for Category D trade entrance requirements.

**Equivalencies**
Will be considered for entrance requirements.

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[trade secrets.alberta.ca](http://trade secrets.alberta.ca)
Assessment and Funding Processes for WBF Programs

One of the most common questions we hear is: “Am I eligible for funding?”

There is no clear-cut answer to this question, as each individual is different and circumstances differ. Once you attend an Information Session and Career Decision Making Workshop you can meet with one of our Student Recruitment Advisors to discuss your funding options, who will assist you in the application process.

About our Funding:

Alberta Works Government grants are for those who are unemployed, under-employed and/or under-skilled. We also explore other grant opportunities. Funding is also available through our employer program sponsors and student awards.

**Note:** You **SHOULD NOT QUIT YOUR JOB** if thinking about coming into one of our programs. It can cause a 2-3 month delay in your application. Whatever your current work situation is, work with us to create a plan for you. Do not put your current work situation in jeopardy.
### Websites Related to Career Investigation

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description and Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta Learning Information Service</td>
<td>An interactive website that provides tools to plan your career, plan your education and to find and secure a job. It also includes the following on-line tools: Self-assessment, aptitude testing, career planning tools, construction videos, wage information for the trades, occupational information: Profiles, labour market trends. <a href="http://www.alis.gov.ab.ca">www.alis.gov.ab.ca</a></td>
</tr>
<tr>
<td>Alberta Apprenticeship and Industry Training</td>
<td>Website that provides everything you need to know about apprenticeship in Alberta: prerequisites and occupational profiles. <a href="http://www.tradesecrets.gov.ab.ca">www.tradesecrets.gov.ab.ca</a></td>
</tr>
<tr>
<td>Alberta Job Centre</td>
<td>Western Canada’s largest job board <a href="http://www.albertajobcentre.ca">www.albertajobcentre.ca</a></td>
</tr>
<tr>
<td>Women Building Futures Society</td>
<td>Pre-trades training programs for women wanting to enter the construction industry. <a href="http://www.womenbuildingfutures.com">www.womenbuildingfutures.com</a></td>
</tr>
<tr>
<td>Construction Sector Council</td>
<td>4 sectors of the construction industry and future opportunities across Canada. <a href="http://www.csc-ca.org">www.csc-ca.org</a></td>
</tr>
<tr>
<td>Christian Labour Association of Canada</td>
<td>Represents the construction industry and offers health, retirement and extra benefits. They also offer diverse training options. <a href="http://www.clac.ca">www.clac.ca</a></td>
</tr>
<tr>
<td>Merit Contractors Association</td>
<td>Open shop/non-union information. <a href="http://www.constructionjobstores.com">www.constructionjobstores.com</a></td>
</tr>
<tr>
<td>Merit Job Stores</td>
<td>Job opportunities across Canada. <a href="http://www.constructionjobstores.com">www.constructionjobstores.com</a></td>
</tr>
<tr>
<td>Canadian Apprenticeship Forum and Skills Canada</td>
<td>Facts on skilled trades and apprenticeship information. <a href="http://www.careersintradescanada.ca">www.careersintradescanada.ca</a></td>
</tr>
<tr>
<td>Alberta Roadbuilders &amp; Heavy Construction Association (ARCHA)</td>
<td>Provides a job bank for the ARCHA member companies <a href="http://www.archa.ab.ca">www.archa.ab.ca</a></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Alberta First</td>
<td>Online directory of companies in any area of Alberta. <a href="http://www.albertafirst.com">www.albertafirst.com</a></td>
</tr>
<tr>
<td>British Columbia Apprenticeship and Industry Training Authority</td>
<td>Apprenticeship information in British Columbia <a href="http://www.itabc.ca">www.itabc.ca</a></td>
</tr>
<tr>
<td>BuildForce</td>
<td>Provides accurate and timely labour market information to advance the needs of the entire construction industry in Canada. <a href="http://www.buildforce.ca/en">www.buildforce.ca/en</a></td>
</tr>
<tr>
<td>Building Trades of Alberta</td>
<td>Provides important information, research, and connections to building trade organizations, unions, contractors, and owners across North America. <a href="http://www.buildingtradesalberta.ca">www.buildingtradesalberta.ca</a></td>
</tr>
<tr>
<td>Canadian Construction Women</td>
<td>Canadian Construction Women creates a stronger construction industry by inspiring and supporting women. <a href="https://www.constructionwomen.org/">https://www.constructionwomen.org/</a></td>
</tr>
<tr>
<td>Careers in Construction</td>
<td>This site is designed to help you choose the career path that’s right for you and to find the resources you need to start building a future today. <a href="http://www.careersinconstruction.ca">www.careersinconstruction.ca</a></td>
</tr>
<tr>
<td>Made with the Trades</td>
<td>Valuable information that guides you through opportunities available through the Ontario Unionized Construction Sector. <a href="http://www.madewiththetrades.com">www.madewiththetrades.com</a></td>
</tr>
<tr>
<td>Alberta Aboriginal Apprenticeship Project</td>
<td>Information on AAAP projects. <a href="http://www.aboriginalfutures.com">www.aboriginalfutures.com</a></td>
</tr>
<tr>
<td>Oil and Gas Jobs in Alberta</td>
<td>Online resource for researching and finding employment in the oil and gas industry in Alberta. <a href="http://www.oilandgasjobsalberta.ca">www.oilandgasjobsalberta.ca</a></td>
</tr>
</tbody>
</table>
### Trade Up!

Up-to-date information on the career opportunities in Alberta’s construction industry. [www.tradeupalberta.com](http://www.tradeupalberta.com)

### Aboriginal Edmonton Guide

A helpful guide of Edmonton services for new aboriginal residents, which includes a range of useful information that is useful in the short, and long-term.


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### Locations to access computers, fax machines and printers

| Alberta Works Centres Employment programs and services | Resource centers offering an extensive range of career and employment related material. They provide computers, printers, photocopiers, telephones and fax machines for job search, career and training research purposes. **Each site has staff on-location to help support you with any of the above mentioned resources.**

There are 53 Alberta Works Centres throughout Alberta. Check their website for a location in your area: [www.humanservices.alberta.ca/services-near-you/](http://www.humanservices.alberta.ca/services-near-you/)

**Edmonton Locations:**

- City Centre: 10242-105 Street
- Northgate Centre: 9499-137 Avenue
- Argyll Centre: 6325 Gateway Blvd
- Meadowlark Shopping Centre: 120, 15710-87 Avenue

| Edmonton Public Library’s | For your convenience and use, all our computers come loaded with programs and services such as Microsoft word processing, Internet and email access. **EPL library card number and PIN required.**

There are various locations in Edmonton and surrounding areas:

Phone: (780) 496-7047

[http://www.epl.ca/services/bookings/computer-bookings](http://www.epl.ca/services/bookings/computer-bookings) |
Aboriginal Futures
(Calgary)

Assistance with career decision making, education, training enhancement and employment preparation for Aboriginal people within Calgary and surrounding areas. Also provides a computer lab and WiFi for training, education and employment purposes.

**Location:** #200, 6011-1A Street SW
Calgary, AB T2H 0G5

Phone: 403-253-5311
www.aboriginalfutures.com

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**Career Research Interviews**

**How do I find people to interview?**

You can start with friends and family. Use social media like Facebook, LinkedIn, Kijiji, Monster. Call Business, companies that are hiring or ones where you want to work. Call union halls or even drop into one.

Be creative

Networking and reaching out is the nature of employment of the trades. This is great practice.
Career Research Interviews

Suggested Questions & Scripting

A. Do your research before calling – Have a good understanding of your trade/occupation.

B. Prepare and practice – Tell them why you’re calling.
   "My name is _____, and I’m interested in becoming a Trade/Occupation of choice. I would appreciate speaking with a Journeyman (trade of choice)/Heavy Equipment Operator/Driver employed with your company/shop as part of doing a Career Investigation".

C. Can I have a few minutes of your time? – Ask how much time they have and stick to it.
   “Let’s talk right now”– Briefly ask your questions
   “No, I’m sorry” – Ask for a more appropriate time to call... or if they know of another contact you can call.

Sample questions:

1. Are you a Journeyman/Certified Heavy Equipment Operator/Driver?
2. How long have you been involved in your trade/occupation?
3. Are you working residential, commercial or industrial? What is your recommendation for someone starting out?
4. What are some of the responsibilities in your role? What are your daily tasks?
5. What are the pros/cons of your job?
6. Is there shift work? Is there expected overtime?
7. How much travel is involved in this job and with this company?
8. Have you noticed any changes in the trades/equipment since you started?
9. What sort of salary does an apprentice earn as a first, second, third and fourth year?
10. What are some of the health challenges in this type of work?
11. If you are the owner, would you consider hiring an apprentice/heavy equipment operator/driver who is a woman?
12. Do you hire entry level apprentices/operators/drivers?
13. What do you think about women entering the trades/heavy equipment operating/driving?
14. Would you hire a student who has completed the WBF training program?

*Don’t forget to thank them for their time and assistance*
Sectors in the Construction Industry:

**New Home Building and Renovation** - building, remodeling or renovating houses and apartment buildings:

- Develop a satisfying career creating homes for families and building your own community
- Work for a large company that offers long-term employment and the chance to take on specialized responsibilities, or become a manager or trainer
- Work as a sub-contractor or start your own company. The demand for skilled sub-contractors makes home building an ideal sector for budding entrepreneurs

**Institutional and Commercial Construction** - constructing commercial and institutional buildings and structures, such as, schools, hospitals, grain elevators, community recreation facilities, and office buildings:

- The projects tend to be large and varied and there are many opportunities for long-term career building that will take you into supervisory, management or teaching roles.
- You can choose to work in a variety of locations or settle in a single community

*WBF graduates are introduced to many of the industrial project companies.*
*Many industrial projects require workers to live in camps or travel to and from.*

**Heavy Industrial Construction** – building large industrial projects such as petrochemical/power plants, refineries and oil-sands installations:

- If you like being outdoors, handling big machines and living in interesting places, this sector could be for you
- It’s exciting and satisfying to work as part of a team overcoming the challenges on huge construction projects such as development of the oil sands
- Projects in this sector often take years to complete and involve a wide range of construction careers—there are many opportunities to advance including planning, supervisory, management or teaching roles

**Civil Engineering Construction** - engineering projects such as highways, dams, water and sewer lines, power/communication lines and bridges:

- Work on new construction or in maintenance, where there are many opportunities to advance to supervisory, instructional or management positions
- Choose to work in many places or develop a career in a single town or city
## Researching Jobs in Each Sector

<table>
<thead>
<tr>
<th>Sector</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information on occupational profiles including wages/salary, education and training requirements</td>
<td><a href="http://occinfo.alis.alberta.ca/occinfopreview/info/browse-wages.html">http://occinfo.alis.alberta.ca/occinfopreview/info/browse-wages.html</a></td>
</tr>
<tr>
<td>Civil Engineering</td>
<td><a href="http://www.arhca.ab.ca">www.arhca.ab.ca</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.careersinconstruction.ca">www.careersinconstruction.ca</a></td>
</tr>
<tr>
<td>Heavy industrial and Commercial</td>
<td><a href="http://www.oilandgasjobsalberta.ca">www.oilandgasjobsalberta.ca</a></td>
</tr>
</tbody>
</table>
Safety: Rights and Responsibilities

Your employer has overall responsibility for your health and safety - you also have rights and responsibilities. Here are your three basic rights and responsibilities.

Three Rights:

1. The Right to Know
   Know the hazards in your job. Know how these hazards may affect you and how they are controlled. Pay attention to job safety training. Make sure that you know:
   - What hazards are there and how can they affect your health and safety.
   - How to do your job safely.
   - What protection you need to ensure you don’t get injured or become sick.

2. The Right to Keep Your Workplace Healthy and Safe
   Participate in training and information sessions to help you do your job safely.

3. The Right to Refuse Unsafe Work
   If you believe the job will endanger you, you have an obligation to report the unsafe situation to management. If the situation is not corrected and you feel your health and safety is still in danger, you have the right to tell your employer that you won’t perform the task or use the equipment that you believe to be unsafe. There are specific procedures to follow when you refuse to work. Get to know the requirements where you work.

Three Responsibilities:

1. Work Safely:
   - Use all machinery and equipment the way you were trained to use them
   - Never make changes to the equipment, take a shortcut or remove a guard. Removing a guard or device puts you and others who use the equipment in danger of injury
   - Always ask your supervisor questions if you’re in doubt and before you do anything you weren’t trained to do
   - Don’t pull pranks or have contests with other workers. Don’t treat your workplace as a playground
2. Report Hazards:
- If a guard is missing, if equipment or protective devices aren’t working properly, if you see or sense that there is a hazard in the workplace report the circumstances to your supervisor or employer as soon as possible.
- Be proactive – report these conditions as soon as you spot them, not after something goes wrong.

3. Use and wear protective devices:
- Dust masks, hearing protection, safety boots, and goggles are standard workplace equipment designed to protect workers from potential hazards in their work. When the employer requires you to wear a protective device, they need to show you how to use or wear it and how to take care of it. Once that’s taken place, your job is to use or wear it.

Personal Protective Equipment (PPE)

What It Does:
- Protects from inhaling, ingesting or absorbing a hazardous substance.
- Protect from puncture wounds or contact with hot, sharp or otherwise dangerous materials.
- PPE does not eliminate the hazard; it simply protects the worker from direct contact with the hazard.
- In workplaces where exposure to biological or chemical hazards is a concern, PPE is considered to be the “last line of defense”. Personal protective equipment is used in conjunction with safe work practices.

What It Is
- Gloves, safety glasses, respirators, masks and resistant clothing are common types of safety gear.
- In many workplaces hardhats and safety boots must be worn at all times to protect against injury from physical hazards, such as falling items or sharp objects.
### Other Useful Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Information and Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta Child Care Subsidy</td>
<td>Apply for child care subsidy here: <a href="http://humanservices.alberta.ca/financial-support/15104.html">http://humanservices.alberta.ca/financial-support/15104.html</a></td>
</tr>
<tr>
<td></td>
<td>Alberta Accredited Child Care Lookup: <a href="http://humanservices.alberta.ca/oldfusion/ChildCareLookup.cfm">http://humanservices.alberta.ca/oldfusion/ChildCareLookup.cfm</a></td>
</tr>
</tbody>
</table>
| Alberta Education: Alberta High School Transcripts | You may go on-line or mail me in person to request your transcript.  
2nd Floor, 44 Capital Boulevard  
Phone: 780-427-5732  
10044 - 108 Street NW  
Edmonton, Alberta T5J 5E6  
For information on fees or to print a transcript request form, please follow the links provided below:  
[http://www.education.alberta.ca/students/transcripts/fees.aspx](http://www.education.alberta.ca/students/transcripts/fees.aspx)  
[http://education.alberta.ca/media/8815548/transcriptrequestformmail.pdf](http://education.alberta.ca/media/8815548/transcriptrequestformmail.pdf) |
| Bissell Centre Employment Services             | Offers casual labour job placement services for temporary work and a women’s pre-employment program to support mothers with young children who have little or no work experience. The Bissell Centre also offers individual, family and community support programs.  
Phone: 780-423-2285  
| DECSA                                          | Community based non-profit organization in operation since 1977. Supports individuals with barriers to help them achieve success in reaching education and/or employment related goals.  
Phone: 780-474-2500  
[http://decsaedmonton.wordpress.com/](http://decsaedmonton.wordpress.com/) |
| Edmonton Community Legal Centre                | The Edmonton Community Legal Centre provides effective advocacy and access to justice in a supportive environment.  
[www.eclc.ca](http://www.eclc.ca) |
| Edmonton’s Food Bank                           | Food hampers for anyone in need  
Phone: 780-425-4190  
| Elizabeth Fry Society                          | Provides a supportive environment to women who have been, are at risk of, or are currently in contact with the legal system. Offers pardon application support.  
Phone: 780-421-1175  
[http://www.efryedmonton.ab.ca/](http://www.efryedmonton.ab.ca/) |
<table>
<thead>
<tr>
<th>Organization / Program</th>
<th>Description</th>
</tr>
</thead>
</table>
| Habitat for Humanity                                        | Volunteer opportunity to gain experience in construction related skills. Phone: 780-451-3416  
https://www.hfh.org/volunteer/                                                                                           |
| International Qualifications Assessment Service (IQAS)     | International Qualifications Assessment Service (IQAS) assesses international educational credentials and compares them to educational standards in Canada. Phone: 780-427-2655  
http://work.alberta.ca/Immigration/apply.html                                                               |
| Legal Aid Alberta                                           | Cost effective legal services for Albertans in needs of criminal, debt, family, Human rights, wills and estates issues. Phone: (780)427-7575  
Revilion Building  
300, 10320 102 Ave  
www.legalaid.ab.ca                                                                                               |
| Maintenance Enforcement Program                             | The Maintenance Enforcement Program (MEP) collects court-ordered child, spousal and partner support, taking action to enforce as needed. Phone: 780-422-5555  
http://justice.alberta.ca/programs_services/mep/Pages/default.aspx?WT.svl=programs                                      |
| Otteenow Employment and Training Society                    | Employment and Training Services  
Phone: 780-444-0911  
http://oteenow.com/  
300, 14925-111 Ave.                                                                                                                                                                |
| PALS-Project Adult Literacy Society                         | Offers volunteer mentors for adult students in English and math literacy as well as ESL. Phone: 780-424-5514  
http://palsedmonton.blogspot.ca/                                                                                      |
| Women’s Emergency Accommodation Centre (WEAC)               | Offers women with no place to stay and homeless women an emergency place to stay, meals and outreach support. WEAC admits new women at 9:00 p.m. every night. Location: 9611–101A Avenue  
Edmonton AB  T5H 3V5  
Phone: 780-423-5302                                                                                                    |
<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wings of Providence Shelter</td>
<td>Provides second stage housing services and transitional programs for women with children who have experienced family violence</td>
<td>780-426-4985</td>
<td><a href="http://www.wingsofprovidence.ca/index.php">http://www.wingsofprovidence.ca/index.php</a></td>
</tr>
<tr>
<td>YWCA</td>
<td>Offers programs and resources for women and girls</td>
<td>780-423-9922</td>
<td><a href="http://www.ywcaofedmonton.org/">www.ywcaofedmonton.org/</a></td>
</tr>
</tbody>
</table>

*If you require further resources, please contact our WBF staff at 780-452-1200*
## Workplace Expectations

Please review these expectations prior to attending your assessment.

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>VERY ACCEPTABLE</th>
<th>NOT ACCEPTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assertiveness</td>
<td>Able to express point of view so others want to listen. Receive challenging feedback constructively.</td>
<td>Unable to express own ideas. Unable to listen to challenging feedback.</td>
</tr>
<tr>
<td>General Attitude</td>
<td>Demonstrates positive state of mind. Consistently engaging, enthusiastic about challenges.</td>
<td>Doesn’t make eye contact; respond to or ask questions; offer ideas or withdraws from group activities</td>
</tr>
<tr>
<td>Problem Solving Attitude</td>
<td>Demonstrates problem solving. Consistently engages in and takes leadership in activities.</td>
<td>Does not offer ideas and does not engage in problem solving.</td>
</tr>
<tr>
<td>Communicating Ideas</td>
<td>Expresses ideas. Asks and responds to questions clearly. Articulate own ideas clearly for understanding</td>
<td>Applicant is unable to express her ideas so most listeners can understand.</td>
</tr>
<tr>
<td>Knowledge of Job Site Realities</td>
<td>Understands and identifies job site realities for tradeswomen - responds appropriately.</td>
<td>Does not understand or respond appropriately to job site realities for tradeswomen.</td>
</tr>
<tr>
<td>Time Management / Organization</td>
<td>Completes assignments/activities ahead of time and devises appropriate use of remaining time.</td>
<td>Needs to be asked to complete assigned activities.</td>
</tr>
<tr>
<td>Punctuality</td>
<td>Arrives with ample time to get organized and settled.</td>
<td>Arrives at last minute or late.</td>
</tr>
<tr>
<td>Suitability for the Trades</td>
<td>Informed about women in trades and/or has explored the possibilities of entering the trades.</td>
<td>No knowledge of trades or no practical approach to fulfilling her goals.</td>
</tr>
<tr>
<td>Commitment to Training or Apprenticeship</td>
<td>Knowledge of apprenticeship requirements. Eagerly ready, willing and able to commit to training or the apprenticeship process.</td>
<td>Unwilling to commit to a training program or an apprenticeship - potential four year commitment.</td>
</tr>
<tr>
<td>Asking Questions</td>
<td>Responds to and asks pertinent questions and provides relevant examples and feedback.</td>
<td>Afraid or does not ask questions. Responds with uncertainty or negatively.</td>
</tr>
<tr>
<td>QUALITIES</td>
<td>VERY ACCEPTABLE</td>
<td>NOT ACCEPTABLE</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Flexibility</td>
<td>Able to respond to changing circumstances and people.</td>
<td>Consistently responds and reacts with resistance to new situations and instructions.</td>
</tr>
<tr>
<td>Initiative</td>
<td>Ability to identify and take appropriate action. Consistently identifies opportunities to improve and takes actions.</td>
<td>Does not take action or make decisions independently.</td>
</tr>
<tr>
<td>Self-Reliance</td>
<td>Consistently takes responsibility for own learning by gathering necessary resources independently.</td>
<td>Often holds others responsible for learning and for providing necessary resources.</td>
</tr>
<tr>
<td>Interest</td>
<td>Consistently asks questions relevant to related discussions.</td>
<td>Does not ask questions or engage in discussions.</td>
</tr>
<tr>
<td>Participation</td>
<td>Consistently enthusiastic about and engages in assignments and/or group activities.</td>
<td>Consistently disengages from assignments and/or group activities.</td>
</tr>
<tr>
<td>Fitness</td>
<td>Participates in 2-5 hours of heavy daily activity. Able to participate in heavy tasks with ease.</td>
<td>Participates in sedentary activities or only light daily activity. Wheezing/huffing on during activity.</td>
</tr>
<tr>
<td>Health</td>
<td>Not currently on medication for major injuries or illnesses; sees doctor for preventative checkups.</td>
<td>Currently being treated for major injuries/illnesses; sees doctor for weekly or monthly checkups.</td>
</tr>
<tr>
<td>Support Structure</td>
<td>Friends and family consistently are aware of and support desire and initiative to work in trades.</td>
<td>Friends and family are unaware of or are not supportive of a career change.</td>
</tr>
<tr>
<td>Day Care Planning</td>
<td>Proven full-time day care with two back-ups in place. Living with family or support structure.</td>
<td>No full-time daycare or back-ups. No support structure.</td>
</tr>
</tbody>
</table>
Characteristics of a Successful WBF Student - Self-Assessment

All Applicants
Yes/No Do I have a “can do” no-quitter attitude?
Yes/No Can I meet the WBF Math and English requirements: Math 60% and English 73% (approximately grade 9 math, grade 10 English, CLB 6 level)
Yes/No Do I have effective communications skills? (Good listener, team player, ability to explain ideas clearly, confident body language)
Yes/No Am I mechanically inclined? (i.e. previous hands-on experience either paid or unpaid? laboring/warehousing, renovations, Habitat for Humanity,)
Yes/No Do I have good hand-eye coordination and physical strength? Am I capable of doing physical labor for at least 8 hours a day?
Yes/No Do I have reliable full time childcare and a minimum of 2 backups in place? (Available to pick any time during the school/work day – for 10-12 hours)
Yes/No Am I physically and mentally healthy enough to complete a WBF training program and subsequently work in construction.
Yes/No Am I safety conscious and rigorously follow safety standards?
Yes/No Am I prepared to always be in work ready appropriate attire? (i.e. jeans/coveralls, long sleeve t-shirt, no makeup and jewelry, hair tied back, steel toe boots)
Yes/No Do I have an unrestricted Class 5 driver’s license? (Mandatory for driver/operator programs and highly recommended for pre-trades programs)
Yes/No Do I have clear educational and employment goals?
Yes/No Do I have a stable home environment?
Yes/No Have I dealt with any addictions and have I been sober for at least 12 months?

Applying for Funding
Yes/No Are my taxes filed and up to date?
Yes/No Have I had recent involvement with the criminal justice system?
Yes/No Have I dealt with all of my known events, legal requirements, and/or court dates that would require me to miss class/work?

If you answered ‘no’ to any of the questions, we recommend you utilize the tools from the Career Decision Making Workshop to create an action-plan for your success. If you require assistance, contact one of our Student Recruitment Advisors.