



2020 - 2021 Apprenticeship Training

Due to COVID-19 and after consultation with Holland College and public health officials, apprenticeship technical training classes for 2020-2021 will be delivered in a Blended Learning model. Blended learning means that course content will be delivered partly distance (online) and partly in class. The online portion may include some scheduled real-time classes using a virtual classroom application, which provides the opportunity for apprentices to listen to instructor explanations, discuss topics with classmates, ask questions, and receive immediate feedback. There will be opportunities for apprentices to work on their own at home and they will be able to communicate with instructors by email and phone. The required practical component varies by trade and will be on-site at the training location following physical distancing guidelines. We understand that this form of learning may be new to many apprentices, but Apprenticeship and Holland College remain committed to working with apprentices to ensure quality training. There will be support every step of the way.

Apprenticeship training will remain full-time and apprentices will continue to receive all applicable funding supports (must be EI eligible) while in training.

Apprentices should have access to a modern desktop PC or a laptop. A tablet, a Chrome Book, or a smart phone can be used to access parts of the online content, if necessary. Apprentices will need access to high-speed internet. Apprentices will have access to computer labs in campus buildings in the evening.

Preparing for Coming to Technical Training

- It is highly recommended that you have consistent access to a modern desktop computer or a laptop and high-speed internet. A tablet, a ChromeBook, or your smart phone may be used to access parts of the online content, if necessary.
- Please refer to the [Holland College](#) website and review [Covid-19](#) information.
- The online portion of the training may include some scheduled real-time classes using a virtual classroom application, which provides the opportunity for apprentices to listen to instructor explanations, discuss topics with classmates, ask questions, and receive immediate feedback. There will be opportunities for apprentices to work on their own at home and they will be able to communicate with instructors by email and phone. The required practical component varies by trade and will be on-site at the training location following physical distancing guidelines.
- Have face masks and required PPE (depending on your trade) to bring to campus with you.
- Your instructor will be in touch with you before training begins to tell you where to come on the first day.

First day

- Your first day of training will be on campus for an orientation.
- Your instructor will assist you with the following:
 - Obtaining a HollPass card. This card is required to access campus buildings for the remainder of your training. The instructions are below for your information.
 - The training schedule and delivery of theory/practical learning will be explained. This will include what technology will be used.
 - Safety protocols/policies will be covered. Covid orientation session will be provided.
 - Student/instructor expectations discussed.
 - Information on acquiring your textbooks.
 - You will receive your username and log in information and will be able to practice it. If you attended training in the past, you already have a student ID number, username, and password. If unknown to you, someone can help find this information and change your password, if necessary.
 - Campus and computer lab open hours, especially during evenings.

The Campus

- Entry restrictions will be in place with doors locked. HollPass is required for access and there are designated entry and exit points to buildings. Individuals should swipe their own HollPass upon entry.
- Follow all posted directional and room capacity signage.
- A self-assessment for symptoms of Covid is posted at entry points to campus buildings. All students must self-monitor for Covid symptoms and report symptoms to their instructor. Do not attend class if you have symptoms. Detailed information will be explained to you during orientation day and can be found at our [Covid-19](#) website.
- Frequently wash your hands and use the hand sanitizing stations that are available throughout campus buildings.
- Physical distancing of 6 feet (2 meters) is required. When physical distancing cannot be maintained non-medical masks or face coverings are strongly recommended. Practice physical distancing when on breaks.
- Your instructor will review procedures for handling shared tools and equipment. Gloves and frequent cleaning may be required.
- Rotating schedules may be in effect to minimize hallway traffic.
- Common gathering areas may not be open, including cafeterias.