

Hello, and welcome to Algonquin College.

We look forward to meeting you and thank you for choosing Algonquin College to complete your Apprenticeship training for Refrigeration and Air Conditioning Mechanic (313A) or Residential Air Conditioning Mechanic (313D). This document contains information that will assist in your transition into the Algonquin environment. Please read it in its entirety.

It is expected that your employer has provided a measure of training as per the requirements of the apprenticeship contract you both signed. Please understand that it is your employer's responsibility to provide the exposure and practical experience needed to make best use of the classroom and trade theory education we provide. The education here at Algonquin cannot replace field experience on a variety of equipment.

The levels of schooling are full time and can be intense. A significant commitment of time may be required, and you should be prepared accordingly. It is also expected that you have a reasonable proficiency with computers, technology and other parts of the modern workplace. Examples of skills that may be required during your in school training include use of email, Microsoft Office operation (Word, Excel, PPT, etc), use of online learning tools, use of forums and discussion boards, and use of simulation software for things like troubleshooting. Some tests and assignments may include the use of technology, and must be completed and submitted online. The use of Algonquin College provided email is essential.

Most of your practical classes will take place in the Algonquin Center for Construction Excellence (ACCE) in room CA123. Please refer to the map on the last page to orientate yourself. Likely your theory classes will also be scheduled in ACCE. On your schedule rooms in ACCE will be designated by "CA".

Things you should be aware of:

- **You must bring your own safety boots and safety glasses.** They are mandatory in all shop classes and are not provided. They must be CSA approved. **Please ensure you have these on the first day of class.**
- Denim pants (jeans), work pants, and cotton / wool shirts are acceptable clothing in the shop.
- No clothing with synthetic material is accepted due to flammability dangers when working with and around torches in the shop.
- In Level 1 you may wish to bring shade #4 or #5 welding goggles as well as heavy welding gloves.
- You are free to bring leather work gloves for use in the shop if you wish, they are not provided.
- All tools and meters are provided in the shop, do not bring tools or equipment from outside the college.

- Computer proficiency, use of email and the internet is required to complete this program.
- Laptops, tablets and other mobile devices are an asset. Computer labs are accessible on campus.
- All students have free access to the Wi-Fi network while on campus.
- All students have access to college printers and are provided a limited allotment of paper. Printing costs may incurred.
- For class, you should at a minimum bring: notepad, binder, pens/pencils, a clear ruler, a 30/60 drafting square and a calculator.

The environment at Algonquin College is a professional one. Please refer to the Student Conduct Directive for more information.

<https://www.algonquincollege.com/policies/files/2019/09/SA07.pdf>

At the beginning of classes the individual teachers will review the expected standards of professionalism, courtesy and behavior within the College, as well as reviewing safety procedures and policies for the lab environments.

Parking passes and lockers are available. The Parking and Locker office is in Building E (the Student Commons), Room E120. Parking and lockers are also available online:

Parking <http://www3.algonquincollege.com/parking/>

Parking Lot map: <http://www3.algonquincollege.com/parking/map/>

Lockers <http://www3.algonquincollege.com/parking/lockers/lockers/>

Daily pay and display parking is available in Lot 12 for a daily fee or you can purchase a parking pass for another lot through the Parking Office. Parking passes typically sell out quickly.

Employment Ontario representatives will be on campus during the first week of class in order to document all apprentices and to determine eligibility for various allowances. Please note that this documentation session is mandatory. You will be advised when and where you are scheduled to meet with the representatives from Employment Ontario. Please review the **Employment Insurance Benefits & Employment Ontario Documentation** document posted online for information on required documents:

http://www.algonquincollege.com/ro/plan-getting-accepted-into-college/apprenticeships/important_information/

You are required to apply for Employment Insurance benefits on-line through Service Canada prior to the start of class. <http://www.servicecanada.gc.ca/>

Several textbooks are used, and you should plan on this necessary expenditure. There are **two textbooks required for Level 1**. These are: **Refrigeration and Air Conditioning Technology 9thed** and **Electricity and Controls for HVAC-R 7thed**. You should expect to spend \$500 for these textbooks. They are used in all levels of training.

313A Apprentices will require **Commercial Refrigeration 3rd^{ed}**, and **Blueprints and Plans for HVAC 4th^{ed}** when they return for Level 2 and Level 3. You should expect to spend \$500 for these textbooks. Texts can be purchased at the Algonquin bookstore: <http://www.bookstore.algonquincollege.com/>

Other books may be used, and textbook requirements will be communicated to you in the first week of class. It is best to wait until week 1 ensure all textbooks will be fully used before purchasing. Alternatively you may purchase the book and attempt to keep it in returnable condition. Please be aware that textbooks may be updated or changed throughout your apprenticeship, it is not guaranteed that the same books will be used throughout the entire 5 years of your apprenticeship

We trust that this information has been helpful.

Trevor Root

Coordinator/Professor

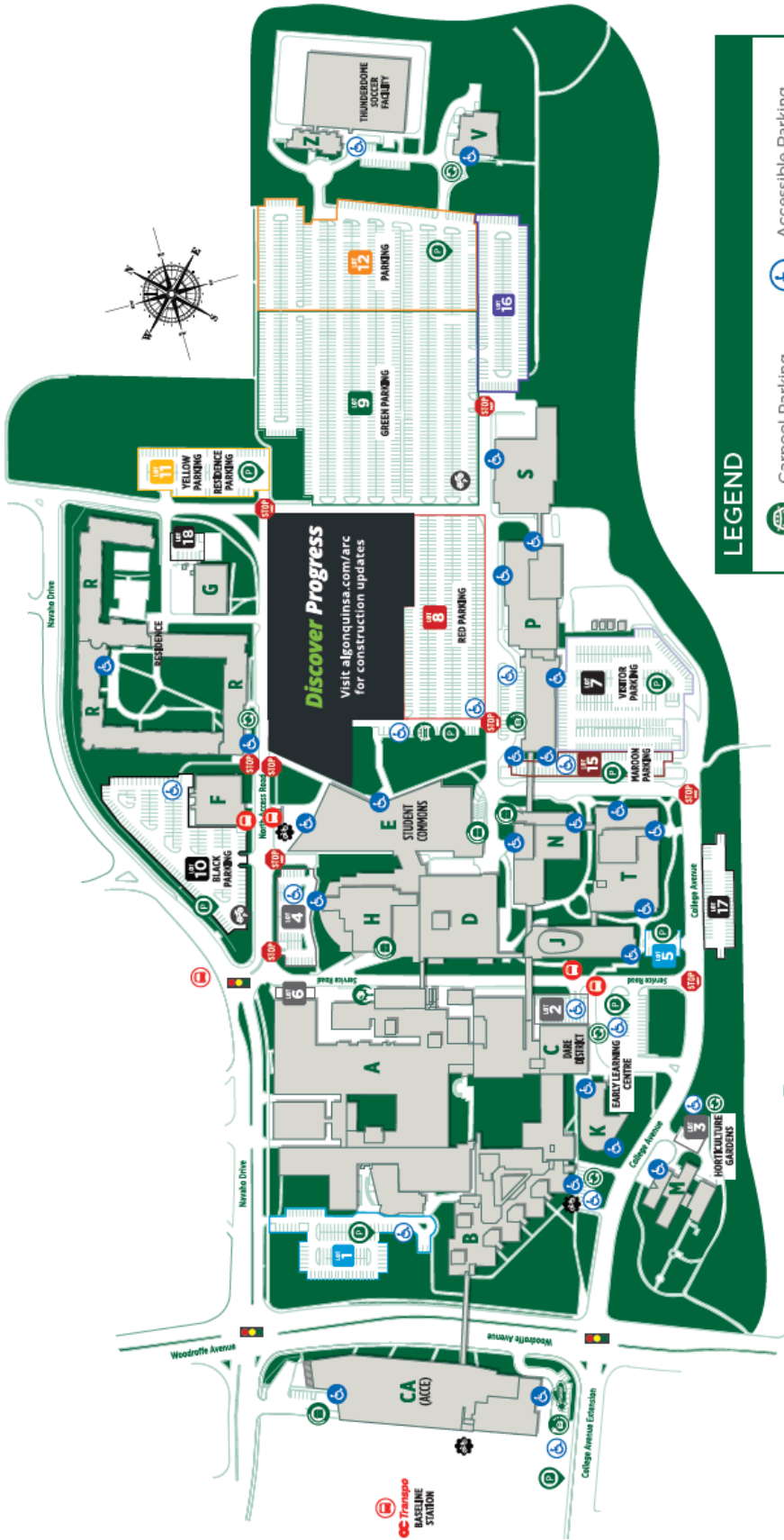
Refrigeration Apprenticeship Program

613 727 4723 x2464

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Canada

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Welcome to Algonquin College 2019 - 2020



September 2019

LEGEND

	Carpool Parking		Accessible Parking
	Park, Pay & Go		Accessible Entrance
	Motorcycle Parking		OC Transpo Baseline Station
	Car Sharing		OC Transpo Stop
	Electric Vehicle Charging Station		Shipping
	Bike Repair		Loading Zone
			Loading Dock

PARK, PAY & GO

Payment is required at ALL times in all lots.

Lot 12 - \$10.00/day

Lots 1, 5, 10, 11 and ACCE - \$4.00/hr

C, E, P and N Building - \$4.00/hr

Evenings and Weekends - \$5.00 flat fee (Lots 8, 9, 10 and 12)

VISITOR PARKING LOT

Payment required at ALL times. \$4.00/hr, \$18.00 maximum

NOTE: Please visit our website for all available permits.

Prices are inclusive of applicable taxes.