

Hello, and welcome to Algonquin College.

We look forward to meeting you and thank you for choosing Algonquin College to complete this level of 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.

Expectations

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 trade school provides. The education here at Algonquin cannot replace journeyman instruction and 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), online learning tools, forums and discussion boards, and 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.

This winter we hope to have put COVID19 pandemic restrictions behind us. However, if circumstances change it may be necessary to make adjustments to program delivery. It is essential that all students and faculty protect each other and the program by not attending if unwell, and following basic social hygiene practices such as handwashing, cough covering, etc. Currently the use of masks is optional.

Things you should be aware of:

- **You must bring your own CSA approved safety boots and safety glasses.** They are mandatory in all shop classes. **Please ensure these available on the first day of class - in your vehicle or locker is suitable.**
- The shop has clothing standards:
 - 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.
- All tools and instruments are provided in the shop, do not plan to 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. Printing costs may be incurred.
- For class, you should at a minimum bring: notepad, binder, pens/pencils, a clear ruler, an architect's scale rule in IP units, a 30/60 drafting square and a calculator.
- In Level 1 you may wish to bring shade #4 or #5 welding goggles as well as both light and heavy welding gloves.
- You are free to bring leather work gloves for use in the shop if you wish, they are not provided.

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.

Delivery

Your practical classes will take place in the Algonquin Centre for Construction Excellence (ACCE) in room CA123 or CA218. 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".

The RACM programs use hybrid delivery. Some of your theory classes will be delivered remotely, using the online video conferencing software Zoom. Remote classes will be scheduled at typical times, and likely will be conducted live and in real time, with a teacher present virtually. Other theory and all shop classes will be delivered remotely, face-to-face.

Live remote classes will not be recorded or available after the fact. Some classes may be delivered using recordings or other tools that allow you to complete the class at a time convenient to your schedule. If the COVID-19 situation should worsen throughout the intake, it is possible that more classes will be conducted remotely, if deemed necessary or beneficial.

You will need access to a computer, a reliable high speed internet connection with sufficient data allowance, a webcam and possibly a printer and scanner. Various software applications on handheld electronic devices may be used as well.

It is our desire and intention to replicate the in-class experience as much as possible, and we have confidence it can be done – with your help. Your teachers will provide additional information on how remote classes will work. There will be no cost to you to purchase the video conferencing software, it will be provided by Algonquin College.

Parking and Lockers

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 1 and 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. The Parking Department has additional information and recommendations at this time due to the effect of the COVID19 pandemic and the limited number of students on campus.

Employment Insurance

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/> The program has nothing to do with employment insurance applications – you must follow the instructions from the governments of Ontario and Canada.

Textbooks

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 4thed**, and **Blueprints and Plans for HVAC 4thed** when they return for Level 2 and Level 3. You should expect to spend \$500 for these textbooks. 313D Apprentices will require **Blueprints and Plans for HVAC 4thed** when they return for Level 2. You should expect to spend \$250 for this textbook.

It is best practice to check with the teacher of each course on the first day of class to confirm textbook expectations. Texts can be purchased at the Algonquin bookstore: <http://www.bookstore.algonquincollege.com/>

Other books and resources 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

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LEGEND

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

PARK, PAY & GO

Payment is required at ALL times in all lots.

Lot 12 - \$10.00/day

Lots 1 - \$4.00/hr or \$12.00/day

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)

NOTE: Please visit our website for all available permits.
Prices are inclusive of applicable taxes.

VISITOR PARKING LOT

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