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**Keewatin Academy of Information Technology
 Student Contract**

Instructions to Students:

A contract is to be completed by all students enrolling in a program registered with the Keewatin Academy of Information Technology. The contract sets out program details, terms and conditions of enrollment. The contract must be signed by the applicant prior to the program start date. All sections of this contract must be completed. The signed contract must be copied to the student file and the original provided to the student within five days of commencing the program.

Applicant Information

1. Name of student: _____

Mailing address: _____

Postal code:

Telephone:

SIN:

2. Education / Experience:

Public school attended / location: _____

Grade achieved: _____

Post secondary education: _____

Work experience: _____

Name of standardized test :
 (If prerequisite verification is not provided)

Results:

3. Contact Person:

In case of emergency, school is to contact:

Name of person: _____ Telephone #: _____

Name of doctor: _____ Telephone #: _____

Does student have any medical condition, disabilities or allergies which will restrict their participation in this program?

YES: NO:

If yes, briefly explain:

Expected Activities

1. Participate in the technical training delivered by distance Instructor via Online resources

- Complete all modules and final exam for the Cisco ITE courses;
- Follow the Cisco ITE Schedule as prepared by Instructors;
- Complete assignments and tasks as required by trainers and supervisors in local offices;
- Participation with a Final Project for Interns' organization (further details given in Orientation);
- Please note that the training course is 100% online, there are no textbooks for this course. All materials are available on the website.
- If student falls 2 modules behind, this is reason for dismissal;

2. Required Activities for Saskatchewan First Nations and Inuit Youth Employment Strategy

- Participation in orientation and skills development sessions;
- Participant will be required to submit all forms and schedules required by Indian and Northern Affairs Canada;
- Celebrating Success – write a story explaining how the training and work experience has benefited yourself and your community.
- Promote and Create awareness of the Saskatchewan First Nations and Inuit Youth Employment Strategy.

3. Under the guidance of Technical Supervisor, offer Technical Support to Local area networks within the Community

- General maintenance of computers (i.e. anti-virus and system updates);
- Installation of software purchased (when necessary); and,
- Troubleshooting computers and peripherals within knowledge capacity and comfort level.

Please note that any work done under the supervision of a Technical Supervisor or as an individual is the responsibility of the hosting organization and not KCDC or Saskatchewan First Nations and Inuit Youth Employment Strategy.

Terms of Schooling

1. Youth funded through the Saskatchewan FNI-YES program will be paid **\$12/hour**. Saskatchewan First Nations and Inuit Skills Link Program (Keewatin Career Development Corporation) will administer payroll and cover all employer related payroll costs (CPP, EI, and Vacation Pay).
2. Youth interns must work at minimum 37.5 hours per week for full-time positions.
3. Overtime work and sick leave benefits will **not** be authorized using these funds.
4. At the end of the work term, interns are required to fill out of the **FNIYES - Youth Evaluation** form. Youth Evaluation form must be completed by all interns at the end of their work term **before** they can receive their final paycheck and vacation pay-out. (Note that interns are not allowed vacation days. Vacation pay is banked and paid out at the end of the work term.)
5. All youth are required to report for daily lectures. Failure to do so will result in loss of claimable work hours for that day (to a maximum of 3.5 hours, other work hours are verified by on-site supervisor). If interns are unable to connect to the online training, they should contact the main office **immediately**.

Declaration

I hereby certify that:

1. I fully understand and agree to the Expected Activities of the Keewatin Academy of Information Technology which are described in the body of this contract.
2. I understand that by signing this contract I have not been guaranteed employment upon completion of the program requirements.
3. I understand this contract is subject to the Private Career Colleges Regulation Act and its General Regulations.

Name of Applicant (print)

Signature of Applicant

Dated at _____ this _____ day of _____ in the year _____