

RCD

**residential
construction
day**



THIS KIT CONTAINS THE RESOURCES YOU NEED TO RUN A SUCCESSFUL RCD.

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NEXT RESIDENTIAL CONSTRUCTION DAY

OCTOBER 25, 2018

JOIN US!

WHAT IS RESIDENTIAL CONSTRUCTION DAY

- Residential Construction Day is a 1-day event organized by local members in each Home Builders' Association that allows high school students who are registered in the Specialist High Skills Major (SHSM) program at their high school to experience first-hand the many career opportunities available to them in the Residential Construction industry.
- The experiential learning opportunity allows students to visit between 2-4 different sites during this 1-day event and to interact with experts in these fields.

WHY DO WE NEED A RESIDENTIAL CONSTRUCTION DAY

- We predict that 1 million workers will be needed in the trades by 2020 – *The Conference Board of Canada*.
- Many skilled tradespeople earn a great living, with many in the six figures, but our youth don't know this about our industry – *Ontario Youth Apprenticeship Program*
- 40% of new jobs will be in skilled trades and technologies – *Toronto Workforce Innovation Group*
- Nearly 50% of businesses surveyed said a shortage of qualified labour was one of the most important issues facing them – *Canadian Federation of Independent Business*

WHAT DOES EACH HOST NEED TO KNOW

- When the students visit our sites, they learn what career path they should take, and might look to you for a co-op placement or an apprenticeship placement. You need to know what pathway leads to that career:
 - High School Diploma – Voluntary Trades or Direct Entry (roofer, flooring installer, drywaller, cement finisher)
 - Apprenticeship – Compulsory Trade or Apprenticeship (licensed apprentice or journeyman like electrician, plumber, HVAC); begin with Ontario Youth Apprenticeship Program in high school
 - College – Pre-apprenticeship and Apprenticeship programs (surveyor, draftsman, landscape designer, home builder, building inspector, site supervisor, estimator, interior designer, construction management)
 - University – Degree programs (urban planner, civil engineer, architect, lawyer)

WHAT WILL STUDENTS EXPERIENCE?

- The students will have the opportunity to connect with individuals from each host site. These will be different from one year to the next to provide variety.
- They will see the progression of a residence and the possible industries involved from excavation, sales office, warehouse where product is made, to project managers

escorting them through initial stages of a build to the end with the different trades involved for the day.

- They will have one of these host sites provide lunch and offer a speaker (not mandatory).

QUESTIONS ABOUT RCD YOU MAY HAVE

- **Who is the target group for this event?**
 - Only high school students who are 16 years or older and are part of the SHSM or OYAP are offered the opportunity to participate. Each high school has the ability to offer to other students based on their discretion.
 - For best results, each event should focus on hosting 35-60 students, and those numbers are further subdivided into four groups in order to fit them at each site safely and comfortably.
- **What is the host site required to provided?**
 - Certificate of Insurance of \$1 million general liability (see sample below).
 - Safe environment and supervisor during the students' visit.
- **Who will provide personal protective equipment for the day?**
 - Where available, we lean on our local Habitat for Humanity since they possess hard hats and safety boots in surplus.
 - If this isn't possible, some members have steel-toed boots or toe caps that can be loaned out for the day.
 - If any Association has an obstacle to this requirement, we will have other options available. First come, first served basis. Limited resources available at this time.
 - Promote students to bring their own boots and hard hats.
- **What about liability?**
 - Students will have to complete a permission form signed by a guardian/parent to allow them to attend the RCD. Each school will be different.
 - School boards are welcomed to use their own permission form as long as all students have completed and submitted forms prior to attending the event.
- **Who coordinates the RCD?**
 - As the graphic under Admin Requirements illustrates, the Home Builder Associations and School Boards (Specialist High Skills Major (SHSM) Leads or equivalent will work with a Career Education Council (CEC) or equivalent.
 - Each HBA will have a Co-ordinator such as the Executive Offer, Education Committee or Member Champion who will coordinate with the participating school boards.
 - Each site host is customized to suit the needs of each location, site availability, and local support.

ADMIN REQUIREMENTS

HBA

-host sites, sponsor, safe environment



CEC

-liaises between these two

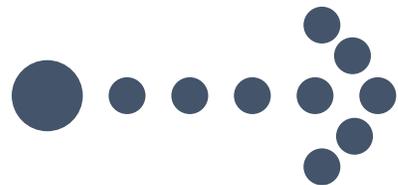


SCHOOL BOARD

-provides Primary Learning Audience (PLA), forms, transportation



CEC ties it all together to ensure the event happens



- All students must wear long pants and have suitable shoes that could allow for steel-toed caps if necessary.
- Dress for the weather.
- Schools must give contact information of teachers, coordinators, bus company in case of a schedule change.
- Medical or food issues of students involved need to be relayed to RCD coordinator.
- Ensure a quick system of hard hat and boot distribution at the start of the day.
- School forms must all be completed and verified.
- Each participating HBA and school will decide on more specific details such as which school is going first to each location, which sites are available for that exact day, what speaking points are most effective for the group that is touring, etc.
- At each lunch host site, you should use this opportunity to get a group photo, post on social media, have a guest speaker, Q&A, anything to make it memorable for the group.
- A template invite and itinerary is included on the following pages.



TEMPLATE INVITE FROM GUELPH'S PILOT "RESIDENTIAL CONSTRUCTION DAY"



THURSDAY, OCTOBER 26TH

RESIDENTIAL
CONSTRUCTION DAY

PARTICIPATING SCHOOLS: JFR, CWDHS

9:00AM—3:00PM



**with HABITAT FOR HUMANITY, GRANITE HOMES, HY-MARK
MECHANICAL & GEMINI HOMES AS OUR HOSTS**

- ◇ UGDSB will bus 35 students from a designated school to participate.
- ◇ At each spot, a host will give a tour of their space.
- ◇ Each business will have a set time:
- ◇ **9:00-9:30 20/15 Students en route**
- ◇ **9:30-10:30 All 35 Habitat—Welcome, Safety Overview, Cityview Village, drop off at 728 York Road**
- ◇ **10:45-11:45 A Granite Homes — Office Tour, 7 Edinburgh Rd S**
- ◇ **10:45-11:45 B Gemini Homes — 459-473 Starwood Drive**
- ◇ **12-1 AB Hy-Mark — Lunch, Tour, 5068 Whitelaw Road**
- ◇ **1:15-2:15 B Granite Homes — Office Tour, 7 Edinburgh Rd S**
- ◇ **1:15-2:15 A Gemini Homes — 459-473 Starwood Drive**
- ◇ **2:30 AB Back to School**
- ◇ The main food and drink will be at Hy-Mark. Other hosts are welcomed to provide refreshments.
- ◇ UGDSB will look after bus costs, signing up the students, getting them to the loading school, having photography and other permission forms signed.
- ◇ Hosts will ensure they have proof of insurance and liability of \$2 million.

**CORPORATE
SPONSORS:**



Guelph & District Home Builders' Association
7 Clair Road W ✉ Box 27075 ✉ Guelph, ON N1L 0A6
P: 519-836-8560 ✉ E: guelph.homebuilders@gmail.com

TEMPLATE INVITE FOR HBAs TO USE

***Workable form available upon request*

RCD | residential construction day

THURSDAY, OCTOBER 25TH

PARTICIPATING SCHOOLS:

9:00AM—3:00PM



*with COMPANY A, COMPANY B, COMPANY C, AND COMPANY D
AS OUR HOSTS*

- ◇ [School Board] will bus [# OF] students from a designated school to participate.
- ◇ At each spot, a host will give a tour of their space.
- ◇ Each business will have a set time:
- ◇ **9:00-9:30 #/# Students en route**
- ◇ **9:30-10:30 All # Company A—Welcome, Safety Overview,**
- ◇ **10:45-11:45 A Company B — Tour**
- ◇ **10:45-11:45 B Company C — Tour**
- ◇ **12-1 AB Company D — Lunch, Tour**
- ◇ **1:15-2:15 B Company A — Tour**
- ◇ **1:15-2:15 A Company B — Tour**
- ◇ **2:30 AB Back to School**
- ◇ The main food and drink will be at Company D. Other hosts are welcomed to provide refreshments.
- ◇ [School Board] will look after bus costs, signing up the students, getting them to the loading school, having photography and other permission forms signed.
- ◇ Hosts will ensure they have proof of insurance and liability of \$2 million.

List Sponsors and Partners here with their logos



Contact Info is listed here



FEDERATED INSURANCE COMPANY OF CANADA
 Head Office: 255 Commerce Drive, Winnipeg, MB
 Mailing Address: P.O. Box 5800, Winnipeg, MB R3C 3C9
 Telephone: (204) 786-6431; In Quebec: (450) 687-8650

CERTIFICATE OF INSURANCE

This Certificate is for information only; it is not a contract of insurance but attests that a policy as numbered herein (as it stands at the date of this Certificate) has been issued by the Company. Said policy is subject to change by endorsement and to assignment and cancellation in accordance with its terms.

CERTIFICATE HOLDER **INSURED** **DATE ISSUED: SEP 27 2017**

SHSM/TECHNOLOGICAL EDUCATION CURRICULUM LEAD
 UPPER GRAND DISTRICT SCHOOL BOARD
 500 VICTORIA RD N
 GUELPH, ON
 N1E 6K2

Is Certificate of Insurance required on renewal: Yes

PROPERTY AND LIABILITY

Policy No.: 0098549.0 Effective Date: MAY 23 2017 Expiry Date: JAN 01 2018

GENERAL LIABILITY

Occurrence Limit: \$1,000,000 General Aggregate Limit: \$2,000,000
 Products Completed Operations Aggregate Limit: \$2,000,000
 COMMERCIAL GENERAL LIABILITY INCLUDING PRODUCTS & COMPLETED OPERATIONS
 CROSS LIABILITY

UMBRELLA LIABILITY

Policy No.: 0098551.1 Effective Date: MAY 23 2017 Expiry Date: JAN 01 2018
 Occurrence Limit: \$4,000,000 Aggregate Limit: \$4,000,000 SELF-INSURED RETENTION: \$5000

Note: The Umbrella Policy is designed to provide higher limits for any General Liability or Automobile Liability Policy listed on this Certificate of Insurance. **For example,** if the General Liability occurrence limit is \$1,000,000 and the Umbrella Liability occurrence limit is \$9,000,000, the Insured has a total limit of \$10,000,000 for any single occurrence.

AUTOMOBILE LIABILITY

Policy No.: 0098550.3 Effective Date: MAY 23 2017 Expiry Date: JAN 01 2018
 Limit: \$1,000,000 Type: NON-OWNED AUTO

AUTOMOBILE LIABILITY

Policy No.: 0099717.0 Effective Date: MAY 23 2017 Expiry Date: JAN 01 2018
 Limit: \$1,000,000 Type: STANDARD AUTO

Special Provisions: The certificate holder listed above will be given 30 days written notice of cancellation.

This Certificate of Insurance neither affirmatively or negatively amends, extends or alters the coverage afforded by the above policy number(s).

Chief Executive Officer

RESOURCE INFORMATION

Getting Started!

- Organize a team starting with each HBA and set up a meeting with your local School Board Co-ordinator, OYAP Co-ordinator, SHSM Co-ordinator and/or CEC Director.
- Once your group is established, decide how many companies can volunteer their space and time; and in some cases, resources such as boots, hard hats, and/or sponsors for food.
- School contacts will coordinate with co-op teachers to get students excited about participating and look after necessary forms and requirements that can include:
 - Field Trip Form
 - Photography Permission Form
 - Bus Booking Form
- If you cannot enlist a Habitat for Humanity as one of your host, you will need to look at other means of acquiring boots and hard hats to ensure the health and safety of the students.

At the School

- Teachers supervising for the day need to ensure students arrive on time and sign in.
- Each teacher needs to ensure they have the agenda and contact numbers and addresses to ensure a smooth day.

On the Bus

- While on the bus, please explain to the students safety rules again.
- Give background information on where they're going and what they hope will be learned for the day.

At the Sites

- Boots and hard hats to be given promptly at the first location.
- First host site will give safety brief to the students.
- Each host should introduce themselves and give a background to their company.
- Talk about the industry and your career specifically.
- Talk about what you like, how you got to where you are, any special requirements.
- Talk about the education needed for your role and maybe the pay scale if you feel comfortable discussing that part.
- Ask them questions that will lead to thoughtful answers, stay away from yes and no answers.
- Teacher supervisors are expected to control the behaviours of the students.
- At the last site, ensure all students have handed in their borrowed boots and hard hats.
- The RCD Co-ordinator will be responsible to get PPE back to sponsoring company.

SAFETY BRIEFING TEMPLATE

What You Need To Know Visiting Our Sites Today!

- ✎ Review at the beginning of the tour with the students, perhaps while they're getting their boots and hard hats:
 - Personal protective equipment
 - Weather/ground conditions
 - Excavations
 - Height concerns or confined spaces
 - Existing buried and/or overhead services
 - Traffic on and off site
 - Plant, tools and equipment
 - Hazardous substances
 - Demolition on or near site

CONSENT FORM INFORMATION

- For experiential learning trips, the Ministry of Advanced Education and Skills Development has provided funding to allow school boards the opportunity to provide students with learning opportunities outside the classroom. These programs are designed to assist the student in planning for post-secondary education and workplace opportunities.
- Each participating school will post or deliver a sign-up form for RCD sometime in September. Permission forms will be distributed sometime in October.
- Most HBAs have two to four school boards in their area. From an organizational point, once you make that connection and get one on board to participate, they will seek out which high schools want to participate.
- Make sure school partners communicate to parents what they are signing and what it means.
- While all precautions are put in place to ensure everyone's safety, some injuries could occur. Ensure risks are mitigated at your site and ensure coordinators communicate those risks to the students.
- As a site host, you are not responsible for the distribution or validity of the consent forms. Those are the responsibility of the school that agrees to partner in the RCD.
- RCD does not provide any additional insurance for this event. The school board and the individual host sites assume the risk and responsibility from an accident occurring.
- The school board strongly advises that all students participate in the Student Accident Insurance plan offered through the school.
- By participating in RCD, the students agree to abide by the rules and regulations of each site, agree to have their photo taken, and agree to participate in the feedback process to improve this event.

EXPECTATIONS

- The student will be provided with details of each trip by the supervising teacher (Date, Time, Location, Transportation, Food expectations).
- The student is expected to share this information with his/her parent/guardian.
- All trips will be supervised by no less than one teacher.
- Students are assumed to be given proper health and safety expectations by the supervising teacher before the event.

REGISTRATION FORMS

Please print the names of your students, indicate if they have boots and if not, their boot sizes.

TEACHER/STUDENT INFORMATION FOR RESIDENTIAL CONSTRUCTION DAY			
TEACHER'S NAME:			
SCHOOL:			
STUDENT'S NAME & EMAIL	BOOTS		BOOT SIZE Fill in only if needed
	Will student be wearing their own CSA boots?		
1.	YES	NO	
2.	YES	NO	
3.	YES	NO	
4.	YES	NO	
5.	YES	NO	
6.	YES	NO	
7.	YES	NO	
8.	YES	NO	
9.	YES	NO	
10.	YES	NO	
11.	YES	NO	
12.	YES	NO	
13.	YES	NO	
14.	YES	NO	
15.	YES	NO	
16.	YES	NO	
17.	YES	NO	
18.	YES	NO	
19.	YES	NO	
20.	YES	NO	
21.	YES	NO	
22.	YES	NO	
23.	YES	NO	
24.	YES	NO	
25.	YES	NO	
26.	YES	NO	
27.	YES	NO	
28.	YES	NO	
29.	YES	NO	
30.	YES	NO	

RESIDENTIAL CONSTRUCTION DAY BUS INFORMATION

Participating School:	Participating School:
Location:	Location:
Pick up time:	Pick up time:
Notes:	Notes:
First location:	First location:
Address:	Address:
Time:	Time:
Activity:	Activity
Second location:	Second location:
Address:	Address:
Time:	Time:
Activity:	Activity:
Third location:	Third location:
Address:	Address:
Time:	Time:
Activity:	Activity:
Fourth location:	Fourth location:
Address:	Address:
Time:	Time:
Activity:	Activity:
Departure to school:	Departure to school:
Notes:	Notes:

STUDENT FEEDBACK FORM

**Set up as electronic feedback through Google Survey or similar (good opportunity for a student to create this through an I.C.E. initiative(Innovation, Creativity, Entrepreneurship)), rather than paper for maximum response.*

RESIDENTIAL CONSTRUCTION DAY FEEDBACK FORM HELD THIS DAY	
1. Was the construction day interesting?	POOR 1...2...3...4...5...6...7...8...9...10 AWESOME
2. Were the hosts' informative?	POOR 1...2...3...4...5...6...7...8...9...10 AWESOME
3. Length of event?	POOR 1...2...3...4...5...6...7...8...9...10 AWESOME
4. Content of the event?	POOR 1...2...3...4...5...6...7...8...9...10 AWESOME
5. Group size?	POOR 1...2...3...4...5...6...7...8...9...10 AWESOME
6. Overall impact of the event?	POOR 1...2...3...4...5...6...7...8...9...10 AWESOME
ADDITIONAL COMMENTS:	
BEST PART:	
WHAT CAREER PATH WOULD YOU CONSIDER NOW?	
WHAT STOOD OUT FOR YOU?	

Thank you for participating! You've helped make this experience better for next year!

*(**Offer \$20 Tim Hortons gift card prize for students to be entered to win if survey completed.)*

PARTNER FEEDBACK FORM

*Set up as electronic feedback, rather than paper for maximum response

RESIDENTIAL CONSTRUCTION DAY FEEDBACK FORM HELD THIS DAY	
Partner Site:	
Your Name:	
Position:	
Email:	
What interested you most about being involved in Residential Construction Day?	
Do you have any feedback about the overall schedule or logistics of the day?	
Do you have any comments about student engagement during the tours?	
What did you like most about this event?	
What did you like least about this event?	
Would you participate in this event in the future?	
What do you think we could do to add value to this event in the future?	
Would you recommend <i>Residential Construction Day</i> to other businesses in this sector?	
Would you be interested in getting involved in experiential learning initiatives such as sector-specific workshops, tours or opportunities to speak in classrooms or at career events?	
Additional comments or feedback:	

MEDIA RELEASE FORM

STUDENTS ARE GETTING AN INSIDE LOOK INTO THE RESIDENTIAL SKILLED TRADES

Some careers open up a wider range of career options than others. And what better way to help our youth than showing them the multitude of career paths they can aspire to while in high school than through experiential learning opportunities like this one.

High school students from across Ontario are participating in **the Residential Construction Day** every last Thursday of October. High school students from [name of school] are visiting companies such as [insert HBA member names here]. They are exposed to men and women who are in high-paying, high-demand careers that span several interests in the residential construction industry.

BuildForce has predicted that one fifth of the province's current construction workforce is retiring over the next 10 years, leaving us with over 20% of the labour force needing to be replaced. With the average age of the construction workforce at 41, our youth are more important than ever.

This Residential Construction Day (RCD) is in partnership with the Specialist High Skills Major (SHSM) program in the local high schools along with the Career Education Councils (CECs) in participating areas as well; and they are matched up with local members of Home Builders' Associations (HBAs).

Residential Construction Day was initiated in Guelph to promote youth into skilled trades.

For more information, please contact [Stacy at scooper@cooperadmin.com.]

Brought to you by **CanadaTradeSolutions**