



High School
Apprenticeship
Program

HSAP EDUCATOR GUIDE

High School Apprenticeship Program: HSAP Educator Guide

ISBN: 978-0-7711-6469-9

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Manitoba Education and Early Childhood Learning
Winnipeg, Manitoba, Canada

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Available in alternate formats upon request.

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ACKNOWLEDGEMENTS

Manitoba Education and Early Childhood Learning (MEECL) gratefully acknowledges the contributions of the following individuals in the development of the *High School Apprenticeship Program (HSAP) Educator Guide*.

Andy Reimer
Border Land School Division

Erik Leefe
Seine River School Division

Bob Lepischak
Beautiful Plains School Division

Nick Verras
Prairie Rose School Division

Steve Proskurnik
River East Transcona School Division

Tim Klein
Pine Creek School Division

WHAT IS HSAP?

The High School Apprenticeship Program (HSAP) is a pathway for students in Grades 10 to 12 to explore an apprenticeable trade while completing their academic graduation requirements.

Students work with the assistance of an HSAP educator to find an employer. Then, they complete an Apprenticeship Application and Agreement with the employer and Apprenticeship Manitoba, which will allow them to get paid for on-the-job training, earn up to eight high school credits (one credit per 110 hours on the job), and potentially transition to a post-secondary apprenticeship pathway in a registered trade career.

Student-apprentices work in one of Manitoba's designated (compulsory/voluntary) trades, which can lead to provincial or interprovincial certification.

High school graduates may transfer their HSAP on-the-job hours into a post-secondary apprenticeship and can continue to accumulate required on-the-job training (approximately 80%), as well as begin the in-school technical training (approximately 20%). Most apprenticeship trade programs take between two to four years.

Apprenticeship Manitoba records incentive credits for on-the-job hours based on the Report of Hours submitted by the employer. For every 220 hours of practical training obtained as an HSAP student-apprentice (maximum 880), eligible student-apprentices will receive a personal contribution fee for one level of training (to a maximum of four levels).

Post-graduation, student-apprentices call 204-945-3337/1-877-978-7233 to register for technical training, which can be taken at the following colleges:

[Assiniboine Community College \(ACC\)](#)

[Red River College Polytechnic \(RRC Polytech\)](#)

[University College of the North \(UCN\)](#)

For further information or questions regarding the High School Apprenticeship Program, contact Apprenticeship Manitoba and request to speak with a trade-specific Apprenticeship Training Coordinator.

Email: apprenticeship@gov.mb.ca

Phone: 204-945-3337

KEY TERMS

AccessManitoba

AccessManitoba is a secure online service used by apprentices and employers to complete documents, and to record on-the-job hours. For more information, see the AccessManitoba website at <http://accessmanitoba.ca/>.

Accredited Technical-Vocational Education (TVE) Clusters

Accredited TVE clusters (typically eight courses) in one specific trade are taught by a credentialed teacher. The course curricula align with the technical training standards for particular trades. Students may transition to post-secondary training through Apprenticeship Manitoba or enter the workforce. For more information, see the Graduation Requirements page on the Manitoba Education and Early Childhood Learning website at www.edu.gov.mb.ca/k12/policy/grad_require.html#senior.

Apprentice

An apprentice is a post-secondary student registered in a supervised work training program in a designated trade for the purpose of becoming a journeyman. HSAP student-apprentices are registered as apprentices with Apprenticeship Manitoba, earn high school credits, and accumulate on-the-job hours. For more information, see the Canada Apprenticeship Forum (CAF-FCA) video *What is an Apprentice?* at www.youtube.com/watch?v=okIB65YlwaM.

Apprenticeship

A paid employee works under the supervision of a certified journeyman to learn the skills of their trade. Approximately 80% of paid time is spent on the job and 20% in technical training.

Apprenticeship Application and Agreement

This is a document signed by the employer, the student-apprentice (and parent/guardian if under 18), and Apprenticeship Manitoba.

Apprenticeship Manitoba

Apprenticeship Manitoba regulates and administers the education requirements, program length, competencies, and processes for apprenticeship. It promotes trades training and upholds program training standards, presides over examinations, and issues journeyman certifications.

Certificate of Qualification

After an apprentice has completed the required hours, the calendar time, and technical training for their trade, and has received over 70% on a final certification exam, they earn a Certificate of Qualification. Apprentices in Red Seal trades will also receive a Red Seal Endorsement (RSE).

Compulsory Trade

In order to work in a compulsory trade in Manitoba, you must be registered as an apprentice or you must already be a certified journeyman. Manitoba has nine compulsory trades. For more information, see the Manitoba Trades page on the Apprenticeship Manitoba website at www.gov.mb.ca/wd/apprenticeship/discover/mbrades/compulsarytrades.html.

Designated Trainer

A designated trainer is an experienced tradesperson without journeyman certification who is approved by Apprenticeship Manitoba to supervise the work of and train an apprentice for voluntary trades only.

Employer Sponsor

Employer sponsors hire and train apprentices. The employer and student register an Apprenticeship Application and Agreement with Apprenticeship Manitoba.

Journeyperson

A certified journeyperson is recognized as a qualified and skilled person in a trade and is entitled to the wages and benefits set by Manitoba Employment Standards by trade. A journeyperson is allowed to train and act as a mentor to a registered apprentice.

Red Seal Program

Tradespersons are able to obtain a Red Seal Endorsement (RSE) by successfully completing an interprovincial Red Seal examination with a score of at least 70%. The RSE on a Certificate of Qualification indicates the holder has met the national standards in the trade, allowing tradespersons to be recognized and to work across Canada. (For more information on Red Seal trades, see https://www.red-seal.ca/eng/trades/tr.1d.2s_l.3st.shtml.)

Skilled Trades

A skilled trade is a career path in hands-on work with specialized knowledge and skills.

Trades Qualification

Tradespersons with a trade-required minimum number of years and hours may apply to challenge the certification exam. (see www.gov.mb.ca/wd/apprenticeship/tradespersons/challengingexam.html).

Voluntary Trade

This is a designated trade that is not a compulsory certification trade. Apprenticeship registration and training is optional for these trades and a person does not require a Certification of Qualification to work in Manitoba.



EDUCATOR ROLES AND RESPONSIBILITIES

Registering Student-Apprentices

pre-registration

The HSAP educator works with the student and potential employer. The student, with parent/guardian approval, applies and registers with Apprenticeship Manitoba, signing an Apprenticeship Application and Agreement (see www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.htm). The school registers the student for HSAP credits once apprenticeship has been registered. HSAP credits are Grade 12 (40S, 40E, 40M) and require a mark.

(Course codes: 9801, 9802, 9803, 9804, 9805, 9806, 9807, 9808)

- Identify students interested in apprenticeship training.
- Assess and ensure interested students meet the academic requirements of the HSAP.
- Provide guidance on how to find employers; assist students with resumé, cover letter, and interview preparation.
- Meet with employer to explain the HSAP; determine employer suitability and the on-the-job training work site. Ensure employer has a certified journeyman or a designated trainer, and that the work site complies with employment standards (for more information, see www.gov.mb.ca/labour/standards/doc%2Cyoung-workers%2Cfactsheet.html). A designated trainer must have experience in 70% of the scope of the trade and must have worked 1.5 times the term of apprenticeship within the past 10 years (see Designated Trainer Application form at www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/designated_trainer.pdf).
- Meet with parent/guardian to ensure they understand HSAP, the expectations, and how they can support their child.
- Hairstylists, estheticians, and electrologists must complete a Verification of Enrolment for Technical Training to accompany their Apprenticeship Application and Agreement (see www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/applications/verification_enrolment.pdf).

Monitoring Student-Apprentices

safety

The HSAP educator should complete a suitability and risk assessment of workplaces based on divisional policy (see safety resources at www.edu.gov.mb.ca/k12/cur/teched/safety.html) while recognizing the responsibility for a safe workplace rests with the employer, who must be insured.

Ensure student-apprentice and employers are aware of the roles and responsibilities of Workers Compensation.

Confirm with student-apprentice that safety orientation has been completed. Offer reminders of SAFE Work procedures and [right of refusal](#).

Depending on the administrative organization of a school or division, the HSAP educator may be a technical-vocational teacher, a guidance counsellor, a principal, a divisional coordinator, or a co-divisional coordinator.

student growth

The HSAP educator monitors student-apprentice progress, attendance, and work skills in the workplace to help them develop. This may include progress conversations with the student-apprentice and employer, receipt of monthly employer reports, student-apprentice self-reflections, and the tracking of on-the-job hours confirmed with the employer. The employer is responsible for reporting on-the-job hours to Apprenticeship Manitoba.

Other tasks:

- Ensure student-apprentices maintain and complete required academic courses for graduation, along with HSAP credits.
- Complete on-site visitations (will vary depending on employer).
- Outline expectations of work for student-apprentice.
- Provide employer with [designated trainer form](#) and [evaluation](#) tools for the student-apprentice's performance (for more information, see www.gov.mb.ca/wd/apprenticeship/employers/index.html).
- Register HSAP credits as earned.
- Provide advice for student-apprentices transitioning from HSAP to post-secondary apprenticeship training, and connect them with an Apprenticeship Training Coordinator from Apprenticeship Manitoba.

- Upon graduation, assist with submission of required documents to Apprenticeship Manitoba (high school transcript, report of hours, and an Accreditation Code [AC] number if the student-apprentice successfully completed and met the requirements for a technical-vocational accredited program).

What Student-Apprentices Can Expect on a Work Site

- Student-apprentices may be required to purchase appropriate personal protective equipment (PPE), such as steel-toe boots.
- Student-apprentices should not expect to be completing the same tasks as a journey person when they enter the workplace. They may begin by performing cleaning tasks, moving materials, organizing, and carrying out other tasks as directed.
- Student-apprentices should expect to follow the directions of their on-site supervisor.
- Student-apprentices should be aware that, as employees, they represent their employer and should act appropriately.
- Student-apprentices should ask questions when they are not clear of what they are expected or asked to do.
- Student-apprentices should expect to be trained in workplace safety and for the workplace to adhere to safe work practices. Students should be familiar with SAFE Work and their right to refuse work they determine is not safe. (See SAFE Work Manitoba at www.safemanitoba.com.)
- Student-apprentices must log and report working hours to the HSAP educator.
- Student-apprentices must inform their employer of any absences (for example, illness).
- Student-apprentices must arrange travel to and from work.

Safety Resources

Employment Standards for Young Employees

This resource answers frequently asked questions regarding youth employment in Manitoba.

www.gov.mb.ca/labour/standards/doc%2Cyoung-workers%2Cfactsheet.pdf

Safety Knowledge on Construction Sites Course

SiteReadyMB is an online construction safety course that is congruent with Manitoba's legislation and construction industry standards.

www.constructionsafety.ca/sitereadymb/

Workplace Essential Skills: Work Ready Checklist

This Manitoba resource is a checklist of the skills workers require to enter the workplace.

HSAP Incentive Policy and Procedures

For every two HSAP incentives earned (220 hours of on-the-job training to a maximum of 880 hours), a personal contribution fee for one level of post-secondary technical training may apply (to a maximum of four post-secondary technical training levels). Students must graduate before Apprenticeship Manitoba applies them to their HSAP profile.

Assessment

Use the Apprenticeship Manitoba assessment forms along with the complementary assessment form (see www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/hsap/hsap_practical_assess.pdf).

- HSAP educator and employer meetings may include the student-apprentice and involve the guidance counsellor if required.
- For ongoing assessment, provide the employer with criteria to assist in measuring the student-apprentice's progress. Connect with the employer-trainer to assess the student-apprentice's progress.
- You may use student-apprentice reflections/self-assessment, employer on-the-job personal skills assessment, and educator assessment.
- You may use a spreadsheet to track students (exemplar in [Resources](#) on page 39).
- You may review trade-specific Level 1 Technical Training Standards.

Graduation Requirements for Manitoba High School Diplomas

Graduation requirements for Manitoba high school diplomas are outlined on the following web page: www.edu.gov.mb.ca/k12/policy/grad_require.html#senior.

HSAP Professional Development

What you may use as supports to administer this program:

- Join the HSAP Professional Learning Group (PLG).
- Familiarize yourself with trade-specific work experience forms (WEF). These forms can be found at www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html#tq.
- Visit various trades, employers, and trade sites to get an understanding of each trade.

Note:

Manitoba Education and Early Childhood Learning will not recognize on-the-job hours for HSAP without an apprenticeship agreement. Student-apprentices may earn up to eight credits with a registered agreement.

Time credit for voluntary apprenticeship will not be recognized for HSAP credits. If a student is not registered as a student-apprentice, they may have their hours for a voluntary trade credited later through Apprenticeship Manitoba.

Promoting HSAP

There are several ways to promote HSAP.

- Use questionnaires, surveys, videos, brochures with report cards, career days, advertisements in local newspapers, newsletters, and websites to promote awareness and attract students to HSAP.
- Present HSAP to Grades 9 and 10 students using online resources prepared by Manitoba Education and Early Childhood Learning.
- Discuss HSAP opportunities during student-led and parent-teacher conferences.
- Make presentations in technical-vocational, technology, industrial arts, and STEM/STEAM classrooms. Encourage STEAM units that include the trades.
- Connect with accredited program instructors in your school, if any.
- Communicate with other teachers about HSAP at staff meetings.
- Connect potential employers with students and parents (recognizing the responsibility to find an employer rests with the student and parent).

- Invite Skills Manitoba to present to students (Grades 7/8) (virtual presentations are also available). Use Skills Manitoba program resources (see <https://skillsmanitoba.ca/programs/>).
- Attend the *Skilled Trades & Technology Showcase* hosted by Skills Manitoba (see <https://skillsmanitoba.ca/programs/>).
- Meet with employers, businesses, school boards, and parents to raise awareness of HSAP opportunities, roles, and responsibilities.
- Invite Apprenticeship Manitoba and an Apprenticeship Training Coordinator (ATC) to speak about trades.

Promotional Resources

Apprenticeship Manitoba. *Why Wait to Graduate?*

This brochure provides prospective student-apprentices with information on the High School Apprenticeship Program (HSAP).
www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/promotional/hsap_brochure.pdf

Welcome to Skills Canada Manitoba

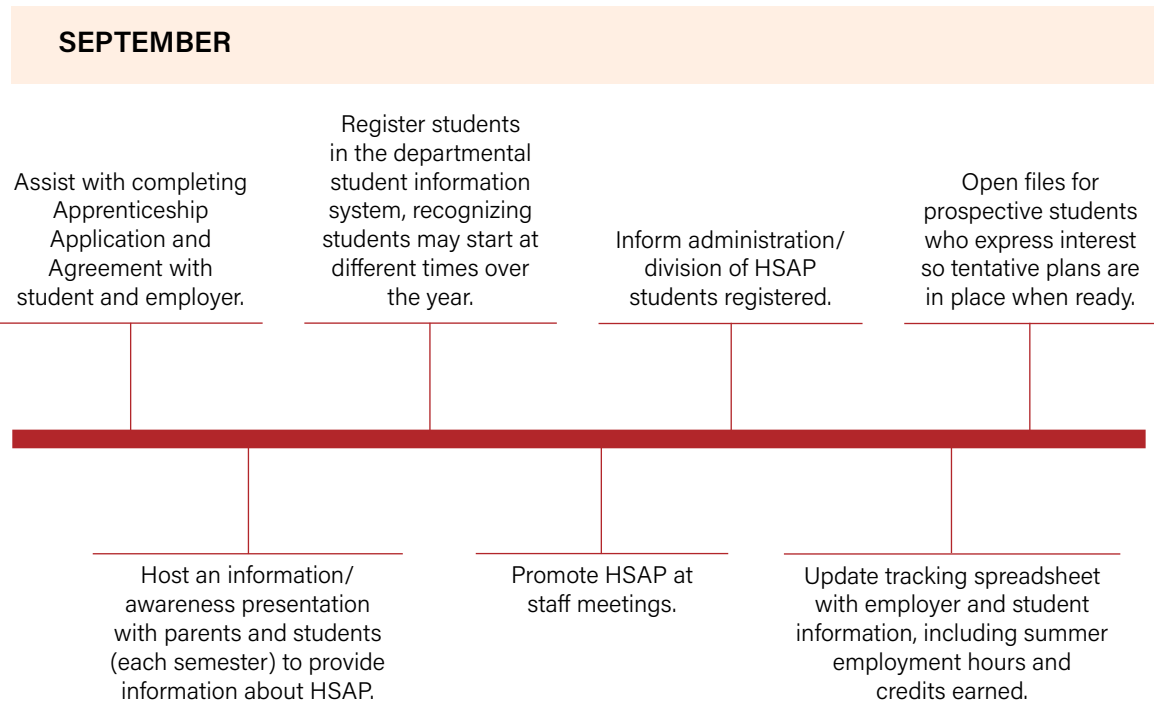
This website resource explores students' career options in the skilled trades and technologies and provides information about Skills Canada Manitoba's programs and events.
<https://skillsmanitoba.ca/>

Canadian Apprenticeship Forum and Skills Canada. *Apprenticeship and Careers in the Skilled Trades: A Guide for Educators.*

This guide is intended to provide educators with the information they need to discuss with students why apprenticeship is a promising post-secondary option.
<https://careersintrades.ca/wp-content/uploads/2021/11/Educator-Guide-EN-FINAL.pdf>

Timeline

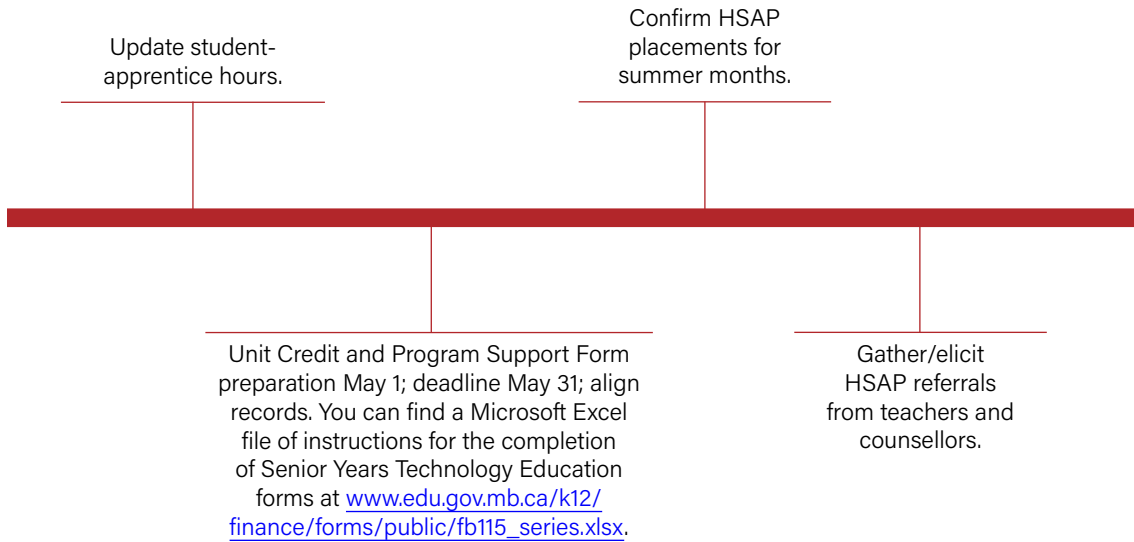
Apprenticeship registration can occur at any time.



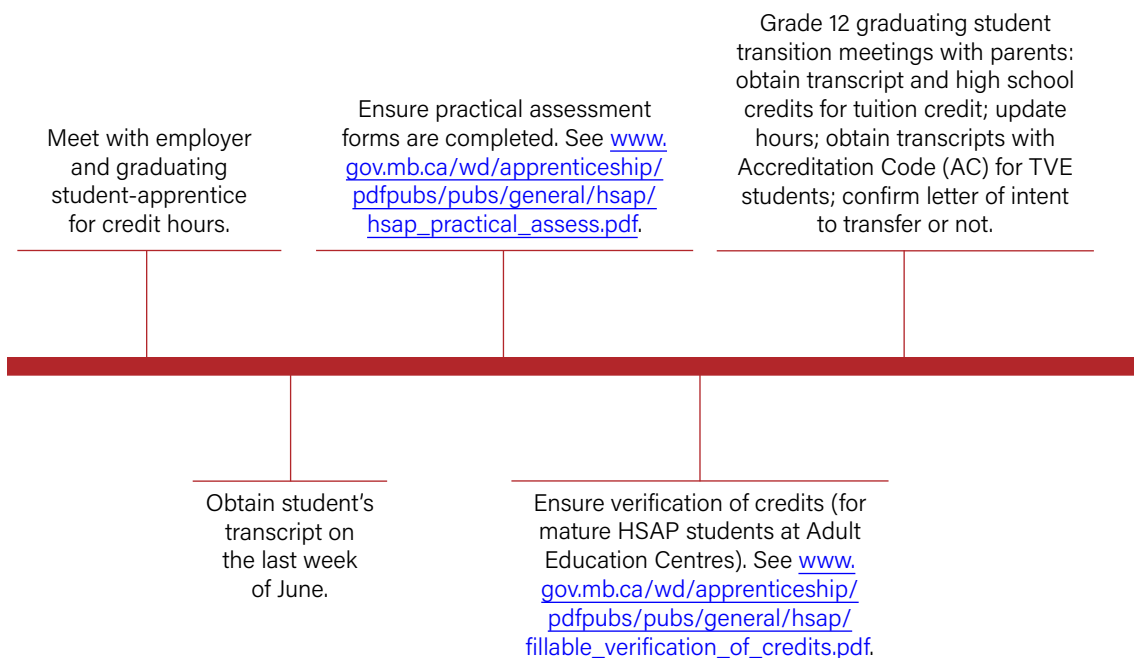
Potential Events

- **HSAP Professional Learning Group (PLG)** (October, December, February, May)
- **Safe Workers of Tomorrow presentations:** Book a session at <https://workersoftomorrow.com/book-a-session/>.
- **Manitoba Construction Career Expo** (often handled by guidance counsellors): Registration deadline in February is limited so reserve early. See <https://winnipegconstruction.ca/events/>.
- **Manitoba Rotary Career Symposium** (February/March)
- **Prep for Skills Manitoba, Skills Canada** (April)
- **Manitoba Construction Sector Council:** See <https://mbcsc.com>.
- **In-School Skills Manitoba Presentation** (date set by HSAP educator): See <https://skillsmanitoba.ca/program/in-school-program/>.
- Try a trade at the **Manitoba Building Trades Exhibition Hall:** For booking, visit <https://constructiontradeshub.com/manitoba/visit/>.

MAY



JUNE



SUMMER

Students can apply and register through Apprenticeship Manitoba over the summer. Apprenticeship Manitoba will recognize these hours for Level 1 on-the-job training. Students need to register for HSAP in order to receive credits for on-the-job hours.

Advise students to register for HSAP before the end of June.

ONGOING

- Conduct check-ins with student-apprentices and employers.
- Confirm hours with employer.
- Prepare monthly reports as required.
- Make time for reflections (including self-assessment).
- Conduct a personal skills assessment (educator and student-apprentice).
- Initiate counsellor referrals.
- Ensure annual verification by HSAP educator/guidance counsellor/admin of HSAP student information from the departmental student information system.
- Enter credits as earned each semester.
- Complete practical assessment form (sent to admin for departmental student information system).
- Communicate Unified Referral and Intake System (URIS)/health with employer.
- Complete funding applications.
- Create student-apprentice progress file with confirmed on-the-job hours from employer.
- Recognize employer contributions (for example, certificates).

APPRENTICESHIP PATHWAYS

1 Technical-Vocational Education (TVE) (non-accredited)	2 Technical-Vocational Education Courses (accredited)	3 High School Apprenticeship Program (HSAP)	4 TVE (accredited) + HSAP
<p>Students earn 8–12 credits.</p>	<p>Students earn 8–12 credits.</p>	<p>Students earn a maximum of 8 credits.</p>	<p>Students earn 8–12 TVE credits & 1 HSAP credit per 110 hours practical work (8 max).</p>
<p>Students earn no apprenticeship credit.</p>	<p>Students may receive Level 1 Apprenticeship Manitoba Technical Training & trade-specific hours with minimum 70% accumulated average.</p>	<p>Students find an employer/trainer & register as apprentice.</p>	<p>Students may receive Level 1 Technical Training credit (min. 70%) & on-the-job practical hours credit & tuition exemption (depending on hours worked). Eligible students can register for Level 2 technical training.</p>
<p>After graduation, students find employer and begin apprenticeship. Students may challenge Level 1 placement exam with Apprenticeship Manitoba.</p>	<p>Students must still fulfill the Level 1 on-the-job practical hours requirements upon starting a post-secondary apprenticeship (employer/trainer required).</p>	<p>Students earn 1 credit per 110 hours worked.</p>	<p>Students must have an employer/trainer to register a post-secondary apprenticeship for Level 2.</p>
<p>All technical training and hours are still required.</p>		<p>Students receive on-the-job practical hours toward Level 1 tuition exemption, depending on hours worked.</p>	
		<p>Students must still fulfill Level 1 Technical Training requirements upon starting a post-secondary apprenticeship (employer/trainer required).</p>	

Examples of Pathways into Apprenticeship

1

TVE (non-accredited)

Patel decided to take the carpentry TVE cluster, earning the eight mandatory credits by the end of Grade 12. After graduation, Patel found an employer and registered an apprenticeship to complete the on-the-job training hours required for Level 1. Because Patel's carpentry cluster was not accredited, he applied to challenge the Level 1 placement exam through Apprenticeship Manitoba. Patel achieved over 70% to receive his Level 1. Awesome!

2

TVE (accredited)

April was excited to take the welding technology cluster of eight TVE courses in high school, receiving over 70% overall and achieving Level 1 Technical Training. After graduation, April found a willing employer, signed an Apprenticeship Application and Agreement, and worked to complete the on-the-job hours for Level 1. Exciting!

3

HSAP

Augusta's high school did not offer any technical-vocational courses. She found an employer at a local mechanic shop and signed an Apprenticeship Application and Agreement for Automotive Service Technician. She worked through summers, weekends, and the last semester of Grade 12, having completed her graduation requirements already. Augusta earned eight HSAP credits and transferred into the post-secondary apprenticeship program. She signed up for Level 1 in-class technical training, glad that most of the fees were covered, and she was able to collect Employment Insurance (EI) while taking training. Win!

4

**TVE (accredited)
+ HSAP**

Roy completed the hairstyling program in high school. While enrolled in the program, Roy worked in a salon on Saturdays, which allowed him to start accumulating his on-the-job apprenticeship hours. Roy now does not have to pay for his post-secondary education, which allows him to get a head start on his apprenticeship hours in high school. Great opportunity!

Senior Years Technology Education Program

The Senior Years Technology Education Program diploma consists of 17 compulsory credits and an approved program cluster of 8 to 12 compulsory technology education credits (see the Manitoba Education and Early Childhood Learning Technology Education web page at www.edu.gov.mb.ca/k12/cur/teched/index.html).

An Apprenticeship Manitoba–accredited TVE cluster is composed of departmentally developed courses in one specific trade or trained occupation that facilitates the transition from school to either post-secondary training (such as the training provided through Apprenticeship Manitoba) or entry into the workforce.

14 TVE clusters eligible for Apprenticeship Manitoba Accreditation

- Aircraft Maintenance Technology
- Automotive Technology
- Cabinet and Furniture Making
- Carpentry
- Collision Repair and Refinishing
- Culinary Arts
- Electrical Trades Technology
- Esthetics; Nail Technology and Skin Care Technology
- Hairstyling
- Heavy Duty Equipment Technician
- Horticulture
- Machining Technology
- Plumbing and Pipe Trades
- Welding Technology

How many courses are in each TVE cluster?

A technical-vocational education program cluster can be started in Grades 10, 11, or 12.

Most clusters are composed of eight required courses (except for Hairstyling, Skin Care Technology, and Nail Technology, which have only one level requiring more hours). Typically, there are 880 hours of instruction (110 hours/course x 8 courses):

- one at Grade 10
- three at Grade 11
- four at Grade 12

The optional Grade 9 course can be taught as a full or half credit. It cannot be applied toward the TVE full cluster requirement.

All accredited clusters include at least enough courses to complete the Level 1 time requirements from Apprenticeship Manitoba.

Verification of Enrolment for Technical Training for Hairstylists, Estheticians, and Electrologists: This form accompanies an Apprenticeship Agreement. See www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/applications/verification_enrolment.pdf.

Recommended Teacher Certification Qualifications: See the Manitoba Education and Early Childhood Learning Technology Education page at www.edu.gov.mb.ca/k12/cur/teched/index.html.

STUDENTS

Requirements

The student

- is 16 years old and enrolled in an approved Manitoba Grade 10, 11, or 12 program (If 15 years old in Grade 10, the student must obtain the Young Worker Readiness Certificate.)
- is able to meet the compulsory course credits for high school graduation
- has received consent from their parent(s)/guardian to participate (if under 18 years old)
- has selected one of Apprenticeship Manitoba's designated trades
- has found a qualified, insured employer willing to pay and train them as an apprentice
- has completed an Apprenticeship Application and Agreement and submitted it to the school HSAP educator, who will forward it to Apprenticeship Manitoba
- has ensured the job complies with employment standards and employs a certified journeyperson or a designated trainer (For information on employment standards for young people, see www.gov.mb.ca/labour/standards/doc%2Cyoung-workers%2Cfactsheet.html.)
- is able to travel to and from the workplace
- has a Social Insurance Number (SIN) to be employed (Visit Service Canada at www.canada.ca/en/employment-social-development/corporate/portfolio/service-canada.html.)
- has ensured timetable availability (may require remote learning options)

[Mature students](#) may earn up to six credits and must take English and Math.

optional training

The student

- has completed the Young Worker Readiness Certificate Course and Apprenticeship Manitoba's Trade Safety Awareness Package (See <https://ywrc.safemanitoba.com> and <https://gov.mb.ca/wd/apprenticeship/generalinfo/instructoreducators.html>.)
- has completed a CPR/first aid course
- has completed the Grade 10 Career Development course
- has completed the Safe Workers of Tomorrow course (See <https://workersoftomorrow.com/resources/>.)

- has completed the Workplace Hazardous Materials Information System (WHMIS) course (See www.safemanitoba.com/Education/Pages/whmis-2015-manitoba-workers-provincially-regulated-workplaces.aspx.)
- has completed the Transitioning to the Workplace, University and College course

Mature Students

For mature students to participate in HSAP (see www.edu.gov.mb.ca/k12/policy/mat_student.html for qualifications), Apprenticeship Manitoba requires the following: completion of Grade 9 Math and English (or their equivalents) or assessment with current standing in Manitoba Grade 10, 11, or 12 Math and Grade 10, 11, or 12 English. Learn more about Adult Learning Centres at www.edu.gov.mb.ca/all/.

Non-funded Independent School and Homeschool Students

Students from non-funded independent schools or who are homeschooled and would like to receive academic credit may

- register with a high school, which will send a letter with the Apprenticeship Application and Agreement indicating they will assess and register HSAP credits; or
- seek endorsement by the Homeschooling Office of Manitoba Education and Early Childhood Learning, which will send a letter with the Apprenticeship Application and Agreement indicating it will issue the HSAP credits.
Contact homeschooling@gov.mb.ca or 1-800-282-8069, ext. 8138.

- On-the-job hours can be earned while working evenings, weekends, and during school breaks, including the summer.
- Students can earn up to eight (8) 40S HSAP credits by completing 110 hours of on-the-job training for each credit.
- Students in a technical-vocational (apprenticeable) cluster (8 credits) can earn an additional four credits for a maximum of 12 credits. Hairstyling and Esthetics require 12 credits.
- Technical-vocational credits can be applied to Level 1 Apprenticeship Technical Training, providing the program is accredited through Apprenticeship Manitoba. Students receiving credit in a non-accredited course may later choose to challenge the Level 1 placement exam. Information about challenging the exam can be found on the Apprenticeship Manitoba website at www.gov.mb.ca/wd/apprenticeship/tradespersons/challengingexam.html.
- Students should meet with their school guidance counsellor or divisional HSAP educator to review and explore the potential of submitting an HSAP application.
- Students may also be interested in taking the Transitioning to the Workplace, University and College course.

STEPS TO APPRENTICESHIP

- Research a designated trade.
- Meet with school or divisional HSAP educator to ensure the criteria for an application are met.
- Find a willing and insured employer.
- Complete an Apprenticeship Application and Agreement with employer and Apprenticeship Manitoba (requires parent/guardian consent if under 18 years old).
- Complete safety training as directed.
- Create a work and academic schedule with employer and HSAP educator.
- Maintain and complete required academic courses for high school graduation.
- Actively participate in and successfully complete the required on-the-job training (complete HSAP alone or combine with a TVE program).
- Submit monthly hours confirmed by employer.
- Transfer to post-secondary apprenticeship after graduation or cancel Apprenticeship Application and Agreement.

Learn More about the Value of a Skilled Trades Career

► Research a designated trade.

Apprenticeship Manitoba

There are over 50 apprenticeable trades in Manitoba. For trade profiles and pathways towards skilled trade certification, explore Apprenticeship Manitoba at www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/index.html.

Students should be prepared to select a related trade if no jobs are available in the first trade selected.

Consult Apprenticeship Manitoba for current designated apprenticeship trades in Manitoba.

Trade Up Manitoba

Trade Up Manitoba provides information on Manitoba's construction industry, offering in-depth looks at both apprenticeable trades and non-apprenticeable careers within the province. Trade Up has research tools to explore.

Explore Your Future

For more information on working in the skilled trades, see *Explore your Future* at https://tradeupmanitoba.com/wp-content/uploads/2020/04/Explore-Your-Future-Mar-06-2020-_compressed.pdf.

Try on the Trades – 360° videos

Trade Up Manitoba also has a number of informative videos on the trades at <https://tradeupmanitoba.com/index.php/tott-360-videos/>.

Careers in Trades

Careersintrades.ca is an informative resource about choosing and pursuing a trade in Canada. A useful summary of the various trades can be found at <https://careersintrades.ca/what-are-the-skilled-trades/discover-and-explore-the-trades/>.

Try the Trades

Interested in a construction trade? Discover what is needed to start planning a construction career by exploring the Manitoba Construction Trades Hub at <https://constructiontradeshub.com/manitoba/>.

Skilled Trades and Technologies Booklet

The Manitoba division of Skills Canada has produced a Skilled Trades and Technologies booklet to help students discover more about the trades. Find it at <https://skillsmanitoba.ca/wp-content/uploads/2013/09/Skills-Booklet-2021-Final-Proof.pdf>.

Manitoba Trade Wages 2021

This Manitoba Fact Sheet provides the most recent ICI Construction and Wage Schedule, outlining Manitoba wages for the skilled trades. www.gov.mb.ca/labour/standards/doc%2Cici-wage%2Cfactsheet.html

Canadian Apprenticeship Forum

Whether you're working in the trades or you're a budding apprentice looking for information, Apprenticeship 101 provides you the essentials you need to know. <https://caf-fca.org/>

- ▶ Meet with school or divisional HSAP educator to ensure the criteria for an application are met.
- ▶ Find a willing and insured employer.

Students should explore several possible trades, looking for potential employers in their area.

Most jobs come through connections. Students should let family, relatives, neighbours, and teachers know the trades they are potentially interested in. HSAP educators also use their connections to assist students. Students should follow up on contact information they receive about potential employers.

Advise students to contact employers directly, in person or by phone. They should introduce themselves and leave a resumé with the person who does the hiring.

Students may also look at online job employment sites such as *Indeed*.

Students should have a resumé ready to share, both in print and as a PDF document for email. Students should have an appropriate professional email address, typically including their name.

- ▶ Complete an Apprenticeship Application and Agreement.

If all the criteria are met, complete all aspects of the HSAP application, including registering the student for HSAP school credits.

The Apprenticeship Application and Agreement is among the student, the employer, and Apprenticeship Manitoba. Consent by a parent/guardian must be provided if the student is under 18 years of age.

The High School Apprenticeship Program (HSAP) application form can be found on the Apprenticeship Manitoba website at www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html.

The employer and student-apprentice must complete HSAP safety requirements.

► Complete safety training as directed.

Young Worker Readiness Certificate Course (required if 15 years old)

This SAFE Work Manitoba course contains important information on young workers' rights and responsibilities for safety and health when entering the workplace. Find it at www.safemanitoba.com/Education/Pages/YWRCC.aspx.

Know Your Rights to Safety

This SAFE Work Manitoba site outlines workers' rights, as defined in *The Manitoba Workplace Safety and Health Act*.

www.safemanitoba.com/topics/Pages/Worker-Rights.aspx

Student-apprentices must adhere to the school division's safety requirements.

► Create a schedule with employer and school.

The student

- may work evenings, weekends, and during school breaks, including the summer
- may also work during the school day if it can fit into their timetable around required courses
- must inform their employer of any absences (for example, because of illness)
- arrange travel to and from work
- report all hours worked to the HSAP educator

► Maintain and complete required academic courses for graduation.

NOTE: HSAP does not take the place of academic studies. It allows students to explore trades while completing their high school graduation requirements. Failure to attend academic classes will result in the cancellation of their Apprenticeship Application and Agreement. Students must graduate in order to be recognized by Apprenticeship Manitoba and to continue their apprenticeship.

► Actively participate in and successfully complete the required on-the-job training (complete HSAP alone or combine with a TVE program).

- ▶ Submit monthly hours.
- ▶ Complete a self-assessment skills form.
- ▶ Transition after graduation.
 1. Continue to work in the apprenticeable trade and accumulate on-the-job hours.
 2. Discuss technical training with employer and an Apprenticeship Training Coordinator at Apprenticeship Manitoba.
 3. Consult Apprenticeship Manitoba for financial supports and ways to manage apprenticeship.

Apprenticeship Manitoba: Apprentices who participated in the High School Apprenticeship Program (HSAP) and who have accumulated HSAP Incentive credits must call in 204-945-3337/1-877-978-7233 or walk in to register for technical training. They will not be refunded if they pay online. For more information, see www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/manage/tech_training/tt_information.pdf.

after graduation

After graduation, apprentices may continue to work and collect work experience hours.

Apprentices typically work 10 months and register for in-class training through Apprenticeship Manitoba.

Take note that apprentices must register for a course at least 10 weeks prior to its start date. A course may be cancelled if there are not enough apprentices registered in it. If this happens, the apprentice will be notified by Apprenticeship Manitoba.

Most trades require 2–4 levels of training.

Completion of apprenticeship results in a Certificate of Qualification.

Consider the following when determining the cost of apprenticeship training after high school:

- apprenticeship fees
- financial supports (For more information, see the Apprenticeship Manitoba General Information page at www.gov.mb.ca/wd/apprenticeship/generalinfo/grantstax.html.)

- Apprenticeship Incentive Grant for Women, which helps women pay for expenses while apprenticing for a Red Seal trade (For more information, see www.canada.ca/en/employment-social-development/services/funding/apprenticeship-incentive-women-overview.html.)
- apprentices may receive a transportation or living allowance
- apprentices may claim Employment Insurance while doing the in-class training
- on-the-job training is paid
- the cost of books must be paid by the apprentice



EMPLOYERS

HSAP Employer Requirements and Responsibilities

The following is an overview of the requirements that need to be met to permit students to work as high school apprentices for HSAP.

The employer is responsible for the following:

1. Provide Workers Compensation coverage. The employer is in charge of providing insurance coverage because HSAP is a paid position. The school and school division do not provide insurance coverage for paid workers. For more information, visit www.wcb.mb.ca/.
2. Provide a workplace safety, hazards, and first aid orientation. The employer is considered the safety supervisor and expert for safety in their area of expertise. The schools and school divisions expect the employer to have a safety program that follows *The Manitoba Workplace Safety and Health Act and Regulations*.
3. Provide safety information and protective gear. The employer should be aware and assume that young people are often eager to please and have less safety experience than older employees. Schools and school divisions expect that the employer will provide necessary protective equipment and safety training.
4. Sign and complete an HSAP employer safety checklist (provided by school division). Students also need to complete an HSAP student safety checklist (provided by school division) and get parent/guardian permission. An HSAP educator may visit the work site.
5. Pay the HSAP the minimum wage set by Manitoba Employment Standards. The regulated wage of a high school apprentice is at least 10% above the Manitoba minimum wage. Employer incentives are put in place to help employers with the cost of training young people. A tax credit provides an employer 25% of the student wage (up to a maximum \$5000 credit per year). To get more information, go to the Tax Incentives page for employers at www.gov.mb.ca/wd/apprenticeship/generalinfo/grantstax.html.
6. Provide a journeyperson/designated trainer for the apprentice, ensuring the journeyperson/designated trainer ratio is correct. Employers wishing to apprentice need to register an employee of the company to oversee the student-apprentice's progress. The trainer can be a journeyperson/designated trainer. In Manitoba, an employee with adequate experience (1.5 times the hours of a trade program) and scope of the trade (has experience and knowledge with most trade activities) can become a registered designated trainer. An HSAP educator or Apprenticeship Manitoba will provide assistance with completing forms.
7. Ensure all on-the-job expectations are communicated and follow the Level 1 expectations of the trade; ensure the student-apprentice receives training in various tasks.

8. Evaluate and complete the student-apprentice evaluation forms with the school division contact. (See www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/hsap/hsap_practical_assess.pdf.)
9. Ensure student-apprentice hours are registered with Apprenticeship Manitoba and submitted to the HSAP educator.

Accident Reporting Procedures

Report any accidents to the school division, and follow standard accident reporting procedures.

The journeyperson/apprenticeship trainer

- monitors the student-apprentice's on-the-job training
- demonstrates and explains how to complete the tasks according to Level 1 guidelines
- provides the student-apprentice with feedback on their progress; updates employer on student-apprentice's progress
- ensures the student-apprentice is involved in a range of work tasks to get a full scope of the particular trade
- keeps accurate records of on-the-job training tasks completed, including recording of hours with Apprenticeship Manitoba and reporting to the HSAP educator

Why Business Owners Should Consider Apprenticing Employees

With the apprenticeship training program, the employer

1. can create experts for the company
2. can develop independent problem solvers
3. may access free training
4. can access government wage subsidies, including support for a retention wage (15% for Red Seal Journeyperson)
5. can create leaders for their company
6. can help meet the demands for technology change in their industry

Why Hire an Apprentice?

1. Transfer knowledge
2. Develop future leaders
3. Reduce turnover
4. Train to your needs
5. Enhance productivity
6. Prepare for technological change
7. Attract new opportunities
8. Take advantage of financial benefits

Source: <https://caf-fca.org/skilled-trades-network/employer-resources/why-hire-apprentices/>

Five Reasons to Hire an Apprentice

The Canadian Apprenticeship Forum created this video promoting apprenticeship in Canada: www.youtube.com/watch?v=d-e1V60VPOI



EMPLOYER RESOURCES

Apprenticeship Manitoba Information for Employers

The Apprenticeship Manitoba website includes this useful information for employers on hiring apprentices.

www.gov.mb.ca/wd/apprenticeship/employers/index.html

Access Manitoba

Access Manitoba is a self-service website enabling Manitobans to transact with a variety of business, employment, and training-related provincial government organizations. For information on how to report student-apprentice hours, see the FAQs at www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/manage/online_report_of_hours_faq.pdf.

Employer Guide by Apprenticeship Manitoba

This resource is a comprehensive guide for employers who are interested in hiring an apprentice in Manitoba.

www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/promotional/employer_info_guide.pdf

Financial Supports for Apprentices and Employers

The Apprenticeship Manitoba General Information page provides useful information on financial supports available to both apprentices and their employers.

www.gov.mb.ca/wd/apprenticeship/generalinfo/grantstax.html

Training Plan Worksheet

Apprenticeship Manitoba has provided the following training plan template for employers who are developing their training strategy.

www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/info_employers/training_plan.pdf

Winnipeg Construction Association (WCA)

WCA offers a one-day course for journeypersons who work with apprentices. Information is available on its web page at <https://winnipegconstruction.ca>.

SCHOOL DIVISION ROLES AND RESPONSIBILITIES

Consult the resources outlining the requirements, roles, and responsibilities for the preparation of individual school division student work experience **safety plans**, with supporting documents arranged by the sections of the framework (see www.edu.gov.mb.ca/k12/cur/teched/safety.html).

School divisions are responsible for establishing safety plans. The responsibility for student-apprentice safety is with the employer.

School divisions must create safety compliance documents, such as a safety hazards form and a checklist for site safety assessment.

Schools are responsible for ensuring their students meet divisional and Manitoba Education and Early Childhood Learning high school graduation requirements.

Technical-Vocational Education (TVE) Certificates

High schools may choose to offer TVE Certificates upon graduation for completion of a TVE cluster of at least eight courses. Certificates issued from high schools do not imply any certification or accreditation from Manitoba Education and Early Childhood Learning or any other accreditation agency, and do not meet any third-party certification, post-secondary requirements.

Graduation Requirements for the Senior Years Technology Education Program (SYTEP) Program

The following poster outlines all of the graduation requirements to complete the SYTEP diploma: www.edu.gov.mb.ca/k12/policy/gradreq/docs/grad_req_te_new.pdf

For more information, visit Manitoba Education and Early Childhood Learning:

Senior Years Technology and Education Program (SYTEP)
www.edu.gov.mb.ca/k12/cur/teched/sy_tech_program.html

Manitoba Education High School Apprenticeship Program
www.gov.mb.ca/wd/apprenticeship/discover/youth/index.html

High School Apprenticeship Program Applications & Forms
www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html

FREQUENTLY ASKED QUESTIONS

Are there restrictions on what students can do on the job (tasks), even as an apprentice?

Yes. Students, parents/guardians, teachers, and employers should be aware of what young workers can or cannot do on a work site. Every trade is different. The following links and information will assist in understanding the requirements.

Employment Standards

www.gov.mb.ca/labour/standards/doc,young-workers,factsheet.html

Young Worker Readiness Certificate Course

www.safemanitoba.com/Education/Pages/YWRCC.aspx

Trade Profiles

www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/index.html

Do the optional Grade 9 courses count towards the required eight courses required for the SYTEP diploma?

No. To graduate from the Senior Years Technology Education Program, students must fulfill the graduation requirements outlined by Manitoba Education and Early Childhood Learning and complete a minimum of eight credits from an approved cluster of technology education courses. The Grade 9 courses are considered a sampling or introductory courses only. The main "cluster" begins with the Grade 10 course and includes a minimum of required Grades 10–12 courses in that cluster. This is outlined in the *Technical-Vocational Education Overview* at www.edu.gov.mb.ca/k12/cur/teched/sytep/docs/tve_overview.pdf and also outlined in the *Subject Table Handbook* on page 2: www.edu.gov.mb.ca/k12/docs/policy/sthte/docs/sthte_2020-2021.pdf.

What are the differences between trade and non-trade technical-vocational education (TVE) clusters?

Some TVE subject areas are designated as trades. Those that are not designated as trades are classified as trained occupations.

Trades are designated as such by Apprenticeship Manitoba. This has implications for the curriculum and the certification of teachers. Only certified journeypersons can teach TVE trade clusters, such as Automotive Technology and Hairstyling.

Non-trades or trained occupations are those that are not designated as such by Apprenticeship Manitoba. These include TVE subject areas such as Early Childhood Education (ECE) and Broadcast Technology. In order to teach these clusters, teachers must have training and certification in these areas.

Would Apprenticeship Manitoba accept work experience in place of the practical portion of technical training?

No. Only accredited facilities can provide the theory and practical trade standard requirements towards Apprenticeship Technical Training. Accreditation is considered equivalent to Level 1 Apprenticeship Technical Training for the trade (in-school and practical hours). The third element to an apprenticeship program is the on-the-job hours. **All** three elements must be completed to be recognized as having completed the Level 1 requirements.

How will schools address the missed practical application portion (outcomes/hours) for technical-vocational programming needed for accreditation or certification when the only option is a remote learning or a blended learning option?

Students may receive high school credits based on the theory and the applied learning portion if students are meeting learning outcomes. Additional “practical” learning will require gap training for certification once access to facilities is available. School divisions may plan and collaborate with other school divisions and with Manitoba Education and Early Childhood Learning for flexible scheduling options for gap training.

FAQs Source: www.edu.gov.mb.ca/k12/cur/teched/docs/trades_presentation.pdf



RESOURCE LINKS

An Educator's Guide to Careers in the Skilled Trades

This resource is the result of a partnership between the Canadian Apprenticeship Forum and Skills Canada. *Apprenticeship: Post-Secondary Education that Matters!* outlines skilled trades and apprenticeship in Canada and provides information on how to pursue them towards a career.

https://careersintrades.ca/wp-content/uploads/2018/10/CAF_Educator_Guide-EN.pdf

Apprenticeship Manitoba Forms

This Apprenticeship Manitoba site compiles the necessary forms and applications to get started.

www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html

Apprenticeship Manitoba Promotional Materials

This site compiles a number of Apprenticeship Manitoba promotional documents and videos.

www.gov.mb.ca/wd/apprenticeship/generalinfo/promomaterials.html

Canadian Apprenticeship Forum

Apprenticeship 101 gives you all the basics you need to know before pursuing an apprenticeship in Canada.

<https://caf-fca.org>

Careers in Trades

Careersintrades.ca provides all the information you need for choosing a trade and pursuing it to a successful career.

<https://careersintrades.ca>

Conference Board of Canada Future Skills Centre

This website outlines the skills that are expected to be in demand in the near future and provides information on how to pursue them.

www.conferenceboard.ca/research/there%27s-a-revolution-happening-in-skilled-trades

Construction Trades Hub Manitoba

This Manitoba Building Trades site gives you all the information you need to know to start planning your construction career.

<https://constructiontradeshub.com/manitoba/>

Designated Trainer Application and Work Experience Forms

These forms are available on the Apprenticeship Manitoba General Information site at www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html#trainer.

Employment Standards for Young Employees

The Manitoba government Employment Standards website includes a fact sheet of employment standards for young employees at www.gov.mb.ca/labour/standards/doc%2Cyoung-workers%2Cfactsheet.html.

Indigenous Introduction to Trades RRC Polytech

The Indigenous Education page for RRC Polytech includes a useful section for Indigenous people on pursuing the trades.

www.rrc.ca/indigenous/introduction-to-trades/

Manitoba Building Trades Exhibition Hall

Try the Trades in an exhibition for young people to encourage them to pursue a career in the trades.

<https://mbtrades.ca/try-the-trades/>
www.trythetradesMB.ca

Manitoba Construction Career Expo

This Winnipeg Construction Association website has information on its Career Expo. The registration deadline is in February and space is limited, so register early.

<https://winnipegconstruction.ca/events/>

Manitoba Trades

This site includes profiles of the many trades available in Manitoba, as well as further information on how to pursue them.

www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/index.html

Red Seal Program

A Red Seal Endorsement (RSE) is a seal on your provincial trade certificate that shows you have the knowledge and skills necessary to practise your trade anywhere in Canada.

www.red-seal.ca/eng/w.2lc.4m.2.shtml

Skills Canada Manitoba

The Skills Canada and Skills Canada Manitoba sites are useful resources for information on pursuing the trades in Manitoba and Canada.

<https://skillsmanitoba.ca>
www.skillscompetencescanada.com/en/

Trade Up Manitoba

Trade Up Manitoba provides information on Manitoba's construction industry, including in-depth looks at both apprenticeable and non-apprenticeable careers in the province.

<https://tradeupmanitoba.com>

Supporting Women in the Trades

The Canadian Apprenticeship Forum has led the development of a National Strategy to Support Women in the Trades.

<https://switcanada.caf-fca.org/>

The Office to Advance Women Apprentices Manitoba was created to engage and support tradeswomen working in construction trades in the province. Its website includes useful contact information and resources for women pursuing a career in the trades.

www.womenapprentices.ca/manitoba/



SAFETY

Construction Safety Association of Manitoba (CSAM)

The CSAM website is a resource of safety and health information, tools, and resources, as well as information on certification.

www.constructionsafety.ca

Construction Safety Association of Manitoba (CSAM)

CSAM On Tour Safety Truck

CSAM On Tour will come directly to your jobsite and provide safety information, resources, and practical demonstrations on using fall arrest equipment, hand safety, eye protection, and safe lifting.

www.constructionsafety.ca/csam-on-tour/

CSAM Online Courses

CSAM also offers a number of useful online courses related to construction safety.

www.constructionsafety.ca/online-courses-all-courses/

CSAM Training Dates

The CSAM Construction Education Centre offers in-class and virtual safety training sessions on a number of topics. Registration information is available on its website.

www.constructionsafety.ca/training/training-dates/

SiteREADYMB

SiteReadyMB is an interactive construction site safety course to prepare individuals for entering or re-entering the Manitoba construction industry or to assist those who want to upgrade their skills.

www.constructionsafety.ca/sitereadymb/

Apprenticeship Manitoba's Trade Safety Awareness Package

This Apprenticeship Manitoba site provides general information for educators about apprenticeship training.

<https://gov.mb.ca/wd/apprenticeship/generalinfo/instructoreducators.html>

Safety Preparation for Student Work Experience

This safety plan framework outlines important items to consider when preparing a safety plan for student work experience/placements.

www.edu.gov.mb.ca/k12/cur/cardev/safety-docs/safety_plan_framework.pdf

SAFE Work Manitoba

Safe Work Manitoba Home Page

Safe Work Manitoba, a division of the Workers Compensation Board of Manitoba, is responsible for promoting workplace safety and preventing workplace injuries and illness.

www.safemanitoba.com/

Safety Inspections

This site provides an overview of scheduled workplace safety inspections that are conducted in accordance with Section 7.4(5)(e) of *The Workplace Safety and Health Act*.

www.safemanitoba.com/topics/Pages/Inspections.aspx

A sample workplace safety inspection checklist is also provided.

www.safemanitoba.com/Page%20Related%20Documents/resources/TP_SampleWorkplaceInspectionChecklist.pdf

Workplace Hazardous Materials Information System (WHMIS) Certification Course

This SAFE Work Manitoba course is intended to familiarize workers who work with or may be exposed to hazardous products at work with WHMIS 2015. It reviews the classification of hazardous products, product labels and safety data sheets, and incorporates specific legislation from the *Manitoba Workplace Safety and Health Act and Regulations*.

www.safemanitoba.com/Education/Pages/whmis-2015-manitoba-workers-provincially-regulated-workplaces.aspx

SAFE Workers of Tomorrow Home Page

SAFE Workers of Tomorrow is a program offering free presentations to Manitoba students on workplace safety for young workers.

<https://workersoftomorrow.com/about-us/>

Safe Workers of Tomorrow resources include a useful safety quiz for students.

<https://workersoftomorrow.com/resources/quiz/>



RESOURCES

Sample Tracking Spreadsheet

The following sample shows the information you might include in a spreadsheet to track and assess student progress ([see page 11](#)).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Gender	HSAP Coordinator	Anticipated Grad Date	School	Surname	Given Name	Grade % 9801	Grade % 9802	Grade % 9803	Grade % 9804	Grade % 9805	Grade % 9806	Grade % 9807	Grade % 9808	February/June 20XX credits reported to schools and claimed for the FB115B (Month, 20XX – Month, 20XX)

2019-2020 FB Report

Writing a Resumé

There are resumé templates in many software applications that can help you get started.

Students can also perform a browser search for “high school resumé template” and choose an example.

How to Help an Employer Get a Designated Trainer for a Voluntary Trade

If a trainer does not have a Certificate of Qualifications in one of the voluntary trades, they can apply to Apprenticeship Manitoba for designated trainer status.

Designated trainers must have experience in 70% of the scope of the trade and must have worked 1.5 times the term of apprenticeship within the past 10 years. The applicant will need to fill out a work experience form at www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html#trainer.

Each trade has a unique work experience form. Find the trade on the Manitoba Trades Profiles page at www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/index.html.

Sample Student-Apprentice Assessment

On-the-Job Skills	Descriptors for Student-Apprentice
motivation	Student-apprentice's attitude and behaviour show they want to come to work and want to work while there.
adaptability	Student-apprentice demonstrates ability to adjust quickly from one job to the next, demonstrates a positive attitude towards change, and can use knowledge and skills in new situations.
trade knowledge	Compare the student-apprentice's knowledge of the trade to someone who is brand new to the trade, taking into consideration the types of experiences that have been provided.
trade skills	Compare the student-apprentice's use of tools to someone who is brand new to the trade, taking into consideration the types of experiences that have been provided.
production	Determine student-apprentice's level of efficiency by considering how fast they can work and still have a good product to show for it.
safety	Student-apprentice demonstrates awareness of the safety requirements of the trade and follows those requirements.
communication	Student-apprentice asks questions and fully listens to explanations.
stays on task	Student-apprentice demonstrates ability to work without being easily distracted.
attempts to improve	Student-apprentice strives to improve through self-awareness of their own work.
overall performance	Student-apprentice demonstrates ability to break the task into smaller manageable tasks, checking all possible contributing factors to the problem. Demonstrates understanding of when to look for further help and to report the problem.

Sample Student-Apprentice Assessment

Personal Skills	Descriptors for Student-Apprentice
relationships with others	Student-apprentice gets along appropriately with co-workers, customers, other trades workers, and superiors.
cooperation	Student-apprentice demonstrates ability to work as a team member.
courtesy	Student-apprentice uses respectful language and gestures.
appearance	Student-apprentice dresses appropriately for the work and is clean.
attendance	Student-apprentice demonstrates understanding that "on time" means early enough to put away possessions and be ready to do work.
dependability	Student-apprentice shows a level of trustworthiness that the employer expects. Demonstrates ability to do routine tasks with mastery.
initiative	Student-apprentice predicts next steps, shows leadership, and is willing to do something without being told multiple times.
judgment	Student-apprentice makes smart decisions about safety and efficiency on their own.
accepts criticism	Student-apprentice does not get upset when asked to do work differently.
work ethic	Student-apprentice demonstrates a positive attitude toward work, respect for work time, and pride in their work. Uses all work time to benefit the employer.

Scoring	Criteria
0-4	Not passing and little/no attempt at improvement
5-6	Not meeting standards but improving
7	Satisfactory—meeting standards
8	Good —meeting standards and beginning to demonstrate leadership qualities
9-10	Excellent—demonstrates leadership qualities and/or model

Discover the Skills for Success

Skills for Success replaces the Conference Board of Canada's Employability Skills Profile, which can be found at www.conferenceboard.ca/edu/employability-skills.aspx. It identifies the 9+1 skills needed to participate and thrive in learning, work, and life: adaptability, reading, writing, collaboration, communication, creativity and innovation, digital numeracy, and problem solving. The +1 is the technical skills they will need to apply these skills for success.

https://skillsmanitoba.ca/wp-content/uploads/2021/11/SCC-SfS-for-students_EN_web.pdf

www.canada.ca/en/services/jobs/training/initiatives/skills-success.html

Mobile app: <https://mobile-app.skillscompetencescanada.com/index.php?l=e&o=y>



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