



High School
Apprenticeship
Program

HSAP STUDENT GUIDE

High School Apprenticeship Program: HSAP Student Guide

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WHAT IS HSAP?

If you are in Grade 10, 11, or 12, the High School Apprenticeship Program (HSAP) is a pathway for you to explore an apprenticeable trade while completing your academic graduation requirements.

Working with an HSAP educator, you start by finding an employer who will take you on as an apprentice. You then complete an Apprenticeship Application and Agreement with the employer and Apprenticeship Manitoba. You will get paid for on-the-job training (minimum wage plus minimum 10%), may earn up to eight high school credits (one credit per 110 hours on the job), and can transition to a post-secondary apprenticeship pathway in a registered trade career.

You will 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 to complete.

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). This means that most of your technical training will be paid for.

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

HSAP REQUIREMENTS

Becoming a Student-Apprentice

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 has a certified journeyperson or 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)

If you are a [mature student](#), you may earn up to six credits and must take English and mathematics.

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, 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/ and at www.edu.gov.mb.ca/k12/policy/mat_student.html.

Non-funded Independent School and Homeschool Students

Students from non-funded independent schools or those 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.

Earning HSAP Credits

- On-the-job hours can be earned while working evenings, weekends, and during school breaks, including the summer.
- You can earn up to eight (8) 40S HSAP credits by completing 110 hours of on-the-job training for each credit.
- If you are in a technical-vocational education (apprenticeable) cluster (8 credits), you 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. If you receive credit in a non-accredited course, you 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.
- You should meet with the school guidance counsellor or divisional HSAP educator to review and explore the potential of submitting an HSAP application.



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/mbrates/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 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.**

You should explore several possible trades and look for potential employers in your area.

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

It is best to contact employers directly—in person or by phone. Introduce yourself and leave a resumé with the hiring manager. You may also look at online job employment sites such as *Indeed*.

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

► **Complete an Apprenticeship Application and Agreement.**

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

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

The HSAP application form is 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

As a student-apprentice, you must adhere to your school division's safety requirements.

▶ Create a schedule with employer and school.

As a student-apprentice, you

- may work evenings, weekends, and during school breaks, including the summer
- may also work during the school day if it can fit into your timetable around required courses
- must inform your 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 you to explore trades while completing your high school graduation requirements. Failure to attend academic classes will result in the cancellation of your Apprenticeship Application and Agreement. You must graduate in order to be recognized by Apprenticeship Manitoba and to continue your 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 (see www.gov.mb.ca/wd/apprenticeship/manage/index.html).

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

After graduation, you may continue to work as an apprentice 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

What You Can Expect as a Student-Apprentice on a Work Site

- You 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. You may begin by performing cleaning tasks, moving materials, organizing, and carrying out other tasks as directed.
- You should expect to follow the directions of your on-site supervisor.
- You should be aware that, as an employee, you represent your employer and should act appropriately.
- You should ask questions when you are not clear of what you are expected or asked to do.
- You should expect to be trained in workplace safety and that the workplace adhere to safe work practices. You should be familiar with SAFE Work and your right to refuse work you determine is not safe. (See SAFE Work Manitoba at www.safemanitoba.com.) You must log and report working hours to your HSAP educator.
- You must inform employer of any absences (for example, in case of illness).
- You must arrange travel to and from work.

Safety Resources You Should Know About

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.

Writing a Resumé

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

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

Graduation Requirements for Manitoba High School Diplomas

Diploma Requirements

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

HSAP Incentive Policy and Procedures

Incentives are used to pay for your technical training course fees after you graduate.

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).

You must graduate before Apprenticeship Manitoba applies them to your HSAP profile.

Note: Manitoba Education and Early Childhood Learning will not recognize on-the-job hours for HSAP without an apprenticeship agreement. As a student-apprentice, you may earn up to eight credits with a registered agreement.

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

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 fulfill Level 1 Technical Training requirements upon starting a post-secondary apprenticeship (employer/trainer required).</p>	

Speak with a guidance counsellor or a HSAP educator to determine which pathway may be best suited for you.

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 the carpentry cluster was not accredited, Patel 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!

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.

Journey person

A certified journey person 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 journey person 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.



RESOURCE LINKS

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

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

Employment Standards for Young Employees

The Manitoba government Employment Standards website includes a fact sheet of employment standards for young employees.

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 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 practice your trade anywhere in Canada.

https://www.red-seal.ca/eng/trades/tr.1d.2s_l.3st.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](http://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

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/>

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



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, and 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. Student-apprentice 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

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 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 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



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.

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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