

Accreditation Facility Auditor Information

What is Accreditation?

Accreditation, developed and approved by the Apprenticeship and Certification Board, recognizes external programs that meet Apprenticeship technical training standards.

Who is eligible to apply for Accreditation?

Any public school, private school, college or registered private vocational institution in Manitoba that offers a program of instruction in a designated trade is eligible to apply for Accreditation. To be approved for accreditation a training provider must meet Apprenticeship standards in the following areas;

- Technical training
- Tools and equipment
- Instructor qualifications

What is a facility audit?

The facility audit is a key factor that helps to determine if the facility meets Apprenticeship standards as outlined in the Facility Accreditation Checklist. A facility audit is an important piece of the review process and may be required several times during the Accreditation processes i.e., during the original review, when a program changes locations, every second renewal of the program, and possibly when standards have been changed.

Who performs a facility audit?

A facility audit will be conducted by a Certified Journeyperson who must meet the qualifications and criteria for a Facility Auditor as established by Apprenticeship Manitoba. The responsibility of a Facility Auditor is to complete a facility audit using the Facility Accreditation Checklist and submit the documents to the Accreditation Coordinator.

What are the criteria for Facility Auditors?

To be considered for this position the applicant must be certified in the trade and be employed with three or more years of experience. Facility Auditors will be appointed for a two year period with opportunity to renew.

What remuneration will be made to the Facility Auditor?

The Facility Auditor will be paid a per diem rate based on standard provincial remuneration rates which include travel and accommodations where applicable. The remuneration of appointees for Facility Auditor is intended as recognition of public service made by a non-civil servant. The remuneration provided is not intended as compensation for income that the appointee might have earned from other personal endeavour, and compensation for loss of an appointee's regular wage shall not be made.

1-877-978-7233

www.manitoba.ca/tradecareers

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Thompson
118-3 Station Rd.
R8N 0N3
204-677-6346
Fax 204-677-6689

The Pas
305 Fourth St. W
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204-627-8290
Fax 204-627-8137

Brandon
128, 340-9th St.
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204-726-6365
Fax 204-726-6912

Winnipeg
1010-401 York Ave.
R3C 0P8
204-945-3337
Fax 204-948-2346

Accreditation Facility Auditor Application

Trade: _____

Current employment in this trade is required and preference will be given to persons applying with three or more years of relevant trade experience. Applicants for Accreditation Facility Auditor will be considered when the application and documentation have been received.

Accreditation Facility Auditor appointments will be reviewed every two years, a reinstatement letter will be issued if the appointment is to be extended.

First Name		Last Name	
Address		City/town	Postal code
Home phone	Cell phone	Business phone	e-mail address

Return the Accreditation Facility Auditor Application, a current resume and a **copy** of your Certificate of Qualification to:

Apprenticeship Manitoba
1010 - 401 York Ave.
Winnipeg, MB R3C 0P8

If you require further information on applying for Accreditation Facility Auditor please call Apprenticeship Manitoba at (204) 945-3337 or 1-877-978-7233 toll free in Manitoba or visit our website at

www.manitoba.ca/tradecareers

Personal information is protected by The *Freedom of Information and Protection of Privacy Act* of Manitoba. Any other use and disclosure of personal and business information by Apprenticeship Manitoba must be authorized by the apprentice and the employer or authorized under this Act. Please direct any questions or concerns to Apprenticeship Manitoba at (204) 945-3337 or 1-877-978-7233 toll free in Manitoba.

Office use only			
Resume included	<input type="checkbox"/> yes	<input type="checkbox"/> no	Certificate of Qualification <input type="checkbox"/> yes <input type="checkbox"/> no
Comments	_____		
Approved	<input type="checkbox"/> yes	<input type="checkbox"/> no	Authorization signature _____ Date _____

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