

Guidelines for Accreditation



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What is Accreditation?

Apprenticeship Manitoba, Entrepreneurship, Training and Trade will recognize and accredit a training provider's program where the training provider can demonstrate conformance with Apprenticeship Technical Training requirements and accreditation standards.

If a student graduates from an accredited training program with a minimum final accumulative average of 70% or better in the trade subjects and level for which the program is accredited, (as indicated in the level chart), he or she is entitled to receive credit toward their apprenticeship.

Why Accreditation?

Accreditation was developed and approved by the Apprenticeship and Certification Board in order to:

- recognize quality trades training programs that meet Apprenticeship Technical Training standards;
- recognize successfully completed technical training to eliminate duplication of an apprentice's prior learning; and
- assist in the transition of students from secondary school and post-secondary training programs into apprenticeship training by recognizing prior learning.

Eligibility

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 Apprenticeship accreditation.

Accreditation will apply only to those designated trades where an Apprenticeship Technical Training program standard exists.

To be eligible for accreditation of a training program, the applicant must meet Apprenticeship standards in the following areas:

- facility
- technical training;
- equipment;
- tools; and
- instructor qualifications.

Apprenticeship Manitoba Responsibility

The following materials, when available, will be provided to a training provider on request in order to assist in the development of an Accreditation Application:

- Trade Specific Curriculum Assessment Checklist (CAC);
- Trade Specific Facility Accreditation Checklist ;
- Trade Specific Technical Training Standards;
- Occupational Analyses (National/Provincial); and
- Instructor's Guide.

Upon receipt of the Accreditation Application, Apprenticeship Manitoba will send the training provider a letter acknowledging its receipt.

Apprenticeship will complete an analysis of all elements of the Accreditation Application to determine if the content meets the requirements of the technical training as approved by the Apprenticeship and Certification Board for the applicable trade.

The training provider will be notified of the findings of the analysis in writing within sixty (60) working days of Apprenticeship Manitoba receiving the Accreditation Application. The analysis report will be sent by mail, facsimile or electronic mail.

Facility Audit

A Facility Audit is required prior to the approval of an Accreditation Application and at times during the Accreditation Renewal and Re-Accreditation process. A facility audit will be conducted by a Facility Auditor that meets the qualifications and criteria established by Apprenticeship Manitoba. The facility audit determines if the facilities meet Apprenticeship standards as outlined in the Facility Accreditation Checklist.

Apprenticeship will notify the training provider in writing, either by mail, facsimile or electronic mail, at least fourteen (14) days prior to the inspection. The time and date and the names of the persons involved in the inspection will be provided.

It is Apprenticeship Manitoba's policy to hire external Facility Auditors. Qualified facility Auditors must submit an Accreditation Facility Auditor Application Form (available on Apprenticeship Manitoba's website) and meet established qualifications and criteria including the following:

- Journeyperson certification in the designated trade in which the facility audit is taking place
- Two (2) to three (3) years of relevant industry experience
- For new trades where there is currently a shortage of certified journeypersons available, criteria would be the same as the designated trainer at one and a half (1.5) times the term of apprenticeship as per the relevant trade regulation within the last ten (10) years.

Following the Facility Audit, the Facility Auditor is required to submit the completed Facility Accreditation Checklist (FAC) to the Accreditation Coordinator within ten (10) business days from the date of the facility audit.

Training Provider Application

The training provider is responsible to complete and submit an Accreditation Application for each program for which accreditation is being sought. The Accreditation Application includes the completed Curriculum Assessment Checklist, a completed Application Form and an Accreditation Proposal.

The Curriculum will be reviewed by Apprenticeship staff to assess linkages between it, the occupational analysis and the technical training standards.

Apprenticeship Manitoba will complete an analysis of all elements of the Accreditation Application to determine if the content meets or exceeds the minimum requirements of the approved program standard for the trade.

Certificate of Accreditation

A Certificate of Accreditation will be issued by the Executive Director of Apprenticeship where a training provider's Accreditation Application is complete and meets Apprenticeship standards for:

- curriculum;
- facilities;
- equipment;
- tools; and
- instructor qualifications.

A Certificate of Accreditation is valid for three (3) years from the date of issue unless otherwise indicated on the certificate.

The Executive Director of Apprenticeship may cancel a Certificate of Accreditation if in his/her opinion the training provider's delivery of the Technical Training ceases to comply or conform to the established guidelines and standards.

In cases where the training provider's Certificate of Accreditation was suspended or revoked and subsequently reinstated or renewed, the training provider will be subject to a review within one calendar year. The training provider will be required to submit any documentation and/or provide access to facilities, tools and equipment for the purpose of a facility audit.

Decisions regarding a training provider's accreditation status are not open to appeal under the *Apprenticeship and Certification Act* or the *Appeals Procedure Regulation*. Decisions of the Executive Director are final.

Renewal of the Certificate of Accreditation

An Application for Renewal of Certification for Accreditation will be forwarded to an accredited training provider sixty (60) working days in advance of the expiry date.

The Application for Renewal must be completed and submitted to Apprenticeship Manitoba thirty (30) working days prior to the expiration of the original Certificate of Accreditation in order to be considered for renewal.

Training providers must submit a completed Application for Renewal as well as declare in writing the following items:

- list of new instructors and copies of their teaching credentials;
- all proposed changes to the curriculum, if applicable;
- a list of all new tools and equipment, if applicable;
- information about changes, both improvements and deterioration, to the facilities, where applicable; and
- other changes to the program the training provider deems noteworthy.

A mandatory facility audit will be performed every second Accreditation renewal (every six (6) years) by a Facility Auditor to ensure ongoing compliance with Apprenticeship standards. A facility audit may also be conducted at any point during the accreditation renewal process as deemed appropriate and where circumstances warrant investigation or the original date of accreditation (when the last facility audit took place) exceeds six (6) years. Apprenticeship will notify the training provider in writing, either by mail, facsimile or electronic mail, at least fourteen (14) days prior to the inspection. The time and date and the names of the persons involved in the facility inspection will be provided.

On occasion, application forms are returned with incomplete information. Apprenticeship will contact the training provider if incomplete information is submitted. If a training provider has failed to provide all the necessary information prior to the expiry date, a letter will be sent notifying the training provider that:

- the training provider has 30 days to provide all necessary information to Apprenticeship Manitoba; and
- the program's accreditation will not be renewed unless the outstanding information is received within the above noted thirty (30) day time frame.

If a training provider misses the renewal deadline, they may be required to re-apply for accreditation.

Re-Accreditation (Changes to Technical Training)

When new training standards are introduced in a trade, and prior to the changes being implemented, Apprenticeship Manitoba will notify accredited training providers in writing of the changes and the date by which the changes to their program must be made.

A new Curriculum Assessment Checklist (CAC) and the revised technical training standards will also be provided by the Branch. To retain accreditation status for the trade, the training provider is required to make the relevant changes to their program and provide the Branch with a completed Curriculum Assessment Checklist and other documentation as the Executive Director may require within the specified time-frame.

Cancellation and/or Reinstatement of Accreditation

The Executive Director of Apprenticeship Manitoba may cancel a Certificate of Accreditation (as per section 17 of the Apprenticeship and Trades Qualifications - General Regulation 154/2001) if a training provider fails to comply with Apprenticeship standards for technical training, equipment, tools, facilities and instructor qualifications as set out in the Certificate of Accreditation for the designated trade and levels for which the accreditation was granted.

In such circumstances, Apprenticeship Manitoba may either suspend or revoke the Certificate of Accreditation. A Certificate of Accreditation can be reinstated and/or renewed if the training provider is willing and able to meet specific conditions by providing proof of actions taken to ensure that they will conform to apprenticeship standards.

For all programs where accreditation has been suspended or revoked and subsequently reinstated or renewed, the training provider will be subject to a review to be facilitated by the Accreditation Coordinator. This review will take place within one (1) calendar year from the date a training provider has been sent official notification of the reinstatement or renewal of a Certificate of Accreditation.

This review may include a request for copies of tests and other evaluation instruments, grades attained by participants, access to facilities for the purpose of a facility audit and any other document or report for the purpose of ongoing evaluation of the training program.

After such a review takes place, the training provider will be notified by the Accreditation Coordinator at Apprenticeship Manitoba of the outcome in writing within thirty (30) business days, and will be required to comply with any additional requests in order to maintain their accredited status.

Elements of the Accreditation Proposal

The Purpose of the Accreditation Proposal

The purpose of the accreditation proposal is to:

- provide background information about the training provider and its policies;
- set out details of its proposed technical training program; and
- declare how the training provider will comply with Apprenticeship's program standards.

Requirements

The Accreditation Proposal will be assessed on its curriculum, tests, instructor qualifications, facilities, equipment and the tools available to the students.

Background Materials

In this section of the Accreditation Proposal, the training provider must:

- briefly describe its training experience, if any, in the trade area referred to in the Accreditation Application;
- briefly describe its previous collaboration with Apprenticeship Manitoba in the development of Apprenticeship Technical Training course and unit outlines, if any;
- briefly list affiliations with persons, companies or organizations related to the type of training to be accredited and declare potential and/or perceived conflicts of interest; and

If the training provider has established an advisory committee to support its trades training programming, the Accreditation Proposal must list the advisors and note their role in supporting the training program.

The background materials should not exceed three (3) pages in length.

Organization Structure

The Accreditation Application must also contain a description of the reporting relationship or organizational structure:

- for the college department which relates to the proposed training program (if the training provider is a community college);
OR
- pertaining to the instructor, immediate supervisor and other relevant organizational information (if the training provider is a secondary school, a private vocational school or affiliated with an employer, union, or association);

AND

The address, telephone number, facsimile number, and e-mail address of a contact person:

- who is responsible for ensuring the quality of the proposed training program;
- who is responsible for implementing changes to the proposed training program.

The Organization Structure section should not exceed two (2) pages in length.

Instructor Qualifications

Apprenticeship policy for instructors delivering accredited training program curricula requires that instructors meet the following requirements:

- hold a valid journeyman certificate in the trade they are teaching;
- have completed, or be enrolled in, a provincially recognized teaching certificate program, such as a Vocational Teacher Education Certificate or Adult Education Certificate; and
- hold other credentials as the Executive Director may require.

All instructors delivering accredited training program curricula must meet these requirements. Verification is required and should take the form of:

- a photocopy of the instructor's Certificate of Qualification,
- a photocopy of the instructor's teaching certificate(s) or proof of enrollment in a program leading to teacher certification. Note: If the instructor is enrolled in a teaching certificate program, they must complete the program within five years from the date of registration;
- photocopies or proof of other credentials as the Executive Director may require.

Apprenticeship will not be responsible for loss of original certification documents sent as part of the Accreditation Proposal.

Apprenticeship Manitoba will allow an institution, through its designated representative, to request an extension on the five year time limit on completing the required teaching credential such as the Certificate in Adult Education or Technical Vocational Teacher Education.

Requests will need to be submitted in writing and must include:

- Instructor's name
- Institution Name
- Program Name and Accreditation Number
- Current status of Teaching Credential
- Circumstances Preventing Completion within prescribed time-line
- Estimated Time of Completion

These requests will be reviewed by the Executive Director of Apprenticeship Manitoba on a case by case basis.

Curriculum

A Curriculum Assessment Checklist (CAC) must be completed and provided in the Accreditation Application. The purpose of the CAC is to compare the training provider's curriculum with the curriculum standards established and approved for Apprenticeship training in a particular trade. If a training provider is unable to show that mandatory content is covered in the proposed program, the Accreditation Application may be rejected.

The Accreditation Application must also include copies of:

- the course summaries for each unit;
- sample lesson plans; and
- sample multiple choice tests for the trade program being reviewed.

Apprenticeship may request that copies of other teaching materials be provided in addition to the items listed.

Facilities, Equipment and Tools

The Accreditation Application must include a description of:

- the classroom and facilities;
- shop facilities and work stations that are appropriate;
- detailed floor plans;
- inventory of equipment, tools and training aids;
- maximum class size; and
- materials that meet the requirements of the curriculum.

Classrooms and facilities used in the delivery of training must meet all applicable building codes and standards.

Instructional Material

The training provider must provide a description of any library collection or reference materials on the premises or readily available that may be used for instructional purposes or for apprentice/student research.

Where available Apprenticeship Manitoba will provide a list of prescribed instructional materials (i.e., textbooks, code books, etc.) required for the trade to which your Accreditation Application refers.

Accreditation Application Checklist

Please submit a detailed outline of the program which includes:

- | | | |
|--------------------------|---------------------------------|--------|
| <input type="checkbox"/> | Background Materials | Pg. 8 |
| <input type="checkbox"/> | Organization Structure | Pg. 8 |
| <input type="checkbox"/> | Instructor' Qualifications | Pg. 9 |
| <input type="checkbox"/> | Curriculum | Pg. 9 |
| <input type="checkbox"/> | Facilities, Equipment and Tools | Pg. 10 |
| <input type="checkbox"/> | Instructional Material | Pg. 10 |

A copy of the Accreditation application should be kept for your own records.

If you have any questions, or require assistance with the application process, please call the Accreditation Coordinator at 945-3337

Forward the Application to:

**Apprenticeship Manitoba - Accreditation Unit
Entrepreneurship, Training and Trade
1010 – 401 York Avenue
Winnipeg MB R3C 0P8**

Accreditation Application

Accreditation Information (please print)

Name of Training Institution Contact Person (name and title)

Current Phone Number Business Phone Fax# E-mail address

Facility Address _____
Address City Province Postal Code

Mailing Address _____
Address City Province Postal Code

Program Name Apprenticeship Trade Name

Level(s) Requested for Accreditation Level 1

Anticipated Start Date Course Duration (hours) Number of Students per Class

Instructor Name(s) and Contact Information

I _____ declare that the information submitted in this Accreditation Application is, to the best of our knowledge, accurate and truthful. We acknowledge that Apprenticeship and Certification Board has the sole right to alter curriculum requirements and that we will accommodate changes to established curriculum upon request. We also understand that from time to time, Apprenticeship Manitoba may request a review of the facility, equipment, tools, and any document or report the director may require for the purpose of ongoing evaluation of the training program. The information is being collected under the authority of *The Apprenticeship and Certification Act* and will be used to assess your Accreditation Application. It is protected by the *Freedom of Information and Protection of Privacy Act*. If you have any questions please contact Apprenticeship Manitoba at 1010 – 401 York Avenue, Winnipeg, Manitoba R3C 0P8 or Telephone (204) 945-3337 or toll free in Manitoba 1-877-978-7233.

Signature Date

1-877-978-7233

www.manitoba.ca/tradecareers

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