

Apprenticeship
Manitoba

The future is in your hands.

Employer Information Guide



Manitoba 

Apprenticeship

More than Books and Binders

Apprenticeship programs are different from university or college in that they offer paid on-the-job training with an employer in addition to classroom learning in over 50 skilled trades.

Valuable Workforce

Employees with credentials that document their skills are valuable. An apprentice who receives a Certificate of Qualification is not only more employable, but also contributes to the success of an organization and the apprenticeship system as a whole. In most trades, a Red Seal endorsement is also available on the Certificate of Qualification, attesting to the interprovincial standards of excellence the apprentice has obtained.

Win-Win

On average, apprenticeship programs take three to four years to complete, with approximately 80 per cent of that time allocated to on-the-job training and 20 per cent to in-class learning through one of Apprenticeship Manitoba's training providers. These providers include Red River College, Assiniboine Community College and University College of the North. Apprentices earn an income while they learn and, at the same time, employers have access to knowledgeable and committed employees. Apprenticeship Manitoba arranges the in-class learning requirement and funds more than 90 per cent of the tuition costs.

The Upper Hand

Statistics show that in the next decade, 40 per cent of new jobs will be in the skilled trades and technology. With skilled trade shortages becoming more evident across the nation, apprenticeship programs are a smart investment in a company's future.



"The biggest advantage of the apprenticeship program is that it allows us to find qualified people who are willing to put in the time and commitment to learn the trade. We can't just hire technical people to work here - we have to grow them."

Keith Young, General Manager
Northland Ford (The Pas)
Apprenticeship Employer of the Year (Rural), 2010

Hire an apprentice to help forge a stronger business

While apprenticeship programs offer many benefits to future journeypersons, they also offer valuable incentives for employers.

Bang for Your Buck

Recognizing the important contribution that employers make to the apprenticeship training system, a variety of tax credits and other financial incentives are available to employers who hire apprentices and certified journeypersons.

Increased Competitiveness

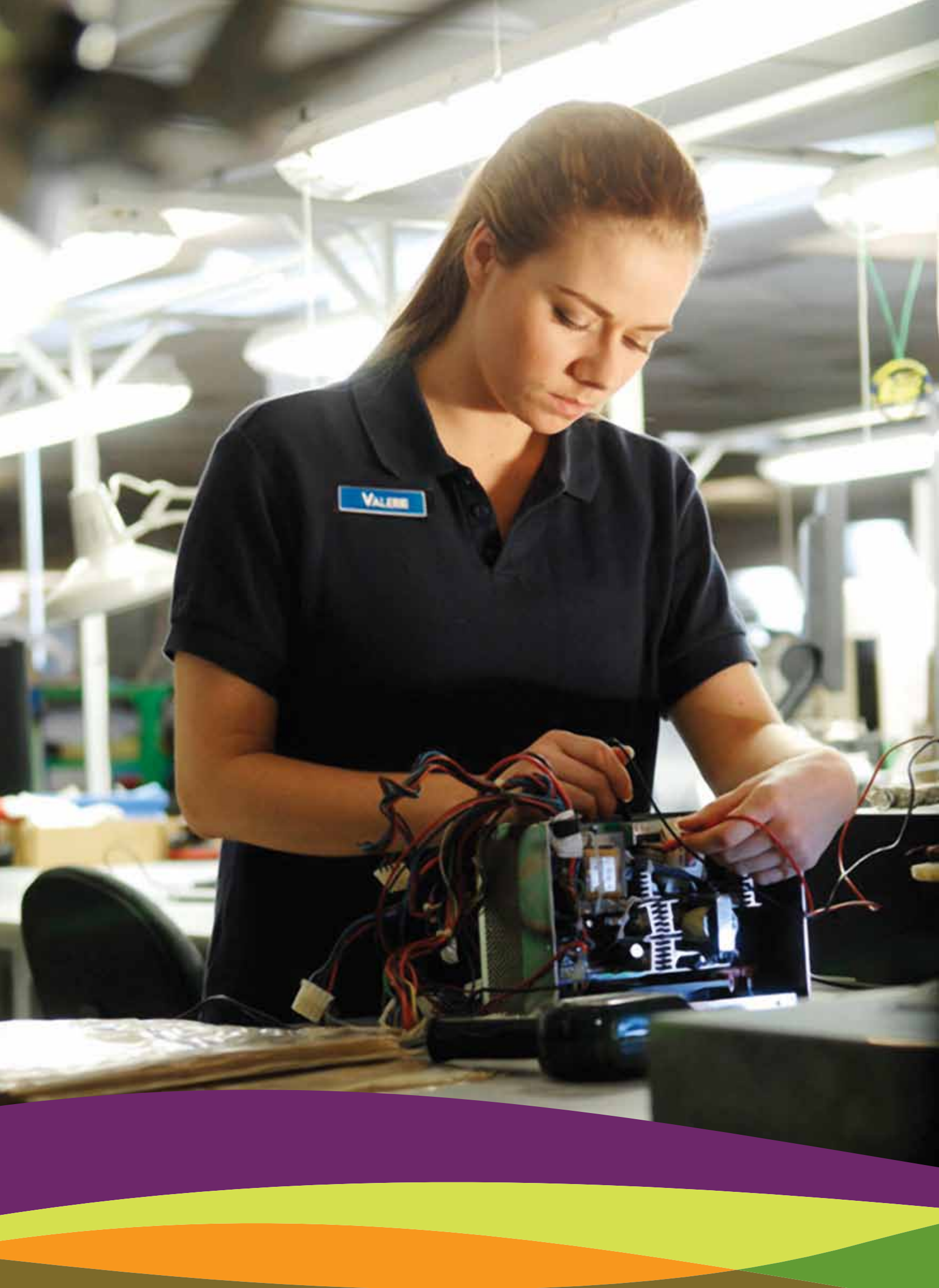
Trained, productive staff means fewer mistakes, less wastage and lower unit costs. Employees trained to industry standards not only bring up-to-date skills in new technologies to the job to share with other staff, but they also understand the unique values of your workplace. Skills of a retiring workforce are retained through on-the-job mentoring and skilled workers mean more control over product quality. Apprentices receive a thorough understanding of their occupation/trade and the proper maintenance and use of its tools and equipment. Ultimately, improved productivity and quality contributes to increased customer satisfaction and a solid business reputation.

Grow Your Business

The completion of an apprenticeship program results in highly trained professionals who will make noticeable contributions to an employer's bottom line. Their knowledge, skills and experience enable them to develop a thorough understanding of an employer's business needs and how best to meet them.

Prepare for the Future

Apprenticeship programs enable employers to open doors to their surrounding community. The option to hire high school apprentices creates a relationship with local high schools, cultivates interest in business and the trades at a young age and encourages youth to stay in their home communities. Implementing an apprenticeship program assists employers to better plan and meet future workforce needs, ensuring access to a pool of experienced employees of different ages within the organization.



Starting an Apprenticeship Program in Your Business

Making apprenticeship part of your business is a lot easier than you may think. This step-by-step guide will help you implement an apprenticeship program that supports the success of your business:

1. Assess your business needs

To begin, clearly define what role an apprentice could play within your business and what skills you are looking for in a new employee. Consider hiring an apprentice through the High School Apprenticeship Program (HSAP). It's important to identify a certified journeyman/designated trainer who is capable and committed to training new staff to meet your standards and business requirements. Review the *Apprenticeship and Certification Act* and specific trade regulations.

2. Research government financial incentives available to employers

Hiring an apprentice is a smart business investment. Make sure to review the many types of funding available for employers who choose to hire and train apprentices. Visit www.manitoba.ca/tradecareers for information about grants, tax deductions, scholarships and awards.

3. Find an apprentice

When you're ready to start training a new apprentice, promote the opportunity within your organization,

in newspapers, on employment websites, through trade and industry associations and unions. Qualified candidates can also be identified through colleges, training institutions and secondary schools.

4. Register your apprentice

There are four steps to registering your new apprentice:

- Complete the Apprenticeship Application and Agreement, which outlines the responsibilities of all parties throughout the duration of the apprenticeship, and submit it to Apprenticeship Manitoba.
- Assign a certified journeyman/designated trainer* to provide practical training according to trade standards.
- Verify the number of hours your apprentice will work.
- Pay a pre-determined, industry-set wage.

After the Apprenticeship Agreement is registered, Apprenticeship Manitoba will provide you with information about technical/in-school training, certification and other details of your apprentice's trade.

For an application and more information, visit our website at www.manitoba.ca/tradecareers or call Apprenticeship Manitoba at 204-945-3337, toll-free 1-877-978-7233.

* Designated trainers are eligible to train in all non-compulsory trades. Assigned designated trainers are required to complete and submit a Designated Trainer Application form and a supporting Work Experience form.

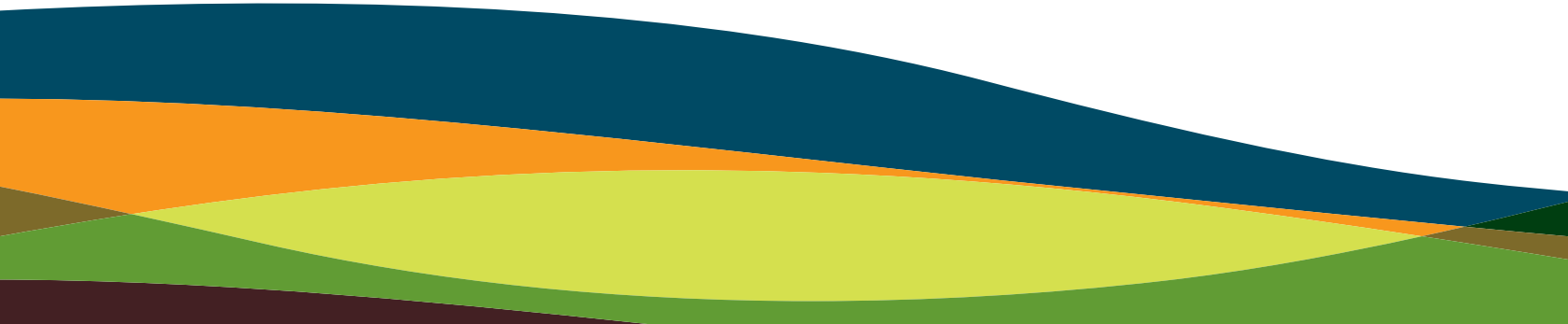
Understanding Roles and Responsibilities

A successful apprenticeship relies on the full support and participation of the apprentice, the employer/trainer and Apprenticeship Manitoba.

Employer/Trainer Responsibilities

- Grant hours to the apprentice for previous experience or training on the Apprenticeship Application.
 - Provide the apprentice with on-the-job training supervised by a certified journeyperson or designated trainer. Ensure that the apprentice has on-site access to, and is able to communicate directly with, a journeyperson or designated trainer at all times.
 - Keep accurate records of the apprentice's on-the-job practical training hours in the *Report of Hours* (blue book) and submit it to Apprenticeship Manitoba every six (6) months for updating.
 - The employer/trainer, along with the apprentice, should establish a recommended bi-weekly plan for regular review of the on-the-job practical training progress.
 - Maintain a work environment that is conducive to learning the scope of the trade and offer the apprentice a safe place to work with proper equipment and shop facilities.
 - Pay the apprentice's wages according to established rates (usually set at a rising percentage of the journeyperson wages).
 - Arrange for the apprentice to have time for in-school technical training.
- Provide insurance coverage. Since an apprentice (including a high school apprentice) is an employee, the employer is responsible for providing coverage in the event of a work place accident in the same manner as the employer's other employees.
 - Immediately notify Apprenticeship Manitoba if:
 - there are changes to staffing that could affect the ability to provide on-the-job practical training or supervision
 - the company relocates or changes its mailing address
 - the apprentice leaves

Apprentice Responsibilities

- Find appropriate employment, complete and submit the Apprenticeship Application and Agreement. The apprentice may receive time credit for previous work experience or training in the trade (at the employer's discretion). Ensure that the Apprenticeship Application outlines the details of any such credits for previous experience. These hours will be recorded by Apprenticeship Manitoba for your trade in the *Report of Hours* (blue book).
 - Carefully review all information provided by Apprenticeship Manitoba. This includes the Apprenticeship Registration Package, the Technical Training Registration Calendar and employment insurance information prior to starting any technical training and income tax information sent each spring.
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- Take the required steps to ensure a successful progression from on-the-job practical training to in-school technical training. Review the Technical Training Registration Calendar for information and course registration and supports available prior to and during in-school technical training.
- Actively participate in and successfully complete the required on-the-job practical and in-school technical training.
- Ensure that the *Report of Hours* (blue book) is up to date by submitting it to Apprenticeship Manitoba every six (6) months. Only hours entered and authorized (signed) by the registered employer(s) in the *Report of Hours* (blue book) will be credited toward the completion of the apprenticeship.
- The apprentice, along with the employer/trainer, should establish a recommended bi-weekly plan for the regular review of the on-the-job practical training progress.
- Ask for help when needed and review the supports and services available.
- Report any changes (employment, address, name) immediately to the Apprenticeship Manitoba Training Co-ordinator. If an apprentice terminates employment with one employer and is hired by another, the apprentice must re-register with the new employer.
- Provide honest and loyal service, showing due regard for the employer's property.
- Obey all lawful instructions given by the employer or any person designated by the employer.
- Work safely – not just for personal safety but for that of co-workers, too.

Apprenticeship Manitoba Responsibilities

- Approve the Apprenticeship Application and register the Apprenticeship Agreement.
- Ensure the apprentice has a *Report of Hours* (blue book) and record new hours when submitted.
- Monitor and assess the apprentice's on-the-job practical and in-school technical training.
- When required, identify the apprentice's learning needs and recommend upgrading or other alternatives for skill development.
- Assist the apprentice in planning on-the-job practical training. Evaluate the training program and facility.
- When requested, investigate complaints and act as a mediator to resolve issues.
- Work with industry through the Apprenticeship Certification Board and Provincial Advisory Committees to develop and maintain occupational definitions, training and certification standards.
- Schedule in-school technical training and examinations. Inform the apprentice of technical training through distribution of the Apprenticeship Technical Training Registration Calendar.
- Set tuition fees and pay in-school technical training costs not covered by these fees.
- Develop and manage examinations for each program level and final examination certification.
- Issue Certificates of Qualification to apprentices who successfully complete the program requirements and achieve 70 per cent or higher on the final trade certification exam.

Making the Decision Easier

Here are a few points you may not know....

Certified journeypersons are recommended but not required for apprenticeship training.

With the exception of compulsory trades,* employees who do not hold a Certificate of Qualification in their trade can be assigned to be a designated trainer. Potential designated trainers must complete and submit a Designated Trainer Application and supporting Work Experience form to Apprenticeship Manitoba.

* Compulsory trades include construction electrician, industrial electrician, crane and hoisting equipment operator, electrologist, esthetician, hairstylist, refrigeration and air conditioning mechanic, sprinkler system installer, steamfitter-pipefitter.

Ratio adjustments are available.

Although most apprenticeship programs require a 1:1 training ratio of certified journeypersons/ designated trainers to each apprentice, exceptions to this rule can be made when circumstances warrant. Complete and submit the Increase in Ratio Application to Apprenticeship Manitoba.

Experienced workers who are not certified can become certified through a process called Trades Qualification.

Trades Qualification (TQ) enables experienced workers (with a minimum number of years and hours over a specified length of time) to challenge the trade certification exam and ultimately receive a Certificate of Qualification for their trade.

Apprenticeship Manitoba supports diverse learning needs.

Apprenticeship Manitoba assesses apprentice needs and recommends appropriate options where required (ex: upgrading, special accommodations for administering exams).

Employers and apprentices are eligible for provincial and federal financial incentives.

Not only do apprentices get paid as they learn on the job, the Manitoba government supports a major portion of their tuition costs. In addition, both employers and apprentices are eligible for a variety of tax credits, grants and awards throughout apprenticeship training.

Apprenticeship Manitoba recognition programs

The Highest Achievement Award honours the top achieving apprentices and employers in each trade. Through a public nomination process, the Awards of Distinction honour employers, journeypersons, instructors and others who make outstanding contributions to Manitoba's apprenticeship training system and in the promotion of the skilled trades.

Apprenticeship Manitoba outreach initiatives

Throughout the year, Apprenticeship Manitoba is involved in various trade shows and career fairs and provides information sessions to schools and organizations throughout the province. Contact Apprenticeship Manitoba to book your presentation today.

Apprenticeship Manitoba is also involved in social media outreach initiatives, including an interactive website, blogging and Facebook.







"We are committed to provide an environment for apprentices to hone their craft and become journeypersons. It's vital to the health of our business and our industry. We are proud to support apprenticeship."

Sean Barnes, District Manager
PCL Constructors Canada Inc.
Apprenticeship Employer of the Year (Urban), 2010

Apprenticeship Information Contacts

Toll-free in Manitoba 1-877-97-TRADE (8-7233)

Website: manitoba.ca/tradecareers

Email: apprenticeship@gov.mb.ca

Four Locations in Manitoba

WINNIPEG

1010-401 York Avenue

Phone: 204-945-3337

BRANDON

128, 340-9th Street

Phone: 204-726-6365

THE PAS

305 Fourth Street West

Phone: 204-627-8290

THOMPSON

118-3 Station Road

Phone: 204-677-6346

