

**Apprenticeship**  
Manitoba

The future is in your hands.

# High School Apprenticeship Program



It Pays to be an Apprentice

**Manitoba** 

## What is Apprenticeship?

Apprenticeship is a great way to train to become a certified journey person in a trade where your credentials are recognized across Canada. Full-time apprenticeship combines paid, on-the-job learning with sponsored, classroom-based instruction.

## What is the High School Apprenticeship Program (HSAP)?

The HSAP lets you start your apprenticeship while you are still in high school or completing a high school program at an adult learning centre or through home schooling. It combines regular high school instruction with paid, part-time, on-the-job apprenticeship training.

To begin, you need a qualified, insured employer who will agree to train you as an apprentice. You will work with your school guidance counsellor and the HSAP co-ordinator at Apprenticeship Manitoba to ensure you meet all of the program's academic requirements. Then, together with the employer, you will set up a suitable on-the-job/academic timetable that allows you to attend all of your required high school classes.



**HSAP Financial Incentive – HSAP participants are eligible for help to offset tuition costs for full-time, post-secondary apprenticeship training. For every 220 hours of on-the-job training obtained as a high school apprentice (up to a maximum 880 hours), you receive a tuition exemption for one level of in-school training (to a maximum of four levels). For more information about this and other grants and incentives, contact the HSAP co-ordinator or visit [manitoba.ca/tradecareers](http://manitoba.ca/tradecareers)**

## How do I qualify?

To participate in the HSAP you must be enrolled in an approved Manitoba grade 10, 11 or 12 program.

To continue with apprenticeship training after high school, a high school diploma or equivalent is required.

Positions in the trades today are often technology-based and require math, science and computer skills. However, excellent reading, writing and communication skills are also very valuable.

## It's a great opportunity

Manitoba's skilled, certified tradespeople play an important role in our society. In the next decade, many of them will be nearing retirement, leaving Manitoba with shortages in the skilled trades. That's where HSAP comes in. Think of it as an early opportunity to set the goals for your future.

The HSAP program provides practical, paid work experience and the opportunity to:

- get hands-on experience using highly specialized, technological equipment
- earn up to eight supplemental academic credits for graduation
- get paid at least 10 per cent more than the minimum wage rate
- apply your on-the-job training hours to continued, full-time apprenticeship training after graduation
- use this work experience to get a full-time job
- use the skills you learn for a career in management or to start your own business
- obtain an apprenticeship tuition exemption (up to a maximum of four in-school training levels) for every 220 hours of HSAP on-the-job training



# Over 50 qualifying trades

## INDUSTRIAL TRADES

Boilermaker  
Industrial Electrician  
Industrial Instrument Mechanic  
Industrial Mechanic (Millwright)  
Machinist  
Power Electrician  
Rig Technician  
Steel Fabricator  
Tool & Die Maker  
Welder



## TRANSPORTATION TRADES

Agricultural Equipment Technician  
Aircraft Maintenance Journey person  
Automotive Service Technician  
Diesel Engine Mechanic  
Gas Turbine Repair & Overhaul Technician  
Heavy Duty Equipment Technician  
Marine & Outdoor Power Equipment Technician  
Motor Vehicle Body Painter  
Motor Vehicle Body Repairer  
Railway Car Technician  
Recreation Vehicle Service Technician  
Transport Trailer Technician  
Truck & Transport Mechanic



## CONSTRUCTION TRADES

Bricklayer  
Cabinetmaker  
Carpenter  
Concrete Finisher  
Construction Craft Worker  
Construction Electrician  
Crane & Hoisting Equipment Operator  
Domestic Gasfitter  
Glazier  
Insulator (Heat & Frost)  
Ironworker  
Lather (Interior Systems Mechanic)  
Painter & Decorator  
Plumber  
Pre-Engineered Building Erector  
Refrigeration & Air Conditioning Mechanic  
Roofer  
Sheet Metal Worker  
Sprinkler System Installer  
Steamfitter-Pipefitter  
Water and Wastewater Technician



## SERVICE TRADES

Cook  
Esthetician  
Electrologist  
Floorcovering Installer  
Hairstylist  
Landscape Horticulturalist  
Partsperson  
Pork Production Technician



# A Partnership for Success

Partnership is a key component of the High School Apprenticeship Program. The partners that make the HSAP work are: student, employer, school contact (ex: guidance counsellor), apprenticeship training co-ordinator (ATC) and parent/guardian. Each partner plays a specific role and, together, they contribute to the success of the program.

## What does the student do?

- finds an employer willing and able to train an apprentice (the apprenticeship training co-ordinator is available to help find a suitable employer)
- completes the required apprenticeship application and sends it, along with a \$50 registration fee, to the school contact
- works with the employer and the school contact to make up a suitable on-the-job/academic timetable

### **Once in the program, it's the student's responsibility to:**

- maintain all academic studies outlined by the school
- inform the employer of any absences (ex: illness)
- arrange travel to and from work
- report all hours worked to the school contact

### **Parents/guardians:**

You can help your children by encouraging them to meet:

- their own goals and expectations
- the school's expectations for academic success
- the employer's expectations for the work site

Students under the age of 18 will need consent from their parents/guardians. The High School Apprenticeship Program does not take the place of academic studies, but provides an opportunity for students to explore trades in relevant settings while completing their high school education. Students are still required to attend academic studies – failure to do so will result in cancellation of the apprenticeship agreement.

## What does the school contact do?

- assesses and identifies interested students for the HSAP
- talks to students and employers about their roles and responsibilities
- helps students complete the required apprenticeship application and a suitable on-the-job/academic timetable
- submits the completed HSAP Registration Form with the Apprenticeship Application and fee to Apprenticeship Manitoba
- monitors students' progress, attendance and work skills
- provides employers with evaluation tools for the student's performance
- co-ordinates the issuing of HSAP credits



## What does the apprenticeship training co-ordinator (ATC) do?

- approves applications
- monitors on-the-job training
- ensures both students and employers are aware of all provincial and federal workers' compensation and employment standards
- determines suitability of employer/worksite



# What does the employer do?

- provides an orientation session for each student on the trade area, work safety, hazards, first aid station, etc.
- ensures all provincial trade regulations are followed, meaning:
  - a qualified trainer is on site at all times with the student
  - the apprentice-to-journeyperson ratio is correct
  - the student is paid according to the guidelines in the Apprenticeship and Certification General Regulation
- ensures students receive training in various tasks within the trade (copies of trade tasks available on request from Apprenticeship Manitoba)
- supports students' continuation of academic studies
- communicates all on-the-job and academic expectations to students
- reports all absences, problems or dismissals to the school contact
- evaluates students and provides completed evaluation forms to the school upon request
- records the number of hours worked in the students' personal report of hours log books

## Insurance

While working on the job, students are employees of the employer and the employer is required to provide insurance coverage. If an accident occurs, the employer should inform the school contact and follow standard accident reporting procedures.

# Check out your options

Visit the Apprenticeship Manitoba website:  
**[manitoba.ca/tradecareers](http://manitoba.ca/tradecareers)**

Contact the High School Apprenticeship Program  
Co-ordinator in Winnipeg at **204-945-3337**.

Call toll-free from anywhere in rural Manitoba:  
**1-877-978-7233**

Contact your nearest Apprenticeship Manitoba Office  
for more information:

**Winnipeg**                    1010-401 York Avenue, R3C 0P8  
Phone: 204-945-3337  
Fax:     204-948-2346

**Brandon**                    128, 340-9th Street, R7A 6C2  
Phone: 204-726-6365  
Fax:     204-726-6912

**The Pas**                    Box 2550, 305 Fourth Street W,  
R9A 1M4  
Phone: 204-627-8290  
Fax:     204-627-8137

**Thompson**                118-3 Station Road, R8N 0N3  
Phone: 204-677-6346  
Fax:     204-677-6689

OR

**e-mail: [apprenticeship@gov.mb.ca](mailto:apprenticeship@gov.mb.ca)**

OR

Talk to your school guidance counsellor.