

***Instructor's Guide To  
Apprenticeship Technical Training***

## **Acknowledgements**

Apprenticeship Manitoba wishes to thank all educational and industry stakeholders who contributed information and shared their expertise in the development of the revised Instructor's Guide.

In particular, Apprenticeship Manitoba established a Working Group with one instructor and one management representative from each of the Colleges (Red River College (RRC), Assiniboine Community College (ACC) and the University College of the North (UCN)).

Their insight, pride in their work and genuine desire to provide the best technical training for apprentices guided the development of this document.

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## **INTRODUCTION**

Apprenticeship Manitoba is the regulatory body that oversees, develops, monitors and coordinates with industry, the training and certification standards for apprenticeship training programs in over 50 designated trades and occupations. Apprenticeship Manitoba operates under the Department of Manitoba Entrepreneurship, Training and Trade (ETT) with authority delegated by provincial legislation. Apprenticeship Manitoba is responsible for the administration of the 2010 Apprenticeship and Certification Act ('the Act'). The Apprenticeship and Certification Board ('the Board') is responsible for guiding and coordinating a responsive apprenticeship and training certification system.

The Board is the major advisory body for apprenticeship training related to trade designation, curriculum requirements and all regulatory aspects of trades and occupations. Apprenticeship develops, revises and secures industry approval for apprenticeship training standards, level tests, examinations and Provincial Occupational Analysis (POA) for designated trades and occupations and oversees Manitoba's contribution to inter-provincial program guides, examinations and National Occupational Analysis (NOA).

Through a Memorandum of Understanding (MOU), Apprenticeship Manitoba arranges technical and related training with training providers at the Community Colleges, including Red River College (RRC), Assiniboine Community College (ACC) and the University College of the North (UCN). Apprenticeship Manitoba and the Colleges work jointly to plan and deliver high quality apprenticeship technical training as a means to meet the skill requirements of the labour market, the needs of apprentices and industry.

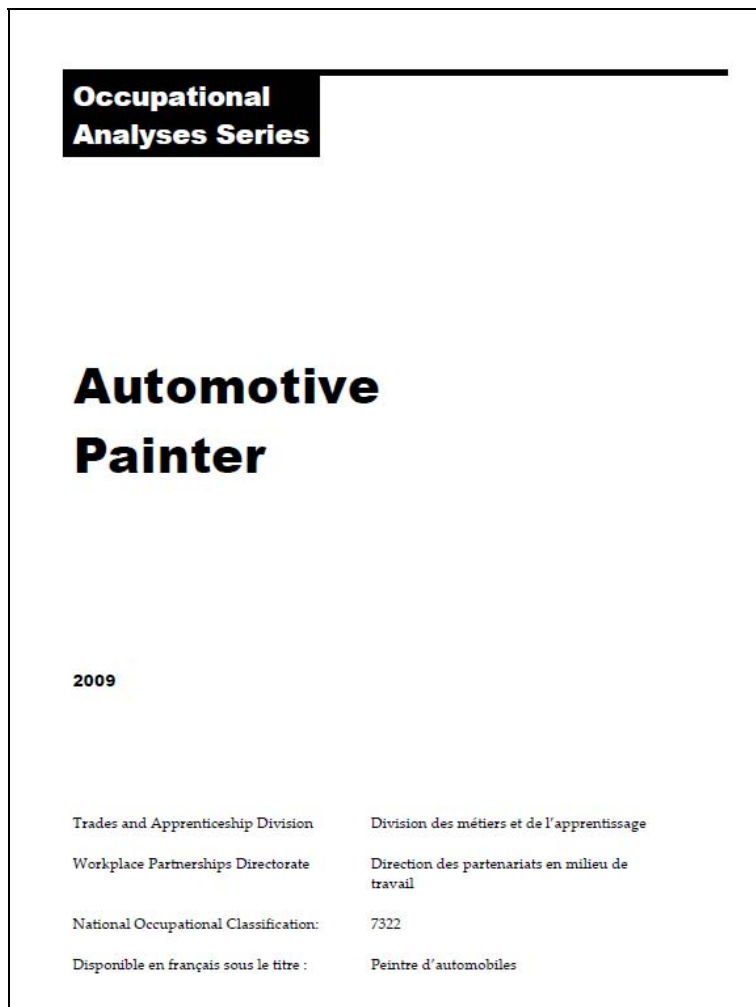
The Instructor's Guide to Apprenticeship Technical Training (Instructor's Guide) is designed to assist instructors who deliver apprenticeship training. It provides an overview of how to use and interpret key technical training documents and processes, including the NOA and POA, the Profile Chart, the Level Chart, Unit Development and the DACUM (curriculum design) process. These documents can assist the training provider in understanding key objectives set out in technical training for the trade or occupation and provide the overarching framework for examination development.

Apprenticeship Manitoba provides all training providers with unit outlines, time frames, objectives and general evaluation criteria. The training provider develops and delivers curriculum based on standards established by Apprenticeship Manitoba. The Instructor's Guide is intended to complement rather than replace the established policies and procedures in place at the College level for grading, assessment and evaluation criteria.

## TECHNICAL TRAINING PROGRAM ACTIVITIES

### National Occupational Analyses

For national Red Seal trades, industry tradespersons from each jurisdiction develop the analyses with a facilitator. The current NOA is the base document for the development of the interprovincial Red Seal examination, practical and technical training in Manitoba. See **Figure 1** for a sample illustration of an NOA.



**Fig. 1:** Automotive Painter NOA

NOA's are organized by **Block**, **Task**, and **Sub-task**:

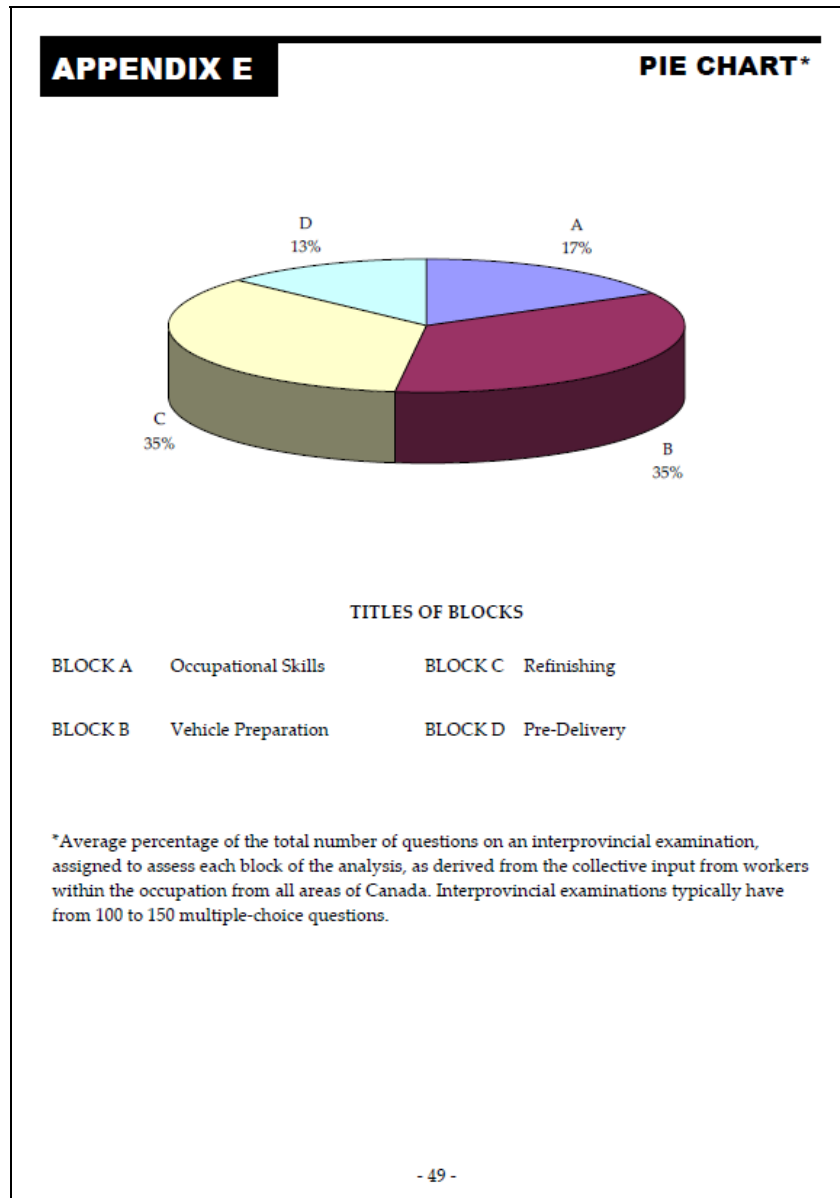
- **Blocks** are the largest division within the analysis that is comprised of a distinct set of trade activities
- **Tasks** are distinct actions that describe the activities within a block
- **Sub-tasks** are distinct actions that describe the activities within a task

It is important to note that Interprovincial (IP) Red Seal Examination questions are written at the Sub-task level.

→ NOAs are downloadable at: [www.red-seal.ca](http://www.red-seal.ca) and by selecting the appropriate Red Seal trade(s) within the Trades Quick Link area.

### NOA Pie Chart

The Pie Chart is a graph that illustrates the percentage weight or breakdown of the trade by Block (or duty area). By consulting this chart, instructors will know the percentage of questions assigned to each Block (or duty area). See **Figure 2** for a sample illustration of an NOA Pie Chart.



**Fig. 2:** Automotive Painter NOA Pie Chart

## Red Seal Examinations

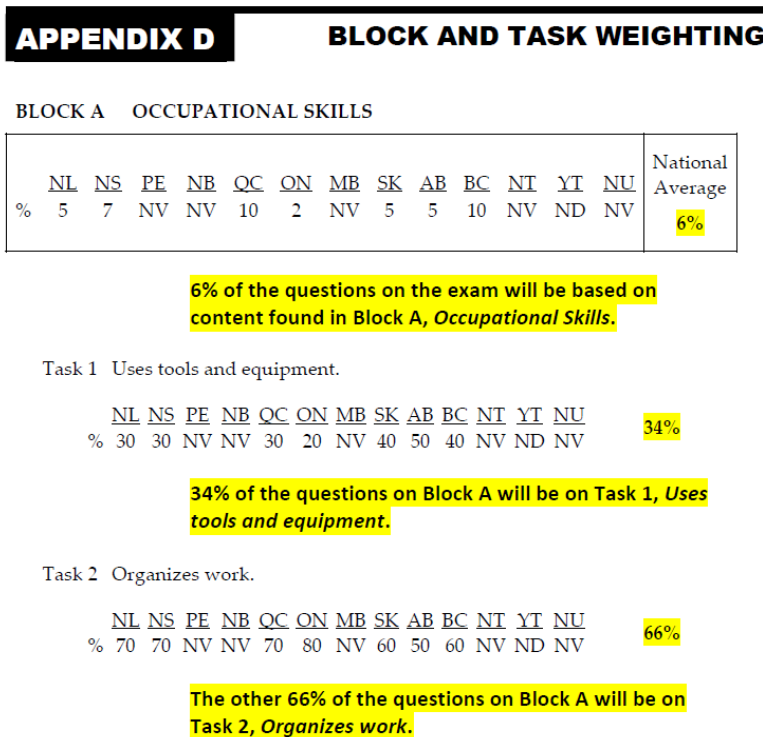
IP Red Seal Examinations are developed from a Table of Specifications, which is derived from the NOA. These examinations are developed and validated by tradespersons from across Canada. In the past, one unique examination was created and validated. Today, item bank workshops develop and collect three times or more the number of questions previously developed. In the future, item banks will ensure that an examination is available whenever it is required.

Please note that, for some trades, there are two (2) versions of the NOA available for download:

- NEW NOA - exam under development
- NOA that the current exam is based on

For exam preparation purposes, instructors and apprentices preparing for the exam will only need to download the NOA labeled "NOA that the current Exam is based on."

The Block and Task Weighting section of the NOA becomes especially important when preparing for Red Seal Examinations. Both instructors and apprentices may estimate the actual proportion of questions that a content area (at the Block and Task levels) will represent. See **Figure 3** for a sample illustration and interpretation of an NOA Block and Task Weighting.



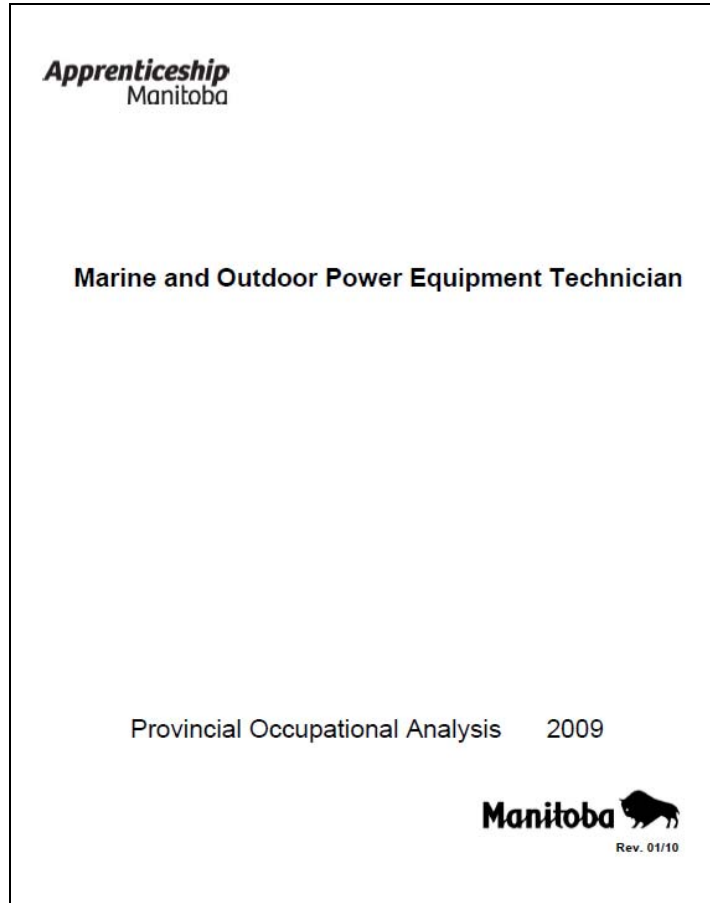
**Fig. 3:** Mobile Crane Operator NOA Block and Task Weighting

In fact, if the Mobile Crane Operator Red Seal Examination has 100 questions, apprentices may expect 6 questions (6%) to test Occupational Skills (Block A).

Furthermore, because Tasks 1 and 2 belong to Block A in this analysis, apprentices may expect to find approximately 2 questions (34% of the 6 questions on Block A) to test Task 1 "Uses tools and equipment." Similarly, apprentices may expect to find approximately 4 questions (66% of the 6 questions on Block A) to test Task 2 "Organizes work."

## **Provincial Occupational Analyses**

For provincially-designated trades, a similar process is carried out at the provincial level. Provincial industry tradespersons develop the analyses with a facilitator. The current POA is the base document for the development of the Provincial Certification Examination, practical and technical training in Manitoba. See **Figure 4** for a sample illustration of a POA.

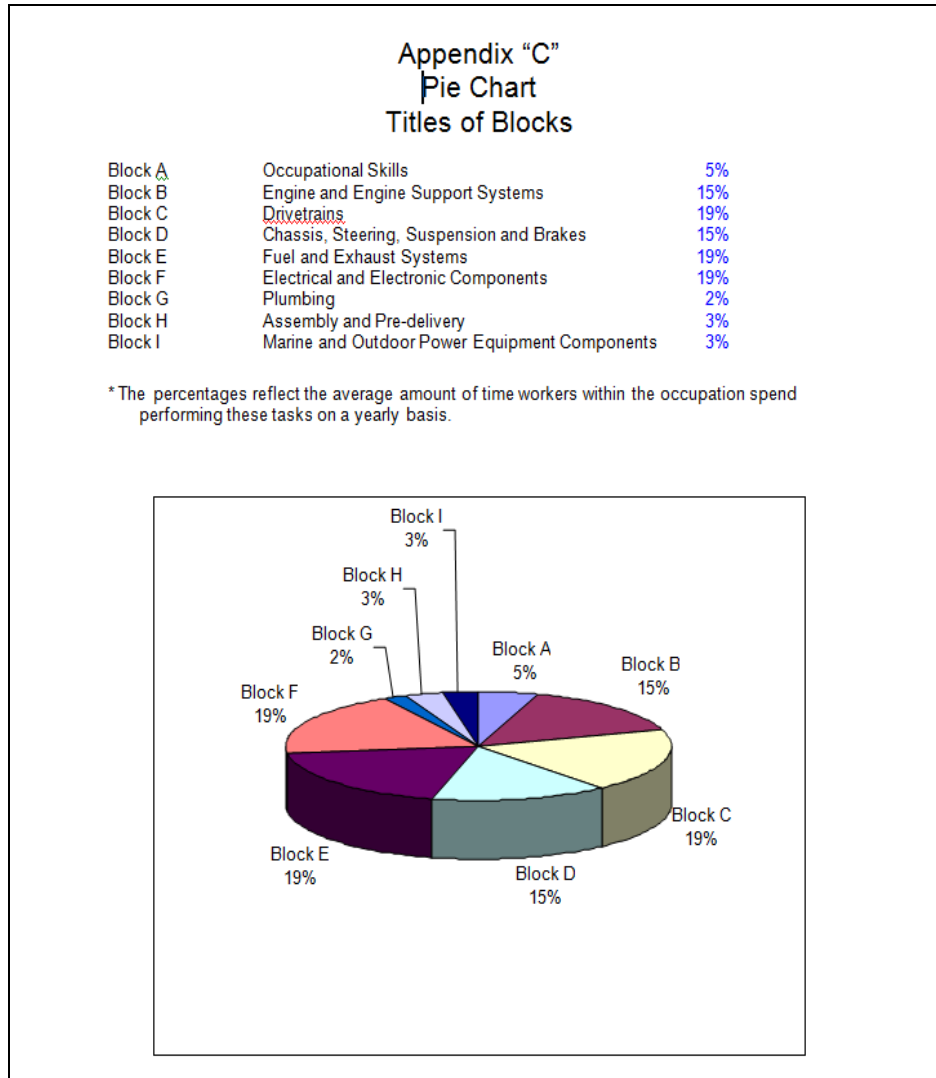


**Fig. 4:** Marine and Outdoor Power Equipment Technician POA

→ POAs are downloadable at: [www.gov.mb.ca/tce/apprent/apprentice/curriculum.html](http://www.gov.mb.ca/tce/apprent/apprentice/curriculum.html)

## POA Pie Chart

The Pie Chart is a graph that illustrates the percentage weight or breakdown of the trade by Block (or duty area). By consulting this chart, instructors will know the percentage of questions assigned to each Block (or duty area). See **Figure 5** for a sample illustration of an POA Pie Chart.



**Fig. 5:** Marine and Outdoor Power Equipment Technician POA Pie Chart

## Provincial Certification Examinations

Provincial Certification Examinations are developed from a Table of Specifications, which is derived from the POA. These examinations are developed and validated by tradespersons within Manitoba.

## TECHNICAL TRAINING DEVELOPMENT

Apprenticeship Manitoba's goals are to ensure rigorous and industry-relevant technical standards in all trades and to incorporate the broad general outcomes detailed in the previous section.

Apprenticeship Manitoba's technical training documents identify the level and duration of instructional units. The technical training unit outlines are established by industry and provide technical training to apprentices. Instructors are then responsible for developing lesson plans from these outlines. Finally, the Percent of Unit Mark provides instructors with the percentage breakdown of objectives within a unit for evaluation purposes.

### Types of Technical Training Documents

Four (4) main documents are developed to assist with implementation of current technical training standards.

- Level Chart
- Technical Training Unit Outlines
- Profile Chart
- NOA Subtask to Unit Comparison (or POA Subtask to Unit Comparison)

These technical training documents for many trades are downloadable online at:

<http://www.gov.mb.ca/tce/apprent/apprentice/curriculum.html>

### 1) Level Chart

Outlines the units to be delivered and the time prescribed (theory and practical hours) in each level of technical training. See **Figure 6** for a sample illustration of a typical Apprenticeship Manitoba Level Chart.

Level One (10 Weeks)				Level Two (10 Weeks)			
Code	Unit Title	T	P	Code	Unit Title	T	P
A1	Electrical Code I	90	40	B1	Electrical Code II		
A2	DC and Electrical Fundamentals	120	0	B2	AC Fundamentals		
A3	Mathematics and Sciences	60	0	B3	Control Systems		
A4	Computers	5	10	B4	Electronic Concepts I		
A5	Communications with Co-workers and Others	5	10	B5	DC Machines/Controls		
A6	Trade Safety Awareness	10	0				
			Subtotals	290	60	Subtotals	
			Total	350 Hours		Total	

Level Three (10 Weeks)				Level Four (10 Weeks)			
Code	Unit Title	T	P	Code	Unit Title	T	P
C1	Electrical Code III	60	0	D1	Electrical Code IV		
C2	Three Phase Theory & Transformers	60	0	D2	Power Quality		
C3	Electronic Concepts II	21	24	D3	System Integration (with PLC/Dr. Brq. Auto Controls)		
C4	PLCs/Control Systems (includes Math)	50	20	D4	Fire Alarm		
C5	Breakers/Fuses/Disconnects/Bus	30	0	D5	Blowout Pleading (with control joints/schematics)		
C6	AC Machines	30	0	D6	National Electrical Measurements		
C7	Preventive Maintenance	13	2				
			Subtotals	230	51	Subtotals	
			Total	281 Hours		Total	

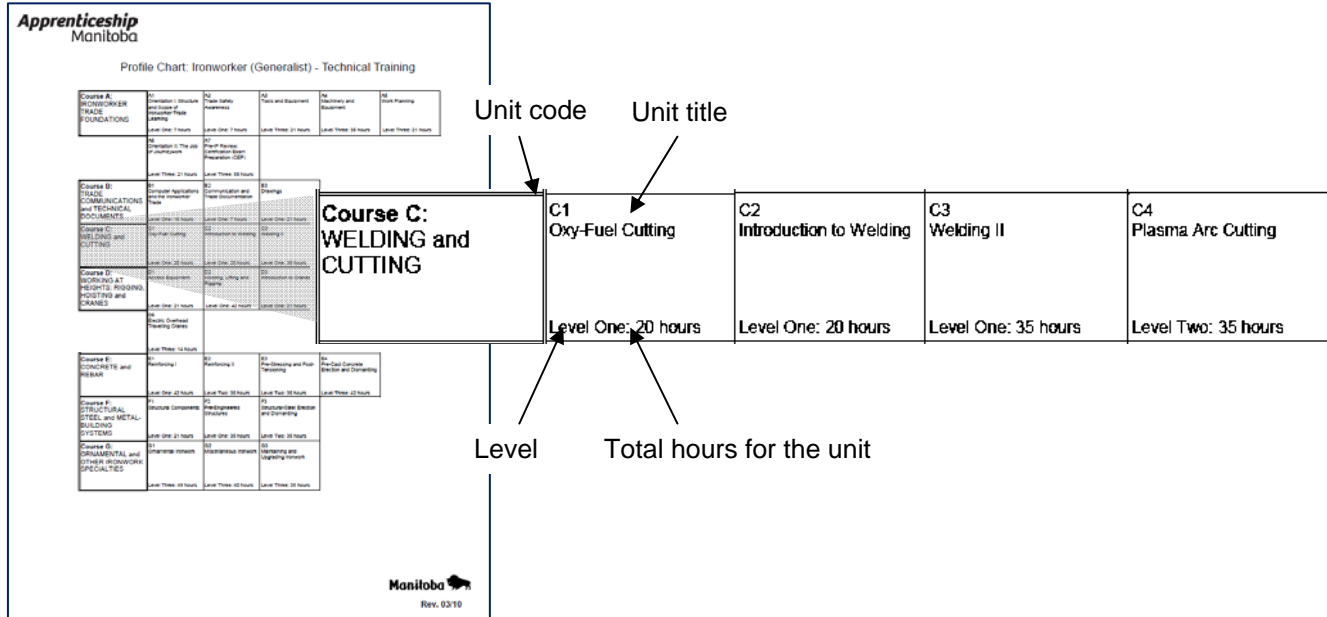
Level One (10 Weeks)		T	P
Code	Unit Title		
A1	Electrical Code I	90	40
A2	DC and Electrical Fundamentals	120	0
A3	Mathematics and Sciences	60	0
A4	Computers	5	10
A5	Communications with Co-workers and Others	5	10
A6	Trade Safety Awareness	10	0
<b>Subtotals</b>		<b>290</b>	<b>60</b>
<b>Total</b>		<b>350 Hours</b>	

Fig. 6: Level Chart – Construction Electrician (Level One magnified)



### 3) Profile Chart

Includes the course and units and provides the technical training framework for a trade. See **Figure 8** for a sample illustration of a typical Apprenticeship Manitoba Profile Chart.



**Fig. 8:** Profile Chart – Ironworker (Generalist) (Course C magnified)

#### 4) NOA (or POA) Subtask to Unit Comparison Chart

As indicated earlier, the NOA (or POA) is the base document for the development of examinations and technical training in Manitoba. This comparison chart shows where the subtasks are taught in the units. See **Figure 9** for a sample illustration of a typical Apprenticeship Manitoba Subtask to Unit Comparison Chart.

NOA Subtask		Manitoba Unit(s)
<b>Task 1 - Uses and maintains tools and equipment.</b>		
1.01	Maintains hand tools.	A6 Trade Safety Awareness D6 National Electrical Requirements
1.02	Maintains power tools.	A6 Trade Safety Awareness D6 National Electrical Requirements C7 Preventive maintenance
1.03	Maintains powder-actuated tools.	A6 Trade Safety Awareness D6 National Electrical Requirements
1.04	Maintains electrical measuring equipment.	A6 Trade Safety Awareness D6 National Electrical Requirements
1.05	Maintains specialty tools.	A6 Trade Safety Awareness D6 National Electrical Requirements C7 Preventive maintenance
1.06	Uses scaffolding and access equipment.	A6 Trade Safety Awareness D6 National Electrical Requirements
1.07	Uses rigging, hoisting and lifting equipment.	A6 Trade Safety Awareness D6 National Electrical Requirements
1.08	Uses personal protective equipment (PPE) and safety equipment.	A6 Trade Safety Awareness D6 National Electrical Requirements
<b>Task 2</b>		
2.01	Interprets codes and regulations.	A1 Electrical Code I A3 Mathematics and Sciences A6 Trade Safety Awareness B1 Electrical Code II C1 Electrical Code III D1 Electrical Code IV
2.02	Interprets plans, drawings and specifications.	D6 National Electrical Requirements A5 Communications with Co-workers and Others B3 Control Systems B4 Electronic Concepts I B5 DC Machines and Controls C4 PLCs/Control Systems (includes Mathematics) D5 Advanced Reading (with control panel/schematics)
2.03	Uses documentation and reference material.	A5 Communications with Co-workers and Others A6 Trade Safety Awareness
2.04	Communicates with others.	A5 Communications with Co-workers and Others A6 Trade Safety Awareness D6 National Electrical Requirements
2.05	Compiles a list of materials and supplies.	A3 Mathematics and Sciences

**Fig. 9:** Construction Electrician NOA (2008) Subtask to Unit Comparison Chart (Subtasks for Task 1 to Manitoba Units magnified)

## **TECHNICAL TRAINING FRAMEWORK**

Apprenticeship Manitoba has adopted the framework for curriculum development based on the Developing a Curriculum (DACUM) method for analyzing an occupation. The resulting courses and units reflect the NOA (or POA) for the trade and provincial input from industry representatives and college instructors. A Technical Training Program is composed of a certain number of courses and a certain number of units. Each technical training unit has an outline as defined in the previous section.

### **Quality Assurance**

Quality Assurance is a component of the Memorandum of Understanding. Apprenticeship Manitoba retains the right to implement quality assurance policy and procedures throughout the period of the agreement, subject to discussions with the training providers.

### **Review/Changes**

During the development of the revitalized curriculum structure, Apprenticeship Manitoba encourages constructive suggestions for the improvement of the program. Once the curriculum is approved and implemented, suggestions for improvement will be tracked in preparation for the next program review.

Suggestions for improvement or changes may be made through the Program Development Coordinator (PDC). If, however, you are recommending significant change, please make a formal request in writing to the Provincial Advisory Committee (PAC) for the trade, with a copy to the appropriate PDC. Outline your concerns, identify what change is necessary, include a rationale for the change and any impacts the change may have on facilities, learning, etc. Proposed changes should be supported by your supervisor, chairperson and/or Dean and be sent as an official request from the training provider.

### **Percent of Unit (of Instruction) Mark**

A Percent of Unit Mark for units of instruction is developed with input from PAC members and instructors. This group guides the development of test items and weighs the importance of each of the units and/or unit objectives.

### **Unit Tests**

Unit Tests are developed by instructors based on the Percent of Unit Mark provided in the unit of instruction. Instructors are encouraged to use multiple assessment formats (e.g., multiple-choice questions, short answer questions, true/false questions). It is important to note that the IP Exam features only multiple-choice questions. Both instructors and apprentices are encouraged to visit the Red Seal website ([www.red-seal.ca](http://www.red-seal.ca)) for sample items, complete with answer key. If the unit has a practical component, instructors should develop a task checklist that lists the criteria to be evaluated. A percentage grade is required based on the Percent of Unit Mark for that unit. For Pass/Fail units, a final result of "P" or "F" is required.

### **Training Provider Responsibilities**

Training institutions are responsible for the development of unit tests for Apprenticeship Technical Training in accordance with the MOU following the Percent of Unit Mark presented in each unit.

## **APPRENTICESHIP MANITOBA POLICIES AND PROCEDURES**

Apprenticeship Manitoba is committed to working cooperatively with College representatives (Red River College (RRC), Assiniboine Community College (ACC) and University College of the North (UCN) to ensure that consistent standards are applied for the grading, calculation and reporting of marks and options for apprentices to acquire failed units (below 70%).

Instructors are the backbone of the apprenticeship technical training system, and for quality assurance purposes are expected to know and understand all applicable Apprenticeship Manitoba policies and procedures. This section will outline important Apprenticeship Manitoba policies and procedures where the role of the Colleges and the instructor are critical for effective implementation.

### **Reporting of Marks**

According to the Memorandum of Understanding, each training provider will submit percentage grades within five (5) working days of completion of each class. These marks are to be submitted directly to Apprenticeship Manitoba.

### **Calculation and Reporting of Final Mark**

A pass mark for a unit of instruction is 70%. If an apprentice receives a grade below 70% on a unit or does not complete the unit, an instructor will indicate the name of the unit and the percentage mark, indicating a "Fail". For "Pass/Fail" units, instructors do not submit actual percentage grades. Instead, a "P" is reported for pass (a pass mark is 70% or higher) and an "F" is reported for fail (a mark of 69% or lower).

The instructor should provide a copy of the apprentices' transcripts with all final marks to the Registrar of Apprenticeship Manitoba. The Registrar will then submit these marks to the Co-ordinator of Client Support Services who will then assign data entry to the Program Support Clerks.

### **Exam Registration**

Apprentices will be eligible to register for a certification exam as soon as they have registered for the final level of technical training. Apprentices can choose the date and location of their certification exam following the final level of technical training. Apprenticeship Manitoba staff will provide students with exam registration packages when they visit final level classes during the first week. A schedule of exams and additional information is available from the Apprenticeship Manitoba website at [www.gov.mb.ca/tradecareers](http://www.gov.mb.ca/tradecareers) to see the dates and locations offered or call Apprenticeship Manitoba (province wide) at 1-877-978-7233 or the Winnipeg office at (204) 945-3337.

### **Technical Training Attendance Policy**

- If you are unable to attend class, you must notify your instructor immediately.
- After two (2) accumulated days of absences (including classes in related subjects and inexcusable late arrivals), the instructor will notify Apprenticeship Manitoba.
- You may be requested to attend a meeting to determine if these absences are excused or inexcusable.
- You will receive a letter regarding the consequences of continued absences which could result in your removal from technical training.
- If you have been removed from technical training due to poor attendance, you will be expected to repeat the level of technical training and you must remit payment for all costs associated with your training.

## Code of Conduct

### 1. Conduct Subject to Disciplinary Actions

The safe and orderly operation and delivery of apprenticeship technical training requires that apprentices conduct themselves in a mature and responsible manner while attending technical training. Such conduct is expected to apply to all locations operated by apprenticeship training providers. Apprentice conduct and/or behaviour, as described below, will be subject to disciplinary action.

- a) Unexcused absences from technical training as stated in the Attendance Policy.
- b) Any form of dishonesty including fraud, deceit, and academic dishonesty.
- c) The subjecting of any person(s) to indignity, injury, threat of violence or degradation.
- d) Disturbing, disrupting or otherwise interfering with technical training activities (lectures, shop/practical exercises, studies) of fellow apprentices and training provider staff.
- e) Obnoxious behaviour such as using abusive or vulgar language, gestures and the like.
- f) The deliberate damaging of facilities or unauthorized use/removal of property belonging to the training provider.
- g) The theft or willful damage to personal effects and property of apprentices or staff.
- h) Neglecting Workplace Safety and Health procedures or practices, or the intentional creation of safety hazards.
- i) Bringing alcoholic beverages, illicit drugs, and/or other intoxicants onto the premises of the training provider for personal use or for use by others.

### 2. Serious Misconduct

Some examples of misconduct that could result in the **immediate** removal from training or termination of an apprenticeship agreement are as follows:

- a) **Assault** - the actual or attempted violent physical or verbal attack on another apprentice or staff of the training provider.
- b) **Vandalism** - the willful, malicious destruction or defacement of public or private property of the training provider, staff or apprentices.
- c) **Theft** - the unlawful taking of property of the training provider, staff or apprentices.
- d) **Obscenity** - the uttering of offensive or vulgar language, including obscene gestures.

### 3. Types and Sequence of Disciplinary Actions

Normally, disciplinary actions will progress in the sequence as outlined below. However, serious breaches of conduct will result in immediate removal from technical training or the termination of an apprenticeship agreement. An apprentice whose apprenticeship agreement is cancelled may not, at the discretion of the Executive Director, be re-registered to a new apprenticeship agreement.

- a) **Reprimand** is an action that officially recognizes a violation of good conduct and advises the offender to avoid future infractions. The initial reprimand will be verbal and issued by an Apprenticeship Training Coordinator. A written reprimand will follow if the apprentice fails to comply with the directions of the verbal reprimand.

- b) **Removal** is an action that excludes the apprentice from the current offering of technical training. Removal from technical training is done by an Apprenticeship Training Coordinator or the Apprenticeship Registrar. Removal from technical training may be done **immediately and directly** by the training provider if the safety of the training provider's staff or other apprentices is in danger.
- c) **Cancellation** is an action that prevents the apprentice from continuing with their apprenticeship program. Apprenticeship Manitoba's Director of Client Services and Operations, with recommendation and documentation provided by an Apprenticeship Training Coordinator or the Apprenticeship Registrar will cancel an apprentice's agreement. Depending on the severity of the misconduct the offender may, at the decision of the Executive Director of Apprenticeship Manitoba, be permanently prevented from registering another apprenticeship agreement with Apprenticeship Manitoba.

## UNIT TEST RE-WRITES IN APPRENTICESHIP

### Eligibility to Write Unit Tests

All apprentices registered in a unit of instruction shall be deemed eligible to write the final unit test(s) and/or exam, unless they have been deemed ineligible by the Registrar of Apprenticeship Manitoba or the Director of Client Services and Operations for any of the following reasons:

- Non-payment of fees
- Suspension
- Absenteeism

### Unit Test Re-writes

Apprenticeship Manitoba has established a Unit Test Re-write Policy and an Apprentice Action Plan that was developed in partnership with the Colleges. The highlights of this policy and procedure are provided below.

- To provide apprentices with an opportunity to progress to the next level of their technical training.
- To implement consistent standards between Apprenticeship Manitoba and the Colleges: Red River College, Assiniboine Community College and University College of the North, for quality assurance purposes.

### Criteria

- An apprentice is allowed one (1) re-write test per unit during the technical training or at another selected time. Apprentices will be eligible for re-writes if failed units do not exceed 30% of total hours of the technical training for the level. If one unit exceeds 30% then an exception will be made.
- Apprentices are permitted to re-write a unit test if they score below 70%. The pass mark for every unit is 70%. The highest mark recorded for a unit test re-write will be 70% for the unit.
- If the content of the failed unit(s) exceeds 30% of the total hours of technical training for that level, the apprentice must repeat the applicable level.

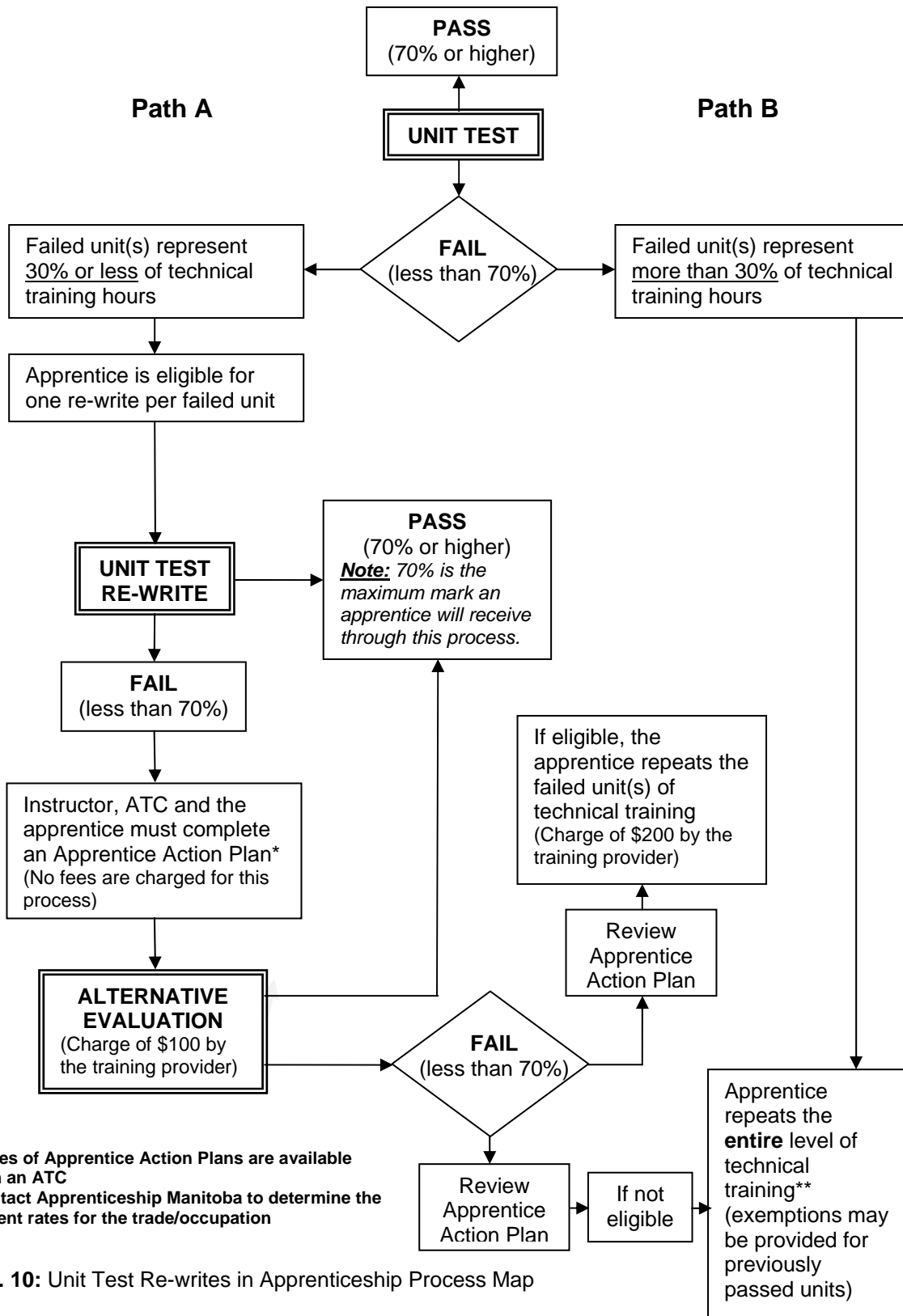
## Process

- If the apprentice fails the Unit Test Re-write, the apprentice will be eligible to take an Alternative Evaluation (theory or practical). The instructor, the Apprenticeship Training Coordinator (ATC) and the apprentice will collaboratively develop an Apprentice Action Plan ('Action Plan'). The details of the Alternative Evaluation are to be outlined in the Action Plan.
- An Action Plan is not required for those apprentices whose total failed unit(s) represent more than 30% of technical training hours. An exception is made when only one unit is failed and content exceeds 30% of total technical training hours for the level.
- If the apprentice fails the Alternative Evaluation, the apprentice may be eligible to repeat the unit(s) of technical training during an upcoming technical training class. If the apprentice is not eligible, the apprentice must repeat the level of technical training.
- When an apprentice is required to repeat a level, consideration will be given to Apprenticeship Manitoba's Recognition for Prior Learning (RPL). After mutual consent between the Apprenticeship Training Coordinator (ATC) and the training provider, exemptions may be provided for units within the applicable level.
- It is the responsibility of the training providers to develop, administer, assess and grade all unit test re-writes and alternative evaluations and submit these marks to Apprenticeship Manitoba.
- In exceptional circumstances, the Colleges may require additional assistance to administer Unit Test Re-writes where there are multiple failed units across levels within a trade and where an instructor cannot find an appropriate location or invigilator.

## Submission of Marks to Apprenticeship Manitoba

1. College instructors are responsible for the submission and reporting of marks for all Unit Test Re-writes. The College instructor will provide a report of marks to the Registrar of Apprenticeship Manitoba. The College instructor will indicate that a Unit Test Re-write was administered.
2. College instructors will include the name of the unit, and a percentage mark with an indication of whether the apprentice received a "Pass" (the highest mark will be a 70%) or a "Fail".

Process Map



\*Copies of Apprentice Action Plans are available from an ATC  
 \*\*Contact Apprenticeship Manitoba to determine the current rates for the trade/occupation

Fig. 10: Unit Test Re-writes in Apprenticeship Process Map

Determination of whether an apprentice should repeat a level

1. The ATC in consultation with the instructor will determine if the content of the failed unit(s) exceeds 30% of total hours of technical training for the level. This will be determined by the number of hours in the failed unit(s).
2. If the content of the failed unit(s) exceeds 30% of the total hours of technical training, the apprentice will be required to repeat the level.

Use of Unit Test Re-write and Alternative Evaluation (theory/practical)

1. An apprentice will only be eligible for one Unit Test Re-write if the content of the failed unit(s) does not exceed 30% of total hours of technical training. Typically, the instructor will administer the Unit Test Re-write during or shortly after completion of the applicable level of technical training. The ATC must be informed when the apprentice fails the Unit Test Re-write.
2. An Alternative Evaluation will be administered only if the apprentice fails the Unit Test Re-write. This will be determined at the discretion of the instructor, with the mutual consent of the ATC and employer (if applicable).

Development of an Apprentice Action Plan ('Action Plan')

1. If the apprentice fails the Unit Test Re-write, the ATC and instructor will need to develop an Action Plan with the apprentice.
2. The ATC and the instructor will collaborate with the apprentice to develop an Action Plan tailored to his/her specific requirements. The ATC will provide the Apprentice Action Plan Form. The Action Plan will include:
  - Outline of the Alternative Evaluation (theory/practical)
  - An instructor's report and apprentice self-evaluation that may include a review of all tests results
  - Recommended actions the apprentice will need to take in order to achieve learning outcomes, with an expected completion date
  - Employer assisted on-the-job learning to support the apprentice with the successful completion of technical training (if applicable)
  - Identification of other areas for improvement including essential skills, language or other learning issues. If applicable, this will include a referral to the Apprenticeship Workplace Essential Skills Training Centre (aWEST) for an essential skills assessment and upgrading. In this case, the ATC will summarize the report and include it in the Action Plan.
3. If the Alternative Evaluation involves a practical evaluation, the ATC and instructor will discuss options with the employer.
4. After mutual consent between the instructor, ATC, apprentice, and employer (if applicable), the Action Plan will be reviewed by the responsible ATC, the instructor and the apprentice, and will be kept on file at both Apprenticeship Manitoba and the College. The apprentice will receive a copy for his/her personal record.
5. If the apprentice fails the Alternative Evaluation, the ATC will advise the apprentice if he/she is eligible to repeat the failed unit(s) of technical training. The ATC will first refer the matter to the Registrar, who will discuss with the College's program chair or coordinator if the apprentice will be permitted to repeat only failed unit(s). This will depend on seat capacity. The Registrar will inform the ATC of decision. Alternatively, the apprentice may opt to repeat the entire level of technical training.

### Granting exemptions when repeating a level

1. If the apprentice is required to repeat a level, the ATC and instructor will review the apprentice's marks in all other units of the applicable level of technical training and determine if the apprentice will be granted exemptions for previously passed units in that level.
2. After giving consideration to Apprenticeship Manitoba's Recognition of Prior Learning (RPL), the instructor may recommend that the apprentice re-take passed units if earlier units contain core concepts that need to be reviewed and pertain directly to concepts contained in the failed unit(s), if/when the failed unit(s) contains more advanced or inter-related concepts.
3. After discussion and mutual consent between the ATC and the instructor, exemptions may be provided for units within the applicable level. If mutual consent cannot be reached, the ATC will refer the matter to the Registrar, and the instructor to their College's program chair, for discussion and resolution.
4. The instructor and ATC will advise the apprentice of the exemptions granted for previously passed units within the level on a case-by-case basis. If exemptions were not granted for all previously passed units, the ATC and instructor will explain the reasons to the apprentice.

### Assistance from Apprenticeship Manitoba with the Administration of Unit Test Re-writes

1. In exceptional circumstances where the Colleges require assistance, the instructor will contact the Accreditation Coordinator at Apprenticeship Manitoba to schedule and administer a Unit Test Re-write. The College instructor will submit a list of apprentice names, trades, levels and the name of the units for all Unit Test Re-writes on a trade-by-trade basis. The instructor will take care to "group" a trade's apprentices together when requesting Unit Test Re-writes to be invigilated by Apprenticeship Manitoba.
2. The Accreditation Coordinator will provide support to book a location, date and invigilator for the Unit Test Re-write.
3. The Accreditation Coordinator will send out correspondence to inform the apprentice of the details (i.e. time/date/location) for his/her scheduled Unit Test Re-write.
4. The Accreditation Coordinator will advise the instructor of the arrangements made for the Unit Test Re-write(s).
5. The instructor will submit the exam to Apprenticeship Manitoba, attention to the Accreditation Coordinator at least two (2) weeks prior to the exam date.
6. Once the Unit Test Re-write is complete the Accreditation Coordinator will return the exam back to the College for marking.

Payment to Training Provider for Alternative Evaluation

1. The training provider will charge the apprentice a flat fee of \$100.00 for an Alternative Evaluation.
2. The collection and use of this fee is the sole responsibility of the training provider.

Payment to Training Provider for Repeating Unit(s) of Technical Training

1. If the apprentice must repeat the unit(s), the Registrar and the College program chair or coordinator in consultation with the ATC will determine if the apprentice is eligible to repeat the failed unit(s) within the level of technical training. This will depend on seat capacity.
2. If eligible, the apprentice will be placed into a training seat for the class(es) on the existing course purchase schedule for the failed unit(s).
3. The apprentice will pay \$200.00 and the money will be collected by the training provider on behalf of Apprenticeship Manitoba. Apprenticeship Manitoba will pay the remaining amount for the course.

## FREQUENTLY ASKED QUESTIONS (FAQ)

The following represent the most frequently asked questions concerning the use of Apprenticeship Manitoba technical training documents.

**Q1. How do I calculate and report final unit marks for submission to Apprenticeship Manitoba? Is the process any different for "Pass/Fail" units?**

**A1.** A passing mark is 70%; however, when reporting final marks, please submit the apprentice's actual percentage grade using the whole range (0-100%) due to effect on Grade Point Average (GPA).

For "Pass/Fail" units, instructors do not submit actual percentage grades. Instead, a "P" is reported for pass (a pass mark is 70% or higher) and an "F" is reported for fail (a mark of 69% or lower).

**Q2. Can I use a level test to submit a grade?**

**A2.** No. Apprenticeship staff input the grades on a unit-by-unit basis into the grading system. Each unit has a specific unit code, unit title and unit percentage mark. Instructors must submit unit marks within five (5) business days after delivery of the unit.

**Q3. Who do I contact about questions concerning the Apprenticeship program requirements?**

**A3.** For curriculum and examinations questions, contact the Program Development Coordinator. For all other inquiries, contact the Apprenticeship Training Coordinator for your trade/program. It can also be valuable to discuss with your Chair or fellow instructors.

**Q4. What kinds of test formats are acceptable?**

**A4.** The means of assessment (for example, multiple choice questions, short answer questions, fill in the blank questions, etc.) is a matter of the individual instructor's discretion. However, it is expected that all tests, projects, etc. will be constructed and graded according to the relative content-weights that have been prescribed by the Apprenticeship and Certification Board. These relative percentage weightings are shown next to each objective under the heading "% of unit mark" in every instructional unit outline.

**Q5. When is the apprentice eligible to take a Unit Test Re-write? What are the limitations to the number of Unit Test Re-writes and Alternative Evaluations?**

**A5.** An apprentice will be allowed one Unit Test Re-write per failed unit as long as the total failed content does not exceed a maximum of 30 per cent of the content for the applicable level of technical training. Please note that this is 30% of the total hours of technical training within the applicable level. If he/she fails the Unit Test Re-write then he/she may take one Alternative Evaluation (theory/practical). Please also refer to Figure 10 Unit Test Re-writes in Apprenticeship Process Map.

**Q6. How do I determine if an apprentice is eligible to take a Unit Test Re-write?**

**A6.** The ATC in consultation with instructor will determine if content of failed unit(s) does not exceed 30% of total hours for the applicable level of technical training. The ATC will check the level chart for the trade to determine the total number of hours for the failed units and the total number of hours for the level in order to calculate the percentage of total content in the failed unit(s).

**Q7. What happens if an apprentice fails more than 30% of the total hours in the applicable level of technical training?**

**A7.** If the content of the failed unit(s) does exceed 30% of the total hours for the level of technical training, the apprentice must repeat the entire level of technical training in order to progress in their apprenticeship training program. Please refer to Figure 10 Unit Test Re-writes in Apprenticeship Process Map.



**Path B - Repeat entire level (30% or more):** An apprentice in Level 2 of Automotive Service Technician (AST) fails three (3) units including B2 Engine Diagnosis and Repair (42 hours), D3 Steering Linkage and Geometry (21 hours) and E3 Semiconductors, Cranking and Charging Systems (54 hours). These three units comprise a total of 41.7% of the total hours for Level 2 Automotive Service Technician. The apprentice is not eligible for a Unit Test Re-write for any of these units. The apprentice must repeat Level 2 technical training. Exemptions for previously passed units may be provided on the advice of the instructor with the mutual consent of the ATC. They will determine if it would be most beneficial for an apprentice to re-take a previously passed unit of technical training.

Level Two ( 8 Weeks)			
Code	Unit Title	T	P
A6	Customer Relations	7	0
B2	Engine Diagnosis and Repair	20	22
D1	Vehicle Suspension	11	10
D2	Steering Gears (Power and Manual)	14	14
D3	Steering Linkage and Geometry	13	8
D4	Wheel Alignment	14	21
E3	Semiconductors, Cranking and Charging Systems	41	13
E4	Principles of Ignition System Operation	21	0
F2	Driveline, Differentials and CV Boots	15	15
F3	Engine Clutches	14	0
J1	Body and Trim	4	3
Subtotals		174	106
Total		280	

Example: Automotive Service Technician (AST) Level 2 shown, with failed units (B2, D3 and E3) highlighted.

Calculations:

*B2 Engine Diagnosis and Repair is a 42-hour unit (T=20; P=22).  
D3 Steering Linkage and Geometry is a 21-hour unit (T=13; P=8).  
E3 Semiconductors, Cranking and Charging Systems is a 54-hour unit (T=41; P=13).*

*The failed units represent a total of 117 hours worth of failed units (42 + 21 + 54).*

*Level 2 for AST is 280 hours, so the failed units represent 41.8% (117/280) and the apprentice must repeat the entire level (Level 2).*

(Please also refer to Figure 10.)

- **Exception:** If one unit exceeds 30%, then an exception will be made. See below for an example about an electrical apprentice in Level 1 (Construction, Industrial and Power Electrician) who fails the unit A1 Electrical Code I (130 hours). This exception allows an apprentice to take one Unit Test Re-write for the unit.

Level One (10 Weeks)			
Code	Unit Title	T	P
A1	Electrical Code I	90	40
A2	DC and Electrical Fundamentals	120	0
A3	Mathematics and Sciences	60	0
A4	Computers	5	10
A5	Communications with Co-workers and Others	5	10
A6	Trade Safety Awareness	10	0
Subtotals		290	60
Total		350 Hours	

Example: Construction Electrician Level 1 shown, with the one failed unit (A1) highlighted.

*A1 Electrical Code I is a 130-hour unit (T=90; P=40).*

*Level 1 for Construction Electrician is 350 hours, so the failed unit represents 37.1% (130/350) of Level 1.*

*When the only unit failed is a standalone unit that exceeds 30%, the exception allows the apprentice to take one Unit Test Re-write.*

**Q10. What is the difference between a Unit Test Re-write and an Alternative Evaluation? When are they used?**

**A10.** A Unit Test Re-write is different than an Alternative Evaluation. The Unit Test Re-write will essentially be the same as the original Unit Test. An Alternative Evaluation (theory/practical) is a different test and will vary depending on the circumstances of the apprentice. The test will be created to suit the needs of the apprentice and will test the main concepts within the failed unit. The Alternative Evaluation will use different evaluation methods that may include written or practical evaluation, including employer assisted learning (if applicable).

An Alternative Evaluation (theory/practical) is used when an apprentice fails less than 30% of the content of the technical training and also failed the Unit Test Re-write. The details of the Alternative Evaluation will be outlined in the Apprentice Action Plan with a recommended course of study and preparation.

**Q11. What happens if the apprentice fails both the Unit Test and Alternative Evaluation?**

**A11.** If the Alternative Evaluation is failed the apprentice will be informed. At this time, the ATC and instructor will review the Apprentice Action Plan. The ATC responsible for the trade will inform the apprentice if he/she is eligible to repeat the failed units. If not eligible, the apprentice must repeat the entire level of technical training in order to progress in their chosen apprenticeship program.

**Q12. What is an Apprentice Action Plan ('Action Plan') and how do I obtain a copy of one?**

**A12.** An Apprentice Action Plan will be tailored to meet the individual learning needs of each apprentice to assist them in achieving their desired learning outcomes in order to progress to the next level in their chosen apprenticeship training program. The Apprentice Action Plan will include an apprentice self-assessment, an instructor's report and learning outcomes that identify specific areas for improvement (as it relates to core concepts in the failed units), learning objectives, recommended actions and timeframes.

If applicable, the Apprentice Action Plan will outline components of the Alternative Evaluation and employer assisted learning. The employer assisted learning section applies if the employer has agreed to provide work experience in tasks of the trade that can reinforce classroom learning (as it relates to core concepts in the failed units). In addition, if specific areas of weakness cannot be pinpointed, the Apprentice Action Plan may list recommended actions as it relates to the nine essential skills for review by the Apprenticeship – Workplace Essential Skills Training (aWEST) Centre.

An electronic copy of the Apprentice Action Plan is available from the ATC. If required, please contact the ATC responsible for the trade to obtain a copy.

**Q13. When is an Apprentice Action Plan used?**

**A13.** An Apprentice Action Plan is used once an apprentice fails a Unit Test Re-write and it can be reviewed again for any follow up recommendations if an apprentice fails their Alternative Evaluation. An Apprentice Action Plan is only completed for those apprentices whose total failed unit(s) represents 30% or less of technical training hours for the applicable level. Please refer to Path A of Figure 10. The ATC is responsible for follow up and review of learning outcomes and may work in collaboration with the employer and/or a-WEST as required.

According to the policy, an Apprentice Action Plan is not required for those apprentices whose total failed unit(s) represents more than 30% of technical training hours. Please refer to Path B of Figure 10. After mutual consent between the ATC and the instructor, exemptions may be provided for previously passed units within the applicable level. The ATC and instructor will need to have a conversation with the apprentice to inform the apprentice that he/she must repeat the level and advise him/her of exemptions granted for previously passed units within the level. A thoroughly completed Apprentice Action Plan can be especially useful as evidence to support joint decisions for those instances where exemptions will not be granted for all of the previously passed units. Throughout this process, instructors and ATCs are encouraged to provide information on learning supports and resources.

**Q14. What happens after the Apprentice Action Plan is complete?**

**A14.** The Apprentice Action Plan must be reviewed by the responsible ATC, employer, instructor and apprentice. This provides verification that mutual consent and understanding on the apprentice's learning objectives is present between the instructor, ATC, employer (if applicable) and the apprentice. By reviewing the apprentice acknowledges that he/she understands his/her own responsibility. Once reviewed it becomes official record to be kept on file at both Apprenticeship Manitoba and the College. The apprentice will receive a copy for his/her personal record.

**Q15. What if I have additional questions?**

**A15.** For additional information, please visit the Apprenticeship Manitoba website at [www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers) or call Apprenticeship Manitoba (province wide) at 1-877-978-7233 or the Winnipeg office at (204) 945-3337.