

The purpose of an Industry Working Group (IWG) is to foster stakeholder engagement and to ensure standards are reflective of current industry practices and needs. Industry Working Groups are convened as needed and advise Sector Committees on updates related to program standards, curriculum, exams and any other content related to the trades or occupations.

Members are considered subject matter experts in their trade or occupation and are relied upon to provide advice and recommendations to the Sector Committees to modernize the apprenticeship programs based on their knowledge of current trends in industries and after consulting industry.

Instructors and teachers who are involved in the delivery of technical training and accredited programs are not eligible to become IWG members.

All fields are required unless otherwise indicated.

Applicant's Personal Information

First Name	Last Name	Home Telephone
Home Address	City/Town	Postal Code
Business Telephone	Cell Phone	Email Address

Do you prefer that information be sent to you at: Home Work E-mail

What is the name of the trade/occupation you are applying to represent? _____

Are there any other trades you are certified in that you would like to apply to represent? _____

I am fluently bilingual (English and French) and am available to participate in English-French/French-English translation workshops. Yes No

Meeting Commitments (please check to confirm)

- I understand that meetings will take place during work hours and my employer has agreed to allow me to attend meetings.
- I am willing to participate in out-of-province workshops if required. Applicable expenses will be reimbursed.
- I understand that only mileage claims 50-km and over from my home address to the place of meeting (one-way) are eligible to be reimbursed. The mileage claim is based on the home address on file.

Current Employer

Business Name _____ Applicant Position Title _____

Business Mailing Address _____ City/Town _____ Postal Code _____

Years of Employment _____

Is this employer: Union Non-Union

Total number of people employed at the business: _____

Number of certified journeypersons employed in the company: _____

Does this company participate as an employer in an established apprenticeship program?

Yes No

Number of apprentices employed in the company: _____

Number of these people employed in the trade you are applying to represent: _____

Certification Information

List and include copies of any certificates, credentials or documents related to the Industry Working Group for which you are applying. If you are certified in multiple trades, please list all that apply.

Type of Credential	Trade Name on Credential	Credential Number	Issue Date	Issuing Province/Territory/Country	How was the credential obtained? Ex: apprenticeship, trades qualification or grandparenting

Describe your knowledge of the trade including areas of specialization; mentoring or teaching experience; experience with new technologies; knowledge of the labour market; and related information.

Complete either Section 1 or Section 2 below:

You must complete either Section 1 or 2 in full below. Applicants who are being nominated by their association must complete Section 1. Applicants who are submitting an application on behalf of themselves must complete Section 2 with the required signatures.

Section 1 - Nomination by an Association or Organization

Name of Association/Organization

Address of Association/Organization

Nominator's name (print)

Nominator's signature

Nominator's position in the Association/Organization

Nominator's telephone number

Nominator's email address

Endorsement Letter from the nominating Association or Organization included.

Once complete, continue to page 4.

OR

Section 2 - Individual Application

This application must include a completed "Endorsement of Candidate" (below) with the signatures of **two** industry stakeholders who endorse your appointment to the Industry Working Group. In consultation with the Executive Director and if circumstances warrant, the Sector Committee may decide to accept fewer than two signatures.

Endorsement of Candidate (only required with "Individual" applications)

I, _____ endorse the candidate for the trade of _____ industry Working Group.
Nominator Name Trade Name

Signature

Business Name

Telephone Number

I, _____ endorse the candidate for the trade of _____ industry Working Group.
Nominator Name Trade Name

Signature

Business Name

Telephone Number

Once complete, continue to page 4.

Representation

Application to represent Employers or Employees: (check **one** only) Employer Employee

Please note:

“**Employer**” means a person, partnership, organization or unincorporated association, or a municipal, provincial or other public authority, that has entered into an apprenticeship agreement with an apprentice in accordance with the Act.

“**Employee**” means a person who holds a trade or occupational certificate and is hired to work for an employer in a trade or occupation and receives compensation for their work in the form of a wage, salary, commission, stipend, or a combination of these types of payment.

Declaration

I declare that to the best of my knowledge the information provided in this application is true and complete in all respects and that I have not withheld any relevant information. I authorize Apprenticeship Manitoba of the Province of Manitoba, to contact individuals and organizations to verify information on this application and any accompanying documents.

My employer/company understands the requirements of Industry Working Group members to meet as necessary and consents to my application for this position.

Signature of Applicant

Date

Return your completed application with supporting documentation by mail or in person to:

Apprenticeship and Certification Board
c/o Manager, Policy, Legislation and Board Operations
100 - 111 Lombard Avenue Winnipeg, MB, R3B 0T4
or
Email: apprenticeshipboard@gov.mb.ca

Please note: Incomplete applications will be returned to the applicant

This information is collected under *The Apprenticeship and Certification Act* and its regulations and may be used to verify information submitted by potential members of Industry Working Groups. This information is protected by the provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the collection of information, contact Apprenticeship Manitoba at (204) 945-3337.