

Apprenticeship Manitoba (AM) Tuition and Attendance Policies and Client Code of Conduct

Apprenticeship Manitoba Tuition Policy:

Tuition is the apprentice's personal contribution toward the cost of their technical training; the fee is indicated in the Apprenticeship and Trades Qualification Fees Regulation (MR 92/2019).

Prior to the beginning of class, if an apprentice is unable to attend and contacts AM - tuition may be refunded due to one or more of the following circumstances:

1. An illness or other medical circumstance, limited to the client, spouse and/or child; or
2. The death of a family member; or
3. Cancellation or reschedule of the course by Apprenticeship Manitoba.

Circumstances 1 and 2 above will require documentation; medical note or obituary notice, as applicable, submitted to AM's Registrar. Medical documentation is securely filed in the Registrar's Office. Under no circumstances will tuition be transferred between clients, even when they are employed by the same employer.

Technical Training Overpayment (Arrears) Status Policy:

Overpayment Status occurs when an apprentice fails to adhere to the Attendance Policy, due to unexcused absences, and must then repay the Province the tuition funds paid to the college on their behalf, as well as living and support costs (if assessed). See Technical Training Attendance Policy details below.

Note: Apprentices who are in overpayment status and in the process of repaying tuition and/or support costs, are not be eligible to register for, nor attend, further technical training until the overpayment (arrears) status has been cleared (ex: paid in full).

Technical Training Attendance Policy:

This policy applies to excused and unexcused absences.

An apprentice is permitted to miss a maximum of two days, excused absences, due to illness or crisis (documentation may be required).

- The expectation is that apprentices will attend technical training classes each day that classes are held.

An apprentice who has accumulated a second absence or has significant attendance irregularities will be reported by the training provider to Apprenticeship Manitoba.

- Lateness is considered a form of absenteeism. Habitual lateness may result in removal from technical training.
- Unexcused absences may result in removal from technical training, resulting in remitting payment for both your personal tuition contribution and the tuition fees paid on your behalf by the Province of Manitoba (up to \$13,000).
- Excused absences may result in removal from technical training. The apprentice would not be required to pay the tuition back to the Province however, they will be required to pay back lodging or fund supports, if applicable.

Client Code of Conduct:

Conduct Subject to Disciplinary Actions:

The safe and orderly operation and delivery of apprenticeship training requires that apprentices conduct themselves in a professional and responsible manner at all times. The expectation is that this conduct be carried throughout an individual's apprenticeship; at their location of employment, while attending technical training and in every interaction with the Apprenticeship Manitoba staff and representatives.

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 training activities (on-the-job or lectures, shop/practical exercises, studies) of fellow apprentices, the employer or training provider staff or Apprenticeship Manitoba staff and its representatives.
- 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 Apprenticeship Manitoba or the training provider.
- g) The theft or wilful 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 (including on-the-job, during lectures or shop/practical exercises and/or studies).
- i) Possession or consumption of alcoholic beverages, illicit drugs, and/or intoxicants on Apprenticeship Manitoba premises, or the premises of the training provider.

- j) Acts of discrimination toward any person(s), as defined in the Manitoba Human Rights Code, on the basis of their:
- ancestry, including colour and perceived race
 - nationality or national origin
 - ethnic background or origin
 - religion, religious belief, association or activity
 - age
 - sex, including pregnancy
 - gender identity
 - sexual orientation
 - marital or family status
 - source of income
 - political belief, association or activity
 - physical or mental disability
 - social disadvantage

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 act of physical violence or verbal threats on another apprentice, Apprenticeship Manitoba staff or staff of the training provider.
- b) Vandalism - the wilful, malicious destruction or defacement of public or private property of Apprenticeship Manitoba, the training provider, and their staff and/or apprentices.
- c) Theft - the unlawful taking of property of Apprenticeship Manitoba or the training provider, including property of their staff and/or apprentices.
- d) Obscenity - the uttering of offensive or vulgar language, including obscene gestures.

Types of Disciplinary Actions:

Disciplinary actions will progress in sequence as outlined below. However, serious breaches of conduct will result in immediate removal from technical training or the termination of an Apprenticeship Agreement and may involve security and/or law enforcement.

Reprimand:

Officially recognizes a violation of good conduct and advises the offender to avoid future infractions. The reprimand may be verbal and/or in writing, issued by an Apprenticeship Manitoba staff person. A reprimand will be documented in the Apprentices file. Additionally, Apprenticeship Manitoba may require a meeting between the Registrar, Employer, Apprentice and Apprenticeship Manitoba representative, following incident reporting.

Removal from Technical Training:

Is an action that excludes the apprentice from continuing to attend a current offering of technical training. Removal from technical training is done in by an Apprenticeship Manitoba representative, in collaboration with Apprenticeship Manitoba's 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.

Cancellation:

Is an action that prevents the apprentice from continuing with their apprenticeship program. Apprenticeship Manitoba's representative will cancel an apprentice's Agreement based on recommendation and with documentation. Depending on the severity of the misconduct, the offender, at the decision of the Executive Director of Apprenticeship Manitoba, may be permanently prevented from registering another Apprenticeship Agreement with Apprenticeship Manitoba.