



APPRENTICESHIP AND CERTIFICATION BOARD

2019-2020 ANNUAL REPORT

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MESSAGE FROM THE CHAIR



Ralph Eichler
Minister of Economic Development and Training
Room 358, Legislative Building
450 Broadway
Winnipeg, Manitoba R3C 0V8

Dear Minister,

On behalf of the Apprenticeship and Certification Board, I am pleased to present the Annual Report for the fiscal year of April 1, 2019 to March 31, 2020.

As mandated by The Apprenticeship and Certification Act, the Board is required to develop a strategic plan based on consultations with stakeholders, and then report on the achievements of the strategic plan through an Annual Report. The Annual Report provides an opportunity for the Board to be accountable for its work and to report on the accomplishments of the preceding year.

Though the Board has responsibility for setting the legislative and policy framework for the delivery of services, we acknowledge that it is the dedicated efforts of the management and staff at Apprenticeship Manitoba that transform our goals into effective services that prioritize the needs of clients.

We also would like to acknowledge the many industry stakeholders and interprovincial counterparts that participate in the apprenticeship and certification system. The support of the industry stakeholders and interprovincial counterparts help support the Board's work.

We look forward to continuing to work with you and your department to meet the growing expectations of Manitobans for apprenticeship training and trades certification.

Sincerely,

Original signed by

Harvey Miller
Apprenticeship and Certification Board Chair

OVERVIEW

The Apprenticeship and Certification Board (Board) governs and coordinates a relevant, accessible and responsive apprenticeship and certification system in Manitoba. The Board is responsible for:

- promoting apprenticeship and certification
- supporting employer and employee participation in apprenticeship and certification
- advising the minister about training needs and Manitoba's labour market needs for skilled tradespersons
- participating in interprovincial apprenticeship initiatives

The Board is comprised of a Chair and a maximum of 14 other members, appointed by the Minister of Economic Development and Training. The Chair is the official spokesperson for the Board, and is responsible for the communications between the

Board and the Minister. Five members represent the interests of employees, five members represent the interest of employers, two members represent the public interest and one non-voting member represents the interests of apprentices. The Board appoints journeypersons to the respective Provincial Advisory Committees (PACs). The PACs' role is to review and provide recommendations to the Board regarding trade regulations, training standards, examinations, and certification requirements.

Apprenticeship Manitoba provides the essential technical and administrative support to the Board, its committees and the PACs. The Executive Director of Apprenticeship Manitoba is the Secretary to the Board, and is the main contact for interprovincial and pan-Canadian apprenticeship Initiatives. The Executive Director also represents Manitoba at the Canadian Council of Directors of Apprenticeship (CCDA).



The Apprenticeship and Certification Board



Brent Charron



Steve Ducharme



Laura Garet



Rick Guilbault



David McCutcheon



Harvey Miller



Carol Paul



Karen Roe



Geoff Sine



Bruce Sloane



Ron Stecy

Missing: Ted Stark

ORGANIZATION

The Board has four Standing Committees that are solely comprised of Board members:

1. Governance Standing Committee (GSC):

The GSC advises the Board regarding the development of the strategic plan and annual report. The GSC also reviews the roles and responsibilities of the Board and its committees, makes recommendations related to the Board structure, and develops a process for assessing Board effectiveness.

2. Community Liaison Standing Committee (CLC):

The CLC serves as a liaison between the Board and stakeholders in the apprenticeship system, and works to build and maintain relationships with stakeholders. The CLC also advises the Board about Manitoba's needs for skilled and trained tradespeople, and provides recommendations for how to meet those needs.

3. Program Standards Standing Committee (PSSC):

The PSSC develops and revises apprenticeship programs, including content, training standards and examinations, and the qualifications required for certification in designated trades. The PSSC also updates qualifications as well as the content of regulations respecting designated trades.

4. Nominating Standing Committee (NSC):

The NSC is responsible for all aspects related to the recruitment and nomination of Provincial Advisory Committee (PAC) members. It establishes and maintains a list of potential candidates for appointment to PACs and other committees established by the Board.



VISION

Skilled Workforce

- Successful apprentices
- Empowered stakeholders
- Client-centred collaboration

Mission

Leading an industry-driven, integrated training and certification system that delivers a sustainable, skilled Manitoba workforce.

The Board ensures accountability by:

- establishing certification standards that meet industry needs
- establishing program and delivery standards to ensure quality technical and practical training
- respecting and supporting the individual and shared responsibilities and the expertise and experience of Apprenticeship Manitoba
- developing a strategic plan in consultation with stakeholders, and providing an annual report documenting the Board's progress each year
- reporting to and advising the Minister responsible for administering The Apprenticeship and Certification Act
- providing relevant, accessible and responsive post-secondary education
- creating relationships and communicating with stakeholders to generate improvements to the apprenticeship and certification system



STRATEGIC PLAN PRIORITIES

The Apprenticeship and Certification Board is committed to addressing the priorities that have been identified in its 2018-2023 Strategic Plan. In 2019-2020, the Board focused on addressing the following priorities:

PRIORITY 1 | Increase Apprenticeship Participation in Rural and Northern Areas

OBJECTIVE | Conduct a Ratio, Supervision and Minimum Wage Rates Review

SUMMARY

In 2019, the Board administered a survey to gain industry feedback on the apprentice to journey person ratio, supervision and minimum wage rates for apprentices. The purpose of the survey was to determine if there is a desire from industry to revise the current ratio, supervision definition and wage rates, and to determine how changes could effect stakeholders in each of the designated trades.

The Board's intent is to ensure that the apprenticeship and certification system remains accessible to industry employers and apprentices.

RESULTS

The survey was distributed to approximately 25,000 stakeholders, which included apprentices, associations, employers, journeypersons, unions, and colleges. In total, 1,650 industry stakeholders completed the survey. The Board reviewed the results of the survey and determined that the current apprentice to journey person ratio, supervision and minimum wage rates pose as barriers to stakeholders who are engaged in the apprenticeship and certification system.

In response to the survey results, the Board approved the following changes to the apprenticeship and certification system, in-principle, for all designated trades:

- Expansion of the apprentice to journey person ratio from 1:1 to 2:1, with final level apprentices exempt from the ratio count.
- Expansion of the supervision definition to allow final level apprentices to work without the direct, on-site, supervision from a journeyperson. This would only be permitted following a risk assessment of the task by the journeyperson and apprentice, and with the requirement that the supervising journeyperson must be available to the apprentice by phone or other electronic communication at all times.
- Elimination of the minimum wage rates from each of the trade regulations to allow industry employers and unions to determine apprentice wages. The minimum wage rates of apprentices would be maintained throughout the trades in the Apprenticeship and Certification – General Regulation.

The Board continues to work with the department to implement the proposed recommendations over the 2020-2021 fiscal year.



PRIORITY 2 | Provide an Exceptional Client Experience

OBJECTIVE | Streamline Apprenticeship and Certification Fees for Clients

SUMMARY

The Board is actively committed to achieving results that align with the government-wide Red Tape Reduction Initiative and transformation priorities (including the development of strategies that focus on the client and foster innovation). In order to make progress in these areas, the Board has reviewed opportunities to streamline processes and provide exceptional client services to apprentices, employers and industry stakeholders who access the apprenticeship and certification system.

RESULTS

In 2019, the Board amended the Apprenticeship and Certification Fees Regulation to reduce red tape and streamline services for clients. The Board approved a slight increase in the apprentice tuition fee as well as an increase in trades qualification fees that resulted in the elimination of service charges. Services were streamlined as a result of this change as clients are no longer required to pay multiple fees or miss time at work for administrative services.



General Fees	Before June 3, 2019	As of June 3, 2019
Apprenticeship Application (including change of employer or change of trade)	\$50.00	No Charge
Practical Examination for Certification	\$75.00	No Charge
Re-Examination (including: provincial and interprovincial)	\$75.00	No Charge
Level Placement Exam	\$100.00	\$200.00
Replacement certificate, pocket card or practical experience record book	\$35.00	No Charge
Temporary Permit	\$15.00	No Charge
Renewable Endorsement on Certification (Authorization to Practise) For Hairstylist, Esthetician and Electrologist trades	\$75.00	No Charge
Late Payment Fee (on Renewable Endorsements – Authorization to Practise, Hairstylist, Esthetician and Electrologist trades)	\$15.00	No Charge
NSF Cheque Service Fee	\$20.00	\$20.00
Provincial Certificate Holder for Interprovincial “Red Seal” Exam	\$75.00	No Charge
Recognition for Canadian Certificates of Qualification Agreement on Internal Trade (AIT)	n/a	n/a
Trades Qualification Fees		
Trades Qualification Application (<i>Includes PLAR services</i>)	\$100.00	\$200.00
Trades Qualification Certification Exam	\$250.00	\$400.00
Trades Qualification Certification Re-Examination (<i>inc. provincial and interprovincial</i>)	\$75.00	\$100.00
Trades Qualification without Exam Application (grandparenting) (<i>available for a limited time only; for compulsory certification trades only</i>)	\$50.00	No Charge
Tuition and Book Fees		
For class length up to 8 weeks	\$400.00	\$464.00
For each additional week of class after the initial 8 weeks	\$50.00	\$58.00
Books and materials (approximately, per program) <i>Books are available for purchase from the corresponding college</i>	\$800.00 – \$1,500.00	\$800.00 – \$1,500.00



PRIORITY 3 | Increase Apprentice Progression and Improve Certification Exam Success

OBJECTIVE | Removal of the Requirement to Obtain Gasfitter Training and Certification in the Trades of Plumber, Steamfitter-Pipefitter, and Refrigeration and Air-Conditioning Mechanic

SUMMARY

In 2019, the Board reviewed the pathway to certification for apprentices and trades qualification applicants in the trades of Plumber, Refrigeration and Air-Conditioning Mechanic, and Steamfitter-Pipefitter. Currently, apprentices registered in the respective piping trades must complete training and certification in Domestic Gasfitter B prior to obtaining a Certificate of Qualification in their respective trades (i.e., Plumber, Refrigeration and Air-Conditioning Mechanic, or Steamfitter-Pipefitter).

RESULTS

The Board recognized the challenges that the current structure poses to clients in the piping trades and conducted a consultation with stakeholders in the affected trades to gain feedback on its proposal to remove the requirement to complete Gasfitter B level two as part of the training and certification requirements in the three piping trades. In total, 295 stakeholders responded to the consultation, and of those who responded, two thirds were in favour of the proposed recommendation to remove the final level of Gasfitter training and certification from the identified trades. The Board approved the removal of the final level of Gasfitter training and certification from the trades of Plumber, Refrigeration and Air-Conditioning Mechanic, and Steamfitter-Pipefitter. This will remove a barrier to certification for apprentices and trades qualification applicants.

The Board continues to work with the department to implement the proposed recommendations over the 2020-2021 fiscal year.



PRIORITY 4 | Use Timely, Evidence-Based Decision Making to Align Outcomes with Industry and Labour Market Needs

OBJECTIVE | Develop a Pathway to Certification through Trades Qualification for Bakers

SUMMARY

The Board continued its review of the designation of Baker as a trade, in response to an industry request to designate the trade of Baker in Manitoba. Industry stakeholders advised the Board that trade designation would give Bakers the ability to obtain Baker Red Seal certification. Trade designation would allow Bakers in Manitoba to gain a competitive advantage in the Canadian labour market.

RESULTS

Through meaningful discussions and consultation with the Baker industry, the Board reviewed the formal designation request and approved, in-principle, the recommendation from the Provincial Advisory Committee to designate the trade of Baker in Manitoba. The Board concluded that the designation of the trade would respond to the Baker industry needs, and that the trade would be the first in Manitoba to be designated as certification through the trades qualification application process only.

OBJECTIVE | Conduct a Review of Low-Volume Trades

SUMMARY

As part of the government-wide Red Tape Reduction Initiative, the Board discussed the impact of low-volume trades in the apprenticeship and certification system in order to consider opportunities to reduce regulatory requirements on stakeholders.

Low-volume trades were identified as trades with fewer than 50 registered apprentices. It was recognized that low-volume trades absorb financial and staff resources that can be redirected to other trades.

RESULTS

The Board reviewed 21 low-volume trades and recognized that five trades, including Concrete Finisher, Construction Craft Worker, Glazier, Pre-Engineered Building Erector, and Recreation Vehicle Service Technician were active trades that did not require the traditional apprenticeship program. The Board determined that the apprenticeship program for these trades would be eliminated, but certification through trades qualification would continue to be offered.

The Board also recognized that six of the 21 trades would be de-designated as there is minimal industry uptake for certification in the trades. The trades that the Board approved, in-principle, for de-designation include Computer Numerical Control Machinist, Electric Motor Systems Technician, Electrologist, Floorcovering Installer, Rig Technician, and Steel Fabricator.

The Board decided to maintain ten of the 21 trades as status quo, as it concluded that there continues to be a need to offer training and/or certification in the remaining trades. These trades include Automotive Painter, Gasfitter A, Gas Turbine Repair and Overhaul Technician, Instrumentation and Control Technician, Partsperson, Power Electrician, Sloped Roofer, Tool and Die Maker, Transport Trailer Technician, and Water and Wastewater Technician.



PRIORITY 5 | Drive Updates to Red Seal and Provincial Trade Standards

OBJECTIVE | Work with Industry to Develop Program Standards

SUMMARY

Program standards involve both regulatory and technical training requirements. Regulations set the legislated parameters for the designated trades, and technical training refers to the classroom-based instruction that provides apprentices theoretical learning. Apprentices apply the theoretical learning during their on-the-job training.

Updating program standards is a core Board responsibility. Based on the recommendations from PAC members through the Program Standards Standing Committee (PSSC), the Board sets benchmarks for program standards. PACs provide trade-specific expertise and recommend changes to program standards to keep them relevant and up-to-date.

The Canadian Council of Directors of Apprenticeship (CCDA) is undertaking a national project to harmonize apprenticeship programs across the country in order to facilitate apprentice mobility. As a participant in the Red Seal program, the Board is actively involved in reviewing recommendations

from the PACs to align with apprenticeship programs across Canada.

Should an issue arise in a trade when it is not included on the Board’s work plan, the PAC Chair or an individual from industry may request a meeting with the Board’s Community Liaison Standing Committee (CLC) to inform the Board of the issue. More information on this process can be found by contacting Apprenticeship Manitoba’s Manager of Policy, Legislation and Board Operations at apprenticeshipboard@gov.mb.ca.

RESULTS

The trades listed below underwent an update to the respective trade regulations, technical training, or Red Seal exams. Technical training updates were stimulated through the harmonization initiative. The Board worked with industry to align with the national recommendations. Additionally, industry members worked with the Red Seal Secretariat to develop new Red Seal certification exams. Updates to the provincial level placement exams were also completed with industry in 2019-2020.

Trade	Regulatory Development	Technical Training Development	Red Seal Exam Development
Agricultural Equipment Technician		✓	
Heavy Duty Equipment Technician		✓	
Insulator	✓		
Ironworker		✓	
Machinist		✓	
Plumber			✓
Sprinkler Fitter	✓		
Steamfitter-Pipefitter		✓	✓
Tool and Die Maker		✓	

STATISTICS

APPRENTICE REGISTRATIONS

9,922 Total Registered Apprentices

2,353 New Apprentice Registrations

1,061 Apprenticeship Certificates of Qualification Issued

HIGH SCHOOL APPRENTICESHIP PROGRAM

1,097 Registered Apprentices



TRADES QUALIFICATION

350 TQ Applications Received

417 TQ Exams Administered

213 TQ Certificates of Qualification Issued



UNDER-REPRESENTED GROUPS

322 Women in Non-Traditional Trades
Non-traditional trades exclude Cook, Hairstylist, Esthetician (including Nail Technician and Skin Care Technician) and Electrologist



929 Women in Traditional Trades
Traditional trades include Cook, Hairstylist, Esthetician (including Nail Technician and Skin Care Technician) and Electrologist



1,014 Indigenous Apprentices



45 Persons with a Disability



CONTACT INFORMATION

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Winnipeg, MB R3B 0T4
Email: apprenticeshipboard@gov.mb.ca

More information about the Apprenticeship and Certification Board
and Apprenticeship Manitoba can be found at:

www.manitoba.ca/wd/apprenticeship/