

# Apprenticeship and Certification Board 2020-2021 Annual Report



Manitoba 

## Table of Contents

Message from the Chair .....	1
Overview .....	2
Organization .....	3
Vision .....	4
Mission .....	4
Strategic Plan Priorities .....	5
Statistics .....	9
Contact Information .....	Back Cover

## Message from the Chair



Jon Reyes  
Minister of Economic Development and Jobs  
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, 2020 to March 31, 2021.

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. Despite the unprecedented disruption that resulted from COVID-19 in 2020, staff adapted quickly by working with training providers to provide options for training progression. The department is committed to achieving the Board's goals, by assisting apprentices with steady progression to trades certification during the COVID-19 pandemic, as skilled tradespeople are key to Manitoba's economic recovery plan.

We also would like to acknowledge the many industry stakeholders and interprovincial counterparts that participate in the apprenticeship and certification system. The support of 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; and
- 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 Jobs. The Chair is the official spokesperson for the Board, and is responsible for the communications between the Board and

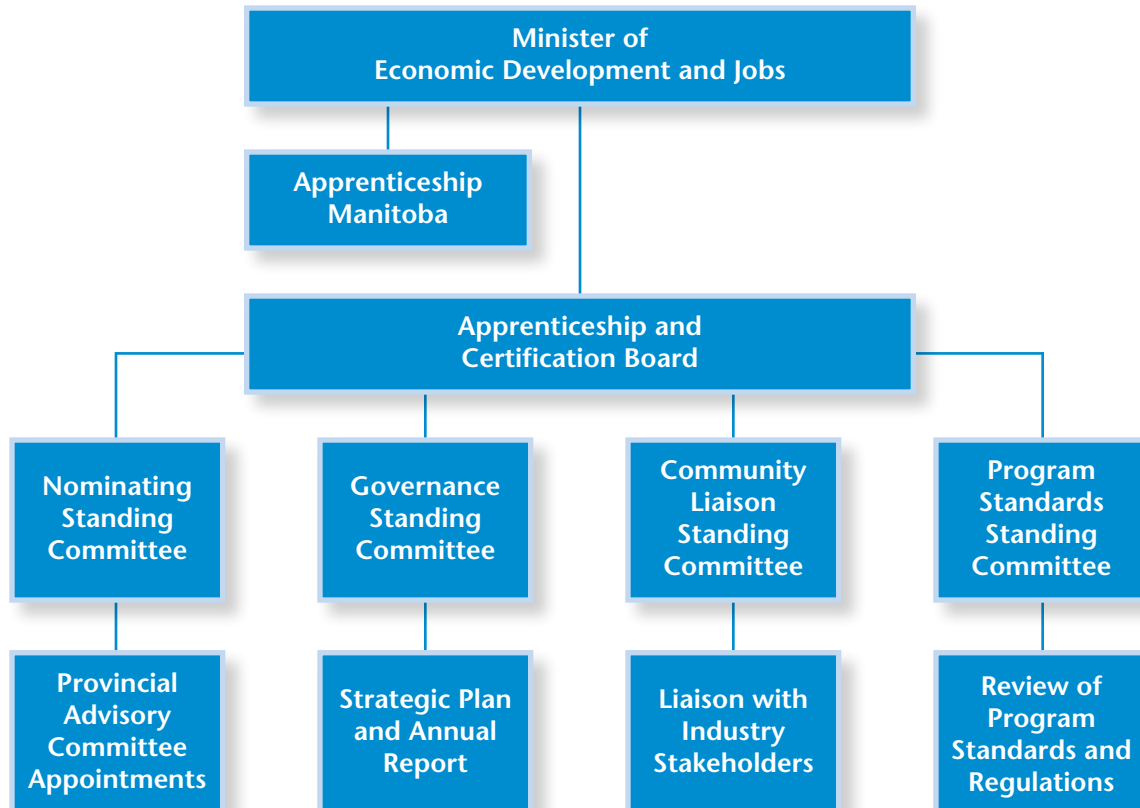
the Minister. Five members represent the interests of employees, five members represent the interest of employers, two members represent the public interest and one non-voting member represents the interests of apprentices. The Board appoints journeypersons to the respective Provincial Advisory Committees (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).

# 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.

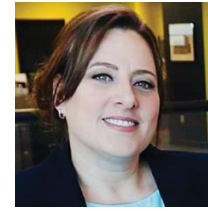
The Board ensures accountability by:

- 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.

## The Apprenticeship and Certification Board



Brent Charron



Lori Garet



Rick Guilbault



David McCutcheon



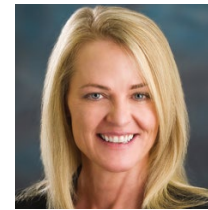
Harvey Miller



Carol Paul



Neil Pellaers



Karen Roe



Geoff Sine



Bruce Sloane



Ron Stecy

In August 2021, the Apprenticeship and Certification Board learned of the passing of one of its most stalwart members, Bruce Sloane. Bruce was a dedicated Board member, passionate champion of the trades in Manitoba, and a very kind and generous person.

He will be missed dearly by the Board, the department and all who knew him.

# 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 2020-2021, the Board focused on addressing the following priorities:

## **PRIORITY 1** > Increase Industry Engagement in Apprenticeship

### **OBJECTIVE:** Develop an Employer Engagement Strategy

#### **Summary**

The Apprenticeship and Certification Board continues to prioritize engagement with Manitoba employers to gain an understanding of the needs of industry and encourage participation in the apprenticeship system. In 2018, the Board conducted an Employer Engagement Survey to gain a better understanding of how it could increase the engagement of industry employers in the apprenticeship system. As a result of the survey, the Board developed an Employer Engagement Strategy, which outlines opportunities to improve interactions with stakeholders.

#### **Results**

The Employer Engagement Strategy focuses on providing the Board with a framework for connecting with employers across industries and public entities to ensure that policy recommendations reflect the current and future needs of Manitoba's industry. The Board will work with employers through engagement methods such as employer tours, hosting "Coffee with the Chair" sessions, distributing online surveys, and organizing polls on the Board website to promote an ongoing collaborative relationship with stakeholders. While COVID-19 has delayed the implementation of portions of the strategy, the Board will begin to implement elements of the plan in the upcoming year.



## PRIORITY 2> Develop Flexible Training Models

### OBJECTIVE: Implement a Hybrid Technical Training Model and Conduct an Impact Assessment

#### Summary

In response to the COVID-19 pandemic, the department acted on the Board's Strategic Plan priority to develop a flexible training model, as apprentices were required to transition to online learning as part of the province-wide lockdown. As a result of the public health orders, the department worked with the training providers to implement a hybrid technical training model that incorporates in-person and online learning for apprentices to minimize disruption to apprentice training, and ensure progression to certification in their respective trades.

#### Results

To determine the impact of the hybrid technical training delivery model on apprentices, the Board distributed a survey to apprentices who attended technical training from March to December 2020, when the new training model was implemented. Slightly more than half of respondents were satisfied with the hybrid technical training model, while the remaining apprentices were either unsatisfied or indifferent to the flexible training model. The Board recognized that the department has continued to work with training providers to make system improvements throughout the pandemic, and will continue to implement changes based on the feedback from apprentices. Further assessment of the hybrid model will be conducted to ensure it is effective and meets apprentice needs.





## PRIORITY 3> 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 Provincial Advisory Committee (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 obtained by contacting Apprenticeship Manitoba's Manager of Policy, Legislation and Board Operations at [apprenticeshipboard@gov.mb.ca](mailto:apprenticeshipboard@gov.mb.ca).

#### Results

The trades listed on page 8 underwent an update to the trade regulation, technical training, or Red Seal exam. 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 2020-2021.



**APRIL 1, 2020 - MARCH 31, 2021 (INCLUSIVE)**

Trade	Regulatory Development	Technical Training Development	Red Seal Exam Development
Automotive Painter		✓	
Automotive Service Technician		✓	
Bricklayer			✓
Cook		✓	
Electrologist	✓		
Esthetician	✓		
Gasfitter	✓		
Glazier			✓
Hairstylist	✓		✓
Motor Vehicle Body Repairer (Metal and Paint)		✓	
Plumber	✓	✓	
Refrigeration and Air Conditioning Mechanic (Commercial and Residential)	✓	✓	
Roofer			✓
Steamfitter-Pipefitter	✓	✓	

**OBJECTIVE: Implement Ratio and Supervision Changes**

In 2020-2021, the Apprenticeship and Certification – General Regulation was amended to expand the apprentice to journeyman ratio from 1:1 to 2:1 across the trades, with final level apprentices exempt from the ratio count. A flexible supervision definition was also implemented to allow final level apprentices to work without the direct, on-site supervision of a journeyman, as long as specified requirements are met. The safety of Manitoba’s apprentices will continue to be upheld through The Workplace Safety and Health Act, as well as regulations that designate trades as compulsory certification.

The 2:1 ratio was implemented to give employers more flexibility and provide Manitobans with increased access to the labour market through the apprenticeship system. The change aligns Manitoba’s ratio requirements with the western provinces, creating a competitive advantage by providing more opportunities for Manitobans to enter the skilled trades. The expanded ratio will also allow industry employers to take on a High School Apprenticeship Program participant, in addition to a full-time apprentice, and increase opportunities for youth to explore and experience a career in the trades. Further, the expanded ratio will enable small businesses in Manitoba to grow by providing employers with the opportunity to expand at a grassroots level. This will be of particular value in rural and northern areas, where access to a certified journeyman is limited.

# Statistics

## APPRENTICE REGISTRATIONS

**9,523** Total Registered Apprentices

**1,792** New Apprentice Registrations

**789** Apprenticeship Certificates of Qualification Issued

## HIGH SCHOOL APPRENTICESHIP PROGRAM

**1,099** Registered Apprentices



## TRADES QUALIFICATION

**216** TQ Applications Received

**269** TQ Exams Administered

**147** TQ Certificates of Qualification Issued



## UNDER-REPRESENTED GROUPS

**305** Women in Non-Traditional Trades\*\*



**897** Women in Traditional Trades\*\*\*



**899** Indigenous Apprentices



**42** Persons with a Disability



\*\*Non-traditional trades exclude Cook, Hairstylist, Esthetician (including Nail Technician and Skin Care Technician) and Electrologist.  
\*\*\*Traditional trades include Cook, Hairstylist, Esthetician (including Nail Technician and Skin Care Technician) and Electrologist.

## **CONTACT INFORMATION**

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Winnipeg MB R3B 0T4  
Email: [apprenticeshipboard@gov.mb.ca](mailto:apprenticeshipboard@gov.mb.ca)

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

**<https://www.gov.mb.ca/wd/apprenticeship/>**

**This information is available in alternate formats upon request**

