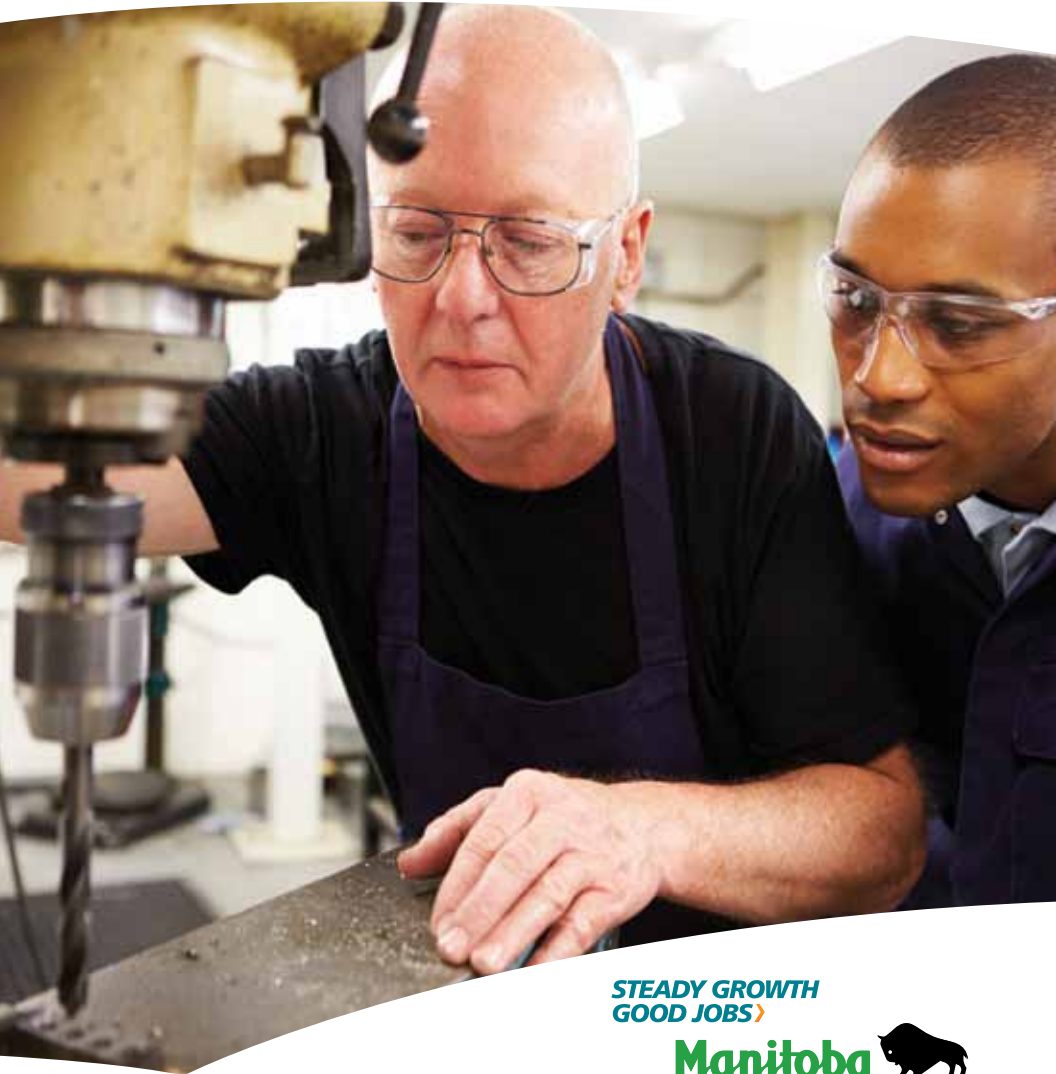


Employer Guide

Apprenticeship
Manitoba



STEADY GROWTH
GOOD JOBS >

Manitoba 



"QSI has been actively hiring apprentices in our Winnipeg branch since 2000. We are firm believers that hiring apprentices is the best way to grow a qualified workforce. Our company would not be where it is today nor would it be sustainable without the apprenticeship program."

- Brad Gauthier, QSI Interiors Ltd.

What is apprenticeship?

Apprenticeship is a training model that involves both paid, on-the-job work experience and in-school classroom training. Employers are responsible for most of the training, which happens in the workplace. To get the process started an employer formally registers an apprentice with Apprenticeship Manitoba. The apprentice can be a new hire, an existing employee or even an eligible high school student.

Your apprentice will work regular hours and then attend separate classroom training for approximately six to 10 weeks per year, depending on the individual trade requirements. Most apprenticeship programs take between three and five years to complete. Once all requirements have been successfully met, your apprentice becomes a certified journeyman in the trade.

The cost of classroom training for most designated trades is subsidized by the Manitoba government, at no direct cost to you. Your apprentice may also be eligible for Employment Insurance (EI) to help cover other costs while attending classroom training.

As employers, you are the key to building a strong, skilled workforce in Manitoba. Training apprentices ensures that your company is equipped with highly trained and certified professionals who can meet the labour demands of your business.

For more information, please see www.manitoba.ca/tradecareers.



Benefits of registering an apprentice

In addition to helping build a skilled provincial labour workforce, the apprenticeship and certification system benefits your business by helping you develop highly skilled, certified tradespeople to grow your company and meet your business needs.

There is no shortage of opportunity to train an apprentice. You can register an existing employee or hire someone new.

Apprenticeship training results in qualified workers who can then transfer their skills to new apprentices, filling in skills gaps and providing a strong, skilled workforce to meet the labour demands of your business now and into the future.

Get started – it's easy!

1. Identify an employee

Your apprentice can be a new hire or an existing employee who has the desire to become certified. There is no shortage of capable individuals who are ready to learn and contribute to the success of your business as they begin or continue their career in the skilled trades.

2. Register your apprentice

Complete the Apprenticeship Application and Agreement with your apprentice and submit it to Apprenticeship Manitoba.

3. Follow these steps

- Assign a certified journeyman or designated trainer to supervise your apprentice.
- Review the industry-set apprentice minimum wages for the applicable trade.
- Familiarize yourself with employer responsibilities, such as granting your apprentice hours away from work for classroom training, tracking and submitting apprentice hours and setting up your online profile in AccessManitoba.
- Educate yourself on grants and financial incentives available to employers who hire apprentices. For more information, visit www.manitoba.ca/tradecareers.
- Call Apprenticeship Manitoba at 204-945-3337 or toll free at 1-877-978-7233 to contact the Apprenticeship Training Coordinator for your trade. They are available to help answer any questions you may have.

“Hiring apprentices helps to make CN a safer, more efficient operation. We are very aware that fully qualified tradespeople are not born that way, but are the result of years of experience and training. Hiring and training apprentices is critical to our future, our values and to the nation as a whole.”

- David Yurchi, CN

Financial incentives

There are also a number of provincial and federal grants, tax credits and other financial incentives available to employers who hire apprentices. Visit www.manitoba.ca/tradecareers for a list of these incentives.

Did you know?

Certified journeypersons are recommended, but not always required, to provide training

An apprentice is typically trained by a certified journeyperson. However, if a journeyperson is not available, a qualified, experienced tradesperson can become a designated trainer in a voluntary trade by completing a simple process. The Designated Trainer Application is available at www.manitoba.ca/tradecareers.

Experienced workers can become certified through Trades Qualification (TQ)

Experienced workers who have the minimum required experience in a particular trade over a specified length of time can challenge the certification examination for that trade. A successful exam challenge results in a Certificate of Qualification in the trade. The Trades Qualification Application is available at www.manitoba.ca/tradecareers.

The High School Apprenticeship Program (HSAP) can help build your business

Hiring a high school apprentice is also a good way for an employer to engage in training. HSAP students attend regular high school classes while working part-time hours, and receive high school and apprenticeship credits for their hours worked. These credits can then be used toward a post-secondary apprenticeship program after graduation.

“Heritage hires apprentices to maintain consistency in the level of training, as well as provide them with a career path they are able to plan for. We have been involved with apprenticeship since our doors opened, starting at the high school level through to certification, and believe it is important to maintain this level of training not only just in our trade, but all trades.”

- Grant Hein, Heritage Heating and Cooling

Apprenticeship Trades

There are over 55 designated trades in Manitoba for which an individual can receive apprenticeship training. Nine of these trades are “compulsory.” This means that to work legally in Manitoba a person pursuing a compulsory trade must be a registered apprentice or a certified journeyman.

If your industry is interested in applying to have a trade or occupation designated, please contact Apprenticeship Manitoba at apprenticeshipboard@gov.mb.ca for more information.

Manitoba’s designated trades include:

- Agricultural Equipment Technician
- Aircraft Maintenance Journeyman
- Automotive Painter
- Automotive Service Technician
- Boilermaker
- Bricklayer
- Cabinetmaker
- Carpenter
- Concrete Finisher
- Construction Craft Worker
- Construction Electrician†
- Cook
- Crane & Hoisting Equipment Operator†
- Crane & Hoist Operator – Power Generation and Transmission
- Electric Motor System Technician
- Electrologist†
- Esthetician†

- Floorcovering Installer
- Gas Turbine Repair and Overhaul Technician
- Gasfitter (Commercial and Domestic)
- Glazier
- Hairstylist†
- Heavy Duty Equipment Technician
- Industrial Electrician†
- Industrial Mechanic (Millwright)
- Instrumentation and Control Technician
- Insulator (Heat & Frost)
- Ironworker (Generalist)
- Landscape Horticulturalist
- Lather (Interior Systems Mechanic)
- Machinist
- Marine and Outdoor Power Equipment Technician
- Motor Vehicle Body Repairer (Metal & Paint)
- Painter & Decorator
- Partsperson
- Plumber
- Pork Production Technician
- Power Electrician
- Pre-Engineered Building Erector
- Railway Car Technician
- Recreation Vehicle Service Technician
- Refrigeration & Air Conditioning Mechanic (Commercial and Residential) †
- Rig Technician
- Roofer
- Sheet Metal Worker
- Sprinkler System Installer†
- Steamfitter-Pipefitter†
- Tool & Die Maker
- Transport Trailer Technician
- Truck & Transport Mechanic
- Water and Wastewater Technician
- Welder

† Compulsory Trades

Contact Us

Website: manitoba.ca/tradecareers

AccessManitoba.ca

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