



High School Apprenticeship Program

HSAP EMPLOYER GUIDE

High School Apprenticeship Program: HSAP Employer Guide

ISBN: 978-0-7711-6471-2

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Manitoba Education and Early Childhood Learning
Winnipeg, Manitoba, Canada

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Available in alternate formats upon request.

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ACKNOWLEDGEMENTS

Manitoba Education and Early Childhood Learning (MEECL) gratefully acknowledges the contributions of the following individuals in the development of the *High School Apprenticeship Program (HSAP) Employer Guide*.

Andy Reimer
Border Land School Division

Erik Leefe
Seine River School Division

Bob Lepischak
Beautiful Plains School Division

Nick Verras
Prairie Rose School Division

Steve Proskurnik
River East Transcona School Division

Tim Klein
Pine Creek School Division

WHAT IS HSAP?

The High School Apprenticeship Program (HSAP) is a pathway for students in Grades 10 to 12 to explore an apprenticeable trade while completing their academic graduation requirements.

Students work with the assistance of an HSAP educator to find an employer. Then, they complete an Apprenticeship Application and Agreement with the employer and Apprenticeship Manitoba, which will allow them to get paid for on-the-job training, earn up to eight high school credits (one credit per 110 hours on the job), and potentially transition to a post-secondary apprenticeship pathway in a registered trade career.

Student-apprentices work in one of Manitoba's designated (compulsory/voluntary) trades, which can lead to provincial or interprovincial certification.

For further information or questions regarding the High School Apprenticeship Program, contact a local HSAP educator or Apprenticeship Manitoba and request to speak with a trade-specific Apprenticeship Training Coordinator.

Email: apprenticeship@gov.mb.ca

Phone: 204-945-3337

Why Business Owners Should Consider Apprenticing Employees

Why Hire an Apprentice?

With the apprenticeship training program, the employer

1. can create experts for the company
2. can develop independent problem solvers
3. may access free training
4. can access government wage subsidies, including support for a retention wage (15% for Red Seal journey person)
5. can create leaders for their company
6. can help meet the demands for technology change in their industry

By hiring an apprentice, you can

1. transfer knowledge
2. develop future leaders
3. reduce turnover
4. train to your needs
5. enhance productivity
6. prepare for technological changes
7. attract new opportunities
8. take advantage of financial benefits

Source: <https://caf-fca.org/skilled-trades-network/employer-resources/why-hire-apprentices/>

Five Reasons to Hire an Apprentice

The Canadian Apprenticeship Forum created this video promoting apprenticeship in Canada: www.youtube.com/watch?v=d-e1V60VPOI



EDUCATOR ROLES AND RESPONSIBILITIES

Registering Student-Apprentices

The HSAP educator will meet with the student, parent/guardian, and potential employer to explain the High School Apprenticeship Program and the expectations for all participants.

When all participants agree on the suitability of the apprenticeship, the student (and parent/guardian if under 18 years old) and employer sign an Apprenticeship Application and Agreement with Apprenticeship Manitoba.

Hairstylists, estheticians, and electrologists must complete a Verification of Enrolment for Technical Training to accompany their Apprenticeship Application and Agreement (see www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/applications/verification_enrolment.pdf).

safety

The HSAP educator will complete a suitability and risk assessment of workplaces based on divisional policy (see safety resources at www.edu.gov.mb.ca/k12/cur/teched/safety.html), while recognizing the responsibility for a safe workplace rests with the employer, who must be insured.

The HSAP educator monitors student-apprentice progress, attendance, and work skills in the workplace to help them develop. This may include progress conversations with the student-apprentice and employer, receipt of monthly employer reports, and tracking of on-the-job hours confirmed with the employer.

The employer is responsible for reporting on-the-job hours to Apprenticeship Manitoba.

Depending on the administrative organization of a school or division, the HSAP educator may be a technical-vocational teacher, a guidance counsellor, a principal, a divisional coordinator, or a co-divisional coordinator.

EMPLOYER ROLES AND RESPONSIBILITIES

HSAP Employer Requirements and Responsibilities

The following is an overview of the requirements that need to be met to permit students to work as high school apprentices for HSAP.

1. Provide Workers Compensation coverage. The employer is in charge of providing insurance coverage because HSAP is a paid position. The school and school division do not provide insurance coverage for paid workers. For more information, visit www.wcb.mb.ca/.
2. Provide a workplace safety, hazards, and first aid orientation. The employer is considered the safety supervisor and expert for safety in their area of expertise. The schools and school divisions expect that the employer has a safety program that follows *The Manitoba Workplace Safety and Health Act and Regulations*.
3. Provide safety information and protective gear. The employer should be aware and make the assumption that young people are often eager to please and have less safety experience than older employees. Schools and school divisions expect that the employer will provide necessary protective equipment and safety training.
4. Sign and complete an HSAP Employer Safety Checklist (provided by the school division). Students also need to complete an HSAP student safety checklist (provided by the school division) and get parent/guardian permission. An HSAP educator may visit the work site.
5. Pay the HSAP the minimum wage set by Manitoba Employment Standards. The regulated wage of a High School Apprentice is at least 10% above the Manitoba minimum wage.
6. Employer incentives are put in place to help employers with the cost of training young people. A tax credit provides an employer 25% of the student wage (up to a maximum \$5000 credit per year). To get more information, go to the Tax Incentives page for employers at www.gov.mb.ca/wd/apprenticeship/generalinfo/grantstax.html.
7. Provide a journeyperson/designated trainer for the apprentice, ensuring the journeyperson/ designated trainer ratio is correct. Employers wishing to apprentice need to register an employee of the company to oversee the student-apprentice's progress. The trainer can be a journeyperson/designated trainer. In Manitoba, an employee with adequate experience (1.5 times the hours of a trade program) and scope of the trade (has experience and knowledge with most trade activities) can become a registered designated trainer. An HSAP educator or Apprenticeship Manitoba will provide assistance with completing the forms.

8. Ensure all on-the-job expectations are communicated and follow the Level 1 expectations of the trade; ensure student-apprentice receives training in various tasks.
9. Evaluate and complete the student-apprentice evaluation forms with the school division contact (see www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/hsap/hsap_practical_assess.pdf).
10. Ensure student-apprentice hours are registered with Apprenticeship Manitoba and submitted to the HSAP educator.

Accident Reporting Procedures

Report any accidents to the school division, and follow standard accident reporting procedures.

Journeyman/Designated Trainer

- monitors the student-apprentice's on-the-job training
- demonstrates and explains how to complete the tasks according to Level 1 guidelines
- provides student-apprentice with feedback on their progress; updates employer on student-apprentice's progress
- ensures the student-apprentice is involved in a range of work tasks to get a full scope of the particular trade
- keeps accurate records of on-the-job training tasks completed, including recording of hours with Apprenticeship Manitoba and reporting to the HSAP educator

How to Get a Designated Trainer for a Voluntary Trade

If a trainer does not have a Certificate of Qualifications in one of the voluntary trades, they can apply to Apprenticeship Manitoba for designated trainer status (see www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html#trainer).

Designated trainers must have experience in 70% of the scope of the trade and must have worked 1.5 times the term of apprenticeship within the past 10 years.

The applicant will also need to fill out a work experience form. Each trade has a unique work experience form. Go to the Trades Profile page and find the specific trade work experience forms (see www.gov.mb.ca/wd/apprenticeship/discover/mbrates/index.html).

KEY TERMS

AccessManitoba

AccessManitoba is a secure online service used by apprentices and employers to complete documents, and to record on-the-job hours. For more information, see the AccessManitoba website at <http://accessmanitoba.ca/>.

Accredited Technical-Vocational Education (TVE) Clusters

Accredited TVE clusters (typically eight courses) in one specific trade are taught by a credentialed teacher. The course curricula align with the technical training standards for particular trades. Students may transition to post-secondary training through Apprenticeship Manitoba or enter the workforce. For more information, see the Graduation Requirements page on the Manitoba Education and Early Childhood Learning website at www.edu.gov.mb.ca/k12/policy/grad_require.html#senior.

Apprentice

An apprentice is a post-secondary student registered in a supervised work training program in a designated trade for the purpose of becoming a journeyperson. HSAP student-apprentices are registered as apprentices with Apprenticeship Manitoba, earn high school credits, and accumulate on-the-job hours. For more information, see the Canada Apprenticeship Forum (CAF-FCA) video *What is an Apprentice?* at www.youtube.com/watch?v=oklB65YlwaM.

Apprenticeship

A paid employee works under the supervision of a certified journeyperson to learn the skills of their trade. Approximately 80% of paid time is spent on the job and 20% in technical training.

Apprenticeship Application and Agreement

This is a document signed by the employer, the student-apprentice (and parent/guardian if under 18), and Apprenticeship Manitoba.

Apprenticeship Manitoba

Apprenticeship Manitoba regulates and administers the education requirements, program length, competencies, and processes for apprenticeship. It promotes trades training and upholds program training standards, presides over examinations, and issues journeyperson certifications.

Certificate of Qualification

After an apprentice has completed the required hours, the calendar time, and technical training for their trade, and has received over 70% on a final certification exam, they earn a Certificate of Qualification. Apprentices in Red Seal trades will also receive a Red Seal Endorsement (RSE).

Compulsory Trade

In order to work in a compulsory trade in Manitoba, you must be registered as an apprentice or you must already be a certified journeyperson. Manitoba has nine compulsory trades. For more information, see the Manitoba Trades page on the Apprenticeship Manitoba website at www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/compulsarytrades.html.

Designated Trainer

A designated trainer is an experienced tradesperson without journeyperson certification who is approved by Apprenticeship Manitoba to supervise the work of and train an apprentice for voluntary trades only.

Employer Sponsor

Employer sponsors hire and train apprentices. The employer and student register an Apprenticeship Application and Agreement with Apprenticeship Manitoba.

Journeyperson

A certified journeyperson is recognized as a qualified and skilled person in a trade and is entitled to the wages and benefits set by Manitoba Employment Standards by trade. A journeyperson is allowed to train and act as a mentor to a registered apprentice.

Red Seal Program

Tradespersons are able to obtain a Red Seal Endorsement (RSE) by successfully completing an interprovincial Red Seal examination with a score of at least 70%. The RSE on a Certificate of Qualification indicates the holder has met the national standards in the trade, allowing tradespersons to be recognized and to work across Canada. (For more information on Red Seal trades, see https://www.red-seal.ca/eng/trades/tr.1d.2s_1.3st.shtml.)

Skilled Trades

A skilled trade is a career path in hands-on work with specialized knowledge and skills.

Trades Qualification

Tradespersons with a trade-required minimum number of years and hours may apply to challenge the certification exam. (see www.gov.mb.ca/wd/apprenticeship/tradespersons/challengingexam.html).

Voluntary Trade

This is a designated trade that is not a compulsory certification trade. Apprenticeship registration and training is optional for these trades and a person does not require a Certification of Qualification to work in Manitoba.



EMPLOYER RESOURCES

Access Manitoba

Access Manitoba is a self-service website enabling Manitobans to transact with a variety of business, employment, and training-related provincial government organizations. For information on how to report student-apprentice hours, see the FAQs at www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/manage/online_report_of_hours_faq.pdf.

Apprenticeship Manitoba Information for Employers

The Apprenticeship Manitoba website includes this useful information for employers on hiring apprentices. www.gov.mb.ca/wd/apprenticeship/employers/index.html

Canada's Building Trades Unions (CBTU) In the Trades Apprenticeship Program

The project will help 5000 first-year Red Seal trade apprentices (including 20 percent from key groups) progress through training, obtain Red Seal certifications, and find employment in regions across Canada. <https://buildingtrades.ca/inthetrades/>

Canadian Institute of Steel Construction (CISC) Steel Industry Apprenticeship SME Fund

This project will provide funding to intermediaries that have the capacity to support SMEs to hire new first-year apprentices and to advocate the benefits of apprenticeship training, including how it progressively increases each year over the course of the apprenticeship period. www.steeltrades.cisc-icca.ca/

CLAC Apprenticeship Support Program (CASP)

Administered by the Christian Labour Association of Canada (CLAC), this project will support employers in hiring 2000 new first-year apprentices and provide financial incentives to participating small- and medium-sized enterprises (SMEs), as well as additional supports to hiring and onboarding new apprentices. www.apprenticesupport.ca/#Grants

Employer Guide by Apprenticeship Manitoba

This resource is a comprehensive guide for employers who are interested in hiring an apprentice in Manitoba. www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/promotional/employer_info_guide.pdf

Financial Supports for Apprentices and Employers

The Apprenticeship Manitoba General Information page provides useful information on financial supports available to both apprentices and their employers. www.gov.mb.ca/wd/apprenticeship/generalinfo/grantstax.html

First Peoples Development Inc. (FPDI) Apprenticeship Support

This project seeks to work with a network of employers to hire up to 3000 apprentices, with 1500 from key groups including Indigenous Peoples, women, and youth in rural and remote communities. <https://takeonthetrades.ca/>

Office to Advance Women Apprentices Manitoba

Created to engage and support tradeswomen working in construction trades in the province, the office has a mandate to offer support and increase employment opportunities for tradeswomen and women entering apprenticeable trades in Manitoba. They offer a registry database of female tradespersons, identifying trade, level of apprenticeship, employment status, resumé, travel availability, etc.

www.womenapprentices.ca/manitoba/

Training Plan Worksheet

Apprenticeship Manitoba has provided the following training plan template for employers who are developing their training strategy.

www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/info_employers/training_plan.pdf

Winnipeg Construction Association (WCA)

WCA offers a one-day course for journeymen who work with apprentices. Information is available on its webpage at

<https://winnipegconstruction.ca>.



FREQUENTLY ASKED QUESTIONS

Are there restrictions on what students can do on the job (tasks) even as an apprentice?

Yes. Students, parents/guardians, teachers, and employers should be aware of what young workers can or cannot do on a work site. Every trade is different. The following links and information will assist in understanding the requirements.

Employment Standards

This Young Employees information sheet was created by Manitoba's Employment Standards office to answer many of the frequently asked questions that young workers may have before entering the workforce.
www.gov.mb.ca/labour/standards/doc,young-workers,factsheet.html

SAFE Work Young Worker Readiness Course

The Young Worker Readiness Certificate Course teaches youth between 13 and 15 years old about workers' and employers' rights and responsibilities regarding safety and health before they enter the job market.
www.safemanitoba.com/Education/Pages/YWRCC.aspx

Apprenticeship Manitoba Trade Profiles

This site provides links to all the necessary application forms, training standards and qualifications, examination and accredited program information for each of the accredited trades in Manitoba.
www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/index.html

Apprenticeship Manitoba Information Brochures

These brochures provide useful information to employers about the benefits of hiring apprentices, how to go about doing so, managing them once they are hired, and other supports and resources.
www.gov.mb.ca/wd/apprenticeship/employers/index.html

Apprenticeship Manitoba Application Forms

These application forms are important tools in beginning the apprenticeship process in Manitoba.

Designated Trainer Application Form

Designated trainers must have experience in 70% of the scope of the trade and must have worked 1.5 times the term of apprenticeship within the past 10 years.

www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/designated_trainer.pdf

Apprenticeship Application and Agreement Form

Prospective student-apprentices must fill out the following application form to be considered for HSAP.

www.gov.mb.ca/wd/apprenticeship/pdfpubs/pubs/general/applications/fillable_complete_app_agreement_eng.pdf



RESOURCE LINKS

Apprenticeship Manitoba Forms

This Apprenticeship Manitoba site compiles the necessary forms and applications to get started.

www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html

Designated Trainer Application and Work Experience Forms

These forms are available on the Apprenticeship Manitoba General Information site.

www.gov.mb.ca/wd/apprenticeship/generalinfo/forms.html#trainer

Employment Standards for Young Employees

The Manitoba government Employment Standards website includes a fact sheet of employment standards for young employees.

www.gov.mb.ca/labour/standards/doc%2Cyoung-workers%2Cfactsheet.html

Indigenous Introduction to Trades RRC Polytech

The Indigenous Education page for RRC Polytech includes a useful section for Indigenous people on pursuing the trades.

www.rrc.ca/indigenous/introduction-to-trades/

Supporting Women in the Trades

The Canadian Apprenticeship Forum has led the development of a National Strategy to Support Women in the Trades.

<https://switcanada.caf-fca.org/>

The Office to Advance Women Apprentices Manitoba was created to engage and support tradeswomen working in construction trades in the province. Its website includes useful contact information and resources for women pursuing a career in the trades.

www.womenapprentices.ca/manitoba/

SAFETY

Construction Safety Association of Manitoba (CSAM)

The CSAM website is a resource of safety and health information, tools, and resources, as well as information on certification.

www.constructionsafety.ca

SiteREADYMB

SiteReadyMB is an interactive construction site safety course to prepare individuals for entering or re-entering the Manitoba construction industry or to assist those who want to upgrade their skills.

www.constructionsafety.ca/sitereadymb/

Apprenticeship Manitoba's Trade Safety Awareness Package

This Apprenticeship Manitoba site provides general information for educators about apprenticeship training.

<https://gov.mb.ca/wd/apprenticeship/generalinfo/instructoreducators.html>

Safety Preparation for Student Work Experience

This safety plan framework outlines important items to consider when preparing a safety plan for student work experience/placements.

www.edu.gov.mb.ca/k12/cur/cardev/safety-docs/safety_plan_framework.pdf

SAFE Work Manitoba

Safe Work Manitoba Home Page

Safe Work Manitoba, a division of the Workers Compensation Board of Manitoba, is responsible for promoting workplace safety and preventing workplace injuries and illness.

www.safemanitoba.com/

Safety Inspections

This site provides an overview of scheduled workplace safety inspections that are conducted in accordance with Section 7.4(5)(e) of *The Workplace Safety and Health Act*.

www.safemanitoba.com/topics/Pages/Inspections.aspx

A sample workplace safety inspection checklist is also provided.

www.safemanitoba.com/Page%20Related%20Documents/resources/TP_SampleWorkplaceInspectionChecklist.pdf

Workplace Hazardous Materials Information System (WHMIS) Certification Course

This SAFE Work Manitoba course is intended to familiarize workers who work with or may be exposed to hazardous products at work with WHMIS 2015. It reviews the classification of hazardous products, product labels and safety data sheets, and incorporates specific legislation from the *Manitoba Workplace Safety and Health Act and Regulations*.

www.safemanitoba.com/Education/Pages/whmis-2015-manitoba-workers-provincially-regulated-workplaces.aspx

SAFE Workers of Tomorrow Home Page

SAFE Workers of Tomorrow is a program offering free presentations to Manitoba students on workplace safety for young workers.

<https://workersoftomorrow.com/about-us/>

Safe Workers of Tomorrow resources include a useful safety quiz for students.

<https://workersoftomorrow.com/resources/quiz/>

Sample Student-Apprentice Assessment

On-the-Job Skills	Descriptors for Student-Apprentice
motivation	Student-apprentice's attitude and behaviour show they want to come to work and want to work while there.
adaptability	Student-apprentice demonstrates ability to adjust quickly from one job to the next, demonstrates a positive attitude towards change, and can use knowledge and skills in new situations.
trade knowledge	Compare the student-apprentice's knowledge of the trade to someone who is brand new to the trade, taking into consideration the types of experiences that have been provided.
trade skills	Compare the student-apprentice's use of tools to someone who is brand new to the trade, taking into consideration the types of experiences that have been provided.
production	Determine student-apprentice's level of efficiency by considering how fast they can work and still have a good product to show for it.
safety	Student-apprentice demonstrates awareness of the safety requirements of the trade and follows those requirements.
communication	Student-apprentice asks questions and fully listens to explanations.
stays on task	Student-apprentice demonstrates ability to work without being easily distracted.
attempts to improve	Student-apprentice strives to improve through self-awareness of their own work.
overall performance	Student-apprentice demonstrates ability to break the task into smaller manageable tasks, checking all possible contributing factors to the problem. Demonstrates understanding of when to look for further help and to report the problem.

Sample Student-Apprentice Assessment

Personal Skills	Descriptors for Student-Apprentice
relationships with others	Student-apprentice gets along appropriately with co-workers, customers, other trades workers, and superiors.
cooperation	Student-apprentice demonstrates ability to work as a team member.
courtesy	Student-apprentice uses respectful language and gestures.
appearance	Student-apprentice dresses appropriately for the work and is clean.
attendance	Student-apprentice demonstrates understanding that “on time” means early enough to put away possessions and be ready to do work.
dependability	Student-apprentice shows a level of trustworthiness that the employer expects. Demonstrates ability to do routine tasks with mastery.
initiative	Student-apprentice predicts next steps, shows leadership, and is willing to do something without being told multiple times.
judgment	Student-apprentice makes smart decisions about safety and efficiency on their own.
accepts criticism	Student-apprentice does not get upset when asked to do work differently.
work ethic	Student-apprentice demonstrates a positive attitude toward work, respect for work time, and pride in their work. Uses all work time to benefit the employer.

Scoring	Criteria
0–4	Not passing and little/no attempt at improvement
5–6	Not meeting standards but improving
7	Satisfactory—meeting standards
8	Good —meeting standards and beginning to demonstrate leadership qualities
9–10	Excellent—demonstrates leadership qualities and/or model

Discover the Skills for Success

Skills for Success replaces the Conference Board of Canada's Employability Skills Profile, which can be found at www.conferenceboard.ca/edu/employability-skills.aspx. It identifies the 9+1 skills needed to participate and thrive in learning, work, and life: adaptability, reading, writing, collaboration, communication, creativity and innovation, digital numeracy, and problem solving. The +1 is the technical skills they will need to apply these skills for success.

https://skillsmanitoba.ca/wp-content/uploads/2021/11/SCC-SfS-for-students_EN_web.pdf

www.canada.ca/en/services/jobs/training/initiatives/skills-success.html

Mobile app: <https://mobile-app.skillscompetencescanada.com/index.php?l=e&o=y>



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