

APPLICATION GUIDE
for
Occupation Designation Requests
under
The Apprenticeship and Certification Act

Apprenticeship and Certification Board
100 - 111 Lombard Avenue Winnipeg, MB, R3B 0T4
Ph: (204) 945-3337 Fax: (204) 948-2539
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1-877-97-TRADE www.manitoba.ca/tradecareers



Introduction

This guide is to assist in the request to designate an occupation. Certified, designated occupations are intended to be flexible by including a wide variety of occupations that may not fit into the trades designation process. An occupation may be designated as a designated occupation, unless the tasks, activities and functions of the occupation are the same as those of a designated trade.

Manitoba's designated occupations process is governed by the Apprenticeship and Certification Board (Board) under The Apprenticeship and Certification Act (Act), and is administered by Apprenticeship Manitoba (AM) under the Department of Advanced Education and Training. Only occupations that are not otherwise regulated can become certified occupations.

An individual who wishes to obtain an occupational certificate, must be employed by a designated occupation, and be registered with Apprenticeship Manitoba. Apprenticeship Manitoba will issue an occupational certificate once the candidate successfully completes the certification program for the designated occupation, or has met the standards and requirements for certification in the designated occupation.

The occupation designation process begins when industry submits a completed application and supporting documents to the Apprenticeship and Certification Board. Send completed applications to:

Apprenticeship and Certification Board
c/o Manager, Policy, Legislation and Board Operations
100-111 Lombard Avenue
Winnipeg, MB R3B 0T4
apprenticeshipboard@gov.mb.ca

For more information on the Board please visit www.manitoba.ca/tradecareers.

Certified Occupation Components

The Board is responsible for the development of standards for certified occupations. These standards include regulatory and technical training requirements for training. Certified occupations in Manitoba are governed by regulations under The Apprenticeship and Certification Act.

Legislation outlines the roles and responsibilities of all parties involved in training including the Board, Apprenticeship Manitoba's Executive Director, the five Sector Committees, employers and students to ensure training and certification is reflective of industry standards. The regulations also outline the requirements for each occupation.

The Certified Occupation Designation Process

When determining whether or not to submit a certified occupation designation request, industry representatives should consider the following:

- The occupation does not follow the traditional apprenticeship model of training.
- Certification cannot be gained through another means in Manitoba.
- Minimum labour market demand must be met in order for designation to be considered.
- Technical Training is developed by the Board with the support of Sector Committees and Industry Working Groups.

DESIGNATION STAGES

Step 1: Application

Industry must submit a completed application to the Apprenticeship and Certification Board.

Step 2: Assessment and Approvals

- Industry representatives may be invited to attend a Board meeting to present the designation request and provide additional information for the Board's consideration.
- The Board will review the application and make a recommendation.
- The Board may determine whether or not further analysis, including a feasibility study, should be undertaken.
- The Board may determine whether or not public consultation should be undertaken.
- If the Board rejects the application for designation, written notification is sent to the applicants and the process terminates.
- If the Board supports the designation request, a recommendation is sent to the Minister of Advanced Education and Training.
- If the designation request is approved by the Minister, standards development is initiated.

Step 3: Program Standards Development

- If the Minister has approved designation, developed standards are presented to the Board for review and recommended for approval. After the regulation is developed and signed by the Board Chair, it is sent to the Minister for approval and signature.

Step 4: Communication and Implementation

- Once regulatory approval has been obtained by the Minister, stakeholders are notified of the designation and the date it comes into force.
- AM works with the training provider and instructors to implement the new program.
- The training schedule is established with college.

Note: Due to the cost implications and research/analysis required, the designation process typically takes 2+ years (if approved) or 6-12 months (if not approved).

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Key Definitions

- **Designated Occupation:** An occupation defined in regulation under *The Apprenticeship and Certification Act* for which no apprenticeship program is established.
- **Regulation:** Outlines the objectives, standards and requirements for training including: the scope of the trade, designation of the occupation, term of training, certification requirements, and wage rates where applicable.
- **Training Standards:** A set of trade-specific standards to ensure learners receive training that will lead to certification. These include:
 - a) standards for technical training: qualifications of instructors, program development, training aids, models and equipment, facilities, ratio of apprentices to instructor.
 - b) standards for on-the-job training: qualifications of trainers, variety and level of work experience available to the apprentice, facilities and equipment, monitoring of training by Apprenticeship Manitoba staff.
- **Technical Training:** The part of the training in which the learner receives formal technical (in-school) instruction designed to supplement skills acquired through practical on-the-job experience.