



# Apprenticeship Program Employer Guide



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## Introduction

Employers, like you, are critical to the apprenticeship program. Your participation ensures the next generation of workers can develop their skills and contribute to the Manitoba workforce. Training apprentices ensures that your company is equipped with highly trained and certified professionals who can meet the labour demands of your business.

As an employer, you also play a vital role in the apprenticeship and certification system as a whole. You can help shape Manitoba's apprenticeship program and build a better future for your trade, your industry and the province by participating on the Apprenticeship and Certification Board, sector committees and industry working groups.

For more information on these opportunities visit the employer section of our website at

**[Manitoba.ca/apprenticeship](https://Manitoba.ca/apprenticeship)**.





## Designated Trades in Manitoba

Manitoba offers certification in over 50 trades in five sectors: construction, manufacturing mechanical/electrical, transportation, and service.

Each designated trade is classified in two ways:

### **Compulsory Certification and Voluntary Trades**

Nine of Manitoba's designated trades are classified as compulsory certification trades, which means to legally work in the province, an employee must be a registered apprentice or a certified journeyman.

If a trade is voluntary, an employee can work in the trade without being an apprentice or journeyman. However, training and certification is highly recommended for these trades, as there are so many benefits to an apprenticeship for your team and your business!

### **Red Seal (Interprovincial) and Provincial Trades**

The Red Seal program sets common standards to assess the skills of journeymen in Canada. When an individual passes the Red Seal exam for a trade, they are eligible to work across Canada. However, not all trades are recognized by the Red Seal standard.

For full details visit the website at: [www.red-seal.ca](http://www.red-seal.ca)

Provincial trades are trades that are designated in Manitoba, but not recognized by the Red Seal standard.

To learn more about the designated trades in Manitoba visit the Trade Profiles page on the Apprenticeship Manitoba website.

### **Trade or Occupation Designation**

If your industry is interested in applying to have a trade or occupation designated, you can find out how on our Trade or Occupation Designation Process page listed under the Apprenticeship and Certification Board section of our website at [manitoba.ca/apprenticeship](http://manitoba.ca/apprenticeship).



<b>Red Seal</b>		
<b>COMPULSORY</b>	<b>VOLUNTARY</b>	
Construction Electrician	Agricultural Equipment Technician	Instrumentation and Control Technician
Crane and Boom Truck Operator Trades	Auto Body and Collision Technician	Insulator (Heat and Frost)
Hairstylist	Automotive Refinishing Technician	Ironworker (Generalist)
Industrial Electrician	Automotive Service Technician	Landscape Horticulturalist
Refrigeration and Air Conditioning Mechanic	Baker (Occupation)*	Lather (Interior System Mechanic)
Sprinkler Fitter	Boilermaker	Machinist
Steamfitter - Pipefitter	Bricklayer	Painter and Decorator
	Cabinetmaker	Parts Technician
	Carpenter	Plumber
	CNC Machinist	Powerline Technician (Occupation)*
	Concrete Finisher	Recreation Vehicle Service Technician
	Construction Craft Worker	Roofer
	Cook	Sheet Metal Worker
	Floorcovering Installer	Tool and Die Maker
	Gasfitter	Transport Trailer Technician
	Glazier	Truck and Transport Mechanic
	Heavy Duty Equipment Technician	Welder
	Industrial Mechanic (Millwright)	
<b>Provincial</b>		
<b>COMPULSORY</b>	<b>VOLUNTARY</b>	
Electrologist	Aircraft Maintenance Journeyman	Power Electrician
Esthetician	Diesel Engine Mechanic	Pre-Engineered Building Erector
	Gas Turbine Repair and Overhaul Technician	Railway Car Technician
	Marine and Outdoor Power Equipment Technician	Sloped Roofer
	Pork Production Technician	Water and Wastewater Technician

\*Baker and Powerline Technician are designated as occupations, which means certification is obtained through the trades qualification (TQ) pathway only.



## Apprenticeship in Manitoba

Apprenticeship is a work-based post-secondary training program that leads to a certificate of qualification. Apprenticeship Manitoba offers industry-driven programs in more than 50 designated trades.

Many trades are four-year programs, while some are two or three years. What an apprentice learns along the way varies based on their trade, but how they progress through each level is similar for most trades.

Each level includes:

- **On-the-job Work Experience.** Your apprentice must complete a minimum number of hours of on-the-job work experience to allow them to learn the skills and knowledge of your trade under the supervision of a journey person or, for voluntary trades only, a designated trainer. This accounts for approximately 80 per cent of the apprenticeship program.
- **In-class Technical Training.** Your apprentice will participate in technical training in a classroom setting to reinforce and expand on what they learn on the job. The length of each technical training session varies from four to 12 weeks, depending on your trade and level. This accounts for approximately 20 per cent of the apprenticeship.
- **Time in the Trade.** Your apprentice must spend a minimum of 12 months in each level. This allows time for them to learn, practice and refine their skills before progressing to the next level.

The cost of technical training for most designated trades is subsidized by the Manitoba government. Apprentices are responsible for paying a personal contribution fee, though some employers choose to cover the cost. Your apprentice may be eligible to receive Employment Insurance (EI) and other supports while attending technical training.

The trades of Hairstylist, Esthetician (skin and nails) and Electrologist have a different process – visit their trade profile pages on our website at [manitoba.ca/apprenticeship](https://manitoba.ca/apprenticeship) for more information.



# Benefits of Hiring and Registering an Apprentice

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

Training apprentices is a smart business move for many reasons. Many employers report significant benefits to hiring and training apprentices and consider it a key recruitment and retention strategy.

As a participating employer, you can:

- train apprentices to develop the unique skills that best serve your business and customers
- enrich your workplace, and the industry as a whole, by using recruitment strategies that encourage applicants from diverse backgrounds
- access provincial and federal grants, tax credits and other financial incentives
- allow journeypersons to mentor the next generation of tradespersons
- future proof your business from retirements
- evolve your workforce into journeypersons with better health and safety performance and higher productivity

**According to a study by the Canadian Apprenticeship Forum (CAF), employers in British Columbia (BC) who hire apprentices report financial benefits. For every \$1.00 invested, employers receive an average return of \$1.47.**



## Financial incentives

The provincial and federal governments provide financial

All the following incentives are through the Canada Revenue Agency at 1-800-267-6999. supports and incentives for businesses hiring apprentices.

### **The Apprenticeship Job Creation Tax Credit (AJCTC)**

**Eligibility:** Available to employers with an apprentices who is in their first two levels of a Red Seal trade.

**Funding Amount:** Up to \$2,000 per year, for each eligible apprentice.

A non-refundable investment tax credit (ITC), equal to 10% of the eligible salaries and wages payable to eligible apprentices.

### **Capital Cost Allowance (CCA)**

**Eligibility:** Available to employers and business owners who acquire a depreciable property, such as a building, furniture, or equipment, to use for their business or professional activities.

Since these properties may wear out or become obsolete over time, their cost may be deducted over a period of several years.

**Funding Amount:** Funding amount varies.



## **Apprentice Hiring Incentive**

**Eligibility:** Available to employers who hire high-school and post-secondary apprentices in Manitoba.

**Funding Amount:** Up to \$5,000 per apprentice per year.

Winnipeg Stream: 15% of salary and wages paid to the apprentice.

Rural Stream: 20% of salary and wages paid to the apprentice.

## **Youth Work Experience Hiring Incentive**

**Eligibility:** Available to employers who have been approved to provide paid work experience to an individual who has completed an approved high school course or training program.

**Funding Amount:** Up to \$5,000 per youth.

Equal to 25% of the eligible salary and wages paid to the qualifying youth.





# Get started - it's easy!

## 1. Identify an employee

Your apprentice can be a new hire or an existing employee who wants to become a certified journeyperson. Find a right fit with someone who is ready to learn and contribute to the success of your business as they pursue their career in the skilled trades.

## 2. Register your apprentice

All apprenticeships are managed through the AccessManitoba web portal. Therefore, you and your apprentice will each need an AccessManitoba profile.

For more information on navigating AccessManitoba, visit [accessmanitoba.ca/support.html](https://accessmanitoba.ca/support.html). Tutorials are available to help you create a profile, recover a forgotten username or password, complete an apprenticeship application and register for technical training.

Once you and your apprentice have AccessManitoba profiles, you're ready to register the apprenticeship in five easy steps:

- **Step 1:** Your apprentice logs in to AccessManitoba to start their apprenticeship application.
- **Step 2:** Your apprentice will receive a confirmation email from Apprenticeship Manitoba that includes their Apprentice Reference Number (or AccessManitoba Number), and an Application Reference Number (or AccessManitoba Reference Number). They will forward this information to you.
- **Step 3:** You log in to AccessManitoba and complete the employer section of the apprenticeship application.
- **Step 4:** Your apprentice will receive an email from Apprenticeship Manitoba that includes the apprenticeship agreement. You and your apprentice both need to sign this agreement.



- **Step 5:** To register your apprenticeship, your apprentice then needs to send the signed apprenticeship agreement and a copy of their education records to **[apprenticeship@gov.mb.ca](mailto:apprenticeship@gov.mb.ca)**.

Find the Apprentice and Employee Steps under the Hiring Apprentices page in the Employer section of our website at **[manitoba.ca/apprenticeship](http://manitoba.ca/apprenticeship)**.

### **3. Support your apprentice**

- Set your apprentice up for success. Assign a journeyperson that has the capacity and willingness to supervise your apprentice. For voluntary trades, an apprentice can also be supervised by a designated trainer but this request must be made to Apprenticeship Manitoba and is reviewed on a case by case basis. As a mentor, they will lead by example, sharing their knowledge and skills. Creating a training plan can support the apprentice's professional development and strengthen the apprentice-mentor relationship.
- Provide a workplace orientation for your apprentice and ensure they have the necessary equipment and safety training.
- **Learn about the services and supports available to your apprentice and help them to access the help they need. There are financial incentives for participating in the apprenticeship program, financial support during technical training, accommodations for exams, and more.**

The apprenticeship does not begin, and on-the-job-hours are not eligible, until the Apprenticeship Agreement is registered by Apprenticeship Manitoba. So be sure to work with your apprentice to complete all information and submit the required documentation.



## Get started – it’s easy! (continued)

- Familiarize yourself with employer responsibilities, such as:
  - ensuring the apprenticeship agreement is registered with Apprenticeship Manitoba
  - assigning a certified journeyperson or designated trainer to give the apprentice supervised on-the-job training, opportunities to learn and feedback on their performance
  - tracking and submitting your apprentice’s on-the-job hours through AccessManitoba
  - granting your apprentice unpaid leave to participate in technical training
  - ensuring your apprentice’s wage meets the regulated requirements for their trade and level
  - adhering to the regulated apprentice-to-journeyperson ratio
  - notifying Apprenticeship Manitoba within 15 days if there is any change to the apprenticeship agreement or if an apprentice is no longer employed by your business.

If you have questions or need support, contact the apprenticeship training co-ordinator for the trade.

**See the Apprentice Guide or visit the Apprenticeship Program section of our website, to learn about your apprentice’s responsibilities.**

### **Wage Information**

Minimum wage rates for apprentices are regulated, and they depend on the apprentice’s trade and level. These regulated rates are the minimum amount you need to pay your apprentice but you can choose to provide a higher wage.



For voluntary trades, minimum wage rates for each trade are listed in the **Apprenticeship and Certification – General Regulation**. For compulsory certification trades, minimum wage rates for each trade are listed in the corresponding trade regulation, which is available on the trade profile page.

You can find more information on minimum wage rates for apprentices under ‘wages’ in the Employers section of the Apprenticeship Manitoba website.

If you are unsure what level your apprentice is in, want to confirm the applicable minimum wage rate or have any questions, contact the apprenticeship training co-ordinator for the trade. If you are unsure who your apprenticeship training co-ordinator is, then call the general Apprenticeship Manitoba number or email located on the back cover of this guide.

## **Apprentice-to-Journeyman Ratio**

Apprentice to journeyman ratios are regulated under section 10 of the Apprenticeship and Certification – General Regulation, as well as the trade regulations for some trades. Employers must assign a certified journeyman or designated trainer to supervise the on-the-job training and ensure apprentices are provided guidance, feedback and opportunities for them to develop their skills.

The current ratio in Manitoba is 1:1 apprentice-to-journeyman ratio, with the exception of the Esthetician trade, which is 2:1. All apprenticeship agreements registered prior to October 30, 2024 will maintain the previous 2:1 ratio.

Employers who meet specific requirements can apply for a ratio adjustment or can apply to use designated trainers if they require additional apprentices. Applications will be assessed on a case-by-case basis.

For more information on apprentice-to-journeyman ratio’s visit the Managing Apprentices section of our website. For full details, review the legislation page in the Apprenticeship and Certification Board section.



## Did you know?

### **Apprentices in voluntary trades can be supervised and mentored by either a journeyman or a designated trainer.**

An apprentice is typically trained by a journeyman. However, in the voluntary trades, if a journeyman is not available, a qualified, experienced tradesperson can apply to become a designated trainer and supervise an apprentice.

Find more information on the requirements for designated trainers under 'Managing Apprentices' in the employers section of our website.

### **Experienced tradespersons may be eligible to become journeymen without completing an apprenticeship.**

Experienced tradespersons who have the minimum required experience in a particular trade over a specified length of time can apply to challenge the certification exam for that trade. This application process is to become a trade qualifier. A successful exam will result in a certificate of qualification, meaning they will become a certified journeyman. Some trades also require passing a practical exam.

Full details on experienced tradespersons and the Trade Qualifier (TQ) process can be found under the Experienced Tradespersons section of our website at [manitoba.ca/apprenticeship](https://manitoba.ca/apprenticeship). Trades that require a practical exam can be found in the trade profile pages.

### **Using recruitment strategies that encourage applicants from diverse backgrounds will enrich your workplace and the industry as a whole.**

Equity-deserving groups are those that have historically been denied equal access to employment, education and other opportunities. Hiring women in trades where there are often more men, newcomers, Indigenous people and people with disabilities can help you grow your workforce while developing your team.



More information on recruitment strategies that promote a diverse workforce can be found under Hiring Apprentices within the Employer section at [manitoba.ca/apprenticeship](https://manitoba.ca/apprenticeship).

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

You can also engage in training by hiring an eligible high school student through the High School Apprenticeship Program (HSAP). Student-apprentices attend regular high school classes and work part-time hours as an apprentice. They can earn high school credits for their work hours. If they decide to pursue a post-secondary apprenticeship after graduation, their incentive credits can be applied toward the technical training personal contribution fee and work hours can be applied to Level 1 training hours.

For more information on the High School Apprenticeship Program, visit [Manitoba.ca/studentapprentice](https://Manitoba.ca/studentapprentice).





## Glossary

There are many terms used in the trades and by Apprenticeship Manitoba. This glossary outlines some of the more common terms.

**Apprentice:** An individual working in a designated trade that has signed an apprenticeship agreement with their employer and registered the agreement with Apprenticeship Manitoba.

**Apprenticeship:** Apprenticeship is a work-based post-secondary training program that leads to a certificate of qualification in a designated trade. It combines on-the-job work experience and in-class technical training.

**Certificate of Qualification:** A certificate of qualification is your proof that you finished your trade required on-the-job hours, completed all training levels and passed your final exam with at least 70 per cent average. An individual with a certificate of qualification is called a journeyperson.

**Compulsory Certification Trades:** Compulsory certification trades are trades that require workers to be a registered apprentice or a certified journeyperson.

**Designated Trainer:** An experienced tradesperson who does not have journeyperson certification but is authorized by Apprenticeship Manitoba to train apprentices under specified conditions outlined in the Apprenticeship and Certification – General Regulation.

**Exam Accommodation:** Exam accommodations reduce barriers that prevent individuals from demonstrating their knowledge on a theory exam.

**Journeyperson:** A tradesperson who has been issued a certificate of qualification from Apprenticeship Manitoba or another Canadian apprenticeship authority.

**Occupations:** In addition to designated trades, there are designated occupations. Occupations are work in the skilled trades where certification is available through trade qualification only. There is no apprenticeship program.

**Pre-employment Program:** An optional program to learn some of the knowledge and skills in a trade before beginning your apprenticeship. If you receive an average of at least 70 per cent in a program accredited by Apprenticeship Manitoba, you may be eligible to receive credit toward some of your Level 1 apprenticeship requirements.



**Provincial Trades:** Provincial trades are trades that are designated in Manitoba but not recognized by the Red Seal standard.

**Red Seal (Interprovincial) Trades:** Red Seal trades, also known as interprovincial trades, are endorsed by the Red Seal standard. They meet interprovincial standards of excellence as outlined by the Red Seal program. Journeypersons in Red Seal trades are eligible to use the acronym RSE (for Red Seal Endorsement) in their professional title.

**Skilled Trade:** A skilled trade is any trade for which apprenticeship training and certification is available.

**Technical Training:** The in-class training portion of an apprenticeship that reinforces and expands on what you learned on the job. The length of each technical training session varies from four to 12 weeks, depending on the trade and level. This accounts for approximately 20 per cent of an apprenticeship.

**Tradesperson:** An individual who is working in a voluntary trade, but is not an apprentice or a journeyperson.

**Trade Qualifier:** An individual who has worked in a trade but has not completed a formal apprenticeship program and applies to attempt the certification (provincial or interprovincial) examination for that trade.

**Trades Qualification (TQ):** A process by which qualified, experienced tradespeople can become a fully certified journeyperson through a trades qualification exam. Trade qualifiers are required to demonstrate a minimum number of years' experience in the trade, as well as experience in a minimum 70 per cent scope of trade.

**Voluntary Trades:** Voluntary trades are trades that do not require workers to be certified journeypersons or registered as an apprentice in order to work in the trade in Manitoba. Apprenticeship training is highly recommended, although it is not required.

## Contact Us

**Website:**

[manitoba.ca/apprenticeship](http://manitoba.ca/apprenticeship)

**Email:**

[apprenticeship@gov.mb.ca](mailto:apprenticeship@gov.mb.ca)

**Phone (toll-free):**

1-877-97-TRADE (1-877-978-7233)

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**Located on Treaty 1 Territory and  
the Traditional Homeland of the  
Red River Métis**

Available in alternate formats,  
on request. Please contact us  
at the numbers listed above or by  
email at [apprenticeship@gov.mb.ca](mailto:apprenticeship@gov.mb.ca).