

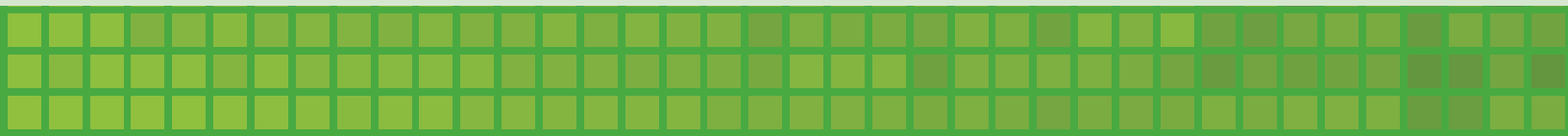
**Apprenticeship  
and  
Certification  
Board  
2012-2013  
Annual Report**



Manitoba 

## Table of Contents

|   |    |
|---|----|
| <b>Executive Summary</b> .....                                | 1  |
| <b>Letter from the Chair</b> .....                            | 3  |
| <b>Governance and Committees</b> .....                        | 4  |
| <b>The Vision</b> .....                                       | 6  |
| <b>Apprenticeship Manitoba</b> .....                          | 8  |
| <b>Strategic Plan Review</b> .....                            | 9  |
| Employer Engagement and Participation .....                   | 10 |
| Accreditation – Gaining Credit Toward Technical Training..... | 11 |
| Target Groups – Participation and Completion.....             | 12 |
| Practical Experience – Achieving Scope in the Trade.....      | 13 |
| Review of Regulations and Designated Trainer Provision .....  | 13 |
| Updating Program Standards.....                               | 14 |
| Youth Involvement and Engagement .....                        | 19 |
| <b>For more information</b> .....                             | 20 |



## Executive Summary

This annual report accounts for and communicates the activities performed by the Apprenticeship and Certification Board (Board) which relate to the goals and objectives pledged by the Strategic Plan 2012-2013. The Board consulted with stakeholders in setting the priorities for 2012-2013.

- **Employer Engagement and Participation**  
In 2012-2013 the Board developed an *Employer Action Plan* to identify public entity and industry employers with whom to engage in order to increase participation in and promotion of the apprenticeship model. The Minister of Entrepreneurship, Training and Trade also accepted the Board's request to become a champion for apprenticeship training within government.
- **Accreditation – Gaining Credit Toward Technical Training**  
The Board supports the existing practice of granting accreditation for a trades program up to level one. On a case-by-case basis, the Executive Director may approve more than level one, if the program meets the criteria set out by the Apprenticeship and Certification – General Regulation.
- **Target Groups – Participation and Completion**  
In 2012-2013 the Board established the Target Groups Advisory Committee. The Committee is responsible for making policy recommendations with respect to the participation and completion of target groups in the apprenticeship and certification system.
- **Practical Experience – Achieving Scope in the Trade**  
The Board supports the Canadian Council of Directors of Apprenticeship (CCDA) in its aim to improve understanding about the completion of practical experience in the apprenticeship and training system across Canada.
- **Review of Regulations and Designated Trainer Provision**  
The Board continuously reviews and updates legislation under *The Apprenticeship and Certification Act* and in 2012-2013, reviewed the designated trainer provision in the General Regulation. After consulting with stakeholders, the Board extended the designated trainer provision until 2018. The Board also updated the Appeals Procedure Regulation.
- **Updating Program Standards**  
Program standards involve both technical training and regulations. To ensure ongoing relevance, updating program standards is a core responsibility of the Apprenticeship and Certification Board. In 2012-2013 the Board updated or began reviewing the program standards for 12 trades.
- **Youth Involvement and Engagement**  
In 2012-2013 the Board developed a *Youth Action Plan* that outlines a strategy to identify best practices to engage youth with the apprenticeship system. Through the plan, the Board will identify potential partnerships with organizations that are involved with youth or youth programming to further promote the apprenticeship and certification system to this demographic.



## Letter from the Chair



Peter Bjornson  
Minister of Manitoba Entrepreneurship, Training and Trade  
Room 333, Legislative Building  
450 Broadway  
Winnipeg, Manitoba R3C 0V8

Dear Minister:

On behalf of the Apprenticeship and Certification Board, I am pleased to submit the Annual Report for the fiscal year of April 1, 2012 to March 31, 2013.

As mandated by *The Apprenticeship and Certification Act*, the Board is required to develop an annual strategic plan, based on consultations with stakeholders, and then report on the accomplishments of the strategic plan through an annual report. The Annual Report provides an opportunity for the Board to be accountable for its work as well as report 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 intentions into tangible services to clients.

We also would like to acknowledge the many participants in the apprenticeship and certification system who support the Board's work, including the many organizations and stakeholders within Manitoba as well as our interprovincial counterparts.

We look forward to continuing to work with you and your Department to meet Manitobans' growing expectations in the area of apprenticeship training and trades certification.

Sincerely,

*Original signed by*

Leonard Harapiak  
Chair  
Apprenticeship and Certification Board

## Governance and Committees



### The Apprenticeship and Certification Board

Front Row (left to right): Trent Siemens, Greg Ware, Ryan Einarson  
Back Row (left to right): Ron Stecy, Alisa Ramrattan, Doug Lauvstad, Marc Lafond, Allan Beach,  
Leonard Harapiak, Bob Senff, Anita Campbell, Rick Ullman  
Missing: Ron Koslowsky

**The Apprenticeship and Certification Board (Board)** provides a governance and leadership role within its advisory mandate to co-ordinate a relevant, accessible and responsive apprenticeship and certification system in Manitoba. The Board's governance role involves responsibility for the development of an annual strategic plan based on consultations with stakeholders to identify and provide leadership on issues that have an impact on the apprenticeship system as a whole.

The Board is comprised of a Chair and a maximum of 13 members. The Chair is the official spokesperson for the Board, and is responsible for communications between the Board and the Minister. Five members

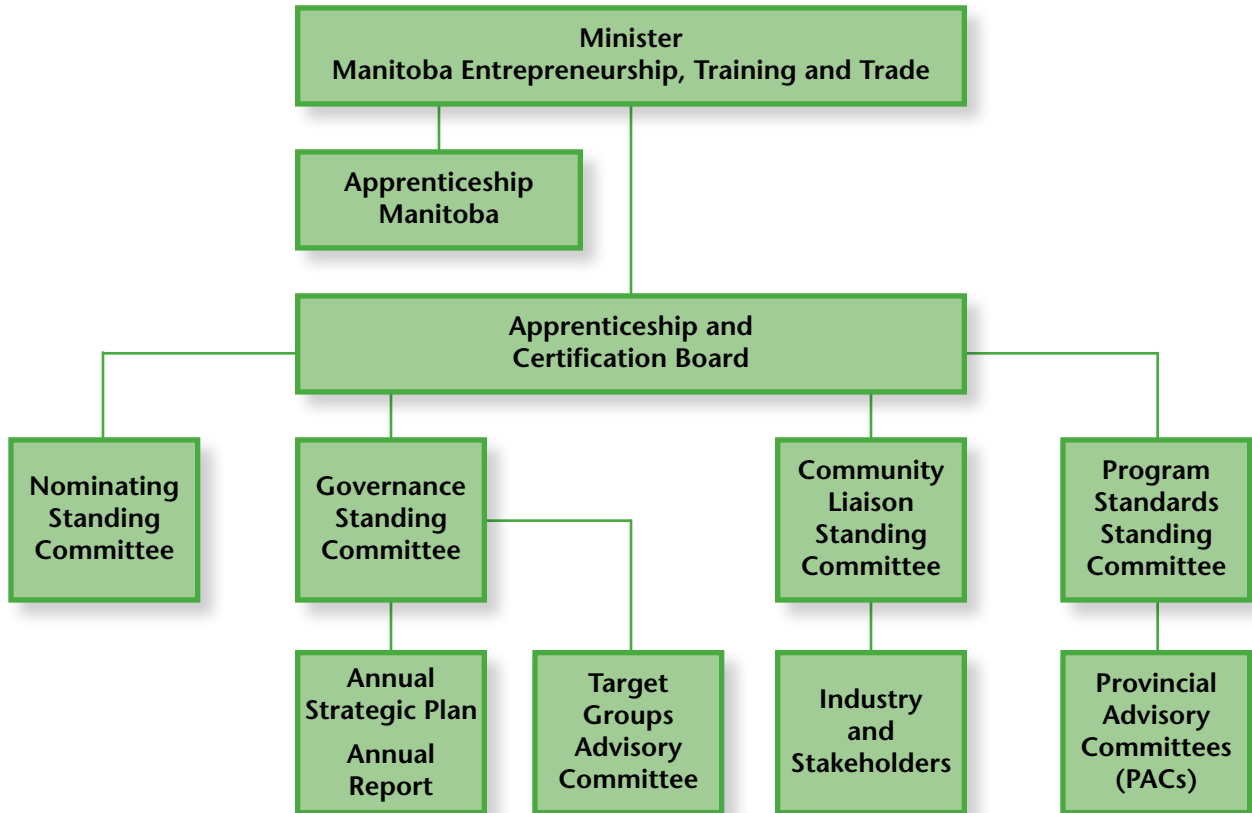
represent the interests of employees, five represent the interests of employers, two members represent the public interest and one non-voting member represents the interests of apprentices.

The Minister of Entrepreneurship, Training and Trade is responsible for appointing Board members and the Chair. The Board, in turn, appoints Provincial Advisory Committees (PACs) from which it receives and reviews recommendations about trade regulations, training standards, examinations and certification requirements.

Apprenticeship Manitoba provides the necessary technical and administrative support to the Board and the PACs.

## Organization

The Board's 2012-2013 organization structure is illustrated in the organization chart below. The vision, mission, principles, critical priorities, and roles and responsibilities of the Board are also outlined in the following section.



## The Vision

*The Apprenticeship and Certification Board provides leadership and direction to ensure a relevant, accessible, responsive and effective apprenticeship system.*

## Mission

*To deliver an enhanced apprenticeship and certification system in Manitoba by effectively meeting the changing needs of apprentices and employers, promoting greater stakeholder engagement, and improving transparency and accountability of the Board to the Minister of Entrepreneurship, Training and Trade as well as to stakeholders.*

The Board ensures its accountability by striving to:

- establish certification standards that meet industry needs
- establish program and delivery standards to ensure quality technical and practical training
- be respectful of the individual and shared responsibilities and the expertise and experience of Apprenticeship Manitoba
- develop an annual strategic plan and annual report documenting the Board's work for each planning year in consultation with stakeholders
- report to and advise the Minister of Entrepreneurship, Training and Trade
- provide an apprenticeship system that is a viable, equitable post-secondary option

## Principles

The following values and principles provide the foundation for the Board's decision making and conduct in carrying out its mandate.

1. **Fiduciary rather than Representative Capacity**  
The Board acts for the greater good and in the best interests of the apprenticeship and certification system, seeking to advance the achievement of the Board's mandate.
2. **Policy and Strategy Focus**  
The Board establishes strategic direction and policy for the apprenticeship and certification system in Manitoba and respects the management and implementation responsibilities of Apprenticeship Manitoba.
3. **Commitment**  
The Board respects that an effective Board team requires individual as well as group commitment. Board members' individual commitments are reflected in the level of their preparation, attendance and participation as well as in the portrayal of apprenticeship in members' community associations.
4. **Safe and Respectful Environment**  
The Board creates and maintains a healthy environment for Board deliberations that respects the multiple perspectives and diverse experiences of Board members while ensuring that members remain focused on the Board's mandate and responsibilities.
5. **Integrity and Courage**  
Board members shall be open, honest and transparent in all interactions and do what is right regardless of a decision's impact on individual members.
6. **Single Voice**  
After sufficient deliberation and a fair voting process, Board members shall support Board decisions both publicly and privately.
7. **Informed Decision Making**  
The Board bases its decisions on factual, objective and empirical information where available.



## Roles and Responsibilities

The Board is responsible for:

- promoting apprenticeship training and certification
- supporting employer and employee participation in apprenticeship and certification
- advising the minister about the training needs of Manitobans and the needs of the Manitoba labour market for skilled and trained persons
- participating in interprovincial apprenticeship initiatives

The Board has four standing committees solely comprised of Board members:

- **Governance Standing Committee (GSC)**  
This committee advises the Board regarding the development of the annual strategic plan and annual report, and performs other functions assigned by the Board. Reporting to the Governance Standing Committee is a new Target Groups Advisory Committee. The purpose of this committee is to develop recommendations for the Board on achieving greater participation and completion rates of target groups.
- **Community Liaison Standing Committee (CLC)**  
This committee 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.
- **Program Standards Standing Committee (PSSC)**  
This committee develops and revises apprenticeship programs, including content, training standards and examinations, and the qualifications required for certification in designated trades and occupations. The PSSC also upgrades qualifications as well as the content of regulations respecting designated trades and occupations.

- **Nominating Standing Committee (NSC)**  
This committee establishes and maintains a list of potential candidates for appointment to Provincial Advisory Committees and other committees established by the board. When establishing a list of potential candidates for appointment to a Provincial Advisory Committee for a designated trade or occupation, the Nominating Standing Committee must:
  - a) consult with representatives of employers and employees in the trade or occupation
  - b) ensure that each candidate is associated with and knowledgeable about the trade or occupation.



## Apprenticeship Manitoba

The Board receives assistance from Apprenticeship Manitoba (AM), which provides technical, administrative and financial support to the Board and PACs. AM is responsible for the administration of *The Apprenticeship and Certification Act*, the *Apprenticeship and Certification - General Regulation*, the *Apprenticeship and Trades Qualification Fees Regulation*, the *Appeals Procedure Regulation*, the *Administrative Penalty Regulation* and apprenticeship programs for over 55 trades designated under the Act. The Branch also co-ordinates the training and qualifications system that delivers accredited, structured, workplace-based skills and technical training to apprentices, leading to journey person certification.

AM provides further support to the Board by helping the Board reach goals set within the annual Strategic Plan. In its role within this partnership, AM promotes

trades training and certification to industry standards; co-ordinates information and planning for the designation of new trades; develops competency standards and curricula in co-operation with Manitoba industry and other provincial/territorial apprenticeship systems; processes requests for the accreditation of training programs to designated trade standards; assists under-represented groups to access apprenticeship training; counsels on trades careers and certification matters; and performs other essential support services to facilitate apprenticeship training and certification.

The Executive Director of AM is the Secretary to the Board, and is the main contact for inter-provincial and pan-Canadian apprenticeship initiatives. The Executive Director is responsible for consulting with industry, and represents Manitoba at the Canadian Council of Directors of Apprenticeship (CCDA).

### ACTIVITIES – CURRENT STATE

A total of 2,438 apprentices were newly registered during the 2012-2013 fiscal year and as of April 1, 2013 there were over 9,800 active apprentices registered in the apprenticeship system.

| Year      | Total Apprentices |           |                   |
|-----------|-------------------|-----------|-------------------|
|           | Active            | Completed | New Registrations |
| 2012-2013 | 9,885             | 1,205     | 2,438             |

## Strategic Plan Review

This annual report accounts for and communicates the activities performed by the Board which relate to the goals and objectives pledged by the Strategic Plan 2012-2013. The Board consulted with stakeholders in setting the priorities for 2012-2013. The consultation process consisted of a variety of methods, including in-person meetings, requests for written responses and solicitation of responses from the public through the Apprenticeship Manitoba website.

The Strategic Plan 2012-2013 committed to the following priorities:

- Employer Engagement and Participation
- Gaining Credit Towards Technical Training – Accreditation
- Target Groups – Participation and Completion
- Practical Experience – Achieving Scope of the Trade
- Review of Regulations and Designated Trainer Provision
- Updating Program Standards
- Youth Involvement and Engagement

An overarching priority not listed here involves raising public awareness of the benefits that flow from apprenticeship training and certification. The Board commits to engage in outreach and advocacy on behalf of the apprenticeship training and certification system, particularly through the activities of the four standing committees, to promote it at all levels of government, industry, educational systems and to the general public.

Another overarching priority is the Board's commitment to the Manitoba government's Respectful Workplace Policy and the application of these standards throughout the apprenticeship and certification system in Manitoba. The application of respectful workplace standards has special significance to the participation and completion of targeted groups.

Additionally, the Board encourages the Manitoba government to continue to position apprenticeship training and certification as a viable and valuable post-secondary first-choice education option.

The following is a breakdown of the commitments and achievements pertaining to each during the 2012-2013 fiscal year.



## **STRATEGIC PLAN PRIORITIES**

### **■ Employer Engagement and Participation**

The Board recognizes the importance of engaging Manitoba employers who are not currently using the apprenticeship and certification model to train employees in the trades. In response to the areas of focus set out in the Strategic Plan 2012-2013 the Board developed an **Employer Action Plan** to identify public entity and industry employers with whom to engage. The Community Liaison Committee (CLC) prioritized a list of employers and began the engagement process by meeting with employer groups from the private sector. The CLC will continue to meet with stakeholders throughout 2013-2014, focusing on engaging with public entities, including Crown corporations.

The Board feels the Manitoba government has a responsibility to set a good example through greater participation in apprenticeship training. The Board has requested that the Minister of Entrepreneurship, Training and Trade become a champion for apprenticeship internal to government. The Minister has accepted this role and is now working with Cabinet to address the issue of increasing the participation of apprenticeship training in government.

Lastly, the Board endorses the use of apprenticeship training for publicly funded capital projects, provincially and federally. These types of initiatives support the increase of employer participation in apprenticeship (see sidebar).

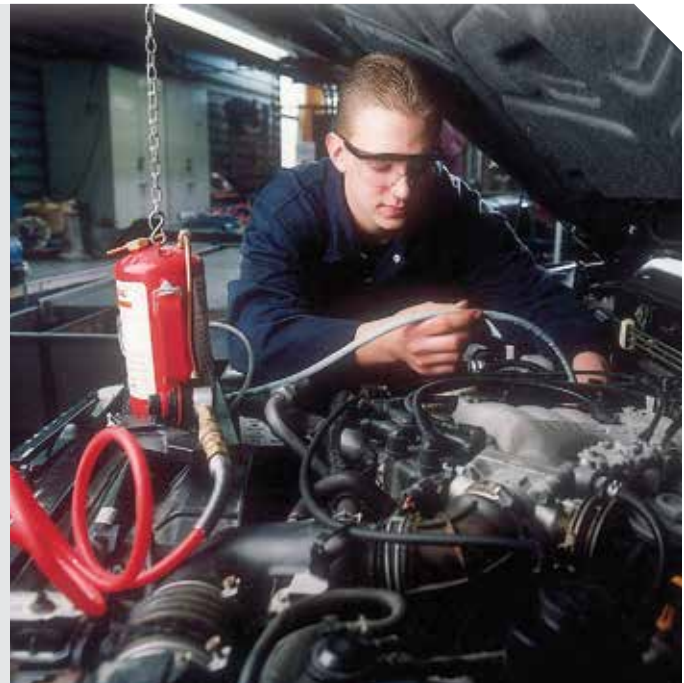
### **TAX INCENTIVES**

The Manitoba government provides a number of financial incentives for both apprentices and employers. For apprentices, the government provides:

- Subsidies for the majority of tuition fees for technical training
- Tuition Fee Income Tax Rebate
- HSAP Financial Incentive

For employers, the government provides:

- Early-Level Apprentices Hiring Incentive (ELA-HI)
- Advanced-Level Apprentice Hiring Incentive (ALA-HI)
- Journeyman Hiring Incentive (J-HI)



## CAPITAL PROJECTS INITIATIVE

Apprenticeship Manitoba is engaged with employers with regard to capital projects. In 2011/2012, the Manitoba government implemented the first phase of the *Apprenticeship Training and Development Policy*. As of 2014/2015, the Manitoba government will only employ bidding contractors and subcontractors that are party to an active apprenticeship agreement and employ certified journeypersons for work in designated trades on publicly funded capital projects. The following steps will be implemented in the lead-up to this requirement:

- As of July 1, 2011, bidding contractors with more than a total of 20 of their own employees and all mechanical contractors, bidding and/or subcontractors, are required to be engaged in apprenticeship training.
- Beginning in the fiscal year 2012/13, bidding contractors with more than a total of 10 of their own employees and sub-contractors with more than a total of 20 of their own employees will be required to be engaged in apprenticeship training.
- Beginning in the fiscal year 2013/14, all bidding contractors as well as sub-contractors with more than a total of 10 of their own employees will be required to be engaged in apprenticeship training.
- Beginning in the fiscal year 2014/15, all bidding contractors and subcontractors will be required to be engaged in apprenticeship training.

## ■ Accreditation – Gaining Credit Toward Technical Training

There are over 130 accredited trades-related programs that are administered by more than 40 training providers in Manitoba. These trades-related courses can be applied to the technical training requirements of an apprenticeship for the first level. The accreditation of these programs recognizes and encourages quality training; eliminates duplication by recognizing an apprentice's prior learning; and helps with the transition process for students of all levels into an apprenticeship program.

In 2012-2013 the Board prioritized a review of the accreditation policy to determine if current needs are still being met. The Board undertook consultation with training providers through an in-depth survey that posed questions to these stakeholders about the accreditation of levels in

the trades. The Board also conducted a literature review of other Canadian jurisdictions' policies on accreditation to gain understanding about what other provinces and territories have implemented in terms of accreditation. After deliberating the findings from the literature review and assessing the survey results, the Board developed a policy regarding the number of levels that can be accredited.

### Policy

The Board supports the existing practice of granting accreditation for a trades program up to level one. On a case-by-case basis, the Executive Director may approve more than level one if the program meets the criteria set out by the *Apprenticeship and Certification – General Regulation*.

## ■ Target Groups – Participation and Completion

The participation and completion rates of target groups, which include women in non-traditional trades, Aboriginal persons, new Canadians, and persons with disabilities, is an ongoing challenge that the Board is committed to addressing over the long term. In 2011-2012, the Board completed a research plan and developed a report outlining the issues and challenges related to the participation and completion rates of members of these groups in the apprenticeship system.

In 2012-2013, the Board established the Target Groups Advisory Committee (TGAC) and developed terms of reference to structure the committee. The TGAC is responsible for making policy recommendations with respect to increasing the participation and completion of target groups in the apprenticeship and certification system. The TGAC has started meeting and is in the process of developing its recommendations.

The TGAC is comprised of five members who are representative of the target groups. The membership of the Target Groups Advisory Committee can be found at <http://www.manitoba.ca/tce/apprent/board/index.html#about>.

The priority of increasing the participation of women in non-traditional trades, persons with disabilities, Aboriginal people and new Canadians is one that cannot be fully addressed in one year. It will continue to be a priority for the Board into the next planning year and beyond.

### CURRENT ACTIVITIES

The number of active female apprentices in non-traditional trades for 2012-2013 was 207 out of a total of 9,885 active apprentices. Women in non-traditional trades therefore constituted approximately 2% of total active apprentices.

| Year       | Women in Non-traditional Trades* |           |                   |
|------------|----------------------------------|-----------|-------------------|
|            | Active                           | Completed | New Registrations |
| 2012-2013  | 207                              | 26        | 49                |
| Percentage | 2.1%                             | 2.1%      | 2%                |

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

Continual efforts were made in 2012-2013 to respond to the training needs of the Aboriginal community. By the end of the 2012-2013 fiscal year there were 798 active self-declared Aboriginal apprentices registered in Manitoba including 240 new registrations across all trades.

| Year       | Aboriginal Apprentices |           |                   |
|------------|------------------------|-----------|-------------------|
|            | Active                 | Completed | New Registrations |
| 2012-2013  | 798                    | 75        | 240               |
| Percentage | 8.1%                   | 6.2%      | 10%               |

## ■ Practical Experience – Achieving Scope of the Trade

The Board is concerned with the ability of apprentices to receive scope in the trade and so the quality of on-the-job training is an important feature of the apprenticeship system. In 2012-2013 the Board evaluated a pilot project that was developed to test the *Apprentice Practical Training Log Book* as a way to monitor and assess the quality of training in the workplace. This evaluation revealed that additional approaches are needed to address some of the challenges pertaining to the use of log books during on-the-job training.

The quality of on-the-job training is also one of the research goals of the Canadian Council of Directors of Apprenticeship (CCDA). The CCDA conducts national research projects that address important issues in the apprenticeship training and certification system. The Board supports the work of the CCDA and is aligning with CCDA research activities in order to better understand on-the-job training. The Board continues to be interested in understanding this topic further.

## ■ Review of Regulations and Designated Trainer Provision

An ongoing priority for the Board is to review and update the *Apprenticeship and Certification – General Regulation* to ensure it is consistent with *The Apprenticeship and Certification Act*. In 2012-2013, the Board looked specifically at the designated trainer provision in the General Regulation, which was set to expire on March 1, 2013. A designated trainer is currently defined as an experienced tradesperson without a certificate of qualification in a non-compulsory trade who is considered equivalent to a journeyman for the purposes of supervising an apprentice. The person must have experience in 70% of the trade and have been employed in the trade for 1.5 times the term of apprenticeship within the past 10 years. The designated trainer provision being reviewed in the General Regulation was separate from the same provisions in new trades, which were not under review.

As part of the review the Board conducted consultations with stakeholders and presented a number of options, including extending or eliminating the provision. After considering the responses from the consultation the Board extended the designated trainer provision for a period of five years. The designated trainer provision is now set to expire on March 1, 2018. Another review will take place in 2015-2016 to assess the future direction of the designated trainer provision.

The Board also reviewed options for the standardization of wage rate language in trade regulations. The Board conducted consultations with three trades – Carpenter, Plumber and Automotive Service Technician – and received feedback about the options presented in the discussion guide. In 2012-2013, the Board adopted a policy to standardize wage rates.

### Policy

The Board supports the standardization of wage rates language in all trade regulations through the implementation of two different wage structures with the following components:

- a) The service, transportation, manufacturing and industrial trades set their minimum wage rate standards as a percentage of the provincial minimum wage or defer to the *Apprenticeship and Certification – General Regulation*.
- b) The construction trades use a dual wage system as follows:
  - Industrial, Commercial and Institutional (ICI) sector apprentices have their minimum wage rates set as a percentage of *The Construction and Industry Wages Act (CIWA)* journeyman wage rate.
  - Residential sector apprentices have their minimum wage rates set as a percentage of the provincial minimum wage rate.

- c) When a Provincial Advisory Committee meets to update the regulation and set wages, they must use a five year forecast to set their wage percentages. As a part of the process, Provincial Advisory Committees will work in partnership with Apprenticeship Manitoba to ensure alignment between the dual wage rates for the residential and commercial sectors. Although a five year forecast will be employed, the Board understands that predictions may be difficult and adjustments may be required on a case by case basis.
- d) The Board will implement this policy on a case-by-case basis when trade regulations are already being reviewed as part of the Board’s annual Strategic Plan.

Finally, the Board reviewed and updated the *Appeals Procedure Regulation* to be consistent in language with *The Apprenticeship and Certification Act*. The *Appeals Procedure Regulation* was amended to reconcile with the updated appeals section in the Act.



## APPEALS PROCEDURE USER GUIDE

An Appeals Procedure user guide was developed to assist clients in understanding the process for appealing a decision made by the Executive Director of Apprenticeship Manitoba. Please find a copy of the Appeal Board Appellant’s Guide at [http://www.gov.mb.ca/tce/apprent/forms/pdf/appeal\\_board\\_appellants\\_guide.pdf](http://www.gov.mb.ca/tce/apprent/forms/pdf/appeal_board_appellants_guide.pdf)

## ■ Updating Program Standards

Program standards involve both technical training standards and regulations. Technical training means school-based instruction to apprentices including theoretical units associated with the trade, which the apprentice then applies during on-the-job training. Based on the recommendations from Provincial Advisory Committee members and the Program Standards Standing Committee (PSSC), the Board sets the benchmark for program standards, placement level tests, certification examinations and accreditation.

Regulations, on the other hand, set the rules that outline what is and is not permissible in an apprenticeship program. The Board approves the creation, updates and amendments of trade regulations which are informed by Provincial Advisory Committees.

In order to ensure ongoing relevance, the updating of program standards and regulations is a core responsibility of the Board. Specific PACs discuss potential changes to technical training standards and regulations in order to keep trade standards relevant and up-to-date, and to respond to any legislated changes that may affect their respective trades. PACs provide trade-specific expertise, which helps inform the PSSC as it formulates its recommendations. The number of PAC meetings will vary year to year depending on the trade regulations and program standards identified for updating during the planning year. PACs will only meet in the specific year that their trade is identified for updating.

Should an issue arise in a trade when it is not included in the Strategic Plan, the PAC Chair or an individual from industry may request a meeting with the Board’s Community Liaison Standing Committee (CLC) to discuss the issues and request that the CLC consider including the trade in the current plan. The CLC can be reached at [apprenticeshipboard@gov.mb.ca](mailto:apprenticeshipboard@gov.mb.ca).



The following trades were updated for **technical training development** in 2012-2013:

| Trade   | Status    | Date         |
|---|-----------|--------------|
| Gas Turbine Repair and Overhaul Technician            | Completed | July 2012    |
| Automotive Service Technician                         | Completed | April 2013   |
| Machinist   | Completed | April 2013   |
| Pork Production Technician                            | Completed | April 2013   |
| <i>Trades carried forward from the previous year:</i> |           |              |
| Transport Trailer Technician                          | Completed | April 2012   |
| Aircraft Maintenance Journey person                   | Completed | May 2012     |
| Water and Wastewater Technician                       | Completed | October 2012 |
| Steamfitter/Pipefitter                                | Completed | October 2012 |

The following trades were updated for **regulatory development** in 2012-2013:

| Trade                      | Status                | Date         |
|----------------------------|-----------------------|--------------|
| Sloped Roofer              | Approved in Principle | March 2013   |
| Carpenter                  | Approved in Principle | March 2013   |
| Concrete Finisher          | Approved in Principle | March 2013   |
| Pork Production Technician | Approved in Principle | March 2013   |
| Power Electrician          | Registered            | January 2013 |



The following trades have been **carried over** to the 2013-2014 Strategic Plan at various stages:

| Trade                                 | What Needs to be Updated          | 2012-2013   | 2013-2014   |
|---------------------------------------|-----------------------------------|---|---|
| Transport Trailer Technician          | Regulation                        | No PAC was formed – no industry response to calls for nominations.    | The Board will update the regulation to be consistent with other trade regulations.       |
| Steel Fabricator (from 2011-2012)     | Regulation                        | No PAC was formed – no industry response to calls for nominations.    | The CLC has consulted with industry and the Board will make a decision in 2013-2014.      |
| Glazier (from 2011-2012)              | Regulation                        | No PAC was formed – no industry response to calls for nominations.    | The PSSC referred the trade to the CLC, which will meet with industry to discuss options. |
| Boilermaker (from 2011-2012)          | Regulation                        | No PAC was formed – no industry response to calls for nominations.    | The Board will be continue looking to fill PAC vacancies in 2013-2014.                    |
| Sprinkler System Installer            | Regulation                        | Deferred – will be updated after a review of technical training.      | The PAC will review technical training.   |
| Industrial Instrument Mechanic        | Regulation                        | The PAC is in the process of updating the regulation.                 | The PAC will finish updating the regulation in 2013-2014.                                 |
| Insulator (Heat and Frost)            | Regulation                        | Deferred – will be updated after a review of technical training.      | The PAC will review technical training.   |
| Floorcovering Installer               | Regulation                        | No PAC was formed – no industry response to calls for nominations.    | The Board will evaluate options for this trade in 2013-2014.                              |
| Crane and Hoisting Equipment Operator | Regulation                        | Deferred – will be updated after a review of technical training.      | The PAC will review technical training  |
| Esthetician                           | Regulation and Technical Training | The PAC is in the process of updating the program standards           | The PAC will finish updating the Program Standards in 2013-2014.                          |
| Sloped Roofer                         | Regulation and Technical Training | The Board approved regulation changes and it's in the drafting stage. | The updates will be finalized in 2013-2014.   |
| Tool and Die Maker                    | Technical Training                | The PAC is in the process of updating the technical training.         | The PAC will finish updating the technical training in 2013-2014.                         |

## Designating a New Occupation

In addition to updating the technical training standards and regulations for the above trades, the PSSC met with stakeholders in the Manitoba trucking industry about the possibility of designating Manitoba's first occupation. The Board approved in principle the designation of Commercial Truck Driver as an occupation in Manitoba and over the next fiscal year will work with industry to develop standards and a regulation for this new occupation. A designated occupation differs from a designated trade in that there is no apprenticeship program for the occupation but rather a system of standards by which eligible individuals will be able to challenge an examination in order to be certified. The Board will soon be looking to fill membership spots for a Provincial Advisory Committee in order to develop recommendations.

In 2012-2013 the Board also reviewed an industry request to designate Aircraft Maintenance Engineer in Avionics as a trade in Manitoba. The Board undertook a feasibility study to determine if designating Avionics as a trade would be viable. The findings showed that although there is some requirement for this type of expertise in Manitoba, there is a limited capacity to hire apprentices forecasted over the next 10 years. The Board therefore made a decision to deny industry's request for designation.

## DESIGNATING A TRADE OR OCCUPATION

The Apprenticeship and Certification Board has developed a Designation Process for a Trade or Occupation Toolkit which is available to the public. This document helps industry stakeholders and individuals understand the process of designating a trade or occupation.



## DESIGNATIONS IN PRINCIPLE

In 2012-2013 the Apprenticeship and Certification Board approved in principle the designation of Powerline Technician as a trade in Manitoba. The Board also approved in principle the designation of Manitoba's first occupation for Commercial Truck Driver. The next step in the designation of Powerline Technician and Commercial Truck Driver is formulating a Provincial Advisory Committee for each, which will be comprised of industry experts.

### Sustainability in Apprenticeship

The Board recognizes that there is a growing importance in using and teaching sustainable technologies and processes in technical training standards. The Board will continue to develop a "green lens" in its review of training standards and actively seek input regarding the adoption of sustainable work practices, processes or technology and their incorporation into training standards. Developing a "green lens" is defined as taking a point of view that values program or service features that are designed to help protect Manitoba's environment and sustainably manage natural resources while balancing diverse community interests. Ongoing discussions with stakeholders will help inform the future development of technical training in an environmentally responsible way.

Apprenticeship Manitoba currently includes green technologies in the following trades: Automotive

Service Technician, Machinist, Tool and Die Maker, Pork Production Technician, Refrigeration and Air Conditioning Mechanic (Commercial and Residential), Painter/Decorator and Landscape Horticulturist. Many other trades incorporate environmental considerations throughout their technical training programs.

In 2012-2013, the Board began developing partnerships with associations and organizations that have an understanding of green technologies and processes in how they relate to existing trades. The CCDA is in the process of exploring options to enhance the standards used by the Red Seal Program, and environmental considerations play a role in the Strengthening the Red Seal Program. Apprenticeship Manitoba is involved with this national program and will incorporate best practices regarding environmental concerns on a provincial level as well.

## ■ Youth Involvement and Engagement

The Board recognizes that interest and awareness among youth is vital to the continued success of the apprenticeship and certification system. As an ongoing priority the Board is committed to continue seeking ways to engage youth in the trades.

In 2012-2013 the Board developed a **Youth Action Plan**, which outlines a strategy to identify best practices among provincial approaches that engage youth with the apprenticeship model. The Action Plan includes the priority of identifying partner groups within organizations that are involved with youth or youth programming for information sharing and strategizing purposes. New partnerships will also be developed with government departments such as Manitoba Education and Advanced Education and Literacy to harmonize common goals with regard to youth programming.

## POOL AGREEMENT PILOT PROJECT

In 2012-2013 Apprenticeship Manitoba initiated a process to develop a pool agreement with school divisions in order to improve the High School Apprenticeship Program (HSAP). This pilot project allows school divisions to enter into a pool agreement with Apprenticeship Manitoba for the purposes of registering high school students in HSAP. The pool agreement option is completely voluntary, and allows for a more streamlined administrative experience for employers and schools. The result will be a clarified process and improved experience overall for HSAP participants.

## HSAP INCENTIVE

The High School Apprenticeship Program (HSAP) Incentive is a policy created by Apprenticeship Manitoba in 2010 with the purpose of increasing employer and youth engagement in HSAP and the post-secondary apprenticeship and training certification system. Eligible apprentices receive tuition exemption for one level of technical training for each 200 hours of practical training through HSAP. This incentive aims to encourage youth to pursue a career in the skilled trades, and is designed to increase youth transition and retention rates from secondary to post-secondary apprenticeship training in Manitoba. Since being implemented in 2010, 140 HSAP participants have taken advantage of the incentive.

## CURRENT ACTIVITIES

The High School Apprenticeship Program (HSAP) assists early entry into the trades and builds awareness and interest through the option of practical, paid on-the-job work experience in the skilled trades for high school youth. In the 2012-2013 fiscal year there were 1,142 active HSAP participants, which is an increase of 36.6% from the previous year. This includes 410 new HSAP registrations in 2012-2013, which constituted 17% of all new registrations.

| Year       | HSAP   |                   |
|------------|--------|-------------------|
|            | Active | New Registrations |
| 2012/2013  | 1,142  | 410               |
| Percentage | 11.5%  | 17%               |

**FOR MORE INFORMATION, contact:**

Apprenticeship and Certification Board  
c/o Manager of Board Operations and Relations  
100 – 111 Lombard Avenue  
Winnipeg MB R3B 0T4  
Phone: 204-945-3337  
Fax: 204-948-2539  
[www.manitoba.ca/tce/apprent/board](http://www.manitoba.ca/tce/apprent/board)

**USEFUL LINKS**

A list of informative links for employers, apprentices, stakeholders and jurisdictions can be found at: [www.manitoba.ca/tce/apprent/links](http://www.manitoba.ca/tce/apprent/links).

