

Apprenticeship
Manitoba

The future is in your hands.

High School Apprenticeship Program (HSAP)

It Pays to be an Apprentice



Manitoba 

What is Apprenticeship?

Apprenticeship is a great way to train to become a certified journeyperson in a trade where your credentials are recognized across Canada. Full-time apprenticeship combines paid, on-the-job learning with sponsored, classroom-based instruction. Apprenticeship Manitoba administers HSAP and post-secondary apprenticeship training in Manitoba.

What is the High School Apprenticeship Program (HSAP)?

The HSAP lets you start your apprenticeship while you are still in high school or completing a high school program at an adult learning centre or through home schooling. It combines regular high school instruction with paid, part-time, on-the-job apprenticeship training.

To begin, you need a qualified, insured employer who will agree to train you as an apprentice. You will work with your school guidance counsellor and the HSAP co-ordinator at Apprenticeship Manitoba to ensure you meet all of the program's academic requirements. Then, together with the employer, you will set up a suitable on-the-job/academic timetable that allows you to attend all of your required high school classes.



HSAP Incentive – HSAP participants are eligible for assistance to offset tuition costs for full-time, post-secondary apprenticeship training. For every 220 hours of on-the-job training obtained as a high school apprentice (up to a maximum 880 hours), you receive a tuition exemption for one level of in-school training taken in Manitoba (to a maximum of four levels). For more information about this and other grants and incentives in Manitoba, contact the HSAP coordinator or visit manitoba.ca/tradecareers

How do I qualify?

To participate in Apprenticeship Manitoba's High School Apprenticeship Program (HSAP) you must be enrolled in an approved Manitoba grade 10, 11 or 12 program.

To transition into post-secondary apprenticeship training through Apprenticeship Manitoba after high school, a high school diploma or equivalent is required.

Positions in the trades today are often technology-based and require math, science and computer skills. However, excellent reading, writing and communication skills are also very valuable.

It's a great opportunity

Manitoba's skilled, certified tradespeople play an important role in our society. In the next decade, many of them will be nearing retirement, leaving Manitoba with shortages in the skilled trades. That's where HSAP comes in. Think of it as an early opportunity to set the goals for your future.

The HSAP program provides practical, paid work experience and the opportunity to:

- get hands-on experience
- earn up to eight supplemental academic credits for graduation (up to six credits for mature diploma students) based on 110 working hours per credit
- get paid at least 10 per cent more than the minimum wage rate
- apply your on-the-job training hours to continued full-time apprenticeship training after graduation
- use this work experience to get a full-time job
- use the skills you learn for a career in management or to start your own business
- obtain an apprenticeship tuition exemption for technical training taken in Manitoba (up to a maximum of four in-school training levels) for every 220 hours of HSAP on-the-job training



Over 50 qualifying trades

Note: HSAP eligibility in some trades may vary. An additional work permit from Employment Standards may also be required.

INDUSTRIAL TRADES

Electric Motor System Technician
Industrial Electrician
Industrial Instrument Mechanic
Machinist
Power Electrician
Rig Technician
Tool & Die Maker
Water and Wastewater Technician
Welder



TRANSPORTATION TRADES

Agricultural Equipment Technician
Aircraft Maintenance Journeyman
Automotive Painter
Automotive Service Technician
Diesel Engine Mechanic
Gas Turbine Repair & Overhaul Technician
Heavy Duty Equipment Technician
Marine & Outdoor Power Equipment Technician
Motor Vehicle Body Repairer (Metal & Paint)
Railway Car Technician
Recreation Vehicle Service Technician
Transport Trailer Technician
Truck & Transport Mechanic



CONSTRUCTION TRADES

Boilermaker	
Bricklayer	
Cabinetmaker	
Carpenter	
Concrete Finisher	
Construction Craft Worker	
Construction Electrician	
Crane & Hoisting Equipment Operator	
Domestic Gasfitter	
Floorcovering Installer	
Glazier	
Industrial Mechanic (Millwright)	
Insulator (Heat & Frost)	
Interior Systems Mechanic (Lather)	
Ironworker (Generalist)	
Landscape Horticulturist	
	Painter & Decorator
	Plumber
	Pre-Engineered Building Erector
	Refrigeration & Air Conditioning Mechanic
	Roofer
	Sheet Metal Worker
	Sloped Roofer
	Sprinkler System Installer
	Steamfitter-Pipefitter



SERVICE TRADES

Cook
Esthetician
Electrologist
Hairstylist
Partsperson
Pork Production Technician



A Partnership for Success

Partnership is a key component of the High School Apprenticeship Program. The partners that make the HSAP work are: student, employer, school guidance counsellor, apprenticeship training coordinator (ATC) and parent/guardian. Each partner plays a specific role and, together, they contribute to the success of the program.

What does the student do?

- finds an employer willing and able to train an apprentice
- completes the required apprenticeship application and sends it, along with a \$50 registration fee, to the school contact
- works with the employer and the school contact to make up a suitable on-the-job/academic timetable

Once in the program, it's the student's responsibility to:

- maintain all academic studies outlined by the school
- inform the employer of any absences (ex: illness)
- arrange travel to and from work
- report all hours worked to the school contact

Parents/guardians:

You can help your children by encouraging them to meet:

- their own goals and expectations
- the school's expectations for academic success
- the employer's expectations for the work site

Students under the age of 18 will need consent from their parents/guardians. The High School Apprenticeship Program does not take the place of academic studies, but provides an opportunity for students to explore trades in relevant settings while completing their high school education. Students are still required to attend academic studies – failure to do so will result in cancellation of the Apprenticeship Agreement.

What does the school contact do?

- assesses and identifies interested students for the HSAP
- talks to students and employers about their roles and responsibilities
- helps students complete the required Apprenticeship Application and a suitable on-the-job/academic timetable
- submits the completed HSAP Registration Form with the Apprenticeship Application and fee to Apprenticeship Manitoba
- monitors students' progress, attendance and work skills
- provides employers with evaluation tools for the student's performance
- co-ordinates the issuing of HSAP credits



What does the apprenticeship training coordinator (ATC) do?

- approves applications
- monitors on-the-job training
- ensures both students and employers are aware of all roles and responsibilities of workers compensation including tasks of the trades.
- determines suitability of employer/worksites



What does the employer do?

- provides an orientation session for each student on the trade area, work safety, hazards, first aid station, etc.
- ensures all provincial trade regulations are followed, meaning:
 - a qualified trainer is on site at all times with the student
 - the apprentice-to-journeyperson ratio is correct
 - the student is paid according to the guidelines in the Apprenticeship and Certification General Regulation
- ensures students receive training in various tasks within the trade
- supports students' continuation of academic studies
- communicates all on-the-job and academic expectations to students
- reports all absences, problems or dismissals to the school contact
- evaluates students and provides completed evaluation forms to the school upon request
- records the number of hours worked in the student's personal report of hours log book

Insurance

While working on the job, students are employees of the employer and the employer is required to provide insurance coverage. If an accident occurs, the employer should inform the school contact and follow standard accident reporting procedures.

Check out your options

Visit the Apprenticeship Manitoba website:
manitoba.ca/tradecareers

Contact the High School Apprenticeship Program
Co-ordinator in Winnipeg at **204-945-3337**.

Call toll-free from anywhere in rural Manitoba:
1-877-978-7233

Contact your nearest Apprenticeship Manitoba office
for more information:

Winnipeg

100 - 111 Lombard Avenue, R3B 0T4
204-945-3337 • Fax 204-948-2346

Brandon

128, 340 - 9th Street R7A 6C2
204-726-6365 • Fax 204-726-6912

Thompson

118 - 3 Station Road R8N 0N3
204-677-6346 • Fax 204-677-6789

OR

e-mail: apprenticeship@gov.mb.ca

OR

Talk to your highschool guidance counsellor.



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