

# WHY WAIT TO GRADUATE?



Get a jump on your  
Future in the trades with the High  
School Apprenticeship Program

If turning your talent or lifelong interest into a great job sounds like a plan - then training for a career in the trades could be your answer.

## The High School Apprenticeship Program

The High School Apprenticeship Program (HSAP) lets you start your apprenticeship training while enrolled at a high school, completing high school programming at an adult learning centre or studying through home schooling. It combines regular high school instruction with part-time on-the-job paid employment/training.

The HSAP does not take the place of academic studies. It allows students to explore trades while completing their high school education. Failure to attend academic classes will result in the cancellation of your Apprenticeship Agreement.

**Students under the age of 18 need consent from their parents/guardians to participate in the HSAP.**



## Do I Qualify?

To qualify for the HSAP you must be enrolled in an approved Manitoba grade 10, 11 or 12 program. If you are under 16 years old, you will also need to apply for a child work permit. To become an apprentice, you must be working in one of Apprenticeship Manitoba Registered trades and have a qualified employer who can give you quality, on-the-job training. You, your employer and your school contact/guidance counsellor are required to submit the Apprenticeship Application to Apprenticeship Manitoba. After your application is approved and you are registered, you will learn the skills of your chosen trade by working closely with certified tradespeople in the industry.

**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.**

## Get a Jump on your Future

A career in the trades is an opportunity with excellent prospects. With many certified tradespeople nearing retirement Manitoba is facing shortages in numerous skilled trades. And beginning your career before you graduate means you can jump start your future.

With HSAP you can:

- earn high school credits while you work (up to eight, 40 Senior credits, or up to six credits for mature diploma students – based on 110 working hours per credit)
- earn money while you learn (approximately 10 per cent more than Provincial minimum wage)
- earn post-secondary apprenticeship training hours
- use your new skills and training to get a full-time job, a career in management or to start your own business.

**For every two HSAP credits earned (220 hours of on-the-job training), a tuition exemption for one level of Post Secondary Technical Training may apply, to a maximum of four Post Secondary Technical Training levels.**

# Registered Apprenticeship Trades

There are many trades to choose from, that are HSAP eligible, an additional work permit from Employment Standards may also be required in some trades. Speak to your high school contact/guidance counsellor about your personal interests and requirements.

## INDUSTRIAL TRADE

Electric Motor System Technician  
Industrial Electrician  
Industrial Instrument Mechanic  
Machinist  
Tool and Die Maker  
Welder



## TRANSPORTATION TRADES

Agricultural Equipment Technician  
Automotive Painter  
Automotive Service Technician  
Heavy Duty Equipment Technician  
Marine and Outdoor Power Equipment Technician  
Motor Vehicle Body Repairer (Metal and Paint)  
Recreation Vehicle Service Technician  
Transport Trailer Technician  
Truck and Transport Mechanic



## CONSTRUCTION TRADES

Bricklayer  
Cabinetmaker  
Carpenter  
Concrete Finisher  
Construction Craft Worker  
Construction Electrician  
Domestic Gasfitter  
Floorcovering Installer  
Glazier  
Industrial Mechanic (Millwright)  
Insulator (Heat and Frost)  
Interior Systems Mechanic (Lather)  
Ironworker (Generalist)  
Landscape Horticulturist  
Painter and Decorator



Plumber  
Pre-engineered Building Erector  
Refrigeration and Air Conditioning Mechanic  
Roofer  
Sheet Metal Worker  
Sloped Roofer  
Sprinkler System Installer  
Steamfitter-Pipefitter

## SERVICE TRADES

Cook  
Esthetician  
Electrologist  
Hairstylist  
Partsperson  
Pork Production Technician



# HSAP Roles and Responsibilities

A high school student's apprenticeship training takes the co-operation and partnership of many people. You, your employer, school contact, apprenticeship training coordinator and parents or guardian are all involved in your apprenticeship training.

## The Role of the Student/Apprentice

It is the responsibility of the student/apprentice to:

- find a qualified, insured employer willing to train an apprentice
- complete the required apprenticeship application and send the application to the school contact/guidance counsellor
- work with their employer and the school contact/guidance counsellor to make up a suitable on-the-job/academic timetable

Once enrolled in the HSAP, the student/apprentice is responsible to:

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

## Parents/Guardians

You can help your student/apprentice be successful in the HSAP by encouraging them to work hard to achieve their goals, to meet the academic requirements of their school as well as to fulfil their employer's expectations for on-the-job training.

## The Role of the School Contact/ Guidance Counsellor

It is the responsibility of the school contact/guidance counsellor to:

- identify high school students interested in apprenticeship training
- assess and ensure interested students meet the academic requirements of the HSAP

- talk to students and employers about the HSAP roles and responsibilities
- help students complete the required apprenticeship application and a suitable on-the-job/academic timetable
- submit the completed apprenticeship application and fee to Apprenticeship Manitoba
- monitor the student/apprentice's progress, attendance and work skills
- provide employers with evaluation tools for the student/apprentice's performance
- co-ordinate the issuing of HSAP credits

## The Role of the Apprenticeship Training Co-ordinator

It is the responsibility of the apprenticeship training co-ordinator to:

- approve apprenticeship applications
- monitor on-the-job training
- ensure both students/apprentices and their employers are aware of all roles and responsibilities of Workers Compensation
- determine suitability of a potential employer and the on-the-job training worksite

## The Role of the Employer

It is the responsibility of the employer to:

- provide an orientation session for the student/apprentice on the trade, on-the-job work safety, hazards, first aid station, etc.



- ensure all provincial trade regulations are followed, meaning:
  - a qualified trainer is on the job site at all times with the student/apprentice
  - the student/apprentice-to-journeyman ratio is correct
  - the student/apprentice is paid according to the guidelines in the Apprenticeship and Certification General Regulation
- ensure students/apprentices receive training in various tasks within the trade
- support the student/apprentice's continuation of academic studies
- communicate all on-the-job and academic expectations to the student/apprentice
- report all absences, problems or dismissals to the school contact/guidance counsellor
- evaluate the student/apprentice and provide completed evaluation forms to the school contact/guidance counsellor upon request
- record the number of hours worked in the student/apprentice's personal report of hours (bluebook)

**While working as a paid apprentice, the employer is required to provide insurance coverage. If an accident occurs, the employer must inform the school contact/guidance counsellor and follow standard accident reporting procedures.**



## Find Out More

If you are interested in learning about a career in the trades, or want to consider the High School Apprenticeship Program talk to your school contact/guidance counsellor or to find out more visit:

**[manitoba.ca/tradecareers](http://manitoba.ca/tradecareers)**

### Contact the Apprenticeship Manitoba HSAP Co-ordinator:

In Winnipeg	204-945-3337
Toll-free	1-877-978-7233
Email	<a href="mailto:apprenticeship@mb.ca">apprenticeship@mb.ca</a>

### Contact your nearest Apprenticeship Manitoba office:

#### Winnipeg

100 - 111 Lombard Avenue, R3B 0T4  
204-945-3337

#### Brandon

340 - 9th Street R7A 6C2  
204-726-6365

#### Thompson

118 - 3 Station Road R8N 0N3  
204-677-6346