



Apprenticeship Assistance

Assisting eligible individuals approved by the Apprenticeship Branch to attend Apprenticeship training

Industry, Training and Employment Services may provide financial support to Employment Insurance (EI) eligible participants to attend apprenticeship training.

Who can participate?

You may be eligible if you are:

- Identified by the Apprenticeship Branch to attend approved apprenticeship training and,
- A current or previous EI recipient

Application/Documentation Process

- Participants must be registered with the Apprenticeship Branch prior to receiving services from Industry, Training and Employment Services
- Participants are documented at the beginning of their training
- Service Canada is responsible for the EI application form and determines if the Apprenticeship client is eligible for EI benefits

Financial Support

- Industry, Training and Employment Services determines the amount of funding participants may receive. Eligible costs include:
 - **Tuition** - Industry Training and Employment Services pays all tuition costs (less required participant contribution) for EI insured individuals in apprenticeship training
 - **Living Allowance** - Participants who are EI active will receive EI benefits during in class training. Training, Industry, Training and Employment Services may pay living allowances to eligible participants who are not in receipt of EI Benefits.
 - **Living Away from Home Allowances** - If a participant must maintain a primary residence and had to pay for a secondary residence while on training, they may qualify for a weekly allowance
 - **Commuting** - Allowances may be paid to cover the cost of travel to the city/town limits. Travel within the city/town is not reimbursed
 - **Travel** - An allowance may be paid to cover the costs of travel between home and the location of training at the beginning and end of the course. The most practical and economical mode of travel may be considered.
 - **Childcare** - A maximum allowance per child may be paid. A receipt may be required to confirm actual costs of childcare.
 - **Additional allowances** may be available as supports for persons with disabilities
 - **Textbooks** - Participants are required to purchase their own textbooks

Eligible Schools

- Manitoba community colleges
- Other institutions approved by the Apprenticeship Branch
- Training out of province if the course is not available in Manitoba

Important Note:

Should you be removed from training due to unexcused absences or objectionable behaviour you may be responsible for the repayment of tuition fees or allowances paid on your behalf. As well, this overpayment must be addressed prior to being eligible to attend subsequent apprenticeship training.

Want To Know More?

To find the local Manitoba Jobs and Skills Development Centre nearest you:

- Call 204-945-0575 (in Winnipeg) or toll free (1-866-332-5077)
- Or visit Manitoba Jobs and Skills Development Centres online at: www.gov.mb.ca/wd/ites/contact.html

*If Industry, Training and Employment Services is unable to provide financial support, you may be eligible through the Apprenticeship Branch.