

# ***HIGH SCHOOL APPRENTICESHIP PROGRAM***

## ***Professional Learning Group***

### ***Meeting Agenda***

**DATE:** Friday, May 31<sup>st</sup>, 2019  
**TIME:** 9:30 a.m. (Coffee, Pastries at 9:00 a.m.)  
**LOCATION:** Pinawa Secondary School (20 Vanier Drive Pinawa, MB)

Call to Order - Steve Proskurnik

- Place Cards, Sign in and Introductions

Welcome and facility orientation - Pat Aitken

- Pat Aitken (guidance counsellor at Pinawa Secondary School) welcomed everyone on behalf of the School District of White Shell. Superintendent Tim Stefanishyn was unable to welcome the group.
- Facility orientation

Review Agenda - Steve Proskurnik

Additions

Permission Click - Heather Rose

- Heather has been researching ways to avoid paper permission forms and discovered Permission Click (online permission forms).
- Nick Verras has experience with Permission Click.
- Heather will forward the contact info of the individual who would be willing to host a Permission Click webinar.

Career Development Proposal - Steve Proskurnik

- Under New Business

HSAP-PLG Meeting Fee - Andy Reimer

- Andy shared a handout regarding the HSAP-PLG Meeting fee that will be in effect for the 2019-2020 school year. The HSAP-PLG Meeting Fee handout is posted on the RRTVA website.
- The Meeting Fee will be \$75.00 for the 2019-2020 school year. The meeting fee was originally set at \$100.00. Apprenticeship MB has offered to fund the first meeting of the school year (Wednesday, October 2, 2019), which has lowered the cost meeting fee cost to \$75.00 for next school year.
- Please provide a cheque to Border Land School Division at the first HSAP-PLG meeting of the 2019-2020 school year.

Review Notes of Previous Meeting - Andy Reimer

- There have been some amendments to the last meeting notes. Updated meeting notes have been updated on the RRTVA website.
- A current ATC list is posted on the RRTVA website.
- Student confirmations – Questions regarding student confirmations will be addressed by Jackie Knight during the meeting (Education and Training – Reports and Updates).
- Orientation for HSAP instructors in October – Jackie Knight will address this topic during the meeting (Education and Training – Reports and Updates).
- Reminder that ratio adjustments run out after 12 months.

- Nick Verras – DT numbers are not showing up on confirmation letter. This information is helpful when signing up reoccurring apprentices. Tiffany will take this information back to the office and make sure that all the ATC's are adding DT numbers to the confirmation letter.

## Reports and Updates

### a) Manitoba Aerospace

- Greg Link

- Greg recently returned from Skills Canada in Halifax. Results from Skills Canada will be emailed out shortly.
- Handouts were available on each table and are also posted on the RRTVA website.
- This year a third class has been added to meet the needs of industry. This new class will be fulltime and occur daily over a five-month period – September to January.
- The two demographics that best suit the full-time program are high school students with skills and individuals that have been recently laid off.
- Individuals that are new to Canada are best suited for the half time program. This allows them to be able to work.
- June 4<sup>th</sup> is the deadline for students wishing to get into the full time five-month program.
- Aerospace week is June 3<sup>rd</sup> – 7<sup>th</sup>, 2019.

### b) Education and Training

- Jackie Knight

#### Report of Updates

- Jackie Knight is new to Manitoba Education and Training. As of this April, Jackie has been working in the Learning Support and Technology Unit in all area of Technology Education.
- Jackie shared Kim Poirier HSAP report. The Manitoba Education and Training Meeting Update has been posted on the RRTVA website.
- Jackie will inquire as to when the Process Mapping will begin. This will help with planning the next HSAP-PLG meeting.
- If there are any suggestions regarding modernizing the Subject Table Handbook, please contact Jackie.
- Manitoba Education in Training is hoping to have a template out by the end of the school year. This should answer some questions about what needs to be included in your safety documents. Safety Documents will still at the discretion of the school division. There will be another Safety Forum in October.
- Jackie will find out more information regarding a course code changes document. Heather Rose – Is there a document that lists what course codes have changed?

### c) Apprenticeship Manitoba

#### i. Training Standards Unit

- Gabriel Chung

- Gabriel recently took over from Cheryl Lavallee.
- Gabriel is currently the Acting Manager for the Training Standards Unit and is also a Training Standards Coordinator.
- Currently the Training Standards Unit is working to update curriculum to reflect the Red Seal Harmonization Initiative which began back in 2015. The initiative is led by ESTC Ottawa and aims to align apprenticeship systems across Canada making training requirements more consistent in the Red Seal trades.
  - Red Seal trade name
  - Total training hours

- Same number of training levels
- Consistent sequencing of training content (at each training level)

ii. Piping Trades Insight

- Linh Dang

- Linh Dang is the Apprenticeship Training Coordinator for the Piping Trades.
- There is currently a steady registration of apprentices. The piping trades has not seen the same lull that some of the other trades have seen.
- Linh also acts as the Women in Trades Liaison for the department.
- Office to Advance Women Apprentices acts as a registration data base. Any females looking to get into apprenticeship can register their resume with this office and will be paired with an employer. There is a fast turnover and apprentices can be working within a week. OAWA can assist with resume building, interview process, tools and safety equipment.
- There are many rural businesses registered with OAWA.

Office to Advance Women Apprentices website is not up and running yet but will be:  
[www.womenapprentices.ca/Manitoba](http://www.womenapprentices.ca/Manitoba)

Contact is Andrea Canada (Project Coordinator)

**Office to Advance Women Apprentices Manitoba**

510 – 136 Market Avenue  
 Winnipeg, MB R2G3N2  
 (204)898-0222

For now, please contact Andrea directly.

**Manitoba Tax Assistance Office**

386 Broadway  
 Winnipeg MB R3C 3R6  
 204-948-2115

iii. Apprenticeship Report

- Tiffany Stepaniuk

- Tiffany will ensure that all the ATC's are including the DT number on the confirmation letters.
- Apprenticeship Manitoba will be hosting the next HSAP-PLG meeting (October 2<sup>nd</sup>) meeting and has been given approval to cover the cost of lunch and snacks. The 2019-2020 meeting fee will be reduced to \$75.00 to cover the cost of the remaining three meetings.
- End of Year Procedures
  - Transcripts and Blue Books are needed to transfer students to post-secondary.
  - July 10<sup>th</sup> - Technical Training Registration Day. Students wanting to get into technical training should have their information submitted by July 3<sup>rd</sup> so that ATC's can get them transferred over prior to the July 10<sup>th</sup> registration day.
  - Information for students not interested in taking technical training, can be submitted at anytime during the summer.
  - Please write the trade name on the Grade 12 transcript prior to submitting. This will help the clerical staff to know which ATC it needs to go to.
- Apprenticeship MB requires one \$50 cheque per client. No lump sum cheques.
- Apprenticeship MB will connect with ICAB to plan regarding the MAPPING process. The MAPPING process is to take place during the next HSAP PLG meeting.
- Wages posted on the Apprenticeship MB website have been removed a couple of

years ago and will not be put back on the website. Andy – Is it possible to put up the percentages of the minimum wage per trade? Tiffany – Not every trade goes by percentage. The best bet would be to direct employers to the ATC's for that specific trade.

- Andy Reimer – Outside of the construction sector, is there a specific Journey person wage rate? Tiffany – No, they can go right back down to minimum wage. They would fall under the trade requirements.
- Start Date – stamp date vs start date. There is time between when the document has been sent to Apprenticeship Manitoba to when the ATC has approved them. Andy – signing up a student in summer? Start date appears on the letter and blue book. Employers are asking how to claim the tax credit (25% tax credit). Confirmation letter is stamped with different start date. Tiffany suggests for employers to contact the Manitoba Tax Office. Tiffany will provide the group with the contact information.
- HSAP Participation Certificates – Apprenticeship Manitoba had requests for over 300 HSAP Participation Certificate from approximately 17 coordinators. Apprenticeship Manitoba is not able to print and provide certificates this year. Tiffany will investigate providing a certificate template so that coordinators can print their own for their students.
- Guide to Apprenticeship brochure has been removed at this time while it is being updated.
- Tiffany – No printed materials are currently available.

## New Business

- a) Manufacturing Engineering Instructor - Glen Hawker
- Glen Hawker – Instructor (Red River College)  
Mechanical, Manufacturing & Communications  
204-632-3055  
[ghawker@rrc.ca](mailto:ghawker@rrc.ca)
  - Gene Haas Foundation – Selects one school each month to give a free CNC machine.  
[www.ghaasfoundation.org](http://www.ghaasfoundation.org)
  - Precision Metal Machining - 10-month program
    - Good fit for international students or adults that are reeducating.
    - This program is sponsored by the government.
    - Approximately \$1500-\$2000 per term.
    - Precision Metal Machining does not have Level 1 certification. This is currently being worked on, but this program is currently short one subject. To get the full Level 1 accreditation for Red River College, students must complete the Manufacturing Technician Program.
    - Precision Metal Machining is a hands-on program that teaches basic machining and goes into CNC operations. The purpose of the program is for students to complete the program and gain employment in a manufacturing plant.
  - Manufacturing Technician - 2-year program
    - Working to streamline the Precision Metal Machining and the Manufacturing Program so that once a student graduates from the PMM program they are able to complete their second year in the Manufacturing Technician program.
    - There is not as much manual machining in this program because in Manitoba, Manufacturing is about 90% CNC.
    - Heavy emphasis is placed on Computer Numerical Control (CNC) machine operation and programming and Computer Aided Design (CAD) – 1 year
    - In the second year of the program, students get 5 months of free reign to take

everything they have learned, come up with a plan, produce it, get it ready for the Manufacturing process and write a report. No supervision.

- Glen recommends that high schools do a review for Grade 12 students of Level 1 theory so that students can get 80% on the challenge test and go straight to Level 2.
- Glen prefers Mastercam. 50% of the province is using Mastercam.
- Fusion 360 is free for 2 years (full version).
- An ideal student is someone that has a good head on their shoulder and is willing to learn. Mechanically ability can be taught.
- Glen loves to go out and speak to students. Please contact Glen Hawker if you are interested.
- Greg Link will inquire about the HSAP-PLG group touring the Manufacturing facility at Red River College as part of one of our HSAP meetings. Possibly at the November meeting.

b) Successful Communication – providing feedback for AM - Andy Reimer

- An email was sent out during the meeting. Please fill out the form in order to provide feedback to Apprenticeship Manitoba.

c) HSAP around the Province - Steve Proskurnik

Border Land School Division Pilot Project - Darry Stevens/Reg Toews

- Darry Steven was interested to hear how the BLSD pilot project went last summer.
- Reg Toews - Pilot project last year with the Maintenance department at Border Land went well. A student was hired under the Carpenter trade. This year, there is not enough work to hire another student.
- Reg and Andy tried to find a student to work in the bus garage but were unable to find a good fit.
- Reg thinks that the division is very open to trying this again.
- Darry is starting the process with his school division. Students would be working for businesses that the school division contracts. With Border Land School Division, students were Border Land School Division employees.

Portage la Prairie Updates - Blair Hordeski

- When Blair started with HSAP 4 years ago, he quickly found that some the Manufacturing businesses did not want to work with anyone that was not 18 years old. These businesses are now recognizing that they are missing out on hiring young employees and exploring the idea of taking on an HSAP student.
- Blair put together a focus group of students. McCain's put on a workshop and shared the opportunities in the Millwright trade. The next step is for this group of students to take a tour of McCain's. McCain's is considering taking on one or two apprentices next year. Blair is hoping Simplot will follow.

• Safety Updates - Reg Toews/Andy Reimer

- Reg shared the documents that Reg and Andy use within the RRTVA. All three documents are posted on the RRTVA website in both Word and PDF format.
  - RRTVA HSAP Apprenticeship Safety Checklist
  - RRTVA HSAP Employer Safety Checklist
  - RRTVA HSAP Parent/Guardian Approval Form
- Reg and Andy will revisit these safety document in September to revise.
  - Different School Divisions are at a variety of different journeys for using safety documents.

d) Steve Prosnurik – Career Development PLG proposal

- There was a proposal put forward by the Career Development PLG (May 30<sup>th</sup>) to possibly merge the Career Development PLG and the HSAP-PLG meetings.
- Steve agreed to bring this forward to the group.
- Steve believes that the HSAP-PLG group is distinct. It would be hard to fit all the information that is shared at the meetings into a half a day.
- Steve asked for a show of hands. The group was in favour of keeping the HSAP-PLG and Career Development meetings separate. Mel will report to Career Development that the HSAP-PLG group does not wish to merge the meetings.
- Nick Verras believes that the reason that the Career Development group wishes to merge is because they don't have enough material for their meetings and have considered going to a half day.
- Andy will ask Erin Mills if the Career Development PLG post their minutes on the RRTVA website

Tour of Whiteshell Canadian Nuclear Laboratories @ 1:30pm - Mitch MacKay

Business out of the notes

Meeting 1	(Wed) October 2, 2019	100-111 Lombard
Meeting 2	November 29, 2019	tbd (Portage or Winnipeg)
Meeting 3	February 28, 2020	191 Harcourt
Meeting 4	May 8, 2020	Brandon (Andy will discuss with Erin Mills about hosting the meeting at ACC.

Action Items

- Heather Rose will forward the contact info of the individual who would be willing to host a Permission Click webinar.
- Jackie will inquire as to when the Process Mapping will begin. This will help with planning the next HSAP-PLG meeting.
- Jackie Knight will inquire as to whether there is a document that list the changes from the subject table handbook.
- Tiffany will ensure that all the ATC's are including the DT number on the confirmation letters.
- Apprenticeship MB will connect with ICAB to plan the MAPPING process.
- Tiffany will provide the group with the contact information of the Manitoba Tax Office.
- Greg Link will inquire about the HSAP-PLG group touring the Manufacturing facility at Red River College as part of one of our HSAP meetings. Possibly at the November meeting.
- Mel will report to Career Development that the HSAP-PLG group does not wish to merge the meetings.
- Andy will ask Erin Mills if the Career Development PLG post their minutes on the RRTVA website

**HSAP PLG Members Valued Activities - From March 9, 2018 HSAP-PLG Meeting notes**

1. Members appreciate the networking aspect of the HSAP-PLG and there should be even more time

allotted to networking/sharing of ideas structured or otherwise.

2. Members appreciate the professional support and advice from AM, ICAB and experienced HSAP teachers.
3. There is great value in being current with the most recent information regarding HSAP through meeting and email notifications.
4. Continue to review the trades at meetings especially the tricky ones, have more newbie sessions.  
Intentional mentorship?
5. We all appreciate the value of HSAP and continually find ways to share it with everyone.
6. Employers should continue to be an important part of the HSAP-PLG meetings.