

HIGH SCHOOL APPRENTICESHIP PROGRAM

Professional Learning Group

Meeting Agenda

DATE: Wednesday, March 6, 2019
TIME: 9:30 a.m. (Coffee at 9:00 a.m.)
LOCATION: Manitoba Teachers' Society Office (191 Harcourt St, Winnipeg)

- Call to Order - Andy Reimer
 - Place-cards, sign-in and introductions

- Review agenda/dates/locations
- Additions
 - Aerospace (Greg Link) 3b.
 - Update - Possible Agriculture Trade (Bob Lepischak) 6g.
- Deletions
 - Auto Collision Repair Industry (Tom Stucky) 6b. will not be able to attend today's meeting.
- Changes/Notes
 - Kim Poirier was absent. David Wall from Education and Training was in attendance.
 - Andy reviewed the dates for next year's HSAP-PLG meetings. Please note that the first meeting will be held on a Wednesday. Tiffany Stepaniuk will inquire about hosting the first meeting of next year (October 2, 2019) at the Apprenticeship MB office. If you are interested in hosting a meeting, please let Andy know.

- Welcome and facility orientation - Andy Reimer
 - Food was ordered for those that responded yes to lunch at a cost of \$15/per person

- Introductions - Andy Reimer
 - Round Table Introductions

- Greg Link – Manitoba Aerospace
 - HSAP @ TECVOC
 - At the beginning of Semester 2, Greg visits TECVOC Grade 11 students to explain the Steps to Become an Apprentice.
 - Working Wednesdays
 - Students spend 25 minutes every Wednesday during February and March working on becoming job ready (cover letters, cold calls, resumes, etc).
 - Greg expressed the need for Apprenticeship Manitoba to present at a Working-Wednesday session.
 - TECVOC Adult Aerospace Course
 - Manitoba Aerospace is a half time, adult program available at no cost.
 - A third class will be added. Instead of a half time course over 10 months, this additional class will be a full-time course over the first semester and then students will begin well-paying jobs starting at \$23 (pension, evening and weekends). High school students graduating would be perfect candidates for this additional full-time course. Interested students are encouraged to come to the open house on May 1, 2019.
 - Manitoba Aerospace Industry & Training

- Boeing hired 274 people last year.
 - Standard Aero is looking for 100 mechanics this year.
 - If students decide to take the program at Manitoba Aerospace and then decide to go on to further schooling, Manitoba Aerospace will give students \$1000 to stay in the industry.
 - An afternoon tour of Red River College Stevenson Campus is scheduled for the afternoon. RRC Stevenson Campus offers two programs:
 - 1) Aircraft Maintenance Engineer
 - 4 level Apprenticeship program
 - Approximate program cost of \$15,000
 - Students earn hours to get their red seal after completing all 4 levels.
 - 2) Aircraft Manufacturing Technician
 - 5 month program
 - Approximately \$4000
 - Aviation Career Fair, hosted by Manitoba Aviation Council will be held on Tuesday, April 9, 2019. Please refer to the Aviation Career Fair poster on the RRTVA website for more information.
- Review Notes of Previous Meeting - Steve Proskurnik
 - Trades Training Advisory Committee (Old MELOO group) – no updates
 - Workers Readiness Certificate – Students under the age of 16 need to submit a copy of their Young Workers Readiness Certificate along with their application when applying for a job. Recommendation that all students in Grade 9 should complete the Young Workers Readiness Certificate Course.
- Reports and Updates
 - Apprenticeship Manitoba - C. Lavallee/T. Stepaniuk
 - i. Reports and Updates
 - New AM Executive Director, David McCutcheon. Mr. McCutcheon has extensive knowledge in the trades training area. He comes from the college in several different capacities (Instructor, Chair and Coordinator for Trades Training). Mr. McCutcheon has been involved in exam development and National Occupation Standards development. He has also been selected and nominated by Apprenticeship Manitoba on several occasions and has been sent to Ottawa to support and represent Manitoba for a number of those activities, particularly those related to his trade, Refrigeration and Air-conditioning Mechanic.
 - DT Name and Number on student confirmation
 - Apprenticeship Manitoba is no longer able to honor this request due to PHIPA unless the Designator Trainer has provided consent.
 - Notifying HSAP Instructors when an application has not been approved
 - Incomplete applications are sent back to the Apprentice and the parent. HSAP instructors are not part of the contract and therefore not notified if/when applications are rejected or incomplete. HSAP instructors would need to get written consent from the parent, guardian of the Apprentice if over the age of 18 and this consent would need to be sent to Apprenticeship Manitoba.
 - Apprentices need to keep in mind that as soon as they are done with HSAP, they would need to withdraw the fact that the HSAP instructor is no longer part of their file.
 - Cheryl Lavallee – It would be beneficial for AM to get a comprehensive understanding of the processes that HSAP instructors work through with their HSAP student and the employer and marry that to the processes that Apprenticeship has in place and look at the opportunities that we can

- communicate and coordinate better within these processes.
- Cheryl Lavallee – Apprenticeship Manitoba would like to work with a few individuals from the group to examine some of these areas and come up with solutions that will work with in both systems and try to eliminate these barriers. As long as we are bidding by our PHIPA requirements, Cheryl believes that there will be ways we can work together.
- Cheryl Lavellee – There is also ICAB considerations. What do they require and are we meeting their needs? Eliminate and reduce red tape and duplication.
- Recommendations from the group are to add an authorization section to the HSAP application.
- Jackie Cornell – there is a concern that HSAP instructors could be unaware that students are participating in HSAP if students don't relay this information. The school could be unaware. Who is responsible for the student is there is no communication between Apprenticeship and the school? Tiffany Stepaniuk – Confirmation letters are still being sent to the schools and the goal is to maintain this.
- Andy Reimer – How do we find out if applications are rejected? Big lag time between when application are submitted and when/if it is rejected.
- Cheryl Lavallee – Apprenticeship Manitoba would like to work with a few individuals from the group to examine some of these areas and come up with solutions that will work with in both systems to try to eliminate these barriers. Following PHIPA requirements, Cheryl believes that there are ways we can work together.
- Erik Leefe, Judy Watson, Nick Verras, Bob Lepischak, Steve Proskurnik or Andy Reimer volunteered to work with Cheryl Lavallee at reviewing these processes.
- HSAP Teachers Orientation
 - There will be collaborative effort with the college instructors. Cheryl is actively looking at engaging the red seal high school vocational instructors into the trades training standards development work. This will create some synergy between the high school and college instructors with Apprenticeship. Cheryl will talk to Kim and before the next meeting the HSAP-PLG group can expect to see a survey to find out what information is needed. Cheryl and Kim will communicate with Darcey Steiner for suggestions and Cheryl will report back to the group.
- Website – There have been suggestions to update the Apprenticeship website to include the wages for each trade. Apprenticeship Manitoba does not monitor compliance for wages. Employment standards is the enforcer of wages. ATC's might be the place to start regarding wage information.
- T. Stepaniuk will send out an updated copy of the ATC Trade Distribution list.
- Cheryl Lavallee - Brochures are not being printed but are available on the website.
 - Reg Toews – The format in which the brochures print in not user friendly.
 - C. Lavallee will look at reformatting the brochures for easy printing.
- New Executive Director – Mr. David McCutcheon
 - Andy Reimer welcomed Dave to the meeting.
 - Mr. McCutcheon started with Apprenticeship about a month ago as the Executive Director.
 - Trades has been a big part of Mr. McCutcheon's life.
 - Mr. McCutcheon thanked everyone for the work they do getting high school students acquainted with the trades. He believes that this is instrumental in making that introduction to different career option and to help students move into whatever best suits them.
 - Since being with Apprenticeship, there has been discussions about how to elevate trades from an occupation to a profession, the complexities of trades

that weren't there 30-40 years ago, and the importance in acting professional in the trades.

ii. Review Ratio Application

- Ian Smith

- Ian Smith went through each section of the new Ratio Adjustment Application step by step.
- Sloped roofer and Esthetician have a 2:1 ratio. All other trades have a 1:1 ratio.
- If you are unsure if an employer is at full capacity, it is best to fill out a ratio adjustment application.
- New Ratio Adjustment Contract Term: The Ratio Adjustment Contract is valid for up to a 12-month term, effective upon the approval date.
- Any high school apprenticeship application needs to have approval of the ratio adjustment before the HSAP application can be approved.
- Andy Reimer – Would employers be informed when the ratio application runs out?
Ian – Employers receive a letter with their ratio adjustment information and expiry date.
- Cheryl Lavellee – When you are seeking a ratio adjustment with an application, that application may be delayed due to the ratio adjustment request.
- Include full name of Apprentice and Designated Trainer/Journeyman. Middle names or initials help in deciphering between individuals.
- Add a lot of detail because it helps to build your case as to why a ratio adjustment is needed (location, family business, etc.)
- If an employer is certified in two different trades, that employer is still only one individual and there for would still require a ratio adjustment application.
- Employers can still appeal a decision or phone to ask questions and clarify.
- Has the employer actively attempted to recruit journeymen? Please include a copy of the job posting or ad with the application.

- Education and Training

- Kim Poirier (absent)

- David Wall was in attendance.
- If anyone has any questions or concerns, please let David know and he will pass them on to Kim Poirier.

- Safe Workers of Tomorrow

- Torin Proulx

i. The Work Placement Safety Forum Committee

- Kim Poirier and Torin Proulx met with Barb Isaak, Executive Director of the Manitoba Association of School Superintendents (MASS), John Finch (ICAB) and Josh Watts, Executive Director of Manitoba School Boards Association (MSBA) and discussed going forward with the initiative for safe student placements.
- The committee does not have the resources needed to go forward with the initiative that was proposed. By meeting with the Superintendents and going with a top down approach, the committee is trying to get the support and resources needed to carry forward with developing our program and initiative for student placements.
- There is a document that is being created that will be sent out through Kim Poirier, Manitoba Education and Training that will outline some the basic key concepts that they want to see in our programs for coordinators to use when sending a student out a work placement. This will be used as a template to build your own program. The tentative plan is to have Superintendents heavily involved in the

- development to ensure that information is the same all across school divisions.
- Discussion is evolving around making the Safe Work Manitoba presentation and/or Young Worker Readiness Certificate mandatory.
- Continue working on divisional work placement safety initiative you are working on all ready, in the next coming months. More supports to come.
- ii. Youth Worker Readiness Certificate
 - Andy Reimer – Recommendation for a mobile version of the Youth Worker Readiness Certificate program.
 - Students need to contact Safe Work Manitoba to obtain a copy of their certificate. Suggestion is to have students save their certificate to their computer so they can print additional certificates down the road.
- iii. 2019 Day of Mourning Leaders' Walk
 - Will take place on Friday, April 27th. More information can be found in the meeting attachments on RRTVA website. The sooner you call the sooner you can book the Safe Work bus.

New Business

Employment Standards – Young Workers Readiness Certificate - Erin McKay

- Erin is a policy analyst for Employment Standards
- The Young Workers Readiness course launched in November. This was part of some legislation changes that Employment Standards had with youth employment. Moved away from child employment standards to have a course instead. The hope is that the course will be a far better education and safety awareness tool than just filling out an application.
- Employment Standards partnered with Work Place Safety and Health and Safe Worker of Manitoba and reached out to Safe Workers of Tomorrow for input.
- More than 12,000 people have completed the course so far.
- Young people who are 13, 14, or 15 years of age must complete a Young Worker Readiness Certificate Course before they begin working. This certificate should accompany their application or resume when applying for a job.
- Young Workers Readiness Certificate course takes about 2-3 hours to complete.
- This new course is interactive and helps to keep kids engaged.
- The test at the end of the course has 35 questions. You need at least 75% or higher to pass. Parent and student need to sign.
- Students are encouraged to save their certificate so that they can print additional copies.
- Technical issues can be directed to Safe Workers of Tomorrow.

Employment Standards – New Employment Rules for ages 13-15

- Young people who are 13 years of age cannot prepare food if they need to use dangerous tools or machinery such as deep fryers, slicers, grills, or knives. They can still work in food preparation areas doing tasks like washing dishes, mixing salads, or filling drink orders.
- Young people 13, 14, or 15 years of age are not allowed to work alone and must be directly supervised.
- Young people 13, 14, or 15 years of age cannot work with herbicides or pesticides.
- Legislative issues can be directed to Employment standards.

Auto Collision Repair Industry

- Tom Stucky

- Tom Stucky was not in attendance.

Liaison Officer – Home School Enrolment/Funding

- Alan Schroeder

- Alan Schroeder is the liaison with homeschooling parents and independent schools
- If there are questions with your school not receiving funding for homeschool students registered in the HSAP program, please contact Kim Poirier directly and she will collaborate with Alan and the Finance Branch.
- In regards to the process of counting students for specific funding, Kim Poirier will provide clarification on this process at the next HSAP meeting.

Service Canada grants for Women

- Steve Proskurnik

- Link to information regarding the new Apprenticeship Incentive Grant for Women <https://www.canada.ca/en/employment-social-development/services/apprentices/grants.html>
- Grant for women in non-traditional trades.
- Please share this information with your students.
- Applicants must have progressed in their training in designated Red Seal trades on or after April 1, 2018
- AIGW, \$3000 for Level 1 and Level 2.
- Students can still apply for the completion grant of \$2000 later.

Discussion on Funding future PLG Meetings

- Andy Reimer

- A survey was previously sent out to the group to gather feedback regarding future PLG funding. There was mixed feedback from the survey.
- Andy is hoping for a simple solution from a leadership perspective for the HSAP-PLG lunches.
 - Full day (9:30am – 2:30pm).
 - Having a communal lunch allows for professional development and networking and aides in scheduling presenters.
 - A 45-minute lunch helps keeps the meeting on track.

Successful Communication – providing feedback for AM

- Andy Reimer

- A link was emailed to the group, *Successful Communication – Providing Feedback for AM*. The goal is to continue to provide feedback to Apprenticeship MB as to how to effectively communicate with each other. Feedback to be forwarded to AM.
- Small groups met and discussed 6e. & 6f.
 - 1) HSAP-PLG meeting funding
 - 2) Work that school divisions have done to react to the October 25th Safe Work Experiences document.
 - 3) Successful Communication – Providing Feedback for AM (email link)

Possible Agriculture Craft Worker Trade

- Bob Lepischak

- KAP (Keystone Agriculture Producers) represents all the farming commodity groups right down to the beekeepers and the strawberry producers. KAP has had a number of transitions and changes of administration. They are re-finding the file and it is supposed to get funding from the Food and Beverage of Industries of Manitoba. When this happens, there will be a writer that will make the submission and get this back on track.
- Bob has met with the Minister of Agriculture twice (January and February). His department would like to see this happen.
- Huge concern with agriculture labour.
- If you have any questions, please contact Bob Lepischak.

Tour of Stevenson Aviation @ 2pm

- Steve Proskurnik

- Red River College Stevenson Campus - 2280 Saskatchewan Ave, Winnipeg, MB

Skills Manitoba Competition	April 11, 2019	RRC
Meeting 4	May 31, 2019	Pinawa Secondary School
Meeting 1 (2019-2020) (location unconfirmed)	Wednesday October 2, 2019	100-111 Lombard Avenue
Meeting 2 - 2019-2020	Friday, November 29, 2019	???
Meeting 3 - 2019-2020	Friday, February 28, 2020	191 Harcourt (MTS)
Meeting 4 - 2019-2020	Friday, May 8, 2020	???

Action Items:

1. Tiffany Stepaniuk - will inquire about the possibility of hosting the first meeting of next year (October 2, 2019) at the Apprenticeship MB office.
2. Cheryl Lavallee asked that a committee be created to work through PHIPA concerns sharing HSAP Apprentice information in the event that a student application is rejected and sent to applicant. Erik Leefe, Judy Watson, Nick Verras, Bob Lepischak, Steve Proskurnik or Andy Reimer volunteered to work with Cheryl Lavallee at reviewing these processes. Cheryl recommended that Kim Poirier be included.
3. Cheryl Lavallee - will have a conversation with Kim to do a needs assessment to make sure that the information that is being shared is useful and relevant.
4. Cheryl Lavallee/Kim Poirier - HSAP Teachers Orientation Cheryl will talk to Kim before the next meeting the HSAP-PLG meeting regarding the HSAP Teachers Orientation. The HSAP-PLG group can expect to see a survey to find out what information is needed. Cheryl and Kim will communicate with Darcey Steiner for suggestions and Cheryl will report back to the group.
5. Tiffany Stepaniuk - will send out an updated copy of the ATC Trade Distribution list.
6. Cheryl Lavallee - will look at reformatting the brochures for easier printing.
7. Andy Reimer and Steve Proskurnik – Alan Schroeder believes there should be two snapshots each year for student funding, one at the end of September and once at the end of February. Alan recommends that this group write a letter to request base funding twice a year (September and February).