

HIGH SCHOOL APPRENTICESHIP PROGRAM

Professional Learning Group

Meeting Notes

DATE: Friday, October 12, 2018
TIME: 9:30 a.m. (Coffee, Pastries at 9:00 a.m.)
LOCATION: 110-111 Lombard Ave, Winnipeg, MB

1. Call to Order 9:25 a.m. - Andy Reimer
HSAP leadership model has changed. Steve P. and Andy R. will co-chair the meetings this year.
Attendance lists circulated. Any updates should be sent to Andy.
2. Welcome and facility orientation - Cheryl Lavallee
 - a. Andy thanked the Apprenticeship Manitoba for snacks, space, lunch and funding for this meeting. Cheryl explained the purpose of the Apprenticeship Employment Center – Manitoba Jobs and Skills Development Center which now includes more services where individuals can come in and work through an access plan and training supports along with the Apprenticeship Branch.
3. Introductions - Andy Reimer
 - a. Review Agenda
 - b. Place Cards, Sign in and Introductions
4. Reports and Updates - Kim Poirier
 - a. ICAB Report
 - i. Report of updates (see MET Report attached)
 1. Manitoba Education and Training Job Opportunity: MET is looking to hire a person that is a second position like Kim's. The application is online and the posting is in one of the HSAP PLG emails sent out to the group previously.
 2. SSEEF Grant Update (Skills Strategy Equipment Enhancement Fund): Funding and TEER funding is on the MET Report attached.
 3. Senior Years Technology Diploma Changes: Effective September 2018, History of Canada (30F) will become a compulsory credit for students graduating in 2020/21 and subsequent years. This is effective for any student taking an approved technical vocational cluster. HSAP students need to have all 8 credits to count as an approved cluster. Students that have met the requirements of both the Senior Years Technology Diploma and the English Program Diploma should receive both upon graduation. Please see the [Senior Years Technology Education Program](#) website for more information.
 4. Trades Training Advisory Committee (TTAC): Update coming soon.
 5. FB115 Funding Changes: MET in collaboration with PSFB and the Finance Unit are looking at ways to update our files for all Technology Education programs and facilities in Manitoba. FB115 reporting has changed for the

2018-19 school year. The first report has asked that you provide information on current facilities and course offerings/teacher certification. MET is still logging this information and may contact schools if information is incomplete or missing. The second report will consist of counting enrollment in the programs. Schools will report on 1st semester and 2nd semester numbers as of May 31. This will be the new deadline date going forward. Goal is to get truer picture of credits. School divisions will only be asked to report only once per year. This includes vocational and HSAP credits. If there are credits granted after May 31, especially for graduates, they may be reported in an appended report. Credits granted between June 1 – June 30th may still be reported in the next school year if an appended report is not submitted.

6. Pilot Ground School Draft Curriculum: ICAB in collaboration with Sturgeon Heights have develop curriculum for a complete cluster for a Pilot Ground School. This draft curriculum and course codes is now on-line. If you are interested in this cluster, please call Kim or Gilles at the department. Schools that have students that are taking a Pilot Ground School course privately should contact Kim to see how that could work.
7. **Manitoba Education and Training– Safety Preparation for Student Work Experiences Forum on Thursday, October 25th, 2018**: MB Ed, Safe Work Manitoba and Apprenticeship Branch have been collaborating on a Safe Work Experience strategy. MET has realized there are gaps in student safety information, so MET has come up an initiative. In the past, we (MET and HSAP teachers) assumed that employers had complete liability for employee and thus HSAP student's safety. In talks with Workplace Health and Safety, it has come to our attention that HSAP teachers have a role to play in student safety and may have partial liability. To avoid anyone being liable and putting any student at risk, we want to make everyone aware of what needs to be done. The workshop is being held on Oct 25th at ICAB, outlining "Safety Preparation for Student Work Experience – Roles and Responsibilities" including "Roles and Responsibilities for School Division/Schools, Workers/Students and Host Employers". Please see handout. HSAP is included under student work experiences.

Invitations have been sent out to Superintendents hope is that the event will be attended by superintendents, safety officers, counselors, HSAP teachers, and work experience teachers. Please check with your Superintendent to find out and respond to see if there is a team attending. Up to four people are invited from each division but names must be submitted by Superintendents from the school division offices. HSAP teachers have a role and responsibility to teach safety to students. The discussion will deal with principles of a safe work experience and will not focus on the specifics (e.g. exact forms to fill out). The workshop will look at work experience scenarios, legislation, Workplace Health and Safety rules, and will feature collaboration time to create a list of things that school divisions will need to meet to comply at their level. The meeting will not give school divisions prescriptive practices to comply. Instead, school divisions will need to collaborate to create their own plan on how best to

meet the safety needs of your work experience student. The meeting will provide school divisions with resources (paper and people) to help make decisions.

8. Q & A regarding HSAP roles for “Safety Preparation for Student Work Experience – Roles and Responsibilities”

- a. Question – (Darry Stevens) How do HSAP teachers ensure safety requirements are met when they may have been working for a length of time? Not all Students sign up in HSAP at the start of their employment.

Answer – (Kim Poirier - MET) As soon as a student has signed the Apprenticeship Agreement, they become students of the school division. At that point, teachers will have to evaluate that business in terms of site safety and make sure that students have everything that they need in terms of safety information and training.

- b. Question – (Darry Stevens) Are businesses aware of the changes being made to HSAP student safety?

Answer – (Kim Poirier - MET) Employers are part of our planning committee. Background – this came through our Assistant Deputy Ministers (Education and Post-Secondary Work Force Ministers) who had safety concerns brought to them by school divisions and Workplace Safety and Health. The ministers asked MET to come up with a process and initiative to help support school divisions. Employers are aware of this initiative and are also aware of Workplace Safety and Health regulations.

- c. Question – (Judy Watson) Given that this directive is coming from the province, is there not a need to have all school divisions responding in the same way to have a uniform response, eliminating the waste of duplicating the process at each school division?

Answer - (Kim Poirier -MET) After working with one individual school division and Workplace Safety and Health, it was clear that the rules and their interpretation is up to the school divisions and their Workplace Safety and Health officer. There was not an agreed upon process between school division, MET and Workplace Safety and Health. Workplace Safety and Health are the authority and they will tell you what to improve on, but they will not tell you how you need to implement your plan. Since every school division offers their programming in a different way Workplace Safety and Health need to react to the programming that you have in place. This is why you need to have a plan that fits your school division. The meeting will supply samples and scenarios for you to help develop your plan.

Further Response – (Torin Proulx - SWoT) There is a term that we use in Workplace Safety and Health called “Reasonably Practicable” which means what is reasonable to expect people to

do when sending out students on a work experience. “Reasonably Practicable” is a theme that will come out in the forum. A “one-off” form cannot cover off every safety scenario that a work placement can have. The question that school divisions will need to ask is, “What is reasonably practicable in this work experience situation before sending out a student to do a work practice or procedure? Is the school division doing its “due diligence” before sending a student out on a work experience? The intent of the forum is for school divisions to make sure that the legal responsibility of the school division is being met by Workplace Safety and Health.

- d. Question – (Lindsay Rubenuik) How do we, as HSAP teachers, make inspections of businesses to ensure safety of the work experience given the variability of employment and work sites?
Answer – (Torin Proulx - SWoT) – While planning, we want to get away from certain terminologies. One term is inspections. I don’t think that it is reasonably practicable for an educator to make a worksite inspection. There is, however, going to be a level of responsibility of an educator to ensure that that student is given the training that they need to operate the equipment safely and effectively. Educators need to ask, “What kind of training do the students need to have before entering the worksite?” Also, “What kind of a process do educators have to debrief the safety training after it has taken place?” After, teachers can follow up with the employer to ensure that safety training has happened.
- e. Question – (Lindsay Rubenuik) How do HSAP teachers manage follow-up safety discussions for every single student in a timely fashion?
Answer – (Kim Poirier - MET) This workshop will not answer every single individual scenario, instead it will focus on what the teacher is doing in terms of checklists and discussions to help keep the student safe. We want HSAP teachers to step through the process of what you do to set up work placements.

HSAP teachers should ask, “What am I doing to help keep students safe? What does that look like? Do I have a checklist? Do I have a follow up procedure with your student? Do you let the employer know what the student can and cannot do on the job? Do I follow up with the employer at a specific time? Is there opportunity for my student to come to me with a concern? Have employers shown me a safety plan?

Safe work experiences are not about the employer as much as about student safety learning. Safety is a learning outcome for the student. Students are supposed to be a part of the safety learning process. Part of the reason we do work placements is that it is a requirement in the work world to be safe.

f. Question – (Darcy Steiner) Have you gone to HSAP teachers to enquire what are the best practices, so that we can get some examples?

Answer – (Torin Proulx SWoT) The format will be a forum, so we are hoping that sharing happens.

g. Question – (Darcy Steiner) As a teacher, what is my liability, given that there are many unique situations for students to work?

Answer – (Kim Poirier - MET) We will have someone at the forum to explain legislation and go through exactly what those regulations are. It becomes complicated determining liability for the teacher, school division and employer. We can't answer that unless we know what the situation was. In an accident scenario, what would happen is, Workplace Safety and Health would do inquiry and will ask the questions to determine if teachers met a certain safety requirement. If it is insufficient, the teacher may be held liable.

h. Question – (Nick Verras) Is it possible that this process is opening more liability to teachers?

Answer – (Torin Proulx - SWoT) In the document, (referring to the "Safety Preparation for Student Work Experience – Roles and Responsibilities") there are specific criteria for School Divisions/Schools to meet. If there is an accident/incident, Workplace Safety and Health would do an inquiry and determine if the School Division/School has met the criteria listed on the document. If the School Division/School has done everything "reasonably practicable" to prevent the event from happening, then it would be considered an unfortunate incident/accident. We want to ensure that School Divisions and Schools are doing everything reasonably practicable in the situation.

Answer/Response – (Kim Poirier - MET) Workplace Safety and Health want to see a plan in place to set up a safe work placement. For example, we call the employer, we assess the employer, make sure that the employer has a safety plan, the teacher has a checklist and does follow up.

Answer/Response – (Torin Proulx - SWoT) The concept of opening more liability by having a safety plan is not true because the legislation has always been there in the legal act. Having a safety plan for work experience is preventative. The employer has the most legal responsibility in the workplace, but there is a responsibility that falls on the school division.

Question – (Steve Proskurnik) Is there any merit to focusing the October 25 meeting on the CFE credits, volunteer credits and separating the HSAP portion for another meeting?

Answer – (Kim Poirier MET) No. We do not want to separate it. This meeting is for every work placement. We want the October 25th meeting to stay as a high-level-themed topic. Very little of the meeting will address specific concerns of different types of work

placements. The meeting will not be about determining specific responsibilities but rather, the focus will be on how we can all work together to ensure safety for our students, determining what part we play and what we can all improve on. We will have some best practices, resources, and impact stories to help you. If we need to have an additional meeting to talk about the specifics for HSAP, we will do that at an additional meeting. MET will be following up with school divisions who have not signed up to be at that meeting, to attend.

Question – (Bob Lepischak) Given the fact that there are more than 50 trades, could there not be a way to streamline some of the safety training?

Answer – (Kim Poirier – MET) At the workshop, we will feature an online course that is being developed by the Workers Compensation Board and Safe Work Manitoba that will be available as a resource, soon.

Question – (Marsha Barter-Cook) Can we register ourselves for the October 25th meeting?

Answer – (Kim Poirier – MET) No. Each of the 37 school divisions needs to submit one form each so as not to be bombarded by individual requests.

Comment – (Marsha Barter-Cook) Pembina Trails SD has developed a form to determine safety hazards at a worksite to limit students to working at less dangerous activities (see RRTVA website for link – use as a model and adapt to your needs). We work with the employer to know what the task will be, what kind of safety equipment students will get, what kind of safety training students will get, etc. This process makes things safer for the student. This form was developed for work experiences, but we did not use them for HSAP because we assumed employers had 100% liability for their employees - our students. We may need to use this form for our HSAP students.

Comment – (Kim Poirier – MET) MET understands that there is a lack of information between the school divisions and MET regarding expectations for student safety in work experiences. This meeting is an attempt to change that. It would be great to have HSAP teachers share their safety practices at the meeting. We would also like to have a student and a school division representative to sit on a panel for best safety practices. Please forward any names of people who might want to sit on this panel.

Question – (Darry Stevens) – I see a real difference between HSAP and the rest of work experiences. The difference is because the employer is paying the student. The employer should have more input over what happens.

Answer – (Kim Poirier – MET) – Because they are a student, they fall under a teacher's responsibility to ensure safety.

Comment – (Torin Proulx – Swot) – Assumptions are often made by parents and teachers that when we send our kids/students to work that everything is taken care of by the employer. Instead conversations need to happen by parents and teachers.

Question – (Darry Stevens) – One of the difficulties with finding work placements and signing up HSAP students is the response by employees being turned off by having to do a lot of paperwork. Will this create a barrier that will prevent many employers from working together with the schools?

Answer – (Kim Poirier – MET) – If this is the case with an employer, we as educators will need to decide to push through the barrier - that it is in the best interest of all parties (schools, employers and employees) to address safety or we must find another employer. It is not our goal to discourage teachers and employers, but it is our responsibility to make schools and school divisions aware of the legislation that regulates this area of teaching practice. Whether it is employers, vocational teachers or HSAP teachers, we are all required to provide safety training. It is the law.

9. MTS PD Day - Ken Clark from MET's Assessment Unit and Kim Poirier will be hosting a presentation at VTAM/TEAM MTS PD day. They will be presenting Technology Education curriculum, funding and course options information with a focus on assessment principles.

5. Review Notes of Previous Meeting - Reg Toews
 - a. Reg explained that if you want to modify minutes, please email him. Please supply reports in writing. He will continue to host the minutes on the website.

6. Group Activity - Andy Reimer
 - a. Reviewed handout: "*Roles and Responsibilities for Student Work Experience*"
 - i. In small groups we explored the document and recorded our concerns, comment and questions. The notes will be shared with both Kim Poirier and the HSAP PLG members at a further meeting.

7. HSAP PLG Leadership Transition - Reg Toews
 - a. Andy thanked Reg for all his help over the years.
 - b. Reg thanked everyone for helping him and to continue the initiative to offer as a career option for students. He said it has been a pleasure working with the group.

8. Review HSAP-PLG Purpose Statements and Valued Activities - Andy Reimer
 - a. Reg Toews implemented changes suggested in prior meeting and reviewed the document.
 - b. Cheryl Lavallee suggested the group create a formal term of reference so that the roles and responsibilities of the group members could be articulated. Cheryl will share a template for a formal term of reference. We will discuss the Terms of Reference at a future meeting (Tabled Item).

9. Reports and Updates (continued)

a. Safe Workers of Tomorrow

- Torin Proulx

i. Update

1. SWoT Presentations – Last year we did 1,552 presentations to 55,778 students. This year, so far, we have done 138 presentations 4,179 students. Since SWoT started, 21 years ago, we have done 16,439 presentations to 459,973 students. We see roughly 70% of the Manitoba student population. Most of the gap that is missing is from more remote northern communities. We hope to expand our budget so that we can see those communities as well. Those that have had presentations may know that we have not had our red student resource books available this fall because we are updating the WHMIS information. The new books will be available on Oct. 20th, 2018. Please email Torin to make a request for the new books.

Take Your Kids to Work Day is a week later this year: Nov. 14th. There are still dates available for Grade 9s presentations prior to Nov. 14th. Presentations are available for other grades after Nov. 14th.

Contact Marjorie Jenkins for presentation bookings. Please see website for contact information.

ii. Video Resource

1. This year's campaign is called Level Up - levelupmb.ca
 - a. Virtual Reality Environment (clip from website was played). This is designed to go to school career fairs and any work experience education initiative. Students use VR goggles. Google cardboard are available when Torin comes to your school. The display requires a lot of room for set up. The display is 16 feet across on the diagonal. The VR experience exposes students to safety culture in the work place. The activity is often used as a practical component for students to assess safety on the jobsite.

iii. Rockwood Foundation in Jamaica (Not SWoT related).

1. Torin will be visiting and hoping to bring a donation of school supplies. He welcomes any contributions in the next 5 weeks and plans to bring donations (money or supplies) to Jamaica for November 17th.

b. Apprenticeship Manitoba Update

- Cheryl Lavallee/Tiffany Stepaniuk

i. Introductions to ATC's

1. Shirley East - Valiniski – ATC for CNC Machinist, Diesel Engine Mechanic, Instrument and Control Technician, Machinist, Railway Car Tech., Refrigeration and A/C Mechanic, Sprinkler System Installer, and Tool and Die Maker.
2. David Winterflood – ATC for Domestic Gasfitter, Gasfitter, Plumber, Steamfitter/Pipefitter.
3. Craig Zieski – Construction Electrician, Industrial Electrician, Millwright, and Power Electrician.

4. Handout – List of ATC Contacts by Trade. The list will be updated to include emails for the ATC’s and put on the rrtva.ca website.
- ii. Apprenticeship Application Submission Process - (see most recent Region and Apprenticeship Coordinator Map – available at rrtva.ca website)
 1. Parkland/Westman (pink on the map) – send all HSAP applications to Jenna Smid.
 2. Northern/Remote (green on the map) - send all HSAP applications to Steven Larocque.
 3. Central (purple on the map) - **send the application to the ATC directly as per list distributed.** Please note – **DO NOT** send all HSAP applications to Jean-Luc Beaudry unless they belong to his trade (i.e. Cabinet Maker, Concrete Finisher, Cook, Iron Worker, Landscape Horticulturist, Pre-engineered Building Erector, or Water and Wastewater Technician).
 - iii. HSAP Inquiries:
 1. Inquiries for Specific Students – please contact the ATC that you submitted the application to (use the structure listed above). If there are lags and delays with processing applications, call the ATC in charge. Approval process still takes 4-6 weeks depending on time of year.
 2. General HSAP Inquiries - Jenna Smid, Steven Larocque and Jean-Luc can answer general questions about HSAP. HSAP teachers can also ask ATC general questions as well.
 3. Questions and Answers
 - a. Q - Can we still bring the application to the Apprenticeship Branch?
A - Yes
 - b. Q - Have the ATC’s received training in the HSAP? A - Yes. Melissa Phaneuf-Ahi has trained the ATC’s on how to now look after the HSAP areas of concern.
 - c. Q – Can special requests still be made (e.g. get a student partial work experience in a business with partial scope of the trade – Subway and the cook trade)? A – Each ATC will need to work that out with the teacher.
 - iv. Other HSAP Requests to AM
 1. Presentations – Email the general apprenticeship box to book a presentation in your school. Presentations after general work hours will most likely not happen due to budget constraints.
 - v. AM Leadership Changes
 1. Executive Director – Current acting ED is Cordella Friesen. There could be a new ED in place within the next six weeks.
 2. Assistant Deputy Minister for the Post-Secondary and Workforce Development is also in process and should be announced soon.
 3. New Deputy Minister of Education – Grant Doak.
 - vi. AM Budgetary Constraints
 1. Reducing the number of Specialists – Having a specialist like an HSAP coordinator (e.g. Melissa Phaneuf-Ahi) is risky because if that specialist leaves due to illness or a new job, all that knowledge is lost. Instead, we decided to share the knowledge and responsibilities with multiple ATC’s to limit the risk. This principle (reducing specialists) is being acknowledged at all levels including administrative levels.

2. AM will no longer fund HSAP PLG Meetings as of October 12, 2018
 3. AM Regulatory Review – there will most likely be more changes to reduce cost and regulatory redundancy.
- vii. VTAM MTS PD Day October 19 – Understanding the Hairstyling Pathway.
1. Jeannette Desmarais (Hairstyling ATC), Guy Champaign (Accreditation), and Joyce Joyal – (Training Standards Coordinator) will have a presentation with Q & A that will answer some questions related to Red-Seal Harmonization.
- viii. Apprenticeship and Certification Board Strategic Plan: 2018-2021
1. See their document on the Apprenticeship Manitoba web site. Board has undergone a multi-year strategic plan. Check on the website for info.
 2. Designated trainer provision for HSAP has been extended for 5 years, extending it until March 1, 2023.
- ix. Trade Harmonization Update (see handout)
1. Goal - to make sure that there are common standards in place to support mobility of apprentices.
 2. Multiple Phases – There are five phases to update the standards in the Red Seal Trades among provinces. Manitoba has chosen to focus on the trades that have the most apprentices. Phase one has already experienced some implementation which would affect students in technical training. AM works with MET (Kim Poirier and Gilles Landry) to update training at the school level when changes are made to the Red Seal standards. Phase 2 includes AST, T&T Mechanic, Ag Tech., Plumber, and Steamfitter/Pipefitter. These trades have had delays due the complexity and extent of those trades.
 3. Other Challenges - There is some lags because there has been trouble getting Provincial Advisory Committee (PAC's) together to oversee changes in training standards at the provincial level. Please recommend employers who may be willing to sit on PAC's if you know of any. Each PAC needs representatives from employee, employer in both rural and urban settings. Cheryl will send the HSAP PLG a list of PACs that need representation so that can be shared at the employer level. A governance review may look at the sustainability of having 55 separate PAC's to allow for the harmonization to happen.
 4. Process for MB Initiate a Red Seal Trade - MB would need to put in a request with the Red Seal Secretariat to see if other provinces would want a Red Seal Designation in a non-designated trade and then provinces would need to move to develop agreed upon standards. The inquiring trade would need to have an industry association to represent themselves to the province to make the request. See, "Process for Designating a Red Seal Trade" - <http://www.red-seal.ca/docms/designationcriteria-eng.pdf>
- x. Baker Trade – AM has approved the Baker Trade but will not offer a training option. Bakers with years of experience will be able to trades quality by writing the Red Seal Exam.
- xi. TQ Exam Information– AM is looking for ways to support students who have repeatedly failed the exam. Looking at using AM's Level Placement Tests to help clients better understand where they are in the continuum of levels. The Level Placement Tests should isolate what levels have been accomplished and which ones need to be stressed to meet the skill and knowledge gap.

- xii. Orientation for New HSAP Teachers – AM is organizing a learning support framework. A lot of resources are available and will be pooled together. The resources would include self-assessments, and essential skills components. AM would like a sub-committee of HSAP teachers that could help with identifying helpful materials for this school year.
- xiii. Review of Common Documents Used by HSAP Teachers - (apprentice application, DT forms, ratio adjustments, etc.)
 - 1. Tabled until next meeting to accommodate ATC's.
 - 2. Please use the new Apprenticeship Agreement. It is brand new as of October 9, 2018. HSAP PLG leadership to email out link to new agreement.
 - 3. Apprentice Start Date Changes – The legal start date (Approval Date) is not the stamped date showing the receipt of the documents by AM (Submission Date). The legal start date is when an ATC has the application approval completed. The apprentice is sent out a three-month provisional pocket card to allow apprentices to work. The work experience hours that are accumulated from the time the application is submitted to the time that the application is approved will be time-credited. A formula/chart will be used to award work experience hours. Blue books will show the start date as the legal approval date. The end date will correspond to the stamped date (submission date) plus the number of years/levels to complete that specific program. **This will impact Hairstyling and Esthetics as their calendar time will start based on the legal start date (approval date).**
 - 4. Incomplete Applications – will be sent back to the apprentice, including the money. Tiffany Stepaniuk will investigate application rejection letters being sent to the school contact and student so that the application process can be started over.

10. New Business

- a. Skills Canada - Charm Shamji, In School Program Coordinator
 - i. Offers a variety of presentations and events for grades 5-12
 - ii. Charm will partner up with HSAP teachers to deliver a grade 9 presentation explaining the need for skilled trade workers that complements an HSAP presentation.
 - iii. See event list on rrtva.ca website of dates and many activities on website.
- b. Aerospace - Greg Link
 - i. Aerospace needs all the 50+ trades. Currently the aerospace industry needs a lot of painters, welders and machinists. Gas Turbine Repair and Overhaul Technicians are in high demand with StandardAero. StandardAero needs 100 people. If there are students that are mechanically inclined, they should contact StandardAero directly. Aircraft Maintenance Journeypersons are also in high demand.
 - ii. Greg highlighted the open house on May 1, 2019 at Tec Voc for his Aerospace Manufacturing and Maintenance Orientation Program. The program is free to students and there are 35 spots available.
- c. Successful Communication – providing feedback for AM -Andy Reimer

- i. Individual activity to be collated by Andy Reimer and sent to AM.

11. Meeting Locations

i. Meeting 1:	Oct 12, 2018	@ Apprenticeship MB Office
ii. Meeting 2:	Dec 7, 2018	@ Lord Selkirk Regional
iii. Meeting 3:	March 6, 2019***	@ Dept of Ed/Dublin
iv. Meeting 4:	May 31, 2019	@ Pinawa Secondary School

- a. *** Possible Date Change - TVLC dates overlap with our meetings so Kim can't attend both meetings. We are working on the date of Wednesday, March 6, 2019 to allow Kim Poirier of MET to host and attend both TVLC and HSAP instead of Friday March 8th. This date has not yet been confirmed.
- b. Discussion Regarding HSAP PLG Meeting Locations
 - i. Suggested to have all meeting be in Winnipeg to accommodate those coming from afar to attend multiple meetings in the same area and same week. It was also mentioned that there may be better attendance at Winnipeg meetings.
 - ii. Suggested to have meetings in both rural and urban because of the value of HSAP teachers seeing different programming as well as local administrators recognizing the importance of vocational and HSAP programming in different areas of the province.
 - iii. Suggested to have meetings with better parking options (not Lombard or Dublin).
 - iv. Suggested to have two meetings in Winnipeg, one meeting near Winnipeg and one more-remote meeting.
 - v. A Doodle survey will be sent out to get feedback to decide meeting locations.

12. Business out of the Notes

- a. Agricultural Craft Worker Apprenticeship - Bob Lepischak
 - i. Bob is working closely with Keystone Agriculture Producers (KAP) in Manitoba. Bob is waiting to receive approval for a Fund Writer to write a proposal to Apprenticeship Manitoba for the Ag. Craft Worker. The funding for this project could be here in October. There has been an offer from Manitoba Government - Food and Beverage to support the project with some funding. The intent is to provide HR and workforce development training to support the massive amount of international trade that Canada is hoping to be a part of. By 2025 the workforce will have to increase by 25,000 workers to support the 75-billion-dollar trade by opening of new markets in Asia. There will be a need for 125,000 workers in agriculture and related businesses. Currently we are short 60,000 workers, and a lot of them are not well trained. There is a need for safety training and to have professional workers. This becomes the rational for having an Agricultural Craft Worker Apprenticeship training standard. KAP projects are on a four-year development track so Bob is optimistic that a large part of this work will be completed during that time limit. In addition, the project has been supported by the 25 directors of Grain Growers of Canada. They have helped develop a small Agriculture Apprenticeship program in PEI. Bob encourages us to contact the

farmers that we know and encourage them to talk to their MLA about what is happening about safe work and training for young people in Manitoba. MLA's will need to take up these questions during question period. Bob would love to have additional helpers work on the project.

- b. Table Topics – Indigenous Apprentices - Andy Reimer
 - i. Purpose – share our experiences with providing opportunities for Indigenous apprentices in our local areas. We shared and recorded some of our conversations to send to Emily Arrowsmith from CAF (Canadian Apprenticeship Forum). Emily Arrowsmith attended December 1, 2017 meeting.
 - ii. Andy will collate notes and include them on the rrtva.ca website.
 - iii. Cheryl suggested having Manitoba Metis Federation come to a meeting to talk about funding options for students. The contact is Kerry Smith 204-586-8474.

13. Funding Future Meetings

- Andy Reimer

- a. Ideas include
 - i. Nice to keep lunch at the meeting to promote networking time and have a quicker end time for members.
 - ii. Create a Membership - some logistical problems to doing that such as guest speakers and guests.
 - iii. Industry funding – look at businesses or industry groups (e.g. Canadian Manufacturers, etc)
 - iv. More discussion needed on this topic. Send suggestions to Steve and Andy.

A big thank you to Heather Rose for taking notes during the meeting.

Action Items:

1. Report back and review feedback for “*Roles and Responsibilities for Student Work Experience*” – Andy to collate for Kim and HSAP teachers.
2. Evaluate a template for a formal term of reference to outline roles and responsibilities of HSAP leaders and members. Cheryl L. to supply a one-page model.
3. Request updated list of ATC's with both phone numbers and emails from Tiffany S.
4. Get confirmation of location and date from Kim P. for third meeting in March (March 6 @ ICAB).
5. Cheryl L. requested subcommittee with HSAP members to go through resources for new HSAP teachers.
6. Review of Common Documents Used by HSAP Teachers - (apprentice application, DT forms, ratio adjustments, etc.). Tabled by Tiffany S.
7. Tiffany Stepaniuk will investigate application rejection letters being sent to the school contact and student so that the application process can be started over.
8. Successful Communication Activity – Andy will collate and forward to AM
9. Indigenous Apprentice Data Collection – Andy will collate and forward to CAF.

10. Decide how meeting lunches will be paid for – Andy and Steve