

HIGH SCHOOL APPRENTICESHIP PROGRAM

Professional Learning Group

Meeting Notes

DATE: Friday, May 25, 2018
TIME: 9:30 a.m. (Coffee, Pastries at 9:00 a.m.)
LOCATION: MacGregor Collegiate, 150 Fox Street, Macgregor, MB

1. Call to Order - Reg Toews

2. Welcome and facility orientation - Judy Watson
 - Reg Toews thanked Apprenticeship MB for continuing to fund the HSAP-PLG meetings.
 - Judy Watson gave a brief orientation of the facility.
 - MacGregor Collegiate
 - Student population of 160 and a staff compliment of 17.
 - The HSAP program has been a part of the MCI curriculum option since 1996.
 - Having been fortunate to be the apprenticeship coordinator for this program, Judy is proud of the partnerships made with employers, fellow coordinators, Apprenticeship Manitoba and classroom teachers.
 - MCI's HSAP program would not be as strong had it not been for the willingness of past and present administrators who recognized that HSAP was for all students.
 - Timetabling that has allowed students to develop trade skills and knowledge on a full time basis. This has strengthened both their skill and career awareness as well as benefited employers who were able to minimize the interruptions in the work place and truly develop the apprentice into a contributing employee.
 - Judy thanked Linda Dyck for helping to set up the library and allowing us to use the space for the day.
 - Meals and snacks were prepared by the Foods teacher, Penny Wilson and her students.

3. Introductions - Reg Toews
 - a. Review Agenda
 - New business, HSAP grading - Heather Rose (6. e. iv.)

 - b. Place Cards, Sign in and Introductions
 - Round table introductions.
 - Melissa will no longer be attending the HSAP-PLG meetings. Reg is sent around a card for the group to sign and show their appreciation to Melissa.

 - c. HSAP PLG Meeting Dates 2018-19
 - The first HSAP meeting of the 2018-2019 school year (Oct 12, 2018) is scheduled to be held at Apprenticeship Manitoba office. With Melissa no longer attending meetings, Cheryl Lavallee will follow up and confirm that the room is booked.

- Darcey Steiner - MTS AGM may be a factor and conflict with the last HSAP meeting.
- National Skills Competition will conflict with the last HSAP-PLG meeting.
- Brenda Giesbrecht – Three conflicting meeting dates between the HSAP-PLG and TVLC.

4. Review Notes of last meeting

- Reg Toews

- There were no questions or comments regarding the last meeting minutes.

5. Reports and Updates

a. Apprenticeship Manitoba

- Cheryl Lavallee/Jenna Smid

- Organization Changes
 - Jenna Smid, Steven Larocque, Jean Luc Beaudry are now responsible for the HSAP.
 - Lesley McFarlane has moved on from Apprenticeship Manitoba to an ADM position with Municipal Affairs. In the interim, Cordella Friesen is the acting Executive Director of Apprenticeship Manitoba.
 - Anne Janes has moved on to the Post-Secondary Education and Labour Market Outcomes branch, still within the same division. 2 year secondment.
 - Melisa will still be around to help finish off the year.
- A new HSAP map was sent out via email to the HSAP-PLG group. The new map is posted on the RRTVA group, www.rrtva.ca
- Jenna's area has broadened and now includes Pine Creek, Portage la Prairie and Prairie Spirit. For those that are in Jenna's area, please send application forms directly to Jenna. This will speed up the process.
- Steven Larocque's area has stayed the same.
- Jean Luc will be the main contact/coordinator for the dark purple area. Jean Luc will not be approving any of the applications. Applications will go to the specific trade Apprenticeship coordinators. Cheryl Lavallee will send out a list of the different trade coordinators.
- Cheryl encourages everyone to go on the provincial website and check out the Civil Service Transformation Strategies. These strategies are driving a lot of the changes. A link to *Transforming Manitoba's Civil Service* document, can be found on the RRTVA website, www.rrtva.ca
- June 1st is the deadline to get any information into Apprenticeship Manitoba for any graduating HSAP students that want to register for technical training.
- Technical training registration day is June 20th. Everything opens at 8:30 a.m.
- Early registration – If you register a student and they don't graduate, they would have to cancel their classes and lose those credits. If a student is unsure whether they are going to graduate, it might be beneficial to wait to register.
- Judy Watson - Print off an unofficial transcript and hand in the official transcript after graduation.
- Please hand in the blue book with the unofficial transcript.
- Please include a letter of intent when handing in student information.
- Credits are updated based on the hours on the blue book. Reg will confirm to make sure this is a consistent practice with the ATC's
- Nick Verras – Why the change for registration from mid-July to mid-June. Jenna – This affects any post-secondary apprentices that is in school right now. Other students will have to wait longer and a later registration date causes a longer delay. The extra month also allows to cancel classes that do not fill up. The new system will help with this because it will have an interface that works with the college systems.

- There is always a waiting list for classes. Jenna – All classes need to be full, then there is potential to work with the schools to add more classes.
 - Compulsory trade – hours start accumulating when the application is stamped
Non-compulsory trade – hours start accumulating hours based on time credits?
The start date is when Apprenticeship MB stamps the application?
These questions require further clarification from Apprenticeship Manitoba.
 - Jean Luc and Melissa are still in the Wpg office and will sit down with all the trade coordinators.
 - Apprenticeship Manitoba will try to make these changes as seamless as possible.
 - Do not put names of the applications forms that are being sent to Jean Luc because the applications will be sent to the different trade coordinators.
 - Jean Luc Beaudry Jean-Luc.Beaudry@gov.mb.ca
 - Steve Proskurnik – Will ACT's be attending any HSAP meetings? ATC's sometimes deliver a different message when they meet with students. It would be nice for the ATC's to come out and meet the HSAP-PLG group and hear the concerns. Cheryl Lavallee will look into having the ATC's stop by the first HSAP-PLG meeting of 2018-2019 at Apprenticeship Manitoba office.
 - Cheryl will look into having Jaime Carnegie come out and present a demo of the new system.
 - Reg Toews - Is there still potential for applications form be sent back to the instructor instead of the apprentice? Cheryl Lavallee – This can be flagged for the clerical staff.
 - Bob Lepischak – Employers have indicated that they keep apprentices for a few extra months to focus on tasks that are going to be examination items and also to build a relationship with the apprentice.
 - Andy and Reg encourage students to go into technical training right after high school so that they can receive the support from the HSAP coordinator.
 - Apprenticeship Manitoba is going through an accreditation review. There will be a number of focus groups regarding accreditation. If you are interested in being a part of that, please contact Cheryl Lavallee. Cheryl.lavallee@gov.mb.ca
 - Cheryl Lavallee – As trades are updated, input is appreciated from high school instructors.
 - Cheryl Lavallee – Harmonization of trades. Updated technical training. Cheryl will send out a power point slide showing what trades have been updated and which trades will be updated in the future. This will be posted on the RRTVA website.
- b. ICAB Report - Reg Toews (Kim Poirier-regrets)
- Reg read Kim Poirier report. The Manitoba Education and Training HSAP report is posted on the RRTVA website, www.rrtva.ca
- c. Safe Manitoba - Erik Klassen
- Torin was not able to attend.
 - SWOT's 12th Annual Swing for Safety tournament will be held on Thursday, August 2, 2018. The 2018 SWOT Gold Tournament poster is posted on the RRTVA website, www.rrtva.ca
 - If you want to book a presentation for the fall, please contact Marjorie Jenkins, marjorie@workersoftomorrow.com
6. New Business
- a. Apprenticeship MB - Ken Falloon
- Judy held an information evening to get information out to the community about Trades Qualifying.

- Judy introduced two former MacGregor Collegiate students; James Zacharais and Kevin Wiebe. Both James and Kevin attended the information night.
- James and Kevin both received their Red Seal in Carpentry.
- Manitoba is behind on compulsory trades.
- Most trades qualifying programs are one offs. They can be industry (etc. CARM) or project based.
- The Carpentry Trade Qualification Course Information is posted on the RRTVA website, www.rrtva.ca
- It takes someone to organize and coordinate trades qualification. Lots of time and work.
- Trades Qualifying
 - Gives individuals the opportunity to be a good fit for other jobs (government, teaching, etc.)
 - Gives business owner the upper hand when bidding on a project.
 - In 2003 Apprenticeship MB got rid of Designated Trainers for 1 ½ years. What would that mean for apprentices if this were to occur again?
- Practical exam information can be found on the Apprentice Manitoba website, under Carpentry, Machinist, Welder, and Auto Body.
- Labour market partnerships (Industry Training and Employment Services (ITES) and your local Employment Manitoba office) can provide funding for community sector associations (etc. CARM) to address labour market needs.
- Employment Manitoba helps sponsor the program.
- The \$600 fee included \$425.00 of Apprenticeship fees, books, and 100 hours of instruction.
- Colleges can provide the training.
 - Gerald Cathcart, Business Development at ACC, cathcartg@Assiniboine.net
- Success rate for challenging the exam is around 85% when individuals take TQ training vs around 40% with no training.
- Colony members took part in trades qualifying in the Truck and Transport trades. With some encouragement Ken was able to get individual training through ACC. \$26,000/15 students. There was no practical component.
- Programs are driven by labour market needs.
- Programs are typically 80% theory, 20% practical.
- Reg Toews – Would Apprenticeship consider having someone help coordinate Trades Qualifying programs? Cheryl – It is industry driven, etc. CARM.
- Nick Verras – DT’s are not receiving information after they check off the bottom of DT application. Nick suggests that a mailer is sent to all DT’s instead of checking off the boxes.

b. EMJAY Homes

- James Zacharais

- Born and raised in Austin, MB
- James has owned his own business of 16 years, EMJAY Homes (new construction).
- Typically has 2 employees.
- Currently employs an HSAP student.
- James thought the TQ program helped to fill in some the gaps in skills/knowledge, how to read the code book, etc.
- Helps to train employees correctly.
- Planning of future. You may need to be a Red Seal to get a building permit.
- The program that James and Kevin attended was sponsored by CARM (Construction Association of Rural Manitoba. Approximately 100 hours, January to March. Two evenings a week from 7pm-

9pm. Every second Saturday was the practical component. The program was held at ACC.

- If you are new to the construction trade, this program may be difficult. There is a lot of knowledge that is gained through prior experience.
- If you score 85% or higher on your work experience form and 85% or higher on the written IP exam, then you are exempt from the practical exam (Carpentry trade only).

c. Kevin's Construction

- Kevin Wiebe

- Graduated in 2000
- Got into construction after graduation.
- Owns his own renovation business. Takes the jobs that no one wants.
- You need a good foundation in construction before entering the TQ program.
- The practical exam was completed at ACC. 8 different parts to the practical exam.
- 100 hours from an instructor that is passionate about what they do, is very beneficial.
- It took Kevin three times to finish the practical exam. The amount of hours allotted for the practical exam was not adequate time to finish the exam on the first try.
- Having a red seal has not really helped his business thus far as he does not have any employees and knows most of his customers because of the small community.
- Having his red seal gives him the opportunity to be a shops teacher in the future.

d. West Centre Brandon (Workplace Education Manitoba) - Jacquie Beavis

- Jacquie is the Regional coordinator for the WEST Centre in Brandon.
- WEM works with individuals 18 years and older.
- Individuals can brush up on their essential skills and help to prepare them for their next level of technical training.
- Gain skills to challenge exams, etc.
- Excellent resource for immigrants.
- WEM is a service provider of Industry Training and Employment Services (ITES) and Apprenticeship Manitoba.
- Has access to what students need for each level.
- Great to catch students before they begin their level of training.
- Procedure to WEM
 - Apply to Apprenticeship for TQ status
 - Apprenticeship will contact WEM in Winnipeg
 - Winnipeg will connect the most appropriate WEM WEST Centre with TQ to set up an Essential Skills Assessment (ESA) in their trade)
 - From results of the ESA, a learning plan will be set up for the areas that were identified by the ESA for upskilling.
 - Upon completion of upskilling, a letter is sent to Apprenticeship Manitoba to confirm readiness for next step.
- Cheryl Lavallee will recommend that WEM be advertised on the Apprenticeship MB website.
- Brochures and other information can be found on the WEM website www.wem.mb.ca

i. Russ Dobbie – Partnership with UCN (University College of the North)

- There used to be separate programs for high schools, but now unused seats are used for pre-employment programs.
- Don't have to hire a separate instructor for only a couple of students.
- Program is for Grade 11 students.
- Curriculum has been matched up to issue 9 high school credits for the full program.
- So far, there are students in Automotive, Culinary, Heavy Duty Equipment and Welding.
- Looking to access Carpentry and Electrical, as well as natural resource management and computing courses.
- The practicum is seen as a working job interview and if students impress the employers, they might be invited back for paid employment. If this happens, then Russ pushes to have the student registered as a high school apprentice.
- Russ has resigned from the Kelsey School Division. Russ and his wife are moving back to Ontario.
- Russ introduced Lisa Gibb. She will be taking Russ's position.
- Reg thanked Russ for his willingness to participate in the HSAP-PLG group.

ii. Heather Rose

- Project with Youth employment services.
- Resume writing, life works classes, etc.
- Employers are cautious to take on HSAP students.
- Students develop resumes and send them to employers.
- Resume template was uploaded to the library computers.
- Presentations were done in the library.
- RBC Career Launch program. The link is posted on the RRTVA website, www.rrtva.ca

iii. Andy Reimer

- Andy created an information brochure for parents. The information brochure has been posted on the RRTVA website, www.rrtva.ca You are welcome to use the brochure and change the contact information.
- Information brochure gives parents something to leave with.

iv. Andy Reimer/Reg Toews – HSAP grading (New agenda item – Heather Rose)

- Andy and Reg shared with their system for marking HSAP students. The Sample RRTVA Accumulated Sheet and the Sample RRTVA Credit Reporting Template are posted on the RRTVA website, www.rrtva.ca
- Reg and Andy use a student questionnaire and a student activities log to help determine a student's mark. The RRTVA Student Activities Log and Questionnaire are posted on the RRTVA website, www.rrtva.ca

v. Greg Link

- Greg thanked everyone for welcoming him to their communities to talk about Aerospace.
- Last year Greg visited a number places up by St. Rose. There was an 18 year old student

that attended the program. Greg visited this student in South Port. He is working for KF Arrow and there is already talk about him getting involved in the apprenticeship program.

- There are still 6 spots available for next year's program.
- The Aerospace program is booming.
- Greg is still available to come out to career days.

vi. Nick Verras

- Out of all of Nick's HSAP grads this year, only one is not continuing on as a full time post-secondary.
- Almost all of the graduating HSAP students have 8 HSAP credits.
- Former HSAP student is training a current HSAP student.

vii. Reg Toews

- Border Land School Division is looking to hire two high school students for the summer.
- Carpenter for the Maintenance Department and Truck and Transport Mechanic for the bus garage. The job posting for the Carpenter position is posted on the RRTVA website, www.rrtva.ca
- Pilot project.
- If it is success, Reg will bring this idea forward to other school divisions.
- Applicant criteria includes;
 - Must be at least 16 years old
 - Must be enrolled in high school for the fall term (cannot have graduated in 2018)
 - Preference will be given to a student already enrolled on the RRTVA Carpentry Program but it is open to anyone
 - Willing to be part of the High School Apprenticeship Program and pay a \$50 registration fee

viii. Bob Lebsichak

- First 2 Huttarian graduates.
- Bob registered his 50th HSAP student this year and has a waitlist of grade 9's.

7. Business out of the notes

a. Agricultural Apprenticeship

- Bob Lepischak

- Bob shared an article with the group, KAP Exploring Apprenticeship Program for Farm Staff. A copy of the article is posted on the RRTVA website, www.rrrtva.ca
- There is such a shortage of farm employees.
- Exploring information from PEI. The nature of agriculture is different than in western Canada. KAP is taking on some of the heavy lifting because there is formal training attached to it.
- Bob meet with Apprenticeship MB.
- Bob was a bit concerned with the tone from Apprenticeship. The message that was felt was that this should be an occupation and not a trade.
- Opportunity for it to become a red seal trade.

b. Table Topics - Indigenous

- Andy Reimer

- This agenda item will be discussed at a later meeting.

Upcoming Meeting Dates

i. Meeting 1:	Oct 12, 2018	Apprenticeship MB Office
ii. Meeting 2:	Dec 7, 2018	
iii. Meeting 3:	March 8, 2019	
iv. Meeting 4:	May 31, 2019	

8. Action Items

- Cheryl Lavallee
 - Send a list of trades coordinators to the RRTVA. When received, it will be posted on the RRTVA website and the group will be notified.
 - Confirm meeting date and room for the October 12th HSAP-PLG meeting.
 - Look into having the ATC's stop by the first HSAP-PLG meeting of 2018-2019 at Apprenticeship Manitoba office.
 - Look into having Jaime Carnegie come out and present a demo of the new system.
 - Send out a power point slide showing what trades have been updated and which trades will be updated in the future. This will be posted on the RRTVA website once received.
 - Recommend that WEM be advertised on the Apprenticeship MB website.
 - Cheryl Lavallee will make sure that clerical staff is flagging errors so that application forms can be sent back to the instructor instead of the apprentice.
 - Questions that require further clarification from Apprenticeship Manitoba
 - Compulsory trade – hours start accumulating when the application is stamped?
 - Non-compulsory trade – hours start accumulating hours based on time credits?
 - The start date is when Apprenticeship MB stamps the application?
- Ashleigh will send Cheryl Lavallee the HSAP-PLG member contact list.
- Reg Toews - Credits are updated based on the hours on the blue book. Reg will confirm to make sure this is a consistent practice with the ATC's