

HIGH SCHOOL APPRENTICESHIP PROGRAM

Professional Learning Group

Meeting Agenda

DATE: Wednesday, October 2nd, 2019
TIME: 9:30 a.m. (Coffee, Pastries at 9:00 a.m.)
LOCATION: 110-111 Lombard Avenue, Winnipeg

Call to Order - Andy Reimer

- Place Cards, Sign in and Introductions
- Reminder of meeting fee - \$75.00 meeting fee for the 2019-2020 school year. The meeting fee was originally set at \$100.00. Apprenticeship Manitoba has funded this meeting, lowering the meeting fee to \$75.00 for this school year. Cheques can be made out to Border Land School Division and receipts will be issued.

Welcome and facility orientation - Tiffany Stepaniuk

- Tiffany welcomed everyone to the Apprenticeship Manitoba Office.
- Facility orientation.
- Andy thanked Apprenticeship Manitoba for hosting the meeting, looking after food preparations and generously funding the meeting snacks and lunch.

Review Agenda - Andy Reimer

- Mapping process will take place in the afternoon and will take approximately 1 ½ hours.
- Sylvia Martin from Tec Voc High School introduced herself. Aerospace brochures and posters were available.

Introductions - Andy Reimer

- Andy introduced the new RRTVA website hsap.ca. HSAP-PLG contact information and ATC contact list will no longer be posted on the RRTVA website due to privacy reasons. Both lists will be emailed to the HSAP-PLG group periodically and can be requested at any time.
- HSAP.ca will direct you to the High School Apprenticeship Program page of the RRTVA website.
- Thank-you to Greg Link for helping with arrangements of the upcoming HSAP-PLG meeting on November 29th at Red River College.
- An email was sent to the group from Andy Reimer prior to the start of the meeting. Links included:
 - Successful Communication – Providing Feedback to AM. Please complete this form so that Andy can forward the feedback to Apprenticeship Manitoba.
 - Manitoba Paid Work Experience Schedule 384 – Rose-Marie Serceau from the Manitoba Tax Assistance Office will be joining us at today's meeting to go through the tax schedule.
 - Apprentice Demand in the Top Ten Red Seal Trades – Manitoba.

Highlights from Previous Meeting - Andy Reimer

- Meeting notes were emailed to the group and are also available on the RRTVA website. For direct link to the HSAP portion of the website, visit HSAP.ca
- The HSAP-PLG group enjoyed a tour of the Whiteshell Laboratories facility in Pinawa.
- There will be a HSAP-PLG meeting fee of \$75.00 for the 2019-2020 school year. Apprenticeship Manitoba will cover the cost of the first HSAP-PLG meeting of the 2019-2020 school year reducing the meeting fee from \$100.00 to \$75.00.
- FB 115 funding report will continue with the same process. Please report for both semesters at

the end of May.

- Tiffany S. Apprenticeship Manitoba – Designated Trainer numbers will appear on confirmation letters.
- The Career Development PLG and the HSAP PLG will not merge at this time.
- Linh Dang - Office to Advance Women Apprentices. The 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. OAWA can assist with resume building, interview process, tools and safety equipment.

Reports and Updates

a) Education and Training

- Kim Poirier/Jackie Knight

- The Manitoba Education and Training Report was handed out to the group. This document is available on the RRTVA.ca website.
- “Moving Manitoba Forward” Commitments – the province has committed to expand the High School Apprenticeship Program.
- Kim pointed out the partnership between Manitoba Education and Training and Apprenticeship Manitoba. They are under the same umbrella but are two very separate branches in government, each with their own website.
 - Manitoba Education and Training <https://www.edu.gov.mb.ca/k12/cur/teched/index.html>
 - Apprenticeship Manitoba <https://www.gov.mb.ca/wd/apprenticeship/>
- The initiative to increase the High School Apprenticeship Program is going to be a broad approach. MET and Apprenticeship Manitoba are collaborating about different ways to increase exposure to the trades at both the early and middle years, highlighting curriculum, new orientation processes for coordinators, promotional campaigns. The Mapping process that will be started today will be key to aligning some of these ideas as to how to expand HSAP.
- There are currently over 16,000 students enrolled in one or more technical vocational educational courses. These students may also be interested in being registering as an apprentice.
- If you would like to learn more about the technical vocational programs, you can view all the curriculum on the Education and Training website. The curriculum is developed in partnership with Apprenticeship Manitoba and has the standards of Apprenticeship Manitoba already embedded in the curriculum.
- Pathways to Apprenticeable Trades in High School chart was also handed out to the group. A copy is available on the RRTVA website. These pathways are very helpful for the students and technical vocational teachers to understand.
- High School Apprenticeship Program link is available on the Technology Education website. The goal is to add more HSAP information to the website. Please email Kim Poirier items that you would like to see additional items added to the Technology Education website.
- Immediate suggestions from the meeting include the following:
 - Registration form
 - Brochures
 - ACT contact list
 - Skills Canada has useful HSAP resources (hours)
 - Better organization of the website
 - Separate High School Apprenticeship
 - Access point for students, parents, teachers, employers (step by step process)
- 2019-2020 Skills Strategy Equipment Enhancement Fund (SEEF) is in the final stages of the adjudication process and are expected to go to the Minister's office for approval soon.
- New Subject Table Handbook
 - A new, modernized version of the Technology Education Subject Table Handbook is now available at <https://www.edu.gov.mb.ca/k12/docs/policy/sthte/index.html>

- Direct links to the curriculum from the online handbook.
- Introduce instructors to the new subject table handbook.
- Brenda Giesbrecht – It would be helpful to have information regarding FB115 (hours, cluster funding, credit funding, reporting periods). Kim Poirier will make sure that this information gets added to the website.
- New curriculum (Motion Picture Arts, 8 credits). Please let Kim Poirier or Jackie Knight know if there are additional changes that you would like to see in the Technology Education Subject Table Handbook.
- MET is working on a collaborative effort with Safe Workers of Tomorrow and Safe Work Manitoba. The group is working towards putting together a safety plan development session. This session will tentatively take place in mid-November and be delivered to Superintendents and Workplace Safety and Health committee members, school administrators. Letters should be sent to shortly. This session will introduce a new framework to help school divisions develop a safety plan for work experience placements.
- Teacher Certification Information – A letter will be sent to school divisions providing information about teacher certification and qualifications for each technology education area.
- The technical vocational diploma for 8 credits remains. HSAP students that complete all 8 credits are eligible to receive the SYTEP (Senior Years Technology Education Program). Students that complete requirements in both the SYTEP and the English Program diploma may receive both diplomas.

b) Apprenticeship Manitoba

i. Report of Updates

- Tiffany Stepaniuk

- Apprenticeship Manitoba is hoping to hire another ACT by December.
- Giselle Lacasse – Acting Operations Officer and Industry Liaison. Giselle is currently on her third acting term. Giselle was an ATC for six years. Tiffany and Giselle Lacasse are co-managers for the operations department.
- Jenna Smid will now be trade specific and will be approving Agriculture and Welder HSAP applications. She will no longer be school division specific. This change will streamline things for Jenna and others.
- Apprenticeship Manitoba will no longer be printing the Certificate of Participation for HSAP student. AM does not have the capacity to print them. Tiffany will enquire as to whether a template of the Certificate of Participation can be sent to the HSAP-PLG group.
- Changes to the Apprenticeship Agreement/Contract.
 - There is no longer a \$50 application fee. This also includes Change of Trade applications.
 - Credit card information and social insurance numbers are no longer required on the agreement. Applications can now be faxed directly to trade specific ATC. If you are sending applications to the trade specific ATC, please make sure to also send it to the general Apprenticeship Manitoba email.
 - The approval process may take up to 4-6 weeks if the application is submitted properly completed. Applications for Grade 12 students that are submitted in April, May and June will be put into the regular flow of the approval process. Please make sure that these students register in advance of technical training registration.
 - Students need a provisional pocket card to begin working. If a provisional pocket card is about to expire, please contact the ATC so it can be extended.
 - Technical Training Registration Week – Please work with your ATC's and focus on apprentices that have the majority of their hours (880 hours). Connect with the ATC in May and let them know how many apprentices are expected to transfer over.
 - Tiffany is unaware of when Technical Training week will be this year.
- Question: Justin Lawson – With the increase in minimum wage, the challenge is that it is often difficult for employers to pay 10% above minimum wage. This is a real challenge.

For my school division, the reality is that HSAP numbers are low and wages are a concern. Reg Toews – This creates issues when a new hire makes more than an employee that has been employed for a long time. Tiffany Stepaniuk – This concern and others, can be emailed to the Apprenticeship Manitoba board apprenticeshipboard@gov.mb.ca There was consensus that the chair person, Andy Reimer, write a letter on behalf of the HSAP PLG sharing concern of the HSAP wage rate with the Apprenticeship Board.

ii. ATC Presentations

- Available ATC's

- The following ATC's were in attendance to introduce themselves to the group:

Peter Goodman – Boilermaker, Boom Truck Hoist Operator, Bricklayer, Electrologist, Esthetician, Insulator, Mobile Crane Operator, Roofer, Sheet Metal Worker, Sloped Roofer, Steel Fabricator, Tower Crane Operator

Jenna Smid – Agricultural, Welder

Linh Dang – Domestic Gasfitter, Gasfitter, Plumber, Steamfitter/Pipefitter
Linh Dang spoke about the Office to Advance Women Apprentices. 1.3 million is dedicated to this pilot project. There is only a two-day turnaround time. Please see attached OAWA Fact Sheet for more information and contact information.

Shirli East Vilenski - CNC Machinist, Diesel Engine Mechanic, Instrumentation and Control Technician, Machinist, Railway Car Technician, Refrigeration & A/C Mechanic, Sprinkler System Installer, Tool & Die Maker

Ray Klassen – Floorcovering Installer, Glazier, Heavy Duty Equipment Technician, Marine and Outdoor Power Equipment Technician, Partsperson, Recreation Vehicle Service Technician, Transport Trailer Technician, Truck and Transport Mechanic

Jean-Luc Beaudry – Cabinetmaker, Concrete Finisher, Cook, Ironworker, Landscape Horticulturist, Pre-engineered Building Erector, Water and Wastewater Technician

Ian Smith – Construction Electrician, Industrial Electrician, Power Electrician

iii. David McCutcheon – Executive Director of Apprenticeship Manitoba

- Mr. McCutcheon welcomed everyone to the Apprenticeship Manitoba office.
- HSAP has been in the news lately and was one of the promotional topics of the current provincial government.
- There have been a lot of discussion amongst different stakeholders in government regarding how to increase participation in the HSAP program.
- Apprenticeship Manitoba has made important changes to promote HSAP. Application forms and many other fees have been dropped to provide a low barrier to entry.
- In the next 2-4 weeks there will be industry consultation that will be reviewed by approximately 25000 stakeholders, this will include 1) definition of supervision for apprentices, 2) apprenticeship ratios, and 3) expanding ratio adjustments.
- Another piece of the consultation with stakeholders will include wages reviews and minimum wage. Apprenticeship Manitoba will explore if it should continue to mandate a minimum wage in each trade. The plan is to examine if wages could be better mandated by each individual trade rather than be mandated by a government body.
- Question from Torin Proulx – why were wage ranges removed from Skills Manitoba Student Handbooks? Wages are often a good conversation starter and incentive for young people. Response from David McCutcheon - Wages change all the time and

therefore are not posted in publications.

- There has been a decrease in HSAP participants by approximately 25% in the past 4 years. There are currently just over a 1000 HSAP students.
- Apprenticeship Manitoba needs assistance in promoting HSAP. Mr. McCutcheon encouraged the HSAP-PLG group to do some work on Apprenticeship's behalf to help increase HSAP numbers. More cross pollination between HSAP teachers and technical vocational teachers would be a good place to start because students in technical vocational programs that are already taking place within the secondary system and promoting HSAP to those students?
- Darry Stevens – It would be great to have representation from Apprenticeship Manitoba at events. Are there going to be any promotional brochures? David McCutcheon – Apprenticeship is moving to online resources as printed material are very costly. David also recommends giving Apprenticeship Manitoba as much lead time as possible when wanting representation from AM.
- Judy Watson – Technical vocational instructors are aware of HSAP, but they are often afraid the HSAP will take away students from other programming. The reality is that information is not getting through the education system. Educators need to be informed.
- David McCutcheon – The HSAP program has a lot to offer to students that really bring value in the future by creating relationships with employers. It should be a collaboration between HSAP and technical vocational programs.

c) Safe Workers of Tomorrow

- Torin Proulx

- Torin is now representing both Safe Workers of Tomorrow and Skills Manitoba
- Safe Workers of Tomorrow reached over 60000 youth last year.
- Please contact Marjorie Jenkins if you are interested in booking a workshop, presentation, etc.

Marjorie Jenkins

Presentation & Volunteer Co-ordinator

marjorie@workersoftomorrow.com or presentations@workersoftomorrow.com

- Target audience is grades 9-12
- Safe Workers of Tomorrow try to cater to their audience. Wide variety of presentations.
- SWOT is the primary facility provider for Employment Standards.
- Encourage students to complete the Youth Workers Readiness Certificate. This certificate is mandatory for workers under 15 years of age. If students are over 15 years of age, this certificate looks great on a resume. The responsibility is on the employer to ensure that their new hire has the Youth Workers Readiness Certificate.
- A slide show is available for teachers that wish to run the students through the workshop. Please contact Torin Proulx if you would like him to send you the slide show.
- Reg Toews – How many students have completed this course. Torin will check the statistics and get back to the group.
- Level Up initiative – Student campaign engages youth to learn about their rights and responsibilities as a worker to help them stay safe of the job. The campaign focuses on youth seeing what safety hazards look like through a virtual reality game. Program has been updated. Space requirement for Level Up is approximately 15 feet x 15 feet.
- Torin was hired by Skills Canada yesterday and will be taking over full time in school program officer role. Charm will still be working with Skills but on a part time basis. Please let Torin know if you want to be added to the Skills email list. torinp@skillscanada.com
- Andy Reimer – Can the Skills handbook be made available electronically. Torin will inquire about the possibility of making an electronic version available.

a) Paid Work Experience Tax Credit

- MB Tax Assistance Office
Rose-Marie Serceau

- The Paid Work Experience Tax Credit is used to promote employers to hire newly trained employees to gain the experience they need to complete their training programs.
- There are three different types of programs; Youth Training Program, Work Placements for Coops and the qualified period of employment that is required for each level of the apprenticeship program.
- 5 different groups of incentives
 - Youth work experience hiring incentive
 - Co-op student hiring incentive
 - Co-op graduate hiring incentive
 - Apprentice hiring incentive
 - Journeyperson hiring incentive
- Part 4 – Apprentice Hiring Incentive, Levels 1 – 5. The apprentice must reside and work in Winnipeg.
- Part 5 – Apprentice hiring incentive for rural or northern early level apprentice.
 - Early level is defined as levels 1 and 2
 - Rural and northern are the keys words.
 - A qualifying apprentice must reside outside of Winnipeg and their work needs to be performed outside of Winnipeg. If a student lives outside on Winnipeg but works in Winnipeg, the employer would not qualify for this addition 5%.
- Part 6 – Apprentice hiring incentive for high school apprentice. 25%, maximum of \$5000. The second calculation would apply, if an apprentice worked for an employer for part of the year (started with the employer in the middle of the year to left throughout the year). The training period is included in this time and is not deducted as long as the apprentice worked prior to their training and returned to the same employer right after their training. Looking at the fiscal year of the employer.
- Once an apprentice is certified as a journeyperson, they can keep that employee and still qualify for the Journey Person hiring incentive. It does not need to be a new employee.
- Journey Person hiring incentive, 15%, maximum credit of \$5000. This is available for 2 years. For the Journey Person hiring incentive, you need to be hired with 18 months of certification.
- The Paid Work Experience tax credit is a fully refundable tax credit and needs to be claimed in the year it was earned.
- Parts 9 and 10 on this form are no longer being used. New version should be out in 2020
- Any questions can be directed to the Manitoba Tax Office tao@gov.mb.ca
- Andy Reimer – Is the provisional time (time between the application being handed in and approval) counted for the tax credit? Tiffany - The actual start date is the approval date therefore the provisional time should not be counted. Andy – Should this be reviewed? Businesses need to be able to make use of these tax credits and the start date poses an issue for summer students.

b) Mapping Exercise – facilitated by Gabriel Chung from Apprenticeship Manitoba

- The purpose of the exercise is to map out the processes and partners involved for an HSAP Teacher/Coordinator to do the job. The process should also reveal “pinch-points” or problem areas.
- There are currently 6 individuals that have signed up to work more in depth with the details of the mapping process.

c) Successful Communication – providing feedback for AM

- Andy Reimer

- Please complete the Successful Communication – Providing Feedback to AM form that was emailed out on October 2nd. Please complete this form so that Andy can forward the feedback to

Business out of the notes

i.	Meeting 1	October 2, 2019	100-111 Lombard
ii.	Meeting 2	November 29, 2019	Red River College
iii.	Meeting 3	February 28, 2020	191 Harcourt
iv.	Meeting 4	May 8, 2020	ACC - Brandon

Our Purpose for Meeting:

1. Create an HSAP Professional Network: members participate in networking with other HSAP-PLG members, AM, MET-ICAB and guests.
2. Stay Current: members gather the most recent information regarding HSAP through meetings, meeting notes and email notifications.
3. Create HSAP awareness: members are expected to share information gathered at meetings with their home school divisions and school communities.
4. Provide Professional Development: members will continue to learn and review the 55+ trades, learn from employers and partners.
5. Mediate Connections: 1) connect Apprenticeship Manitoba (potential post-secondary option) and high school students (potential labour market); and 2) connect high schools and trade-based businesses.

Action Items:

1. HSAP-PLG group - please email Kim Poirier items that you would like to be added to the Technology Education website.
2. Kim Poirier – Will make sure to that information regarding the FB115 are added to the Manitoba Education and Training website.
3. HSAP-PLG group - Please let Kim Poirier or Jackie Knight know if there are additional changes that you would like to see in the Technology Education Subject Table Handbook.
4. Tiffany will enquire as to whether a template of the Certificate of Participation can be sent to the HSAP-PLG group.
5. Torin Proulx – Will check the statistics as to how many students have completed the Youth Workers Readiness Certificate.
6. Torin Proulx will inquire about the possibility of making an electronic version of the Skills handbook available.
7. HSAP-PLG Group - Successful Communication – Providing Feedback to AM. Please complete this form so that Andy can forward the feedback to Apprenticeship Manitoba.