

HIGH SCHOOL APPRENTICESHIP PROGRAM

Professional Learning Group

Meeting Agenda

DATE: Friday, October 2, 2020
TIME: 10:00 – 11:30 a.m. (BYO Coffee, Fruit and Pastries)
LOCATION: Virtual Meeting via Microsoft TEAMS

1. Call to Order - Andy Reimer
 - a. Welcome and Introductions – Meeting is being recorded.
 - b. Treaty Acknowledgement
 - c. Review Agenda (additions/deletions) – New additions include HSAP-PLG Leadership and HSAP.ca website.
 - d. Leftover Meeting Fees – HSAP PLG collected \$75 meeting fee from members who wanted to participate in a catered lunch. \$25/person was held over from last year for members who paid the \$100 fee. This money will be used to cover a catered lunch at a future meeting for those members with remaining funds.
 - e. HSAP PLG Leadership – Mr. Reg Toews will be joining the HSAP PLG leadership team to assist in running meetings this year. The HSAP PLG Leadership team will now consist of Andy Reimer, Steve Proskurnik and Reg Toews.

2. Meeting Instructions - Andy Reimer
 - a. Turn off video
 - b. Mute sound
 - c. Ask questions via chat feature, one HSAP member will monitor

3. Review Notes of Previous Meeting - Steve Proskurnik
 - a. HSAP PLG May 2020 meeting details
 - i. Safe Workers of Tomorrow is prepared to with work with schools and school divisions in whatever format is most convenient for them. Those with questions regarding employment standards, Young Workers Readiness Certificate or safety and health practices are welcome to call Torin Proulx.
 - ii. Kim shared with the group how technical vocational course were supposed to work during the Covid suspension. Schools were to focus on theory. Steve hopes that Kim will be able to update the group regarding gap training today.
 - iii. Jackie Knight shared about the new HSAP credit 9809 – The 9809 credit was created to assist students for graduation. The credit is a theory-based credit that will allow HSAP students to complete a partially completed work practicum. This credit is to be used for students in grade 12 that are impacted on school closures during Covid-19.
 - iv. Question for Apprenticeships at last meeting. Steve is hoping that Tiffany can address these questions during today’s meeting.
 - Transitional planning and what that means for Grade 12’s pursuing the apprenticeship route.

- Is there any update on the baking trades being an HSAP option?

4. Reports and Updates

a. Safe Workers of Tomorrow

- Torin Proulx

- Safe Workers of Tomorrow is a non-for-profit organization that provides safety and health training, awareness, and resources for young workers across Manitoba.
- Free of charge
- Safe Workers of Tomorrow typically travels anywhere in the province for presentations. This has changed due to Covid.
- SWOT will facilitate presentations online with whatever medium works best for schools (Zoom, Google, Teams).
- Some schools are still requesting in school presentations.
- Blending Covid information into the presentations (physical distancing, personal hygiene, physical environment, and PPE).
- Some programs cannot be done right now. Practicum placements audits can't be done at this time due to Covid. Torin is happy to provide audit sheets to teachers and do a virtual presentation with students. Teachers would then have the student do a self-led audit.
- Safety Plan Framework – If have not heard of the Safety Plan Framework or would like more information, please contact Torin.
- Resource Book - <http://workersoftomorrow.com/> Click on Resources and select SWOT Student Resource Book. If you would like a pdf copy of the French resource book, please contact Torin. Please have students do the quiz in the book as the answers to the quiz are on the website.
- Email Torin if you would like Rights Cards.
- Young Workers Readiness Certificate <https://ywrcc.safemanitoba.com/>
- ELearning Courses – Covid 19: Best Practices for a Safe Workplace <https://www.safemanitoba.com/Education/Pages/E-Learning-Courses.aspx>

Torin Proulx
Community Liaison
torin@workersoftomorrow.com
(204) 792-4654

Marjorie Jenkins
Presentation Coordinator
marjorie@workersoftomorrow.com
(204) 992-2988

b. Education and Training

- Jackie Knight/Kim Poirier

i. Report of Updates – see Kim Poirier's handout "Manitoba Education Update TVLC/HSAP"

- Covid-19 – There was a document that was posted online that has been removed for updating. Kim has included this information in the *Manitoba Education Update TVLC/HSAP* report. Please use this information to share with your schools/school divisions.
- Please review the *Safety Preparation for Student Work Experience Roles in Responsibilities* (link in report) and make sure you stay up to date with announcements on a daily and weekly basis.
- Schools and school divisions are to refer to the *Safety Plan Framework for Students Work Experience* (link in report). This is a great time to

reevaluate your roles and responsibilities under the Covid-19 scenario.

- Please make sure that employers have contact tracing protocols in place and that your students are aware of this protocol as well.
- Manitoba Education and Apprenticeship Manitoba are hosting a High School Technical Training Webinar on October 8th that will outline information on practical and theory hour requirements and Apprenticeship standard requirements. A link has been sent out to the HSAP-PLG group.
- Blended Learning information is available on Maplewood, as well as on the Manitoba Education website.
- ICAB is continuing to work on the Manitoba Education HSAP page. Email Kim if you have any information that you would like to see added to the website.
- New: Employment, Training & Workplace Ready (Alternate theory based HSAP Credit). The intent of this course code is to provide an opportunity for students to complete a theory base workplace credit exploring workplace learning (complementary to HSAP). Working on developing this credit as a full theory credit.

c. Apprenticeship Manitoba

i. Report of Updates

- Tiffany Stepaniuk

- Manitoba Education and Apprenticeship MB are continuing to work on the HSAP Mapping Exercise. The focus has shifted to Covid-19. The group will be informed of next steps.
- AM is piloting three new forms in the Cook and Carpenter trades for designated trainers.
 - 1) The Enhanced Application (replaces the old designated trainer/trades qualification application) New features of this form includes
 - a place to sign for DT's that provides AM permission to use the applicants personal information.
 - A section for payment if pursuing trades qualification.
 - 2) Employer Declaration (replaces the Carpentry/Cook Work Experience form with the old 0-5 rating scale. Instead it includes
 - General tasks performed that are to be checked off or stroked out. Applicant needs to get 70% of components to be accepted but the percentage breakdown is not evident on the form.
 - To be completed by the employer or direct supervisor.
 - 3) Statutory Declaration (self-declaration) This form is to be used when the Employer Declaration is not possible. It includes

- Reason for Statutory Declaration
- General tasks performed that are to be checked off or stroked out. Applicant needs to get 70% of components to be accepted but the percentage breakdown is not evident on the form.
- Reference Section – must include two references from different categories (i.e. supplier, a former employee, a contractor in the industry, or a regular, long term client. Maximum of one reference per category)

Questions and Answers for New Forms:

- Q – What if the DT is the owner of the company? The applicant would fill out the statutory declaration on their own and fill out Section F. References. A - This is a pilot. Feedback is welcome.
- Q – Why does the French application still asks for the \$50 application fee. A – We will address this.
- Q - It is not clear that the employer must fill out the statutory application. A - If you are self-employed as well as the trainer, you fill out the statutory form.
- Q – Can forms can be submitted with electronic signatures? A – Yes.
- Q - On the enhanced DT form, on the 2nd page there are 3 different places that an applicant could sign. Why so many signatures? Why not one place to sign? A – Each section should be signed because they involve different requests.
- Q – Do existing designated trainers need to re-register? A – No.
- Comment - Statutory Declaration Form is an unclear title for a document. It would be clearer to say it is a self-declaration. Response – AM always used this lingo

ii. Report of Updates

- David McCutcheon

- Difficult times with Covid but overall things are continuing to progress. There are still a strong number of apprentices registering to get into trades. Large number of people continuing to work in the construction industry. This is really showing that the trades are recession/Covid proof. Great for students to see that those individuals that are continuing to work are those in the trades.
- New DT and TQ forms – Whenever forms are changed, it is a challenge to fit all the necessary information for each scenario on to one form.

5. New Business

a. Skills Manitoba-Canada Presentations

- Charm Shamji

- Skills Canada works alongside Apprenticeship Manitoba to deliver the in-school program to promote careers in the skilled trades and technology. Offered to students

from Grades 5-12.

- This year the decision was made to go virtual. There have been some requests to do in school presentations. In school presentation requests will be decided on a case by case basis.
- Prerecorded power point presentation, games, short animated videos, sponsorship videos, activity books.
- Activity books and high school books are available on the website to download.
- Online challenges on the website. Prizes are awarded.
- New program this year called *Skills in the Classroom*. This is being offered in lieu of other programs that cannot be offered due to Covid. These are kits that are going to be sent to the schools in advance. A prerecorded video will accompany the kits. There is no fee for the kits.
- Skills Manitoba-Canada is trying to increase their social media following. Please following them on Twitter @skillsmanitoba, Instagram @skillsmanitoba, Facebook @skillscanadamanitoba
- If you are interested in booking a presentation, please contact Charm.
- Marc Charriere – Are there materials available in French? Charm - There is information in French on the Skill Canada website, not on the Skills Manitoba site.

b. CSAM Hazard Recognition PD

- Jim Brown

Andy Reimer shared information sent via email from Jim Brown.

Jim recommends the Safety Skills for Supervisors course which is one day course. It is the shortened version of the COR course Leadership for Safety Excellence which is a two-day four module course.

What HSAP teachers would receive in the one-day course is:

- Roles and responsibilities of Supervisors
- Legislation
- Duties and Responsibilities under the Act
- Due Diligence
- Hazard Identification/Inspection
- Incident Investigation and Reporting
- Training required by legislation

CSAM can provide this one-day course at our training or arrange to deliver it on site.

Number of participants will be based on Covid19 compliance.

c. Construction Safety Association of Manitoba Safety Trailer - Jim Brown/Matt Lothian

Please contact Matt Lothian at CSAM to book a visit.

204-775-3171

Matt@constructionsafety.ca

d. HSAP themes around the province – What has changed? - Round the virtual table

Andy Reimer and Reg Toews – Continuing to sign up students. Numbers are down slightly over previous years. There are still lots of students able to work in construction.

Eleanor Sampson - Numbers are down and those that have employers are not being asked to come in as much. The employer is saying they are not as busy.

Greg Link – Problem with trades like HVAC. Many students have had delays in drivers' licenses. Jobs where students must go into people's homes. Losing potential students.

Melanie Henry - We are fortunate and unfortunate here. due to the flooding our construction industry has exploded. We have lots of businesses looking for employees and students that want to work. A silver lining for a catastrophic event.

Kirby Krause – I'm new to this role and still getting a pulse on what is happening in our schools in Hanover. Right now, the impression I am getting is that there is a lot of hesitation to send students out with safety and health concerns. I'm working with our assistant superintendent to develop some documentation as outlined by MB Education and then we plan to meet with the administrators.

Blair Hordeski – Students attending high school every other day has opened the opportunity for students to work on their off day of school. Employers seem to be cautious about who they let on site. With being a front-line worker and being around many students each day, Blair worries about the potential harm he could be bringing with him when visiting a workplace or colony. Being on site will be challenging.

- e. New minimum wages ($\$11.90 + 10\% (\$1.19) = \$13.09$)
- f. HSAP.ca – Andy shared the HSAP.ca website with the group and where members can find HSAP-PLG resources. Go to HSAP.ca and click on HSAP-PLG. Feel free to use the trades videos under HSAP Teaching Resources or any other resources on the website.

6. Future of HSAP Meetings

a. Meeting fees carried forward

i. Meeting 2	December 11, 2020	Online
ii. Meeting 3	February 26, 2021	???
iii. Meeting 4	May 7, 2021	???

b. Offers to meet in person from

- i. CSAM - 1447 Waverley St, Winnipeg (thanks to Jim Brown)
- ii. MBTI - 510-136 Market Ave., Winnipeg (thanks to Greg Link)
- iii. Apprenticeship MB 110-111 Lombard Ave, Winnipeg (when able)

HSAP PLG Members Valued Activities - From previous HSAP-PLG Meeting notes

1. Members appreciate the networking aspect of the HSAP-PLG and there should be even more time allotted to networking/sharing of ideas structured or otherwise.
2. Members appreciate the professional support and advice from AM, ICAB and experienced HSAP teachers.
3. There is great value in being current with the most recent information regarding HSAP through meeting and email notifications.
4. Continue to review the trades at meetings especially the tricky ones, have more newbie

sessions. Intentional mentorship?

5. We all appreciate the value of HSAP and continually find ways to share it with everyone.
6. Employers should continue to be an important part of the HSAP-PLG meetings.