



## Economic Development and Training

Apprenticeship Manitoba  
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December 31, 2020

Mr. Andy Reimer and Mr. Steve Proskurnik  
Acting Co-Chairs  
High School Apprenticeship Program –  
Professional Learning Group (HSAP – PLG)  
[reimera@blsd.ca](mailto:reimera@blsd.ca)  
[sproskurnik@retsd.mb.ca](mailto:sproskurnik@retsd.mb.ca)

Dear Mr. Reimer and Mr. Proskurnik:

Thank you for your email to the Apprenticeship and Certification Board regarding the High School Apprenticeship Program (HSAP) requirements. As the Executive Director of Apprenticeship Manitoba, I appreciate your valued feedback, and I am pleased to respond to your email.

The Board has reviewed your request to reduce the minimum wage rates for HSAP apprentices, and has decided to explore the matter further at a future meeting. The department and the Board are actively seeking opportunities to expand the HSAP program in Manitoba and are researching the matter further to determine policy options.

With regard to your question about tax initiatives, Apprenticeship Manitoba has a legal obligation to identify the start date of an apprenticeship agreement as the date when the Apprenticeship Training Coordinator has approved the agreement. The apprenticeship agreement cannot commence without having all three parties (the apprentice, employer, and Apprenticeship Manitoba) sign the agreement. Apprenticeship Manitoba has a processing time of about four to six weeks for apprenticeship agreements. Therefore, we recommend that students and staff develop a yearly plan to determine when apprentices would be interested in starting work and submit an apprenticeship agreement in advance. The apprenticeship agreement must be processed prior to the apprentice's start date, and hiring employers should have their apprenticeship agreements to the branch by no later than May 1, to ensure that students can begin employment when the summer break begins.

The progression of HSAP in Manitoba remains a top priority for the branch and the Board. Over the past year, the Apprenticeship and Certification Board has had several discussions related to increasing the registration of HSAP apprentices. After numerous consultations and discussions, the Board and the department have approved an expanded apprentice to journeyperson ratio from 1:1 to 2:1 across the trades, which is intended to create additional opportunities for Manitobans, including those in the HSAP program, to enter the apprenticeship system. We continue to explore opportunities and are actively working with partners to increase the promotion of the trades to youth.

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I hope that you have found this information valuable, and I look forward to future conversations with you regarding the HSAP program in Manitoba. Please contact Ms Vanessa May, Acting Manager, Policy, Legislation and Board Operations, Apprenticeship Manitoba by phone at 204-945-0044 or [Vanessa.May@gov.mb.ca](mailto:Vanessa.May@gov.mb.ca) to discuss any further concerns that you may have related to these matters.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. McCutcheon', enclosed in a light grey rectangular box.

David McCutcheon  
Executive Director

- c. Apprenticeship and Certification Board
  - Ms Vanessa May, A/Manager, Policy, Legislation and Board Operations
  - Ms Tiffany Stepaniuk, Operations Officer and Education Liaison, Apprenticeship Manitoba