

HIGH SCHOOL APPRENTICESHIP PROGRAM

Professional Learning Group

Meeting Notes

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

1. Call to Order - Steve Proskurnik
 - a. Welcome and Introductions – Meeting is being recorded.
 - Reg Toews will be stepping back into a leadership role for the HSAP-PLG group.
 - b. Treaty Acknowledgement

2. Meeting Instructions - Steve Proskurnik
 - a. Turn off video
 - b. Mute sound
 - c. Ask questions via the chat feature, **Reg Toews** (*HSAP Leadership Team*) will monitor the chat feature. Please be respectful of everyone's time and limit questions that do not apply to the whole group.
 - d. HSAP Leadership Team will remain online after the meeting concludes to answer individual questions and assist any new members.

3. Review Notes of Previous Meeting - Andy Reimer
 - a. HSAP PLG meeting in October details
 - Reg Toews will be joining the leadership team and running the next HSAP-PLG meeting in February.
 - Kim Poirier outlined the HSAP credit 9809 which was created to assist students so that they could graduate. This is a theory-based credit that will allow students to complete a partially completed work practicum. Please call the Education and Training department if you would like to use this credit for your Grade 12 student(s).
 - Safe Workers of Tomorrow (Torin Proulx) – ELearning Course – Covid 19: Best Practices for a Safe Workplace. Andy encourages you to share this course with your colleagues and students. Torin noted that when you go to the Safe Manitoba website to sign up for the course, it will appear as if there is a fee for the course. Once you get to the check out and submit your location as a resident of Manitoba, your checkout total will change to zero. There is no fee for this course.
 - Manitoba Education and Apprenticeship Manitoba hosted a High School Technical Training Webinar on October 8th. The recording and slides are posted on Maple.
 - ICAB is continuing to work of the Manitoba Education HSAP page. Kim is asking for any feedback you may have.
 - Apprenticeship MB has new forms that you will need to navigate if you are working with students in the Cook and the Carpenter trades (Enhanced Application, Employer Declaration, Statutory Declaration. Please refer to meeting notes for the last HSAP-PLG meeting for more details.
 - Charm Shamji (Skills Manitoba) – Moving to virtual presentations. There are many

options including prerecorded Power Point presentation, games, videos, activity books. Please give Charm a call if you have any questions.

- Jim Brown from CSAM has offered for the HSAP-PLG members to have a special one-day Hazard Recognition PD. Andy will have more updates regarding this later in the meeting.
- Booking and contact information for the CSAM Safety Trailer can be found in the last meeting notes.
- HSAP themes from around the province – HSAP members shared what has changed for them during COVID.
- Minimum wage increased in October 2020.
 $\$11.90 + 10\% (\$1.19) = \$13.09/\text{per hour for HSAP students.}$

4. Reports and Updates

a. Education and Training

- Kim Poirier/Ruth Stargardter/
Gilles Landry

- i. Report of Updates - see Kim Poirier's handout "Manitoba Education ICAB Update - TVLC/HSAP Report – December 2020"
 - Kim Poirier welcomed Ruth Stargardter and Gilles Landry to today's meeting.
 - The ICAB branch is going through some changes. More information will be announced in the coming weeks.
 - John Finch is retiring at the end of December. We wish a happy retirement.
 - The department has posted a couple of bulletins and circulars. This is one of the ways that they are going to be providing some updates.
 - November 25th COVID-19 Circular – Work placement learning opportunities. This circular highlighted some guidelines and protocols on what to do when your community is in orange or red levels. If the school is experiencing staff that had to be redeployed in a variety of different areas, they need to take time to re-examine the oversight for work placements.
 - December 3rd COVID-19 Bulletin – Addresses the school use of technical-vocational education program facilities under the restricted (orange) and critical (red) level of the Pandemic Response System. This bulletin is very important for schools that offer one of the 14 trade programs that are eligible for accreditation. This is to allow them additional access to their trade program during orange and red levels.
 - The recording and the slide deck from the October 8th High School Training Webinar is posted on Maple. It will also be posted on the Technology Education website shortly.
 - Manitoba government announced establishing a new remote learning support centre that will help support teachers delivering education remotely. More information will be provided shortly to help support teachers during the remote learning period after the Christmas break.
 - SSEEF – Adjudication has been completed at the ICAB branch and sent to the Minister for approval. Info will be sent to the school divisions when decisions and approvals have been made. School divisions will let the individual schools know the success of the grants.

- Curriculum update – Due to Covid-19 many of the projects have been put on hold. Many of the staff at ICAB and throughout the Education department have been redeployed to focus on helping school divisions deal with the Covid crisis. Some of the curriculum updates have also been put on hold.
- Gilles Laundry – Employment, Training & Workplace Ready course. The plan is to create a rough draft internally and then talk to some of the shareholders to get some feedback on how they can make the course as effective as they can for the Grade 12 HSAP learners. The draft title is Employment, Training & Workplace Readiness. It will be offered as a Grade 12 40S, 40E, 40M credit. Supplementary course to HSAP students taking 9801-9808 HSAP credits. It will give students the opportunity to understand the workplace, career opportunities and what their trade is all about.
- Steve Proskurnik – Do you have any updates on the HSAP Mapping Exercise? Kim believes the HSAP Mapping Exercise is on hold. Tiffany might be able to speak to this later in the meeting.
- Ruth Stargardter’s role is to make things easier for career development coordinators, educators and counsellors by getting the correct information to these individuals. Ruth works closely with all the different career organizations and practitioners in Manitoba to remain current and help benefit the students. Please email Ruth Stargardter with any questions.
- Save the date, January 20, 2021 - Manitoba Virtual Career Fair hosted by Manitoba Career Prospects and organized by MTEC. Students can register by clicking anywhere on the postcard.

b. Apprenticeship Manitoba

-Tiffany Stepaniuk/David McCutcheon

i. Reports and Updates

- DT Application Form – Pilot that is specific to the Cook and Carpenter trade. These are the only two trades with the Employer Declaration and Statutory Declaration that are required. Edits will be made because it is a pilot project. ATC’s have been getting feedback as well. There will be a list of the documents that are required for the Cook and Carpenter trade. For all other trades it is the Work Experience Form (WEF) that you will find on each trade page.
- Apprenticeship Manitoba processes anywhere from 2000 to 2500 registration per year.
- There are currently about 1100 students enrolled in HSAP.
- Question - Is there a Baking/Pastry Chef trade in Manitoba? Apprenticeship is looking at creating a red seal Baker trade. This would be the first trade that would be brought in as a TQ only process. There would be no training program for the Baker trade. Individuals would challenge the exam once they have acquired enough training hours.
- A Reimer – Are there any initiatives planned to attract more youth to apprenticeship programs that you are aware of? D McCutcheon – Increased partnership with Skills Manitoba (to do promotions around HSAP and youth apprenticeship, upgraded the presentation tailored towards the HSAP program), looking at a partnership with Manitoba Building Trades - Hall of Trades (middle

school exposure of 14 different skilled trades), funding from the federal government to promote the trades.

- Do you collect feedback from students on how they found out HSAP? D McCutcheon – feedback from different sources, but there is no survey that has been sent out. There may be plans to do this in the future depending on how the promotion plans roll out.
- S Proskurnik – Has there been any changes to the ATC contact list? Tiffany – There may be changes in the new year. When changes occur, Tiffany will send the new ATC contact list to the HSAP-PLG group.
- R Stargardter would be happy to share an HSAP presentation with counsellors on your behalf. Schools must have a culture of career education and all students must be able to see HSAP as an appealing opportunity to consider.

ii. Review and Answer submitted questions

- S Proskurnik forwarded HSAP-PLG member questions and/or concerns to Apprenticeship Manitoba.
 1. How do the changes to the Employer/Self declaration documents support Manitoba's Red Tape Reduction strategy?
 - a. Employers and trainers must now discern which document (Employer/Self declaration) is more appropriate for their own situation.
 - b. Employers may not have knowledge of the trade/trade-based activities listed on the employer declaration and must then go ask the applicant trainer to identify activities. This defeats the purpose of an employer declaration.
 - c. Recommendations
 - Continue to use existing Work Experience Forms.
 - Have a line on the designated trainer form for the current employer to affirm the time the applicant has spent working for the company.
 - Have a box on the designated trainer form to declare self-employment with the references required.
 2. The trade for which you are requesting qualification and/or designation is not mentioned on the new DT form. (not addressed at the meeting)
 3. Why are there multiples signatures required for DT? (not addressed at the meeting)
 4. On the DT form under D "Consent to Obtain and Disclose Personal Information" this section makes mention of TQ but not DT. Is this to be signed by DT's as well?
 - When the edits are done, they will be sure to make sure that the document is straight forward.
 5. The AST TQ Employer declaration (not addressed at the meeting)
 - a. Section A "Name of the individual declaring their employment experience"
 - b. Section B: again, is this for the employer or employee information.
 - c. Section C: Is it reasonable for a supervisor directly witness all the tasks completed by an experienced employee?
 6. What is statutory declaration? Will most applicants understand that language? If you wish to be client friendly should the language on your forms no better reflect that?

- Statutory declaration is the legal term for an individual putting forward their personal experience. That has been a constant through the Trades Qualification process. For a person that is self-employed, they would need 2 references.
7. Will Cook Level 1 be offered this year?
 - Cook Level 2 starts January 18th. There is no Level 1 class scheduled right now. Looking at scheduling next year based on feedback from industry. If you feedback from clients and they are interested in taking Level 1, please connect with Ian Smith. There is an interest list and once that list reaches 10 or 11 individuals, it would be brought forward to the college. Cook Level 1 is usually offered on a yearly basis, but it has to do with numbers. If there are not enough students enrolled, classes may either be cancelled or postponed.
 8. There has been talk in the past for Apprenticeship to streamline the process for HSAP students wanting to pursue technical training and utilize there HSAP credits for doing this. Has there been a review and if so, perhaps offer some written text that we can offer for distribution to students?
 - Apprenticeship deals with 3 different computer systems that are loosely coupled together. None of these systems are smart enough to recognize HSAP credits that are sitting in the system. Unfortunately, it is still a paper base model for the HSAP credit piece. Students still need to phone in to have their credits applied to their account. There are plans for a new IT system, but this is couple of years away.
 9. In the Apprenticeship Manitoba board meeting notes in Feb.2020, it was noted that the following 3 trades (Concrete Finisher, Construction Craft Worker, and Glazier) transition to certification through Trades Qualification only and be eliminated from the list of designated certification through Apprenticeship. While other trades (Computer Numerical Control Machinist, Electric Motor Systems Technician, Electrologist, Floorcovering installer, Rig Technician and Steel Fabricator) be de-designated in the province of Mb. Are there any more trades that are under review? If so, is it possible to share these decisions with the HSAP-PLG so that as a stakeholder, we are better informed?
 - There was a large review of the small trades. There are close to 20 trades that would be considered a small trade (less than 50 registered apprentices). Some of the trades that are being looked at for de-designation, are trades that would have less than 10 registered apprentices. If a normal class size is approximately 14 students, you would never be enough students to complete a training program. Trades Qualification is another avenue to allow these students to progress once they have achieved enough on the job hours towards a path of certification. The intent is to meet the demands of industry by providing them certification in the way that industry want to take the training. If they do not want to use the apprenticeship model, we don't want to waste the resources to try to promote a model that is not being utilized. When you see that the board has approved or recommended something, that does not mean that it has happened. There are processes that would need to take place before a regulation is changes. Concrete Finisher, Construction Craft Worker, Glazier, all have a very small number of registered apprentices.

10. Has there been any further discussion regarding the amount of technical hours required in recovery learning? I understand that Red River College is conducting 8-week technical training strictly remotely for certain trades. If Post-secondary is able to do so, how come no allowances for high school teachers/students regarding the number of required technical hours?
 - Technical training that was done remotely for certain trades were done strictly because of Covid in March, April, and May. There was no practical component assigned. These students are now taking gap training. The practical component was not removed it was just deferred to a later date. It is a very blended delivery. The theory component has been moved to online. There are some trades that have been postponed (ex. Crane operator).
11. Is there a preferred format that we can electronically send new applications to expedite the data processing process? (Data processing has been the ongoing logjam that has delayed application approval time).
 - Application can be sent in via email, fax, and mail, email directly to the ATC. The removal of the fee has allowed applications to be sent via email. Email seems to be the most used method. There is a six-week timeline for processing. There is always data entry needed no matter how the applications are sent in.

5. New Business

- a. Skills Manitoba/Skills Canada Update - Steve Proskurnik
 - Skills Manitoba had their AGM last week. There is going to be a competition in spring held in a virtual format. There are still discussions as to what these competitions will look like. Lori Royal will be sending out more information as to how/when these competitions will take place.
 - Skills Canada – There are many competitions that will take place in a virtual format as well. Stay tuned for more details.
- b. Feedback on CSAM Hazard Recognition PD - Andy Reimer
 - The CSAM Hazard Recognition course has a cost of \$85. One day PD.
 - It is the shortened version of their 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
 - Five people expressed interest in attending the course online. Please note that the online course is audio only. This online course could take place in January for those that were interested.
 - 11 individuals expressed that they would like to attend the course in person when it is available. This could be possible in Spring or later.
 - Andy will email all those that expressed interest in the online or in person course to nail down some specifics.

- If you did not respond to the survey but are interested in the course, please see meeting notes from the last HSAP-PLG meeting for the details. Please email Andy with any questions or if you are interested in taking the course.
- Torin Proulx - To maintain alignment with the Framework for Safe Student Work Placement, it would be 'ideal' to also have an administrator from your division also attend that session as it focuses on legal responsibilities.

c. HSAP Themes Around the Province

- Round the Virtual Table

- Andy Reimer - As we are moving into this time of remote learning in January, Andy has been noticing the different opportunities and challenges that each school is facing based on scheduling. Andy has had to make students and business aware that students will not be available work on their off days of school due to remote learning. Each school is interpreting the remote learning requirement differently. It has been quite challenging to promote HSAP during this time.
- Marc Charriere – Students have been nervous to go into a different school to take trades programming and are opting to look at the HSAP program instead. DSFM has had to suspend their electrical program in partnership with MITT because of low enrollment and a retiring instructor.
- Kirby Krause – Hanover School Division is currently in level red. Students are learning fully remotely expect for students of critical service workers. This has impacted a lot of the work that Kirby can do with schools and students. There have not been many opportunities for HSAP promotion. Hopefully, there will be more uptake in the new year.
- Darry Steven – Responsible for 7 different schools but unable to get into the schools to do any type of awareness and promotion. Working with Student Services at the school. It has not been the same and has made it hard to build personal relationships with students. Darry did a survey with the Grade 11 students which has given him some more cliental to work with. The Cook trade has been a big hinderance.
- Bob Lepischak – Very good uptake this year. Bob will reach the same numbers as last year which was their highest numbers yet. This is one of the first years that Bob has received calls from trades people inquiring if he has the appropriate students to place with them. There has been a lot of work in Construction, Electrical, and the Ag industry. Operating pretty much the same as last year. Cooperation with business and industry has been great. Very impressed with the protocols in place to keep employers and employees/students safe. Bob is quite happy with how things are going given the current situation.
- Reg Toews – Harder to get into the schools to promote programming. One of the methods that Reg has been using is asking high schools to send an email to parents on his behalf. Typically, parents fill out the Microsoft Form on their child’s behalf. This is used to gather student interest. Usually gets between 10-20 students.

6. Future HSAP Meetings

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| i. Meeting 3 | February 26, 2021 | Online? |
| ii. Meeting 4 | May 7, 2021 | ? (CSAM, MBTI, Apprenticeship) |

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.