

HIGH SCHOOL APPRENTICESHIP PROGRAM

Professional Learning Group

Meeting Notes

DATE: Friday, February 26, 2021
TIME: 10:00 – 11:30 a.m. (BYOB Coffee, Fruit and Pastries)
LOCATION: Virtual Meeting via Microsoft TEAMS

1. Call to Order - Reg Toews
 - a. Welcome and Introductions
 - b. Treaty Acknowledgement
 - c. Review Agenda (additions/deletions)

2. Meeting Instructions, - Reg Toews
 - a. Turn off video
 - b. Mute sound
 - c. Ask questions via the chat feature, **Andy Reimer** (*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 - Steve Proskernik
 - a. HSAP PLG meeting in December details
 - ICAB branch is going through changes. John Finch retired.
 - 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.
 - 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. Steve hopes that Kim can share some updates with the group.
 - Curriculum update – many projects have 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 more effective for Grade 12 HSAP learners. Gilles has joined us for today's meeting and can hopefully provide an update.
 - Kim Poirier – The HSAP mapping exercise is on hold due to pandemic. Steve is hopeful that when things lighten up a little, that the mapping exercise can resume. The HSAP-PLG members found value in this exercise.
 - Tiffany and David shared information regarding the Cook and Carpenter trades (DT Application, Employers Declaration, Statutory Declaration, etc.).

4. Reports and Updates
 - a. Education and Training - Gilles Laundry
 - i. Report of Updates

- Kim Poirier was unable to join us for today's HSAP-PLG meeting.
- Gilles Laundry – A lot of the typical activities have been put on hold, including the alternative HSAP course.
- John Finch has retired.
- The department has gone through a very thorough reorganization in the last few months. ICAB is now the Learning and Outcomes Branch (LOB).
- Kim Poirier is now the Acting Coordinator for the Skills, Technology and Career Development unit (STCD). This unit consists of Kim Poirier, Gilles Laundry, Ruth Stargardter, and David Wall. The Skills, Technology and Career Development (STCD) unit is under the Learning and Outcomes Branch (LOB).
- Gilles believes that these changes will be good for HSAP and for technology education as a whole. There is finally a unit and a coordinator that is devoted to this specific area. This will give these areas a higher profile.
- Ruth Stargardter is still involved with career development, but her main focus right now is on Covid related projects.
- Darryl Gervais's position will finally be replaced in March. The new director of the Learning and Outcomes branch will be Glenys MacLeod.

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- Are there any updates on SEEF grants? Gilles has not been working directly with the grants. Marc Charriere - Some school divisions have already received letters of approval.
- Technology Education diploma - Students are eligible to receive a Technology Education Diploma with the completion of a cluster (8 approved credits from within an approved technical vocational cluster or business education and marketing/applied commerce cluster). The exception would be the Nail Tech program which is 4 credits. Students can receive their regular high school diploma as well as the Technology Education diploma if they complete all their graduation requirements.
- Reg Toews – Will there be a document that explains the restructuring and changes that have occurred within the branch? Gilles – Has never seen a document like this released but he will discuss this with Kim Poirier.
- Reg Toews – Apprenticeship Manitoba is exploring the idea of restructuring the cook trade. Gilles has not heard any news regarding this.
- Due to Covid, the harmonization of Heavy Duty Mechanic and Machining technology has been put on the back burner. Gilles hopes that this gets started early next school year. Most of the consultants in the department are working on Covid related projects so a lot of things have been put on the back burner.
- Apprenticeship is working on rewriting and restructuring the Hairstyling curriculum right now and are finishing up the work they are doing.
- When curriculum changes are made, the department does their best not to change the course codes, title of the courses, or the general organization of the

courses in order to make the transition easier.

- Baker recently became a trade. Baking and Pastry Arts curriculum will need to be revised.
- Heather Rose – Will the curriculum for the 9809 credit be published as a document? Gilles expects that this information would be posted on the department's website with the other technical vocational courses.
- Heather Rose – If the Cook trade goes to a 3-year apprenticeship, would that effect the outcomes for the high school Culinary Arts program? Gilles – Right now the cook trade is 2 years. Gilles has not heard much information about changing this to a 3-year trade. Students receive 420 hours of technical training for each year. The feedback that Giles has received from technical vocational instructors is that there needs to be a bit of everything in the curriculum to meet the need of the school (cafeteria, special events). Reg Toews believes that it is a consultation at this point, and that Apprenticeship is reaching out to stakeholders regarding the change. The proposed changes would be from two 12-week sessions over two years to three 8-week sessions over three levels. The hours would then align themselves with the other trades (1800 hours per level). The number of hours and the amount of training would be equivalent to what we have now but spread over three levels.

b. Apprenticeship Manitoba

- David McCutcheon

i. Report of Updates

- Reg personally acknowledged some of the improvements Apprenticeship has made in the past few years; the removal of the \$50 application fee, no longer requiring the SIN# on the application form, and the ratio change. Reg and Andy feel that many of the ATC's appear to value HSAP and genuinely supportive of the program.
- These changes did not happen by accident and take a lot of time and effort (multiyear processes). Changes do not come without pushback from industry. There usually individuals that feel they were not properly consulted enough. There has been a fair bit of pushback regarding the ratio adjustments. Increase ratio as of December 18th, 2020. This will allow for more participants in the HSAP program and for more apprentices overall.
- It has been a busy week at the branch with technical training registration. Technical registration will continue next week as well. Individual trades register on different days to spread out the volume of requests. 85% of registration are being done online. The original intent was for registration to take place in December, but this was delayed due to issues with the Access Manitoba website. The governments IT department has recently updated the entire Access Manitoba system. One of the big challenges is that the online system does not work with HSAP credits. Individuals must phone in to be able to apply their HSAP credits. This will be the case until there is a new system that can automate this process. Please make sure your participants are aware of this.
- Apprenticeship Amendment Act – Bill 61. This bill deals with governance on how the branch runs. David hopes to be able to provide an update at the next

HSAP-PLG meeting.

- Tiffany submitted the recommended changes for the Employer/Self Declaration form. David has signed off on these changes and anticipates that the group should see these changes implemented. The groups comments and recommendations are listened to and reviewed at the branch.
- HSAP is a big part of what Apprenticeship wants to do going forward. Over 10% of the apprentices are HSAP students.
- Reg Toews – Technical training had typically occurred in June and/or July. This allowed graduating HSAP students to be able to register. Will the new December registration continue going forward? David - The intent going forward is to move registration into the late fall. Red River College does the bulk of the technical training and they are on a fiscal calendar similar to what the government is on (April 1st to March 31st). UCN is also on a fiscal calendar that is similar. ACC is currently on a school calendar. Fall registration allows for coinciding fiscal calendars to match up and know their full budget based on the training purchases. Late registration also gives students the opportunity to get jobs after graduation in the industry and accumulate hours. Gives them real full-time work experience prior to going to technical training. Course registrations would go from April 1st – March 31st. Students sign up for courses approximately three months in advance. This give enough time for students to register and to be able to add or cancel classes to match the demand. Courses are paid on a per course basis, not a per student basis. Registration information can be found on the home page of the Apprenticeship Manitoba website.
<https://www.gov.mb.ca/wd/apprenticeship/>
- Reg – How responsive is Apprenticeship Manitoba to the waitlists (high school students that were unable to register, courses were full, etc.). David – Apprenticeship is constantly reviewing empty seats. First come, first serve basis. If courses are full then an interest list is started. As soon as there are 10 names on the interest list, Apprenticeship asks the college for another class. The college responds with a date that works for them. Normal class sizes are 12-14. Apprenticeship responds to the needs put out by industry.
- Apprenticeship serves between approximately 3800-4300 students per year in technical training. As soon as students transition to full time apprenticeship, they can register for technical training.
- The technical training calendar is posted all year long.
- Once students are given an apprenticeship number to register for technical training, they will only be able to see the courses they are eligible to apply for.
- Reg – Should a student be on an interest list of one year and there isn't enough interest for a class the run, would the student be at the front of the list the next year? David – The is a question for Tiffany. Reg – Hopefully this can be rectified in the future. Some students have been on the waitlist for two years.
- The next technical training registration is for April 1, 2022 to March 31, 2023.
- Reg – Question regarding the Electrical program in the RRTVA region. The non-compulsory trades in the RRTVA region have the option for students to do a work experience in that trade. For example, the Automotive teacher would

arrange for a student to work in a shop for experience, unpaid. This has not been possible for the Electrical program because it is a compulsory trade. In a compulsory trade, you must be a journey person or an apprentice to work in that trade legally. Would you (David) help advocate to see if there would be an allowance where students could do work experience for an electrician prior to being an apprentice, as part of a school program? David – Compulsory certification is identified for trades with there is significant risk identified. There are 9 compulsory trades in Manitoba, 6 in the construction trades (construction electrician, industrial electrician, refrigeration and air conditioning mechanic, steam fitter- pipe fitter, sprinkler fitter, and crane operator) and 3 in the beauty trades. Apprenticeship has received some criticism when it comes to ratio adjustments where people feel there will be infractions to workplace safety. Ratio increases have nothing to do with workplace safety. Compulsory certification is in place to protect worker safety in compulsory trades. That regulation is something that would have to be worked around and the employer would carry the bulk of the responsibility for worker safety. Reg is hoping to get a letter of variance to allow students to be able to do a work experience in the Electrical trade.

- Lindsay Rubernik – Who do we contact is we there is an Esthetician working without a license? Lindsay called and emailed Apprenticeship MB as was told it was not really their issue and to call the municipal government. Municipal government said they are unable to enforce this. Who do you discuss this with? Who enforces this? Reg – Esthetician is hard to enforce. No longer enforced by the Fire Commissioners Office. Erik Leefe - My understanding is that you cannot work with clients unless you are registered in an approved program.
- Heather Rose question about work placements in Hairstyling.
- Bob Lepischuk – Is Metal Fabrication still a trade? Reg – Metal Fabrication was discontinued about 2 years ago. Students interested in metal fabrication might be able to register as a welding apprentice.

c. Post-Secondary Training Expense Re-imbusement - Bob Lepischuk

i. [Apprenticeship Technical Training Tuition and Supports Manual](#)

- Please see Apprenticeship Technical Training Tuition and Supports Manual for more information.
- Child Care – If the Apprentice already has day care in place, they cannot apply for the childcare reimbursement.
- Lodging and Travel
- Employment Insurance benefits. Andy Reimer – Red River College and Assiniboine College goes over the expenses and Employee Insurance benefits on their first day.
- Bob believes that students need register ahead of time for their 16 digit reference code.
- Reg Toews – From my understanding, you only need to complete your waiting period at the beginning of your first level. You can apply for EI one week before the end of your last day you are planning to work before technical training. Bob – there can be a lag of about a month for EI. Bob always advises students to plan for this lag.

- Some larger employers have employee agreement/contractual agreements. These companies top up wages so there is no interruption to the flow of money in the first month. The Apprentice would make the same amount of money they were making before, possibly more. Tool allowances – Apprentices need to agree to 2 years' service post getting their red seal. These incentives help maintain good relationships and students don't have to claim EI in some instances. Some agreements are informal.
- Bob Lepischuk has had some students that have not yet received their \$1000 grant for successfully completing a level of technical training. Others from the group are not aware of any other apprentices that have experienced the same delay. Bob will investigate the delay of the \$1000 grant and report back to the group with information.
- Grant – AIG Apprenticeship Incentive Grant.

d. Skills Manitoba/Skills Canada Update

- Lori Royal

- Skills Canada Level Up event was held yesterday, February 25th. Virtual platform called vFairs. The whole event will be on the Skills Canada website for 3 months. After that, it will be accessible on You Tube.
- Skills Manitoba will be using the same vFairs platform for a Young Women's Conference on Wednesday, April 7th. This event will be for young women Grade 6 to 12 and will run from 10:00am – 11:30am but the site will be open from 8:30am to 10:00am and 11:30am – 1:00pm for a scavenger hunt.
- Skills Manitoba Competition will run virtually from April 5th -16th. This is a free competition. Approximately 35 contest areas. Not all competition will run as some do not lend themselves to run virtually. Registration and information are available on the Skills Manitoba website. Skills Manitoba will be using the Google Classrooms platform. The gold medalists in eligible contests will continue to the Skills Canada National Competition that will be held virtually at the end of May.
- Lori Royal shared information from Charm Shamji, the In School Program Director for Skills Canada Manitoba.
 - Promo ad that is sent out to promote the In School program
<https://youtu.be/scb9gK2FwJQ>
 - Currently booking dates March onwards
 - Book a virtual session – flexible as far as platforms
 - Virtual presentation includes...
 - Option to have hard copies of In School or Activity books delivered to your school if in the city (if outside depending on distance it may be arranged)
 - Prizes will also be delivered
 - Play a game of Jeopardy
 - Animated career videos an option
 - There is also have an 11 minute pre-recorded version available that can be shown at teacher's convenience, any questions that arise may be forwarded
 - Links provided to books, can also be found on our website
www.skillsmanitoba.ca
 - In-School book for grades 8-12

<https://skillsmanitoba.ca/wp-content/uploads/2013/09/Skills-MB-In-School-2020.pdf>

- In-School activity book for grades 5-7
- <https://skillsmanitoba.ca/wp-content/uploads/2013/09/Skills-Workbook-MB-2020-2021-SCREEN.pdf>
- Contact: Charm Shamji at Charms@skillscanada.com
- Provided we can meet in person, Skills Canada National Competition will be held in:
 - Vancouver - 2022
 - Winnipeg - 2023
 - Quebec - 2024

e. Safe Workers of Tomorrow

- Torin Proulx

- Still doing workshops at Safe Workers of Tomorrow. Class time is at a premium right now. SWOT is trying to find ways that minimize the amount of class time is taken away from teachers. If there are several classes within a division that want to do a workshop, they can be scheduled at the same time. One presenter can present to multiple classes at the same time. This takes more planning at the school level.
- Barriers to doing practicums due to Covid. SWOT of replacing the practicum piece with a workshop that contains the theory components of an audit. What does it look like to be on a Health and Safety committee at a worksite? How do I do an inspection? How do I coordinate with my supervisor and employer to carry out the hazard recognition and control pieces? This workshop typically takes longer to go through than the regular SWOT presentation. Flexible with whatever content you are wanting delivered to your students.
- Please contact Marjorie Jenkins to book a presentation.
- If you are wanting the physical resources, SWOT can send them out. They are also available for download on the website <http://workersoftomorrow.com/resources/>
- This will be Torin's last HSAP-PLG meeting as the Community Liaison for Safe Workers of Tomorrow. Torin has accepted a new position with the Winnipeg School Division as a Safety and Health Officer to help administer their Safe Student Workplacement framework. Torin will begin the transition to a new staff person at SWOT. SWOT has not yet hired a replacement but Torin believes it will be someone internally. Torin will make sure the group is in touch with the new Community Liaison. The HSAP-PLG group wishes Torin all the best in his new position!

5. New Business

a. Feedback on CSAM Hazard Recognition PD

- Andy Reimer

- In the last meeting, Andy mentioned that the CSAM Hazard Recognition PD has a cost of \$85.
- 5 people were interested in the online version and 11 people were interested in the In-person training. Andy would be willing to wait until the training can be done in person. Andy will email interested individuals directly to follow up. If anyone else is interested in the course and did not complete the survey, you can still email Andy Reimer reimera@blsd.ca

- b. HSAP themes around the province - Round the Virtual Table
 - Lindsay Rubernik – Everything is going great in Mountain View and Park West. Employees are being great; students are wanting to get back to work and everyone has been following protocol.

- c. 2021-2022 HSAP PLG Dates - Andy Reimer
 - i. Friday, October 8, 2021
 - ii. Friday, November 26, 2021
 - iii. Friday, February 25, 2022
 - iv. Friday, May 6, 2022

- d. Letter of response from the Apprenticeship Board - Andy Reimer
 - Letter was received back from the Apprenticeship Board. Letter was written back in February 2020 with the recommendation from the HSAP-PLG group and address 3 main concerns.
 - 1) the impact of HSAP minimum wages on students and small businesses,
 - 2) concerns about tax incentives, and
 - 3) growing HSAP in Manitoba
 - A response letter was received back in January 2021. This letter has been posted on the RRTVA website under HSAP PLG Meeting Notes and Handouts. Andy highlighted the main points from the response letter.
 - Reviewing the request to reduce the minimum wage rates for HSAP
 - 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 progression of HSAP in Manitoba remains a top priority for the branch and the Board.
 - Expanded apprentice to journeyperson ratio from 1:1 to 2:1 across the trades

- e. Letter to the Minister re: Ratios - Reg Toews
 - There has been pushback regarding the ratio changes.
 - Reg would like to write a letter in support of the ratio changes and how they reflect well with the HSAP program. Marc Charierre that would be great, Grant Krueger, Bob Lepischuk, Heather Rose, Erik Leefe expressed they are in support of Reg writing a letter on behalf of the group.
 - If someone does not support, feel free to email Reg or Andy.

6. Future HSAP Meetings

- a. Meeting 4 May 7, 2021 On-line vs in person?
 - This meeting will most likely be held online. We will keep you informed.

7. Announcements and Information

- a. Manitoba Apprenticeship 2018 [Governance Review Report](#)
- b. Office to Advance Women Apprentices <https://www.womenapprentices.ca/>
 - i. Going digital. Check upcoming events.
- c. [2021 Skills Manitoba Competition – Virtual Edition](#)

- d. [Apprenticeship Manitoba Regulation Updates](#)
 - i. Several changes worth noting
- e. [Apprenticeship Technical Training Tuition and Supports Manual](#)
 - i. Financial support for apprentices.

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.