

Grade 12 Transition Plan for HSAP to Post-Secondary Apprenticeship - June 2022

HSAP Teacher's Role in Transition - May/June of 2022

1. Provide advice for apprentices planning to continue apprenticeship training.
2. Collect documents on behalf of the student and submit them to Apprenticeship Manitoba:
 - a. completed high school transcript,
 - b. up to date, signed Report of Hours Blue Book, and
 - c. an AC number if the apprentice also successfully completed and met the requirements for an RRTVA accredited program.

HSAP Student's Role in Transition from HSAP to Post-Secondary Apprenticeship

1. Continue to work in their apprentice-able trade to accumulate on-the-job work experience hours.
2. Register for their level 1 or 2 in-class technical training course.
3. When the Report-of-Hours Blue Book is returned via snail mail, students will continue to keep track of their hours and send in the Report of Hours Blue Book in 4-6 month intervals (please note Report of Hours Blue Books will be eliminated December 31, 2022 – see Reporting Hours through Access Manitoba – January 2023).

How to Register for Adult In-Class Technical Training Levels 1 or 2:

Apprenticeship Manitoba opened in-class technical training registrations for classes being held between April 1, 2022 – March 31, 2023, in November of 2021. Adult apprentices wishing to register for those classes will need to contact their Apprenticeship Trades Coordinator (ATC) to see if spot is available or to be placed on an interest/waiting list. Please contact the RRTVA office for ATC contact information.

It is likely that registration for classes between April 1, 2023 – March 31, 2024, will take place this November 2022. Please consult the Manage Your Apprenticeship page at Apprenticeship Manitoba for information about registration times and the most recent course schedule. Note that registration is always based on a first-come-first-served basis so be sure to check the website often to find out your registration date.

Students that have accumulated significant amounts of hours as an apprentice and want to attend technical training this next academic can call the Apprenticeship Trades Coordinator for their trade to ask to be put on an interest list. Please contact the RRTVA office for contact information.

High School Apprentices High School Apprenticeship Program (HSAP) Tuition Credit ([Apprenticeship Manitoba Documentation](#))

Here is the table of fees for the cost of technical training:

Apprentice Personal Contribution Fees for Technical Training		The Province pays the remaining tuition for each apprentice, which is an average of \$4,200 per technical training course
4 - 8 Week Course	\$464.00	
9 Week Course	\$522.00	
10 Week Course	\$580.00	
11 Week Course	\$638.00	
12 Week Course	\$696.00	

Register by phone if you have HSAP tuition credits. You cannot claim HSAP tuition credits if you register through Apprenticeship Manitoba's [AccessManitoba](#) portal. For every two HSAP credits (220 hours) you completed in high school, you are entitled to a free registration fee/tuition credit (this will save you \$464 if you have an 8-week course). Please remember to do this each year if you earned multiple HSAP credits (8 HSAP credits pays for 4 levels of registration fees or \$1856). Caution: if you have accidentally paid for the registration through [AccessManitoba](#), there is no chance of you getting your money back.

Call this number to register – 204-945-4016 or toll-free 1-877-978-7233, if you have HSAP Tuition Credit.

Fill out the Apprenticeship [Technical Training Registration Application](#).

Go to the current year [Technical Training Course Schedule](#) to choose when you and your employer wish for you to attend training.

Some advice about registration:

1. Check with your employer as to when they would like to release you to your training course.
2. Be careful to choose the course at the school you wish to go to. Courses may appear at Red River College Polytech - RRCP (Notre Dame campus in Winnipeg), Assiniboine Community College ACC (Brandon campus), or University College of the North (The Pas campus).
3. The courses are listed alphabetically but know that some level 1 and 2 courses are listed as Common Core. For example Agriculture Equipment Technician Level One would be listed as Common Core Ag Tech/HDET/TTM Level 1.

Some advice about attending in-class technical training:

Technical Training Attendance Policy – please note that Apprenticeship Manitoba has a strict attendance policy for technical training. Familiarize yourself with their [policy](#).

Updating Your Report of Hours Blue Book

A Report of Hours Blue Book will be returned to you after graduation. It looks like this:

The image shows two examples of the 'Report of Hours' form used by Apprenticeship Manitoba. The left form is a 'Report of Hours' for John Smith, apprentice number 12513675, with a handwritten note 'Sample of Report Book'. The right form is a 'Report of Hours' for a different apprentice, showing various sections for training hours, work hours, and other details.

Reporting Hours through Access Manitoba – January 2023

Please note that the Report of Hours Blue Book will be eliminated on December 31, 2022. As of January 2023, there will be a NEW method for apprentices to record their hours. Both apprentices and employers will need to use [AccessManitoba](#).

[Employer instructions to update apprentice hours.](#)

[Apprentice instructions to update hours.](#)

[FAQ for Online Report of Hours](#)

Please familiarize yourself and your employer with this process as soon as possible. For now, until December 31, 2022 you may continue to use the Report of Hours Blue Book if you choose.

Purpose of the Report of Hours Blue Book

This document is used for apprentices to report the number of on-the-job work experience hours that student apprentices have accumulated during a period of work time. Apprenticeship Manitoba uses the book to update an apprentice's progress in their trade. The number of on-the-job work experience hours can be different for each trade. If you would like to find out how many hours are needed, look at your Report of Hours of Hours Blue Book or [click here](#) and choose your trade. Notice that the number of hours required on the model above is 5400 hours.

Employers should update apprentices' hours in the Report of Hours Blue Book or [AccessManitoba](#) every 4-6 months.

Apprentices must record

1. the current date,
2. total hours for the report period,
3. initial hours credited (this amount is updated each time the document is sent in),
4. accumulate hours (this amount is the sum of two previous numbers),
5. the company name, and
6. the signature of a company supervisor.

Hours are to be recorded from the official start date of your apprenticeship.	
Report Period #1 The individual named herein has accumulated apprenticeship training hours from:	
OFFICIAL START DATE	
2019/08/22	to 2020/06/01
Y M D	Y M D
Total hours for this report period 880	
Initial Hours Credited 250	
Accumulated Total Hours 1130	
Company Name Southern Manitoba Manufacturing	
Joe Dert	2020/06/10
Company Supervisor	Date

The number of on-the-job work experience hours determines when an apprentice should register for in-class technical training. Apprentices may take the next level of training when they have obtained at least half of the hours required for the annual hourly requirement.

For example, a student enrolled as a carpenter needs 1800 hours of training per year. Once a carpenter apprentice has reached 900 hours, they can take the next level of training. It is recommended that most of the on-the-job work experience hours be completed so that the apprentice has had adequate practice.

Apprenticeship - Annual Requirements:

Levels	Total Hours/Year (On-the-Job & Technical Training)	Total Weeks/Year (Technical Training)	Delivered By
4	1,800	10-8-8-8* 8-8-9-8**	RRC & ACC (All Levels) UCN (Levels 1, 2 & 3 only)

* 2017 Technical Training Effective SY 2017-2018 (For Incoming Level 1 Apprentices).

** 2010 Technical Training Effective until SY 2019-2020 (For Active Apprentices Only).

If you wish to see the Annual Requirements for your trade, [click here](#).

If you want to know how to access the Federal Government Apprenticeship [Grants, go to Benefits, Awards and Tools](#).