

HIGH SCHOOL APPRENTICESHIP PROGRAM (HSAP)

Your pathway to a career in the trades





Are you in Grade 10, 11 or 12 and thinking about a career in the trades?

If you are, then you should know about the High School Apprenticeship Program (HSAP). HSAP will help you get where you want to go faster—you can choose your trade and begin your apprenticeship training while you're still in high school!

Here's how it works:

- Attend classes (vocational or non-vocational) in high school
- Work at a part-time, paid job in one of over 50 different trades
- Earn credits toward apprenticeship accreditation
- Earn up to eight credits towards high school graduation (based on 110 working hours per credit)

You can use your on-the-job experience to complete Level 1 of your apprenticeship technical training before you graduate, and you can apply your training hours to continued, full-time apprenticeship training after graduation. (Many students continue their apprenticeship training after high school with the same employer.)

At your part-time job you will:

- Get paid more than minimum wage (employers are responsible for paying HSAP students minimum wage plus 10 per cent)
- Get hands-on experience using highly specialized technological equipment

Who can enrol in HSAP?

- You must be a minimum of 16 years of age, have completed Grade 9, and be enrolled in a Manitoba Grade 10, 11 or 12 program.
- If you are a mature diploma student, you must have completed Manitoba Grade 9 math and English (or their equivalents) or be assessed with current standing in Manitoba Grade 10, 11 or 12 math and Grade 10, 11 or 12 English.
- If you are enrolled in modified (M) courses, you are eligible for HSAP. However, upgrading may be required to continue the apprenticeship program after high school. To be successful in most trade programs, strong math, science, computer and communication skills are required.



How do I enrol in HSAP?

1. Do research: HSAP is available in more than 50 designated trades in Manitoba. Talk to the school apprenticeship liaison (SAL) in your guidance/resource department about the trade that interests you. Your SAL can tell you how HSAP works within that trade. Next, conduct your own research on the trade and/or connect with a trade professional to learn more. Finally, assess your interest, skill, aptitude and the kind of lifestyle you want. Do they fit with the trade you're interested in?
2. Get a Social Insurance Number: If you don't have one, visit www.servicecanada.gc.ca.
3. Find an employer: Once you've chosen a trade, you must find a certified journeyperson/designated trainer/employer to hire you as a high school apprentice. You should approach this task like a job search. (Did you know 80 per cent of all job openings are never advertised?)
4. Register: Once you've found a suitable journeyperson/designated trainer/employer, register as a high school apprentice with Apprenticeship Manitoba. Your SAL can confirm you meet all of the academic requirements and provide you with the required application forms.

Here are some tips for finding an employer:

- Visit businesses that are in the trade of your interest.
- Consult with joint labour/management training boards and trade associations or unions to see if they know any employers who are looking to hire a high school apprentice.
- Tell everyone you know and everyone you meet you are looking for an employer.
- Carry a resumé with you everywhere. Ask to speak with a manager or supervisor and leave your resumé even if they aren't hiring.

Resumé help: Open MS Word. Go to "File" and then "New." Type "resume" into the search field. Your school guidance counsellor may have other resources.

- Get the names and phone numbers of the employers, managers and supervisors you've contacted. Follow up with them after a couple of weeks. That tells them you really want the job.
- Scan the classified and want ads in the newspapers and on the Internet.
- Once you've found a prospective employer, assume responsibility for your own safety. Talk with your parents/guardians about any concerns relating to the job activity. Exercise discretion, be aware of safety issues and investigate the employer and their liability insurance coverage before deciding you will be an apprentice for that employer.

Remember that once you're on the job, neither the school, the school division, nor Manitoba Education will be liable for any injury to you or for any damage or loss to your property that is caused by, or in any way relates to, your employment.



Helpful websites:

www.manitoba.ca/labour/standards
www.canada.ca/en/employment-social-development.html
workersoftomorrow.com
<http://www.gov.mb.ca/wd/apprenticeship/>

The following application forms are required:

- Apprenticeship Application (requires information from the high school apprentice and employer)
- HSAP Registration Form (a school verification form completed by the SAL)

Note: The Apprenticeship Application fee is \$50 and is payable to the “Minister of Finance.”

Get started in your career

Once your Apprenticeship Application is approved and your agreement is registered, you will receive:

- A letter of acceptance welcoming you to Apprenticeship Manitoba
- A permanent pocket card identifying you as being in an apprenticeship agreement specific to your trade
- A “Blue Book” which is your report-of-hours record book where you document your on-the-job training hours

You can begin working for an employer prior to the acceptance of the Apprenticeship Application. Hours will begin to accumulate starting from the date your Apprenticeship Application is submitted to Apprenticeship Manitoba. You can also obtain time credit for hours worked prior to the submission of your Apprenticeship Application. To obtain time credit for previous hours worked, your employer must document these hours on the apprenticeship application.

Set up a suitable on-the-job/academic timetable with your employer and school that allows you to attend all of your required high school classes. Your SAL can help you set up a timetable that gets you to class and to work on time.

Remember to provide documentation to the SAL each time you have achieved 110 on-the-job training hours so you can receive appropriate high school credit.



Congratulations!

You can now begin working closely with a certified trade professional, learn the skills of your chosen trade, obtain credit towards both high school and apprenticeship program completion, and be paid minimum wage plus 10 per cent!

Over 50 trades*...

Construction:

Boilermaker
Bricklayer
Cabinetmaker
Carpenter
Concrete Finisher
Construction Craft Worker
Construction Electrician
Crane & Hoisting Equipment Operator
Domestic Gasfitter
Floor Covering Installer
Glazier
Industrial Mechanic (Millwright)
Insulator (Heat & Frost)
Interior Systems Mechanic (Lather)
Ironworker
Landscape Horticulturalist
Painter & Decorator
Plumber
Pre-engineered Building Erector
Refrigeration & Air Conditioning Mechanic
Roofer
Sheet Metal Worker
Sprinkler System Installer
Steamfitter – Pipefitter

Industrial:

Industrial Electrician
Industrial Instrument Mechanic
Machinist
Power Electrician
Rig Technician
Steel Fabricator
Tool & Die Maker
Water & Waste Water Technician
Welder

Service:

Cook
Electrologist
Esthetician
Hairstylist
Partsperson
Pork Production Technician

Transportation:

Agricultural Equipment Technician
Aircraft Maintenance Journeyperson
Automotive Service Technician
Diesel Engine Mechanic
Gas Turbine Repair & Overhaul Technician
Heavy Duty Equipment Technician
Marine & Outdoor Power Equipment Technician
Motor Vehicle Body Painter
Motor Vehicle Body Repairer
Railway Car Technician
Recreation Vehicle Service Technician
Transport Trailer Technician
Truck & Transport Mechanic

** Trades subject to change*

HIGH SCHOOL APPRENTICESHIP PROGRAM — PARENT/GUARDIAN APPROVAL (PART 1)



I have discussed the High School Apprenticeship Program (HSAP) with my son/daughter/applicant.

I am aware and understand that:

1. The student must be a minimum of 16 years of age.
2. The student must have completed Grade 9.
3. The student must be enrolled in an approved Manitoba Grade 10, 11 or 12 program.
4. If the student is a mature diploma student, they must have completed Manitoba Grade 9 math and English (or their equivalents), or be assessed with current standing in Manitoba Grade 10, 11 or 12 math and Grade 10, 11 or 12 English.
5. If the student is enrolled in modified (M) courses, upgrading may be required to continue the apprenticeship program after high school. To be successful in most trade programs, strong math, science, computer and communication skills are required.
6. A maximum of eight credits can be earned through HSAP, which can be used towards the 30 credits required for graduation.
7. The student requires a Social Insurance Number (SIN).
8. It is the student's responsibility to find an employer to hire them.
9. The student must register as a high school apprentice and submit their application fee.
10. If the student is under 18 years of age, a parent/guardian signature is required on the application form(s).
11. The student must document their practical, on-the-job training hours.
12. The student should set up a suitable on-the-job/academic timetable with their employer and school that would allow them to attend all of their required high school classes.
13. The student should provide documentation to the school apprenticeship liaison (SAL) each time they have achieved 110 practical, on-the-job training hours to receive appropriate high school credit.
14. The student and his or her parents/guardians bear the responsibility for the student's safety. Parents/guardians should discuss concerns about the nature of the employment with the student and together they should exercise discretion, be aware of safety issues, and investigate the employer's liability insurance coverage for employees before deciding that the student will become an employee.

Helpful websites:

www.gov.mb.ca/labour/standards

www.canada.ca/en/services/jobs/workplace.html

workersoftomorrow.com

15. Neither the school, the school division, nor Manitoba Education will be liable for any injury to the student or for any damage to or loss of property of the student caused by, or in any way related to, the student's employment.

HIGH SCHOOL APPRENTICESHIP PROGRAM — PARENT/GUARDIAN APPROVAL (PART 2)



Applicant/student name: _____

School: _____ Grade: _____

I have read and understand the information provided in the *High School Apprenticeship Program—Parent/Guardian Approval (Part 1)*.

Name of parent/guardian: _____

Parent/guardian signature
(Not required for students 18 years of age or older)

_____ Date

Student: I am 18 years of age or older. ☐ Yes ☐ No

_____ Student signature

_____ Date

