



Apprenticeship Program Apprentice Guide



Table of Contents

What is Apprenticeship?1

A Career in the Trades.....2

Designated Trades in Manitoba3

Start Your Apprenticeship Journey.....5

 Choose a Trade5

 Find an Employer.....6

 Register your Apprenticeship.....6

Manage your Apprenticeship.....8

 Apprentice Responsibilities.....8

 Technical Training9

 Course Schedule, Registration, and Personal Contribution Fee9

 Pre-registration Checklist.....10

 Register for Technical Training11

Financial Supports.....12

Prepare for Success13

 Essential Skills.....13

 Exam Success.....14

 Exam Accommodations14

Wages.....15

Licensing.....16

High School Apprenticeship Program (HSAP)17

Pre-employment Programs.....17

Glossary.....18



What is Apprenticeship?

Apprenticeship is a work-based post-secondary training program that leads to a certificate of qualification. Apprenticeship Manitoba offers industry-driven programs in more than 50 designated trades. As an apprentice, you'll learn a skilled trade and launch a lifelong career that is in demand, rewarding and essential to communities across the province.

Many trades are four-year programs, while some are two or three years. What you'll learn along the way varies based on your trade, but how you progress through each level is similar for most trades.

Each level includes:

On-the-job Work Experience. You must complete a minimum number of hours of on-the-job work experience learning the skills and knowledge of your trade under the supervision of a journeyperson or designated trainer. This accounts for approximately 80 per cent of your apprenticeship.

In-class Technical Training. You will participate in technical training in a classroom setting to reinforce and expand on what you learned on the job. The length of each technical training session varies from four to 12 weeks, depending on your trade and level. This accounts for approximately 20 per cent of your apprenticeship.

Time in the Trade. You must spend a minimum of 12 months in each level. This time allows you to learn, practice and refine your skills before progressing to the next level.

The trades of Hairstylist, Esthetician and Electrologist have a different process – visit their trade profile pages at manitoba.ca/apprenticeship for more information.



Certification Exam

Once you've completed all the levels in your trade, you must pass your final exam with at least 70 per cent to obtain your certificate of qualification and become a journeyperson. Some trades also have a practical exam or licensing requirements; this information will be on the trade profile page.

A Career in the Trades

Every day, people benefit from the work done by skilled tradespersons. From turning on the lights and having reliable transportation, to enjoying a great meal and admiring the landscape, you can see their work all around you.

A career in the trades is an opportunity with excellent prospects. Skilled trades are in demand in Manitoba – you can fill this labour need!

Learning a trade is skill-based and hands-on. You can also start working right away so you earn while you learn as opposed to paying up front and only earning after you've completed all your years of education.

A career in the trades is a good choice for several reasons:

- Most trades are essential – there will always be a need for plumbers, electricians, hairstylists, etc.
- Trades pay well, with higher pay based on levels of training and experience.
- Apprenticeship tuition costs are among the lowest of post-secondary training programs in Manitoba.
- The work is challenging and rewarding – you'll find great satisfaction in seeing the results of your hard work.
- Working hours can often be flexible.

As a journeyperson, you can also pursue career paths in leadership, training or owning your own business. And if you have your Red Seal certification, you can work in your trade anywhere in Canada!



Designated Trades in Manitoba

Manitoba offers certification in over 50 trades in five sectors: construction, manufacturing, mechanical/electrical, service, and transportation.

Each designated trade is classified in two ways:

Compulsory Certification and Voluntary Trades

Nine of Manitoba's designated trades are classified as compulsory certification trades, which means to legally work in the province, you must be a registered apprentice or a certified journeyperson.

If a trade is voluntary, you can work in the trade without being an apprentice or journeyperson. However, training and certification is highly recommended for these trades, and there are so many benefits to an apprenticeship as your pathway to a career in trades!

Red Seal (Interprovincial) and Provincial Trades

The Red Seal program sets common standards to assess the skills of journeypersons throughout Canada. When you pass the Red Seal exam for a trade, you are eligible to work across Canada. However, not all trades are recognized by the Red Seal standard. See the trade profiles online and note which are marked with the Red Seal symbol.

You can also visit the Red Seal website to learn more about Red Seal Certification at www.red-seal.ca.

Provincial trades are trades that are designated in Manitoba. They are not recognized by the Red Seal standard.

Red Seal

COMPULSORY

Construction Electrician
Crane and Boom Truck Operator Trades
Hairstylist
Industrial Electrician
Refrigeration and Air Conditioning Mechanic
Sprinkler Fitter
Steamfitter - Pipefitter

VOLUNTARY

Agricultural Equipment Technician
Auto Body and Collision Technician
Automotive Refinishing Technician
Automotive Service Technician
Baker* (Occupation)
Boilermaker
Bricklayer
Cabinetmaker
Carpenter
CNC Machinist
Concrete Finisher
Construction Craft Worker
Cook
Floorcovering Installer
Gasfitter
Glazier
Heavy Duty Equipment Technician
Industrial Mechanic (Millwright)
Instrumentation and Control Technician
Insulator (Heat and Frost)
Ironworker (Generalist)
Landscape Horticulturalist
Lather (Interior System Mechanic)
Machinist
Painter and Decorator
Parts Technician
Plumber
Powerline Technician* (Occupation)
Recreation Vehicle Service Technician
Roofer
Sheet Metal Worker
Tool and Die Maker
Transport Trailer Technician
Truck and Transport Mechanic
Welder

Provincial

COMPULSORY

Electrologist
Esthetician

VOLUNTARY

Aircraft Maintenance Journeyperson
Diesel Engine Mechanic
Gas Turbine Repair and Overhaul Technician
Marine and Outdoor Power Equipment Technician
Pork Production Technician
Power Electrician
Pre-Engineered Building Erector
Railway Car Technician
Sloped Roofer
Water and Wastewater Technician

*Baker and Powerline Technician are designated as occupations, which means certification is obtained through the trades qualification pathway only.



Start your Apprenticeship Journey

Becoming a tradesperson puts you in control of your career — aligning your interests and skills with a fulfilling role that will take you places. Enjoy the flexibility, pay and job satisfaction that the skilled trades can provide.

Sign up for an apprenticeship and you can begin working right away, earning a living and getting hands-on training.

Choose a Trade

With over 50 designated trades in Manitoba to choose from, you may find that more than one trade interests you. The Explore Trades section at Manitoba.ca/apprenticeship has trade profiles that include:

- a description of the trade
- the number of levels
- the on-the-job work experience and in-class technical training requirements for each level
- if it is a compulsory certification or voluntary trade
- if it is a Red Seal or provincial trade

As you're exploring the different trade profiles, consider:

- your strengths, skills and interests
- your past education and experience
- the types of tools and technology you enjoy using
- how you feel about working in high or tight spaces
- whether you prefer working primarily indoors or outdoors
- the job opportunities where you live

The Canadian Apprenticeship Forum website at www.caf-fca.org offers an **interactive quiz** to help you explore what type of trade might suit you. You can find this quiz in the Explore Trades section of the Apprenticeship Manitoba website.

Once you've chosen a trade, you need to find an employer to hire you as an apprentice.



Find an Employer

Congratulations on choosing a trade and starting out on the path to become a journey person! Now, you will need to find an employer to hire you as an apprentice.

Tips for finding an employer:

- Ask family and friends if they know of companies hiring apprentices.
- Talk to someone in the trade and ask if they know of any job openings.
- Call, email or visit places you would like to work at and see if they have an opening.
- Set up an account on the **Work in Manitoba** job portal **workinmanitoba.ca** that connects job seekers with Manitoba employers.
- Visit job board sites like: **Indeed, Kijiji, Government of Canada Job Bank, Monster, LinkedIn, or FPDInc.**
- For additional help, contact: Manitoba Jobs and Skills Development Centres, Resources for Residents at **204-945-0575, toll-free (outside Winnipeg) at 1-866-332-5077 or by email at mjsd@gov.mb.ca.**

Register your Apprenticeship

Once you've found an employer, you can apply to become an apprentice. You and your employer must sign an apprenticeship agreement and register it with Apprenticeship Manitoba. Your apprenticeship does not begin until this apprenticeship agreement is registered by Apprenticeship Manitoba, so be sure to work with your employer to complete all steps and submit the required documentation.

All apprenticeships are managed through the AccessManitoba web portal. Therefore, you and your employer will each need an AccessManitoba profile.



For more information on navigating AccessManitoba, visit <https://accessmanitoba.ca/support.html>. Tutorials are available to help you create a profile, recover a forgotten username or password, complete an apprenticeship application and register for technical training.

Once you and your employer have AccessManitoba profiles, you're ready to register your apprenticeship in five easy steps:

- **Step 1:** Log in to AccessManitoba and start your apprenticeship application. Be sure to include any trade-related education or experience you have.
- **Step 2:** You will receive a confirmation email from Apprenticeship Manitoba that includes your Apprentice Reference Number (or AccessManitoba Number), and an Application Reference Number (or AccessManitoba Reference Number). Forward this information to your employer.
- **Step 3:** Your employer logs in to AccessManitoba and completes their section of your apprenticeship application.
- **Step 4:** You will receive an email from Apprenticeship Manitoba that includes your apprenticeship agreement. You and your employer both need to sign this agreement.
- **Step 5:** To register your apprenticeship, email your signed apprenticeship agreement and a copy of your education records to apprenticeship@gov.mb.ca.

Find detailed steps on our website under the Apprenticeship Program section and the Apply for Your Apprenticeship page.





Manage your Apprenticeship

This is your apprenticeship and your future – so own it, enjoy it, work hard and get the most out of it!

Apprentice Responsibilities

Apprenticeship Manitoba strongly encourages apprentices to take the lead with their apprenticeship. As an apprentice, you are responsible for:

- completing on-the-job work experience, in-class technical training and exams according to the guidelines for your trade.
- using any financial supports you receive only for education and living costs directly related to your apprenticeship, returning any amount not used for these purposes.
- informing Apprenticeship Manitoba within 15 days if you change your name, address or stop being an apprentice.
- registering a new apprenticeship agreement within 15 days of changing employers
- tracking your on-the-job hours and making sure your records match with the reports submitted by your employer.
- speaking with your journeyperson/designated trainer, technical training instructor or apprenticeship training co-ordinator if you have any questions or concerns. If you are unsure who your apprenticeship training co-ordinator is, please call the Apprenticeship Manitoba general number or email located on the back cover of this guide.
- conducting yourself in a professional, responsible manner and adhering to **Apprenticeship Manitoba's Tuition and Attendance Policies and Client Code of Conduct** that can be found under 'Resources' in the Apprenticeship Program section of our website.



Technical Training

Technical training is a vital part of your apprenticeship and makes up 20 per cent of your program. You should work at least half of the required on-the-job hours per level (about six months) before you attend technical training for that level. Typically, you will attend technical training once per year and most training sessions are between four and 12 weeks long.

Technical training is delivered in person by three technical training providers:

- **Assiniboine College** (Len Evans Centre),
Brandon
- **Red River College Polytechnic** (RRC Polytech),
Winnipeg
- **University College of the North** (UCN),
The Pas, Thompson and Winnipeg (through Manitoba
Institute of Trades and Technology)

Courses for each trade and level are not available at all locations. You may need to take technical training in another city. In this case, you may be eligible for lodging, travel, commuting or childcare allowances.

Course Schedule, Registration, and Personal Contribution Fee

The annual technical training schedule runs from April 1 until March 31 the following year and is posted on the Apprenticeship Manitoba website.

Technical Training Registration Week for the “new” year of training (starting the following April) usually occurs in November. To reduce wait times, registration for specific trades and levels opens on specific days. This is your first chance to register and will give you the best selection. However, you can register later if seats are still available. The Technical Training Registration Week registration schedule is posted on the Apprenticeship Manitoba website.



Technical Training Personal Contribution Fee

4-8 Week Course	\$464
9 Week Course	\$522
10 Week Course	\$580
11 Week Course	\$638
12 Week Course	\$696

Did you know? The Manitoba government subsidizes your apprenticeship technical training costs, on average of \$4,200 per course. The portion you pay is called the personal contribution fee and is only a portion of the total cost of your training.

Course fees are non-refundable and non-transferable. Once you have registered, if you want to change to another session or location, you will need to pay for the new course.

Note: Book and materials fees vary by program and training institution and range from \$800-\$1,500. Contact your technical training provider to learn more about their requirement.

Pre-registration Checklist

- Check the course schedule to see the dates and locations that technical training is being offered for your trade and level.
- Discuss the options with your employer and ensure you have their consent to take that time off work. Having their approval for a second-choice option is helpful in case your preferred session is full.
- Confirm which day registration opens for your trade.
- If you participated in the High School Apprenticeship Program (HSAP) contact your apprenticeship training co-ordinator at least one week before registration starts to determine if you have incentive credits that can be applied toward your personal contribution fee. Credits cannot be applied after you have paid your personal contribution fee.



Register for Technical Training

Registering for technical training through AccessManitoba is efficient and convenient. Log in to your AccessManitoba account at least one week before registration starts to ensure you remember your username and password and to review the tutorial for registering for technical training.

Most apprentices can register for technical training through AccessManitoba. However, under certain circumstances, you cannot register through AccessManitoba.

You **must** register by phone if:

- You are repeating a level of technical training.
- You participated in the High School Apprenticeship Program (HSAP) and you have incentive credits you want to apply toward your personal contribution fee. If you register and pay online, you will not be able to exchange your credits for a refund.
- Your employer is paying your personal contribution fee. Your employer must call on your behalf and provide payment information. Make sure you let them know the exact course code, dates and location.

To register by phone during TTRW, call the dedicated registration hotline. Phone numbers can be found under Manage Your Apprenticeship at **Manitoba.ca/apprenticeship**.

Because there are limited seats available, please notify Apprenticeship Manitoba if you are no longer able to attend your technical training session, so that your seat can be opened to other apprentices.

Financial Supports

The Manitoba government subsidizes apprenticeship technical training costs, so your personal contribution fees for technical training are among the lowest of post-secondary training programs.

While you're off work attending technical training, you may qualify to receive Employment Insurance (EI) benefits.

You may also be eligible for financial support during technical training, such as allowances for:

- lodging
- travel
- commuting
- child care

For more information on financial supports during technical training, visit the Manage Your Apprenticeship section of the Apprenticeship Manitoba website.

As an apprentice working toward your certificate of qualification, you can also apply for financial incentives, including bursaries, grants, interest-free loans and tax credits.



For more information on the financial incentives currently available, visit the services and supports page of the Apprenticeship Program section of the website at **manitoba.ca/apprenticeship**.



Prepare for Success

Your time spent as an apprentice comes with a variety of exciting opportunities. You'll take on new challenges, learn from experts in the trade and feel pride in your work. You'll be able to network with others, making friends on the job and in the classroom. You are encouraged to take initiative, work hard and get the most out of your time as an apprentice. Taking ownership of your apprenticeship will help keep you moving through the levels, building confidence as you go.

There are many supports and services available throughout your apprenticeship to help you succeed. If you have any questions or concerns, speak to your journeyperson/ designated trainer, technical training instructor or apprenticeship training co-ordinator.

Essential Skills

Essential skills help ensure your success as an apprentice, both on the job and in technical training.

Some of the most important essential skills that will help you succeed in your apprenticeship program include:

- reading
- active listening and communication
- math, conversions, basic geometry and problem solving
- computer use

Essential skills upgrading can help if you've been out of school for some time or feel that your skills could use some refreshing. If you are unsure whether you need this kind of help, talk to your apprenticeship training co-ordinator. You may be asked to take an assessment.

For more information on essential skills in the trades, visit the Workplace Education Manitoba website. A link to this site can also be found in the services and supports section of the Apprenticeship Manitoba website.



Exam Success

To complete your apprenticeship and earn your certificate of qualification, you must receive at least 70 per cent on a certification exam that tests your knowledge of the full scope of your trade. You will receive information from your technical training instructor about the schedule and content for your certification exam.

You can find more information on the resources available to help you prepare for your exam and general study tips in the certification exams section at [**manitoba.ca/apprenticeship**](https://manitoba.ca/apprenticeship).

Exam Accommodations

A diverse and inclusive workforce helps Manitoba to meet its skilled trades labour demands. Apprenticeship Manitoba provides exam accommodations to reduce barriers and ensure all apprentices have the opportunity to demonstrate their knowledge on a theory exam.

Exam accommodations available include:

- interpreter - you must bring your own interpreter
- reader - you must bring your own reader.
- language dictionary - you must bring your own dictionary
- time extension
- private sitting
- modified exam format - (for visual impairment)
- other accommodations

Your exam accommodation request must include medical assessment documentation from a qualified medical professional (such as a medical doctor, or psychologist). Make sure to submit your exam accommodation request at least one month before your exam. You can find the required form and additional information on exam accommodations and accessibility supports at [**Manitoba.ca/apprenticeship**](https://Manitoba.ca/apprenticeship).



Wages

Minimum wage rates for apprentices are regulated, and they depend on your trade and level. Registered apprentices receive wages above the provincial minimum wage to ensure the skilled trades industry remains competitive.

For voluntary trades, minimum wage rates for each trade are listed in the **Apprenticeship and Certification – General Regulation**.

For compulsory certification trades, minimum wage rates for each trade are listed in the corresponding trade regulation, which is available on the trade profile page.



If you are unsure what level you are in, want to confirm the minimum wage rate you should be receiving or have any questions, contact the apprenticeship training co-ordinator for your trade.

Licensing

For most trades, you won't need additional licensing beyond your certificate of qualification. However, some trades in Manitoba do require additional licensing from an organization other than Apprenticeship Manitoba. This licensing is trade-specific and is issued by other regulatory bodies. Trades with these additional licensing requirements are usually either compulsory certification trades or trades that relate to hazardous materials or public safety. If your trade has additional licensing requirements, this information will be listed on the trade profile page at Manitoba.ca/apprenticeship.

In some cases, you will simply need to submit a copy of your certificate of qualification to apply for the additional licence. For example, to work as a gasfitter, you will need a licence issued by the Manitoba government's Inspection and Technical Services branch.

In other cases, you will need to pass additional exams. For example, Transport Canada requires aircraft maintenance journeypersons to write the Canadian Aviation Regulations exam.



Your technical training instructor or apprenticeship training co-ordinator can let you know the requirements for your trade.



The High School Apprenticeship Program (HSAP)

The High School Apprenticeship Program (HSAP) is a pathway for students in grades 10 to 12 to explore a designated trade while completing their academic graduation requirements. It provides students with practical training and real-world experience while employers fill key roles and gain access to impactful support programs.

This program is an extension and enhancement of regular apprenticeship training while being an integration of school and the workplace. Student-apprentices can earn high school credits for their work hours as well as incentive credits that can be applied toward their personal contribution fees if they decide to pursue a post-secondary apprenticeship after graduation.

For more information on the High School Apprenticeship Program, visit Manitoba.ca/studentapprentice.

Pre-Employment Programs

You may be interested in acquiring some basic knowledge and skills in a trade before beginning your apprenticeship. Gaining some initial experience through a pre-employment program may make it easier to find an employer to hire you as an apprentice. However, pre-employment programs are optional; they are not mandatory. If you participate in a pre-employment program, you are responsible for adhering to that training institution's policies, including tuition fees.

Visit the trade profile for the trade you are interested in to see which pre-employment programs are accredited by Apprenticeship Manitoba.

If you receive at least a 70 per cent average in an accredited pre-employment program, you may be eligible to receive credit toward some of your Level 1 apprenticeship requirements. This credit is only valid if you register as an apprentice within two years of completing the pre-employment program.

To apply for a pre-employment program, contact the training institution directly.



Glossary

There are many terms used in the trades and by Apprenticeship Manitoba. This glossary outlines some of the more common terms.

Apprentice: An individual working in a designated trade that has signed an apprenticeship agreement with their employer and registered the agreement with Apprenticeship Manitoba.

Apprenticeship: Apprenticeship is a work-based post-secondary training program that leads to a certificate of qualification in a designated trade. It combines on-the-job work experience and in-class technical training.

Certificate of Qualification: A certificate of qualification is your proof that you fulfilled your trade required on-the-job hours and technical training levels and passed your final certification exam with at least 70 per cent. An individual with a certificate of qualification is called a journeyperson.

Compulsory Certification Trades: Compulsory certification trades are trades that require workers to be a registered apprentice or a certified journeyperson.

Designated Trainer: An experienced tradesperson who does not have journeyperson certification but is authorized by Apprenticeship Manitoba to train apprentices under specified conditions outlined in the Apprenticeship and Certification – General Regulation.

Exam Accommodation: Exam accommodations reduce barriers that prevent individuals from demonstrating their knowledge on a theory exam.

Journeyperson: A tradesperson who has been issued a certificate of qualification from Apprenticeship Manitoba or another Canadian apprenticeship authority.

Occupations: In addition to designated trades, there are designated occupations. Occupations are work in the skilled trades where certification is available through trade qualification only. There is no apprenticeship program.

Pre-employment Program: An optional program to learn some of the knowledge and skills in a trade before beginning your apprenticeship. If you receive at least an average of 70 per cent in a program accredited by Apprenticeship Manitoba, you may be eligible to receive credit toward some of your Level 1 apprenticeship requirements.



Provincial Trades: Provincial trades are trades that are designated in Manitoba but not recognized by the Red Seal standard.

Red Seal (Interprovincial) Trades: Red Seal trades, also known as interprovincial trades, are endorsed by the Red Seal standard. They meet interprovincial standards of excellence as outlined by the Red Seal program. Journeypersons in Red Seal trades are eligible to use the acronym RSE (for Red Seal Endorsement) in their professional title.

Skilled Trade: A skilled trade is any trade for which apprenticeship training and certification is available.

Technical Training: The in-class training portion of your apprenticeship that reinforces and expands on what you have learned on the job. The length of each technical training session varies from four to 12 weeks, depending on your trade and level. This accounts for approximately 20 per cent of your apprenticeship.

Tradesperson: An individual who is working in a voluntary trade, but is not an apprentice or a journeyperson.

Trade Qualifier: An individual who has worked in a trade but has not completed a formal apprenticeship program and applies to attempt the certification (provincial or interprovincial) examination for that trade.

Trades Qualification (TQ): A process by which qualified, experienced tradespeople can become a fully certified journeyperson through a trades qualification exam. Trade qualifiers are required to demonstrate a minimum number of years' experience in the trade, as well as experience in a minimum 70 per cent scope of trade.

Voluntary Trades: Voluntary trades are trades that do not require workers to be a certified journeypersons or registered as an apprentice in order to work in the trade in Manitoba. Apprenticeship training is highly recommended, although it is not required.

Contact Us

Website:

manitoba.ca/apprenticeship

Email:

apprenticeship@gov.mb.ca

Phone (toll-free):

1-877-97-TRADE (1-877-978-7233)

Winnipeg

100 – 111 Lombard Avenue, R3B 0T4

Phone: 204-945-3337

Fax: 204-948-2346

**Located on Treaty 1 Territory and
the Traditional Homeland of the
Red River Métis**

Available in alternate formats,
on request. Please contact us
at the numbers listed above or by
email at **apprenticeship@gov.mb.ca**.

