

## What are the Advantages?

**Bang for your buck ...** There are a variety of tax credits and other financial incentives available to employers who hire apprentices.

**Increased competitiveness ...** Trained, productive staff means fewer mistakes, less wastage and increased efficiencies. Improved productivity and quality contributes to increased customer satisfaction and a solid business reputation.

**Grow your business ...** The completion of an apprenticeship program results in highly trained professionals who will make noticeable contributions to an employer's bottom line.

**Prepare for the future ...** The option to hire high school apprentices creates a relationship with local high schools, cultivates interest in business and the trades.

## Employer/Trainer Responsibilities

- Provide an orientation on the trade area, workplace safety and hazards, first aid station, etc.
- Ensure that all of the provincial guidelines for Workers Compensation coverages are met.
- Ensure a qualified trainer is on site at all times and apprentice to journey person/designated trainer ratio is correct (2:1).
- Ensure the student is receiving training in various tasks.
- Ensure the student is paid 10% above minimum wage.
- Ensure all on-the-job expectations are communicated.
- Evaluate the student and provide the completed evaluation forms to the school division contact.



**Pembina Trails**  
School Division

For more information and helpful resources, visit:  
[www.pembinatrails.ca](http://www.pembinatrails.ca)

In partnership with  
Apprenticeship Manitoba

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## Pembina Trails High School *Apprenticeship Program*



*The Pembina Trails School Division is pleased to support the High School Apprenticeship Program (HSAP) available to our students in grades 10 to 12.*



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## What is HSAP?

It is a program that allows high school students to begin an apprenticeship by working in a trade of their choice, while earning high school credits and accumulating hours toward their level one apprenticeship. Students are able to:

- apprentice in one of the fifty-plus recognized Manitoba trades - <https://www.gov.mb.ca/aesi/apprenticeship/>.
- earn up to eight grade 12 academic credits towards graduation based on 110 working hours per credit (up to six credits for Mature Diploma).
- learn a lifelong skill while still in high school.
- apply the on-the-job training hours to continued, full-time apprenticeship training after high school graduation.
- receive practical, paid work experience.
- receive at least 10% above minimum wage.

## What is required to Participate?

- The student must be employed with a qualified, insured employer who will agree to train them as an apprentice.
- Student must be a minimum of 16 years of age.
- Student must be enrolled in an approved Manitoba grade 10, 11 or 12 high school program.

### Please Note:

A student enrolled in the High School Apprenticeship Program is still required to complete the compulsory high school credits for graduation.

A student who is enrolled in modified (M) courses is eligible for the High School Apprenticeship Program, however upgrading may be required if the student continues the apprenticeship program after high school. In order to be successful, strong skills in math, science, computers and communications are required for all programs.

*“Dream Big. Be Fearless.”*

## Student Responsibilities

- Find a qualified, insured employer in the apprenticeship trade areas who will agree to train you as an apprentice.
- Meet with the school guidance counsellor and divisional HSAP contact to review and explore the potential of submitting an HSAP application. If all the criteria are met then work with the team to complete all aspects of the HSAP application.
- Submit the required Apprenticeship Application to their school contact.

Once your application is approved:

- Be a responsible employee and maintain your job.
- Log and report all working hours to Apprenticeship MB and provide updates to your school contact.
- Inform Apprenticeship Manitoba and school contact regarding any changes related to employer and/or personal address/phone number.

The employer, high school contact, divisional High School Apprenticeship Program (HSAP) contact, Apprenticeship Training Coordinator and family play an important role in the success of the student’s HSAP experience. Progress, attendance and work experience are monitored, evaluated and credited accordingly.

**For more information please contact your community school or Pembina Trails Curriculum & Learning Services Department.**

