

Apprenticeship Policy

Question & Answers

1. What is Apprenticeship?

Apprenticeship is a post-secondary pathway to achieving certification in a trade, requiring both on-the-job training and technical training. In order to be considered an apprentice, an individual must meet the requirements of Apprenticeship Manitoba and be registered as part of an apprenticeship agreement. For more information, please see www.manitoba.ca/tradecareers.

2. What is the Apprenticeship and Certification Act and who administers it?

The Apprenticeship and Certification Act (Act) was proclaimed on April 1, 2010. It is the responsibility of the Apprenticeship and Certification Board (Board) and Apprenticeship Manitoba (AM) to administer the Act. For more information, please see http://www.gov.mb.ca/tce/apprent/acts_regs/index.html.

3. What are the objectives of this policy?

As an employer of skilled trades, the Province of Manitoba is leading by example through the consideration of the support for, and participation in, apprenticeship training in all procurement processes for publicly funded capital contracts.

4. What is the rollout plan of this policy?

The Government of Manitoba will only employ contractors that are party to an active apprenticeship agreement and employ certified journeypersons for work in designated trades on publicly funded capital projects by the beginning of the 2014/15 fiscal year.

The Government of Manitoba will only employ bidding contractors and subcontractors that are party to an active apprenticeship agreement and employ certified journeypersons for work in designated trades on publicly funded capital projects by the beginning of the 2014/15 fiscal year.

Beginning in the fiscal year **2011/12**, bidding contractors with more than a total of 20 of their own employees and all mechanical contractors, bidding and/or subcontractors, will be required to be engaged in apprenticeship training.

Beginning in the fiscal year **2012/13**, bidding contractors with more than a total of 10 of their own employees and sub-contractors with more than a total of 20 of their own employees will be required to be engaged in apprenticeship training.

Beginning in the fiscal year **2013/14**, all bidding contractors and sub-contractors with more than a total of 10 of their own employees will be required to be engaged in apprenticeship training.

Beginning in the fiscal year **2014/15**, all bidding contractors and subcontractors will be required to be engaged in apprenticeship training.

5. How does a contractor demonstrate engagement with the apprenticeship system in the tendering documents?

Contractors must request a letter from Apprenticeship Manitoba confirming engagement with the apprenticeship system. The letter of confirmation must be included in the tendering documents. Please call Apprenticeship Manitoba at (204) 945-3337 or Toll-Free: 1-877-978-7233 (1-877-97-TRADE) to request the letter of confirmation, which is effective for 12 months from the date it is issued.

6. What does it mean to be engaged with apprenticeship?

Contractors must have employed an apprentice in the last 12 months prior to requesting a letter of confirmation.

7. How long will it take for me to receive my letter?

Upon receiving a request for a letter of confirmation from Apprenticeship Manitoba and all relevant information, it will take up to 10 business days for Apprenticeship Manitoba to process the request.

8. Are there any specific policy targets yet?

There are no specific policy targets, employers are required to be engaged with Apprenticeship Manitoba.

9. What are considered apprenticeable trades?

A list of apprenticeship trades can be found at http://www.gov.mb.ca/tce/apprent/mb_trades/index.html.

10. What is a designated trade?

A designated trade is governed by the Apprenticeship and Certification Act, the Apprenticeship and Certification – General Regulation and each designated trade has a trade-specific regulation. The Act is the regulatory base for apprenticeship training and trades certification in the Province of Manitoba.

11. What is the difference between a compulsory and a voluntary trade?

Occupations are classified as either compulsory or voluntary. Compulsory occupations require workers to be certified or registered as apprentices in order for them to practice in the occupation. Voluntary occupations often will also have certification and apprenticeship to indicate the level of competency of the worker. Although workers are not required to be registered or certified in order to practice in the voluntary occupations, in order to be an apprentice and work in the in these trades, apprentices must be employed with a certified journeyman. For more information, please refer to http://www.gov.mb.ca/tce/apprent/mb_trades/index.html#certificate.

12. Where can I learn more about trade designations and the trades that are affected by this policy?

A list of designated trades, which are included in this policy, can be found at http://www.gov.mb.ca/tce/apprent/mb_trades/index.html.

13. Where can I direct a Contractor for more information about registration and apprenticeship agreements?

Please call Apprenticeship Manitoba at (204) 945-3337 or Toll-Free: 1-877-978-7233 (1-877-97-TRADE).

14. What if I cannot find an apprentice or the apprentice quits?

Apprenticeship Manitoba will provide assistance. Please contact Apprenticeship Manitoba at 204-945-3337 or 1-877-978-7233 (1-877-97-TRADE).

15. Are there any projects or activities that are excluded from the policy?

Any projects or activities that do not involve designated trades are excluded from the apprenticeship policy.

16. Do all subcontractors, subs of subcontractors, etc. need to be registered with Apprenticeship Manitoba or party to an active apprenticeship agreement?

Please see question #4 for further explanation.

17. What does an out of province contractor need to meet the apprenticeship requirements?

An out of province contractor must meet the same requirements as a Manitoba contractor; apprentices employed by the contractor need not be registered in Manitoba but registered in their home jurisdiction.

18. What does an out of country contractor need to meet the apprenticeship requirements?

An out of country contractor needs to meet the same requirements of an out of province contractor.

19. Is meeting the apprenticeship requirements from another jurisdiction acceptable?

Yes, please see question #17 for further explanation.

20. I have a necessary sole source contractor that is not registered with the Apprenticeship Branch or party to an active apprenticeship agreement. Can I gain an exemption from this policy to hire the contractor? How?

There are no exceptions to the policy.

21. I have an emergent situation. Can I gain an exemption from this policy to hire a contractor that is not registered Apprenticeship Branch or party to an active apprenticeship agreement? How?

There are no exceptions to the policy. Registration of an apprentice is simple, quick and without significant cost.

22. What happens if my Contractor is found in breach of the Act on an unrelated project while engaged on my project?

Unless the breach results in the cancellation or suspension of the apprenticeship agreement, and as such, status as a participating contractor in apprenticeship training, nothing will happen. Should the cancellation or suspension be necessary as a result of the breach, the project manager and owner would be notified by Apprenticeship Manitoba and an appropriate course of action would be taken. Cancellations and suspensions normally only occur in extreme cases.

23. What happens if my Contractor is found in breach of the Act on my project?

Please refer to question #22 for further information.