



The High School Apprenticeship Program (HSAP) provides an opportunity for students to explore trades in relevant settings while completing their high school education. PRSD recognizes that in certain situations students may benefit from this program as part of their academic program.

- Students can earn up to 8 supplemental academic credits (up to 6 credits for Mature Diploma students) based on 110 working hours per credit
- Hours can be accumulated during the week, in the evenings, on weekends and/or during holidays
- The practical hours obtained in HSAP can be used towards the completion of practical on-job hours required for apprenticeship training in a trade, however technical-in-school courses in the trade will be completed in the apprenticeship training
- All HSAP students are required to attend academic studies and failure to do so will result in cancellation of the Apprenticeship Agreement
- HSAP credits are all granted as grade 12 course credits (40S designation) for #9801 through #9808. Students must successfully complete the requirements for each course credit (based on 110 hours of work practicum) as determined by the employer in consultation with the HSAP Coordinator. Tasks and duties assessed should reflect level one competency. These grades are for academic credit at the high school level only.

### **Insurance**

The employer is responsible for providing coverage/insurance in the event of a work place accident in the same manner as the employer's other employees. Insurance coverage is therefore not dependent on acceptance of the HSAP application with Apprenticeship Manitoba.

If an employer hires a student who is awaiting HSAP approval, the employer as stated above, is responsible for covering the insurance for that employee.

### **Roles & Responsibilities**

It is the student's responsibility to:

- Maintain all academic studies outlined by the school
- Inform employer of any absences (i.e. illness)
- Arrange travel to and from work
- Report all hours worked to the school contact

The employer, high school contact (i.e. career counsellor), apprenticeship coordinator, and parent/guardian, play an important role in the success of the HSAP and the apprentice. Progress, attendance and work experience are monitored, evaluated and credited accordingly.

\*Note: The HSAP does not replace academic high school courses and although students can include up to 8 credits toward requirements for graduation, they are still required to complete the necessary high school credentials for graduation.



It is the school division coordinator's responsibility to:

- Assist students with the completion and submission of required application and fee
- Communicate with students and employers about their roles and responsibilities
- Assist with the completion of a suitable timetable
- Monitor student progress, attendance and work skills and coordinate the issuing of HSAP credits
- Act as a liaison between the student, employer and Apprenticeship Manitoba
- Apply for HSAP graduating student's certificates by May 1 of each year.

It is the employers responsibility to:

- Provide coverage/insurance in the event of a workplace accident
- Provide an orientation session for each student on the trade area, work safety, hazards, first aid station, etc.
- Ensure all trade regulations are followed including:
  - A qualified trainer is on site at all times with the student
  - The apprentice-to-journeyperson ratio is correct
  - The student is paid according to the guidelines set forth in the provincial trade regulation
- Ensure the student receives training in various tasks within the trade
- Ensure all on-the-job expectations are communicated to student and support the student's continuance of in-school studies
- Report all absences, issues or dismissal to the apprenticeship coordinator
- Evaluate the student and records all hours worked by the student

It is the Apprenticeship Manitoba HSAP Coordinators responsibility to:

- Approve applications
- Inspect and approve work sites, ensure student and employer are aware of all provincial and federal workers compensation and employment standards
- Monitor on-the-job practical skills

It is the parent/guardians responsibility to:

- Assist in the completion of the application (students under the age of 18 require consent from the parent/guardian)
- Submit application fee(s)
- Assist by encouraging the student to meet school, employer, and Apprenticeship Manitoba expectations.