



## Education

K-12 Education Division  
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To: Superintendents of School Divisions  
Principals of Funded Independent Schools

Dear Colleagues:

This letter is in response to inquiries regarding the High School Apprenticeship Program (HSAP) and the Credit for Employment (CFE) in light of the COVID-19 pandemic. Effective immediately, the HSAP and CFE programs are suspended, as well as all other programs involving work experience, including Career Development Internships and the Community Service Student Initiated Project. Decisions around students continuing to work for the employer are solely the responsibility of parents or guardians. In these circumstances, it will be important for students to understand their right to refuse work if they identify hazards in the course of their duties.

We ask that superintendents share this information with staff, students and employers. As per discussions with Apprenticeship Manitoba, we further advise that hours accumulated to date for HSAP be signed off by employers and held until the program is reinstated, at which point those hours would be credited to the participants in the HSAP program. Credits required by Grade 12 students for graduation will be granted to ensure that students are able to graduate on time. It is expected that school divisions will provide students with the opportunity to continue learning about their trade or career development in the absence of on-the-job hours for both HSAP and CFE programs. If parents support the student's continued employment through HSAP during suspension, there may be opportunity for students to apply for retroactive hours towards accreditation.

Please contact the following department staff if you have further questions regarding this suspension:

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Sincerely,

Dana Rudy  
Assistant Deputy Minister

- c. Chairs of School Boards  
John Finch, Coordinator, Manitoba Education  
Kim Poirier, Consultant, Manitoba Education