

Take the Young Worker Readiness Certificate Course!

Are you thinking of getting a job, earning a Credit for Employment or starting your High School Apprenticeship? You need to complete the Young Worker Readiness Certificate Course to protect yourself from injury! **Also, when finished certificate is signed by a parent,** this course also serves as a **work permit for youth under 16** so that you can start working in Manitoba.

Take the course at ywrcc.safemanitoba.com!



Manitoba 



The Young Worker Readiness Certificate Course (YWRCC) teaches you the basics about workers' and employers' rights and responsibilities for safety, health and the employment relationship. It contains important information you need to know before entering the job market.

Visit <https://www.safemanitoba.com/Education/Pages/YWRCC.aspx> for more information about the course. **DISCLAIMER:** Everyone can learn something from this course! Even if you are 16 and over, you can take the course. **Ask your guidance counsellor if you need help!**

Read instructions below. If you need additional help, Email: Heather.rose@sjasd.ca or call 204-885-8555, ext. 2373 to get assistance

Young Worker Readiness Certificate Course Directions:

Topics are delivered in three modules with a multiple choice test (You must score 75% in test to pass):

- How to stay safe in the Workplace
- Learn about employment limits placed on workers aged under 16 years-old
- Learn Workplace Hazardous Materials Information System (WHMIS)
- Learn about Worker rights and employment Standards in Manitoba
- Learn how to read your paystub

Online Version Steps:

1. Verify that you have an **active email and password of your own** that you can use.
 - a. If you do not have an email address/password that you can use, you can sign up on gmail.com or on Mail.com websites. You do not need to verify a phone number for the Mail.com website.
2. Open a browser to use (not Explorer). Use **Chrome** or **Firefox** or **Safari**.
3. Go to the **ywrcc.safemanitoba.com** website
4. Scroll to **bottom of page** where red arrow is.
5. Click on **the NEW user tab (red)** on the left side.
6. Enter your info into the window that opens to set up a new user account including your email.
7. Open a new window for you own **email browser (e.g. gmail.com)**. Go to your email account to confirm that this is you. You will be sent an email from safemanitoba to verify that this is you. Confirm that it is you. This saves your progress in the program.
8. Go **back to the website for Ywrcc.safemanitoba.com and now log in as a user** (Red button on bottom **right**)
9. Choose High Bandwidth or Low Bandwidth depending on your connection speed. Home users may want to use Low Bandwidth unless you have fast internet speeds (of 150MPS+)
10. Go to Module 1, then do Modules 2 and 3 (you can log in and out and your work will be saved for when you return) These will all take about 2 hours to do.
11. Turn up **volume on your computer or use headphones**
12. Complete modules and do multiple choice test with passing mark of **75% (35 questions)**
13. You will be awarded a **certificate if you complete the test with 75% or higher.**
14. Enter your name on certificate, save as a pdf, and if possible print out certificate and get parent to sign, or email it to them to sign and print.
15. **if you are using this as a work permit for people under 16 to get a job (replaces a Government Official Work Permit), you can hand this to your employer.**
16. Present certificate to teacher of Life/Works, CFE course or HSAP course as proof of safety training.

Paper Version Steps: Supplemental lessons and teacher slides are available from heather.rose@sjasd.ca for students who find online learning a challenge. Paper Test can be provided.

Congratulations! Stay Safe at Work!