



Provincial Apprenticeship And Certification Board

**Activity Report
2016-17**

September 29, 2017

Honourable Al Hawkins
Department of Advanced Education, Skills and Labour
P.O. Box 8700
St. John's NL
A1B 4J6

Dear Minister Hawkins:

I am pleased to submit the 2016-17 Activity Report of the Provincial Apprenticeship and Certification Board.

This report covers the period April 1, 2016 to March 31, 2017 and compares actual results to those anticipated in the final year of the Board's 2014-17 Activity Plan. The following two issues are the focus for the three-year period:

- Enhance the apprenticeship experience; and
- Enhance apprentice mobility through regional and national harmonization strategies.

Details on the successful achievement of the associated objectives for 2016-17 are presented in this report. As Board Chair, my signature below is on behalf of the Board and indicative of the Board's accountability for the actual results reported herein.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Harris". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David Harris
Board Chair



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Overview

The Provincial Apprenticeship and Certification Board (the Board) was established under Section 5 of the Apprenticeship and Certification Act. The overall goal is to support individuals who seek certification in the skilled trades, by ensuring that apprenticeship programs and training meet industry standards. The Board works closely with officials in the Apprenticeship and Trades Certification Division of the Department of Advanced Education, Skills and Labour to monitor the apprenticeship program, and to ensure that Board policies are meeting the needs of its stakeholders. The Board also grants approval for any policy changes recommended by Departmental officials to strengthen the apprenticeship program.

The Board is composed of:

- A chairperson;
- 2 or more employer representatives;
- 2 or more employee representatives;
- 2 or more representatives at large; and
- Director of Apprenticeship and Trades Certification, or his or her designate.

A list of board members as of March 31, 2017 outlining their position, occupation, and location can be found in Appendix A.

The following applies to Board appointees:

- Appointments are for a three-year term;
- Only one person from each representative group shall have their term expire within each calendar year;
- Appointees cannot serve more than two consecutive terms;
- In the absence of regular Board members, alternative representatives may attend Board meetings, where they will have full voting privileges; and
- In the absence of the chairperson, Board members can appoint another member to act as chairperson.

The Board holds four meetings per year. In addition to serving on the Provincial Apprenticeship and Certification Board, the chairperson is also responsible for representing the Provincial Government on the following committees/boards:

- The Inter-provincial Alliance of Apprenticeship Board Chairpersons; and
- The Atlantic Apprenticeship Council.

All Board members serve without remuneration and any travel or incidental expenses incurred by the Board are included in the budget of the Department of Advanced Education, Skills and Labour. Travel and incidental expenses incurred by the Board in 2016-17 were \$20,900. Given that the Board does not manage a budget, it is not required to prepare a financial report.

Highlights and Partnerships

The Board is responsible for approving the work of the Apprenticeship and Trades Certification Division. This involves a range of activities such as:

- Developing new and modifying existing Plans of Training;
- Designating and de-designating trades;
- Developing block exams;
- Administering National Red Seal exams which include adhering to national protocols with respect to exam security; and
- Regulating apprentices and journeypersons.

2016-17 has been a productive year for the Board, with a total of five meetings taking place, both in-person and via teleconference. Highlights of board-approved initiatives include:

- Continuing collaboration with industry partners and education partners;
- Approving new and revised Plans of Training;
- Ongoing work related to Atlantic harmonization initiatives including:
 - Harmonization of 10 trades; and
 - Harmonization of 21 policies and processes.
- Approving training programs at training institutions across the province:
 - 6 new accreditations; and
 - 23 re-accreditations (see Appendix B for a detailed breakdown).
- Appointing advisory committee members to assist in the development of new Plans of Training at Provincial, Atlantic and National levels.

Quick Facts 2016-17 Fiscal Year

Number of active apprentices as of March 31, 2017	6,248
Number of newly registered apprentices	844
Number of apprentices who received journeyperson certification	557
Number of trade qualifiers who received journeyperson certification	105
Number of apprenticeship incentive grant letters issued	942
Number of apprenticeship completion grant letters issued	545
Number of apprentices who received in-school training	3,101
Number of apprentices who received credit through the recognition of prior learning (Prior Learning and Assessment Recognition)	12
Number of journeypersons who received enhanced training to acquire new skills and respond to industry standards (e.g., heavy form work)	191

Outcomes of Objectives

The Board identified two issues in the 2014-17 Activity Plan to guide work over the three-year reporting period.

Issue One: Enhance the Apprenticeship Experience

The Board is committed to developing new and innovative approaches to enhance the apprenticeship experience. Over the past year, the Board has collaborated with apprentices, journeypersons, industry, and training institutions to identify new opportunities to improve training techniques, streamline policies and processes, and review new trades for compulsory certification.

With respect to enhancing the apprenticeship experience, the following objective was the focus for each of the fiscal years ending March 31, 2015, 2016, and 2017.

Objective: By March 31, 2017, the Provincial Apprenticeship and Certification Board will have collaborated with industry, labour partners and educators to identify new approaches to training for apprentices in Newfoundland and Labrador.

Indicator #1: Met with industry and education partners to identify required changes to current plans of training.

Results:

Over the past year, the Apprenticeship Training and Certification Division, on behalf of the Board, met with industry and education partners to discuss the following issues related to apprenticeship training:

- Online block training pilot which will see in-class curriculum transferred to an online platform for five trades: plumber, construction electrician, welder, automotive service technician and carpenter.
- Atlantic harmonization initiatives which will see the harmonization of 21 policies and processes and 10 trades.
- Designating Refrigeration and Air Conditioning Mechanic as a compulsory trade which will raise safety and quality standards in the industry.

Indicator #2: Made changes to Plans of Training as per partner recommendations.

Results:

- Engaged Provincial Trade Advisory Committees to review and validate standards, exams, webinars, and Atlantic harmonization sessions. Examples included:
 - Conducting an occupational standard review for Boilermaker;
 - Developing a new Block Two exam bank for Electrician;

- Harmonizing trade names, levels, sequencing, and hours for trades such as landscape horticulturalist, heavy duty equipment technician, concrete finisher, and sprinkler fitter at a National level; and
- Participating in Atlantic harmonization sessions for plumber, steamfitter/pipefitter, carpenter, construction and industrial electrician to harmonize curriculum, logbooks hours and levels.

Over the past three years, the Provincial Apprenticeship and Certification Board has worked closely with industry, labour, and education partners to update Plans of Training to ensure that apprentices throughout Newfoundland and Labrador are trained to the highest provincial and national standards. Building upon the success of Provincial Trade Advisory Committees, the Board, through the Atlantic Apprenticeship Harmonization Project (AAHP), appointed members to the Atlantic Trade Advisory Committees to harmonize Atlantic policies and processes, and review and validate standards, exams, and webinars.

The Board also evaluated the request for designating Refrigeration and Air Conditioning Mechanic to become a compulsory trade and approved department officials to proceed to the next phase of the review. The Board enhanced its approach to apprenticeship training by developing new online block exams.

Issue Two: Regional and National Harmonization Strategies

Apprentices are becoming increasingly mobile, seeking opportunities across Canada to gain new skills and experiences in order to advance in their apprenticeship program. The Board is dedicated to working with Atlantic and national partners to harmonize policies and processes to increase the mobility of apprentices. By harmonizing common policies and processes, journeypersons, employers and training institutions will have increased accessibility to hire and train apprentices across Canada.

With respect to regional and national harmonization strategies, the following objective was the focus for each of the fiscal years ending March 31, 2015, 2016, and 2017.

Objective: By March 31, 2017, the Board will have worked with regional and national partners to enhance apprentice mobility in Atlantic Canada and nationally.

Indicator #1: Held regular meetings on the Atlantic Apprenticeship Harmonization Project.

Results:

- Held quarterly face-to-face meetings and biweekly conference calls.
- Conducted Atlantic Trade Advisory Committee meetings for trades such as plumber, steamfitter/pipefitter, carpenter, construction and industrial electrician, and, instrumentation and control technician.

- Conducted meetings to develop a common process for recognition of prior learning, employer incentives, exam marking, and trade designation.

Indicator #2: Attended meetings of Atlantic Apprenticeship Council.

Results:

- The Board Chair and the Director of Apprenticeship and Trades Certification Division met face-to-face with Atlantic counterparts quarterly to continue implementation of the Atlantic Apprenticeship Harmonization Project work plan.
- On behalf of the Board, Apprenticeship and Trades Certification Division employees participated in meetings to implement key Atlantic Apprenticeship Council initiatives. One example is the Atlantic Apprenticeship Harmonization Project, whereby divisional employees continued to lead Atlantic Trade Advisory Committees to harmonize curriculum, trade names, hours, skills, and logbook, and to develop common processes as per the approved Atlantic Apprenticeship Harmonization Project schedule.
- The Atlantic Mobility Memorandum of Understanding is also administered through the Atlantic Apprenticeship Council, and required divisional employees in NL to participate in regular conference calls to ensure a seamless approach in the administration of the Atlantic Mobility Memorandum of Understanding.

Indicator #3: Harmonized training, certification, and standards for a number of apprenticeship trades.

Results:

Harmonization supports provinces to create a similar approach to apprenticeship training. This is achieved by common processes for: registering apprentices, tracking hours in logbooks, completing in-school training programs, sequencing training blocks, as well as ensuring similarities in examinations. Mobility agreements ensure that apprentices receive recognition towards their apprenticeship program, while completing work-based training outside of their home province or territory. As such, results in 2016-17 included:

- Continued implementation of Atlantic Mobility Memorandum of Understanding (MOU);
- Ongoing implementation of a national apprenticeship harmonization plan with the Canadian Council of Directors of Apprenticeship, in cooperation with the Forum of Labour Market Ministers;
- Participating in national mobility conference calls and two in-person meetings;
- Working with Provinces and Territories (PTs) to develop protocols on expanding the national mobility agreement to include pre-employment programming; and
- Ongoing implementation of the Atlantic Apprenticeship Harmonization Project which included:
 - Aligning the rules, processes and standards within the four Atlantic Provinces in an effort to promote consistency and efficiency for individuals working toward Red Seal certification;

- Harmonizing work towards a common curriculum based on a previously approved list of 10 trades: Bricklayer, Cook, Welder, Metal Fabricator (Fitter), Carpenter, Instrumentation & Control Technician, Construction Electrician, Industrial Electrician, Plumber, and Steamfitter/Pipefitter;
- Approving the development of a new Apprenticeship Management System between five provinces and the Federal Government; and
- Approving a costing model between the five provinces developing the core Apprenticeship Management System, as well as costing model for any new provinces and territories wishing to participate in the shared Apprenticeship Management System.

Over the past three years, Newfoundland and Labrador's apprenticeship program has seen significant changes due to its involvement in both regional and national harmonization initiatives. The Province has been an active participant in the Provincial/Territorial Apprenticeship Mobility Protocol, the Atlantic Mobility Agreement, and the Atlantic Apprenticeship Harmonization Project.

Through these initiatives the Apprenticeship and Trades Certification Division, on behalf of the Board, has harmonized trades at the national and Atlantic levels, increased mobility for apprentices across Canada, and approved a new Apprenticeship Management System that will fundamentally change the way apprentices, journeypersons, training institutions, unions and industry interact with the province's apprenticeship authority.

Opportunities and Challenges Ahead

The Provincial Apprenticeship and Certification Board is focused on enhancing current apprenticeship programs to become more responsive to industry needs while also planning for future industry demands.

In the short term, the Board has recently approved changes to the Apprenticeship Wage Subsidy program, which will extend benefits to third and fourth year apprentices, while also creating a more equitable subsidy rate for employers across all levels of apprenticeship. These changes reflect changing labour market demands, and will provide new opportunities for third and fourth year apprentices to advance in their apprenticeship programs.

In the long term, the Board is focused on advancing mobility and harmonization efforts from both a national and Atlantic perspective, through forums such as the National Mobility Agreement and the Atlantic Apprenticeship Harmonization Project. The Board is also excited to move ahead with the common Apprenticeship Management System, which will provide new self-service features for apprentices, journeypersons, employers, and training institutions. These initiatives will help to modernize the apprenticeship program.

To maintain this focus and capitalize on the opportunities described above, the Board, in its 2017-20 Activity Plan, has identified three main activities to guide its efforts for the next three years:

- Modernizing the apprenticeship program:
- Maintaining high quality training and certification standards; and
- Preparing for future demand of skilled tradespeople.

By working towards these activities the Board will continue to modernize the apprenticeship program by enhancing the accessibility of training and the increasing the mobility of apprentices across Canada. Creating new opportunities for apprentices in Newfoundland and Labrador will ensure that the province maintains a highly skilled labour force that is ready to take advantage of current and future major industrial projects in the province.

Appendix A

Provincial Apprenticeship and Certification Board Membership as of March 31, 2017

POSITION	NAME	OCCUPATION	LOCATION
Chair	Mr. David Harris	Superintendent of Training Iron Ore Company of Canada	Labrador City
Departmental Representative	Ms. Sandra Bishop	Director – Apprenticeship and Trades Certification Division	St. John's
Employer Representative	Mr. James Loder	Director Academy Canada	Mount Pearl
Employer Representative	Mr. Mike Lee	Canadian Home Builders Association Eastern NL	Petty Harbour
Employer Representative	Mr. Craig Randell	President – Vision Electrical	Corner Brook
Employer Representative (Alternate)	Mr. Travis White	Project Manager North Shore Roofing	Mount Pearl
Employer Representative	Vacant		
Employee Representative	Mr. Gerard Shea	Journeyman Industrial Electrical (Retired)	Baie Verte
Employee Representative	Mr. Mike Goosney	Red seal Steamfitter/Pipefitter	Labrador City
Employee Representative (Alternate)	Mr. Martin Harty	Water Treatment Operator – GJ Cahill	Goulds
Employee Representative	Vacant		
Employee Representative	Vacant		
At-Large Representative	Ms. Annie Randell	Chief Executive Officer-Qalipu Mi'kmaq	Benoit's Cove
At-Large Representative	Ms. Karen G. Rowe	Instrumentation Instructor- College of the North Atlantic	Grand Falls - Windsor
At-Large Representative	Mr. Gordon Dunphy	Electrical Instructor- College of the North Atlantic	St. John's
At-Large Representative	Ms. Karen Walsh	Executive Director Office to Advance Women Apprentices	St. John's
At-Large Representative (Alternate)	Mr. William James O'Neill	Electrical Instructor College of the North Atlantic	Corner Brook

Appendix B

List of Accreditations/Re-accreditations approved by the Board for Fiscal Year April 1, 2016 to March 31, 2017

Meeting Dates	Training Institution	Program EL: Entry-Level AL: Advanced Level	Initial Accreditation	Reaccreditation
April 14, 2016	Academy Canada, Corner Brook	EL Steamfitter/Pipefitter		✓
	DieTrac Technical College	EL Powerline Technician	✓	
May 27, 2016	Academy Canada, Corner Brook	EL Cook		✓
	CNA, Bay St. George	EL Hairstylist		✓
	CNA, Placentia	EL/AL Machinist		✓
	CNA, Port aux Basques	EL Metal Fabricator (Fitter)		✓
	CNA, Seal Cove	EL/AL Construction & Industrial Electrician		✓
	Operating Engineers College	EL Mobile Crane Operator		✓
September 22, 2016	BAC Masonry College	EL/AL Bricklayer		✓
	CNA, Bay St. George	EL Cook		✓
	CNA, Burin	EL Cook		✓
	CNA, Burin	EL Welder		✓
	DieTrac Technical College	EL Carpenter	✓	
	DieTrac Technical College	EL Construction/Industrial Electrician	✓	
November 17, 2016	Academy Canada, Corner Brook	EL/AL Carpenter		✓
	Academy Canada, Harding Road	EL Carpenter		✓
	CNA, Baie Verte	EL Industrial Mechanic (Millwright)		✓
	CNA, Bay St. George	EL/AL Automotive Service Technician		✓
	CNA, Gander	EL Hairstylist		✓

Meeting Dates	Training Institution	Program EL: Entry-Level AL: Advanced Level	Initial Accreditation	Reaccreditation
	CNA, Placentia	EL Process Operator	✓	
March 23-24, 2017	Academy Canada, Harding Road	EL/AL Construction Electrician; EL Industrial Electrician		✓
	Academy Canada, Harding Road	EL Welder		✓
	CNA, Baie Verte	EL Welder		✓
	CNA, Bay St. George	EL/AL Heavy Duty Equipment Technician		✓
	CNA, Bay St. George	EL/AL Truck and Transport Mechanic		✓
	CNA, Bonavista	EL Construction/ Industrial Electrician		✓
	CNA, Bonavista	EL Cook	✓	
	CNA, Bonavista	EL/AL Plumber	✓	
	CNA, Prince Philip Drive	EL/AL Welder		✓

