

**Provincial Apprenticeship and Certification  
Board  
Annual Activity Report  
2008-09**

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## Chairperson's Message

May 14, 2009

Honourable Darin King, M.H.A.  
Department of Education  
West Block, Confederation Building  
P.O. Box 8700  
St. John's, NL, A1B 4J6

Dear Minister:

I am pleased to submit the 2008-09 Annual Activity Report of the Provincial Apprenticeship and Certification Board. This report covers the period April 1, 2008 to March 31, 2009.

The board developed a three year activity plan for 2008-11 and identified two issues that would be the focus for the next three years: trade qualifier policies; and apprenticeship experience. Details on the successful achievement of the associated objectives are presented in this report.

My signature below is on behalf of the board and indicative of the board's accountability for the actual results reported herein.

Respectfully submitted,



**REX COTTER**  
Chair

## **Overview**

The Provincial Apprenticeship and Certification Board is established under Section 5 of the *Apprenticeship and Certification Act*. As of March 31, 2009 membership of the Provincial Apprenticeship and Certification Board, were as follows:

### Board Chairperson

- Mr. Rex Cotter

### Employer Representatives

- Ms. Rhonda Neary
- Mr. David Murphy
- Mr. Mike Lee (*Appointed September 2008*)

### Employee Representatives

- Mr. Gus Doyle
- Ms. Ann Geehan
- Mr. Gerald Shea (*Appointed September 2008*)

### Representatives at Large

- Ms. Ellen Picco (*Appointed September 2008*)
- Ms. Paul Flood
- Ms. Janette Burry

### Alternates

- Ms. Robin Bartlett, Employer Representative
- Mr. Richard Kelly, Employee Representative
- Mr. James Loder (*Appointed September 2008*)

### Director of Apprenticeship

- Mr. Cliff Mercer, Director (A), Institutional and Industrial Education

The Board held four meetings during 2008-09 and the Board Chair represented the province on the Inter-provincial Alliance of Apprenticeship Board Chairpersons (eight days per year), the Canadian Apprenticeship Forum (eight days per year) and the Atlantic Canada Association of Apprenticeship Directors and Board Chairs (four days per year).

## **Mandate**

The mandate of the board is established under sections 8 and 9 of the *Provincial Apprenticeship and Certification Act* and includes the following:

- determines whether an occupation is appropriate for certification and, if so, designates that occupation;
- determines the form and contents of both a plan of training and a memorandum of understanding for apprenticeship in designated occupations;
- registers all apprentices and trade qualifiers, and monitors their progress leading to journey person certification;
- determines and approves the objectives of every course of instruction included in a plan of training;
- accredits institutions for the purpose of delivering training in a designated occupation;
- approves plans specific to certain employers as private plans;
- provides for periodic and final examinations of apprentices and trade qualifiers;

- appoints examining committees to conduct practical examinations for the periodic and final examinations of apprentices and trade qualifiers and defines the duties of those committees;
- assesses, evaluates and determines the requirements to complete a period of apprenticeship and may grant credits for
  - occupational experience, and
  - occupational training in a recognized training institution;
- revokes a certificate where evidence supports a finding of fraud by the applicant regarding the issuing of same certificate;
- approves assignments of memorandums of understanding for apprenticeship;
- makes the final determination regarding all disputes arising out of a memorandum of understanding for apprenticeship or a plan of apprenticeship training;
- terminates, cancels or suspends memorandums of understanding for apprenticeship upon agreement of the parties or for proper and sufficient cause in the board's opinion;
- amends, varies, or revokes and substitutes, a plan of apprenticeship training;
- orders, with the approval of the minister, that persons cannot work in apprenticeship trades unless
  - they hold a certificate of qualification issued or recognized by the board,
  - are a trade qualifier under an arrangement acceptable to the board, or
  - are apprentices working under a memorandum of understanding for apprenticeship in accordance with its terms under a plan of apprenticeship approved by the board;
- issues certificates or diplomas to apprentices and trade qualifiers who complete their training and pass the necessary journeyman examinations;
- appoints advisory committees which shall be equally representative of employers and employees in respect of apprenticeship in occupations, and prescribes the duties of those committees; and
- sets fees with the approval of the minister.

### **Vision and Mission**

The Provincial Apprenticeship and Certification Board is committed to supporting the vision and mission of the Department of Education by ensuring that all individuals involved in apprenticeship meet the highest standards of their profession. Ensuring that an appropriate supply of individuals is available to fill positions in the skilled trades is absolutely essential to the provincial economy. The Provincial Apprenticeship and Certification Board monitors the courses of study/training and ensures apprentices and journeymen participate in a high quality apprenticeship system.

### **Vision of the Department of Education**

The vision of the Department of Education is citizens with the values, knowledge and skills necessary to be productive and contributing members of society.

## **Mission of the Department of Education\***

By 2011, the Department of Education will have maintained an educational system for the people of Newfoundland and Labrador which is of high quality, safe and affordable.

\*Please refer to the Department of Education Strategic Plan 2008-11 for the complete mission statement.

## **Highlights/Accomplishments**

- Continued the refinement of the “out-of-province” registration policy, resulting in apprentices being able to register and continue their programs while working in Alberta.
- Approved the expansion of the journeyperson to apprentice ratio, allowing a journeyperson to supervise a final year apprentice while also supervising an apprentice at a lower level.
- Approved amendments to four provincial plans of training:
  - Heavy Duty Equipment Technician;
  - Truck and Transport Mechanic;
  - Cook, Tool and Equipment List; and
  - Steamfitter/Pipefitter Plan, Tool and Equipment List.
- Approved eight three-year program accreditations.

## **Outcomes of Objectives**

The Provincial Apprenticeship and Certification Board identified two issues in its 2008-11 activity plan to guide its work for the three year period:

### **Issue One: Trade Qualifier Policies**

The Provincial Apprenticeship and Certification Board is dedicated to ensuring that trade qualifier policies are reviewed, and recommendations of proposed enhancements are submitted for ministerial consideration.

#### **Objective:**

By March 31, 2009 the Provincial Apprenticeship and Certification Board will have reviewed and recommended enhanced trade qualifier policies.

**Measure:** Reviewed and recommended enhanced trade qualifier policies

#### **Indicators:**

##### **Recommendations submitted to the minister**

Though no recommendations were communicated during 2008-09, the Minister of Education is supporting the PACB on all ongoing initiatives, and will be consulted as necessary.

Through some preliminary results from a Labour Market Development Agreement research report, the PACB has learned that there are a number of seasonal skilled workers who currently do not hold certification. Many would qualify under the Trade Qualification route to certification and the Prior Learning Assessment and Recognition (PLAR) tool has been identified to help the process.

Once fully developed and implemented, training institutions will be expected to follow the departmental PLAR guidelines as a minimum standard for their individual PLAR policy. This will bring consistency to both apprentices and trade qualifiers who require PLAR and also provide a mechanism to possibly expand the scope and role of PLAR, to recognize both the appropriate theoretical and practical skill credits.

**Year Two Objective:**

With respect to trade qualifier policies the previous objective is the focus for each of the fiscal years ending March 31, 2010, and 2011. Activities associated with this objective will be reported in the respective annual reports.

**Issue Two: Apprenticeship Experience**

Over the next three years, the Provincial Apprenticeship and Certification Board will be working with industry and labour partners to ensure that all apprentices throughout Newfoundland and Labrador are trained to the highest standards.

**Objective:**

By March 31, 2009 the Provincial Apprenticeship and Certification Board will have worked with industry and labour partners to improve the apprenticeship experience in Newfoundland and Labrador.

**Measure:** Enhanced apprenticeship experience

The following details the board's successful achievement of the indicator, and therefore the objective identified for 2008-09.

**Indicators:**

**Increased interaction with industry and labour partners**

During 2008-09, the PACB increased interaction with industry and labour partners by accommodating presentations from three industry groups. Issues discussed included: improving the journeyman to apprentice ratio; the use of an approved trainer process; an overview of apprenticeship in Canada presented by a Canadian Apprenticeship Forum representative; and a discussion to explore the idea of speciality certification within specific trade areas. Continued use of skills assessment through Prior Learning and Assessment processes was reinforced.

**Year Two Objective:**

With respect to apprenticeship experience the previous objective is the focus for each of the fiscal years ending March 31, 2010, and 2011. Activities associated with this objective will be reported in the respective annual reports.

### **Opportunities and Challenges Ahead**

Opportunities in the skilled trades will continue to provide unprecedented demand for workers, with demographics continuing to challenge employer and institutional partners. The board, through its subcommittee on under-represented groups, will continue to work on enhancing opportunities for under represented groups by improving access.

Additional measures to increase the involvement of women in apprenticeship by gaining direct employment in their specific trade is being addressed through initiatives including: signing contracts with local unions; awarding scholarships; and promoting female participation in trade areas where women have not traditionally been involved. Additional measures, such as the Orientation to Trades and Technology Program, to increase the participation of other groups are ongoing.

The board will continue its curriculum reviews and accreditation mechanisms.

### **Financial Statements**

The Provincial Apprenticeship and Certification Board members serve without remuneration as per section 6 of the *Apprenticeship and Certification Act*. Travel and incidental expenses incurred by the board are minimal and are covered in their entirety by the Department of Education in accordance with government policy. The board is not required to prepare financial statements.