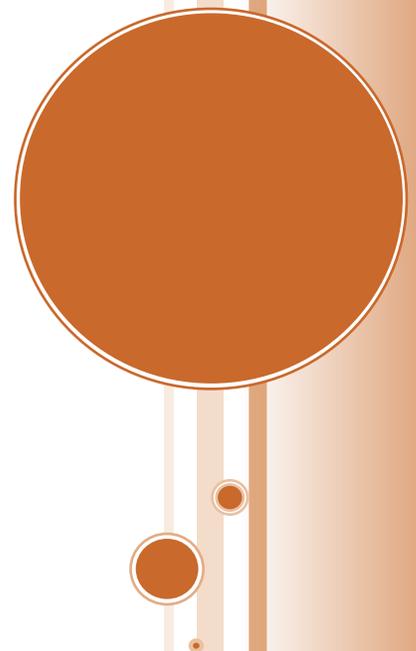


**PROVINCIAL APPRENTICESHIP
AND CERTIFICATION BOARD**

Activity Report

2015-16



August 31, 2016

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

Dear Minister Byrne:

I am pleased to submit the 2015-16 Activity Report of the Provincial Apprenticeship and Certification Board.

This report covers the period April 1, 2015 to March 31, 2016 and reflects the objectives outlined in the three-year activity plan covering 2014-17. The following two issues are the focus for the three-year period:

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

Details on the successful achievement of the associated objectives for 2015-16 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.

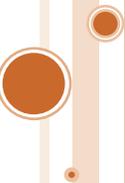
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dave Harris". The signature is fluid and cursive, with a large initial "D" and "H".

David Harris
Board Chair

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OVERVIEW

The Provincial Apprenticeship and Certification Board was established under Section 5 of the *Apprenticeship and Certification Act* and is composed of the following:

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

Members of the Provincial Apprenticeship and Certification Board (the Board) serve without remuneration as per Section 6 of the *Apprenticeship and Certification Act*. Appendix A provides a list of Board members. Travel and incidental expenses incurred by the Board in 2015-16 were approximately \$5,800 and are included in the budget of the Department of Advanced Education and Skills.

VISION AND MISSION

During the 2014-17 planning period, the Board is committed to supporting the vision and mission of the Department of Advanced Education and Skills (AES) as follows:

Vision

Growth through employment, strength in diversity, dignity by inclusion.

Mission

By 2017, the Department of Advanced Education and Skills will have improved the quality and the delivery of support and services.

To support this mission:

- The Board ensures that all individuals receiving apprenticeship training meet the highest standard of their profession. Ensuring an appropriate supply of trained apprentices to fill current and emerging skilled trade positions is essential to the provincial economy.
- The Board monitors all courses of study and training to ensure apprentices participate in a high quality apprenticeship system.

MANDATE

The mandate of the Board is established under Section 8 and Section 9 of the *Apprenticeship and Certification Act* and includes responsibility for:

- Designating an occupation for certification;
- Determining contents of a plan of training and a memorandum of understanding in designated occupations;
- Registering all apprentices and trade qualifiers and monitoring their progress leading to journeyperson certification;
- Approving assignments of memorandums of understanding for apprenticeship;
- Determining and evaluating the on-the-job training and experience requirements to complete a period of apprenticeship;
- Accrediting institutions for the purpose of delivering training in a designated occupation;
- Developing and implementing examinations to apprentices and trade qualifiers;
- Appointing advisory committees consisting of representation from employers and employees in apprenticeship occupations;
- Making a final determination regarding all disputes arising out of a memorandum of understanding for apprenticeship or a plan of apprenticeship training;
- Terminating, cancelling or suspending memorandums of understanding for apprenticeship upon agreement of the parties or for proper and sufficient cause in the Board's opinion;
- Revoking a certificate where evidence supports a finding of fraud by the applicant;
- Amending, varying, or revoking and substituting a plan of apprenticeship training;
- Ordering, with the approval of the Minister, that persons cannot work in a compulsory occupation 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;
- Issuing certificates or diplomas to apprentices and trade qualifiers who complete their training and pass the necessary journeyperson examinations; and,
- Setting fees (where appropriate) with the approval of the Minister of Advanced Education and Skills.

HIGHLIGHTS/ACCOMPLISHMENTS

The Board is responsible for approving the work of the Apprenticeship and Trades Certification Division, Department of Advanced Education and Skills, which 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 includes adhering to national protocols with respect to exam security; and,
- Regulating apprentices and journeypersons.

2015-16 was a busy and productive year for the Board, with a total of four meetings taking place both in-person and via teleconference. Highlights of Board-approved initiatives included:

- Approval of the National Mobility Agreement;
- New and revised plans of training;
- Ongoing work related to atlantic harmonization initiatives, which includes harmonization of the bricklayer and cook trades, as well as harmonized processes for apprenticeship registration, completion requirements and exam administration;
- Approval of 21 accreditation and re-accreditation of training programs at various training institutes throughout the province (e.g., Entry and Advanced Level Powerline Technician, College of the North Atlantic, Seal Cove);
- Implementation of apprenticeship improvement initiatives such as a new apprenticeship handbook, and an interim logbook to enhance apprenticeship service delivery; and,
- Appointments to several advisory committees to assist in the development of new plans of training at a provincial, atlantic or national level.

Quick Facts 2015-16

Number of active apprentices as of March 31, 2016	6,720
Number of newly registered apprentices in 2015-16	1,223
Number of apprentices that received journeyperson certification	653
Number of trade qualifiers that received journeyperson certification	160
Number of apprenticeship incentive grant letters issued	1,317
Number of apprenticeship completion grant letters issued	647
Number of apprentices that received in-school training	3,225
Number of apprentices that received credit through the recognition of prior learning (Prior Learning and Assessment Recognition)	57
Number of journeypersons that received enhanced training to acquire new skills and respond to industry standards (e.g., heavy form work)	65

OUTCOMES OF OBJECTIVES

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

Issue One: Enhance the Apprenticeship Experience

Over the past year, the Board worked with industry, labour partners, as well as private and public sector colleges, to ensure that apprentices throughout Newfoundland and Labrador are trained to the highest provincial and national standards.

With respect to enhancing the apprenticeship experience, the following objective was the focus for the fiscal year ending March 31, 2016:

Objective: By March 31, 2016, 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.

Measure: Collaborated with industry, labour and education partners to identify new approaches to training for apprentices.

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, worked with industry and education partners such as College of the North Atlantic, Private Training Institutions, trade-specific industry groups, and other Atlantic Provinces, to identify changes to plans of training. This involved:

- An assessment of current approaches to apprenticeship programming;
- The implementation of focus groups to guide the commencement of work on alternative delivery of block training;
- The implementation of atlantic harmonization initiatives, which included participation in Atlantic Trade Advisory Committees (ATACs) for cook, bricklayer, metal fabricator and welder, as per the approved Atlantic Apprenticeship Harmonization Project schedule; and,
- Participation on national harmonization stakeholder sessions on Red Seal trade names, total training hours, number of training levels, and the sequencing of technical curriculum.

**Indicator #2:**

Made changes to plans of training as per partner recommendations.

Results:

Continuous improvement is essential to ensure the Red Seal Program remains rigorous, relevant to industry and labour market demands, and is recognized nationally and globally. Each of the designated Red Seal Trades is scheduled for review every four years. The same process is applied to the provincial block exams. Based on this, over the last year, the Board in collaboration with the Division, engaged stakeholders through trade advisory committees and reviewed:

- National occupational analysis for the Hairstylist Trade; and,
- Block One exam bank for the Cook Trade.

Four main harmonization priorities have been identified in consultation with industry and training stakeholders:

- Use of Red Seal trade name;
- Consistent total training hours (in-school and on-the-job);
- Same number of training levels; and,
- More consistent sequencing of training content (at each training level) using the most recent National Occupational Analyses.

As part of national harmonization initiatives, Newfoundland and Labrador completed national harmonization webinars for carpenter, metal fabricator, welder, iron worker, mobile crane operator, and tower crane operator trades. Atlantic harmonization initiatives are also underway which includes common curriculum throughout Atlantic Canada. Newfoundland and Labrador completed atlantic harmonization sessions for bricklayer, cook, metal fabricator and welder trades.

Once trades are harmonized across the country, apprentices will be able to move seamlessly between provinces to accelerate their certification, and to advance into journeyman status. Full harmonization will take several years to complete.

2016-17 Looking Forward

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.

Measure: Collaborated with industry, labour and education partners to identify new approaches to training for apprentices.

Indicator # 1:

Met with industry and education partners to identify required changes to current plans of training.

Indicator #2:

Made changes to plans of training as per partner recommendations.

Issue 2: Regional and National Harmonization Strategies

The Board is dedicated to improving mobility strategies and apprenticeship harmonization, which will strengthen in-school training and work experiences and, ultimately produce highly qualified journeypersons. Working collaboratively provides an opportunity to achieve harmonization and enhance mobility with our atlantic and national partners.

With respect to regional and national harmonization strategies the following objective was the focus for the fiscal year ending March 31, 2016.

Objective: By March 31, 2016, the Board will have worked with regional and national partners to enhance apprentice mobility in Atlantic Canada and nationally.

Measure: Worked with regional and national partners to enhance apprentice mobility

Indicator # 1:

Held regular meetings with the Atlantic Harmonization Partnership.

Results:

- Held quarterly face-to-face meetings and bi-weekly conference calls;
- Conducted Atlantic Trade Advisory Committee meetings for cook, bricklayer, welder and metal fabricator trades; and,
- Conducted meetings to develop common process for apprenticeship registration, completion and exam administration.

Indicator #2:

Attended meetings of Atlantic Apprenticeship Council.

Results:

- On behalf of the Board, the Apprenticeship and Trades Certification Division has a number of employees participating in meetings with the Atlantic Apprenticeship Council. Through the Atlantic Apprenticeship Harmonization Initiative, divisional employees led Atlantic Trade Advisory Committees to harmonize trades and to develop common processes (e.g., apprenticeship registration in all four provinces).
- The Atlantic Mobility Memorandum of Understanding is also administered through the Atlantic Apprenticeship Council and required divisional employees in Newfoundland and Labrador 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 apprentices receive recognition towards their apprenticeship program, while completing work-based training outside of their home province or territory. As such, results in 2015-16 included:

- Implementing the Atlantic Apprenticeship Mobility Memorandum of Understanding (MOU);
- Implementing a Provincial/Territorial Apprenticeship Mobility protocol;
- Commencing implementation of a national apprenticeship harmonization plan with the Canadian Council of Directors of Apprenticeship, in cooperation with the Forum of Labour Market Ministers;
- 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; and,
 - Issuing a Request for Proposals for a shared apprenticeship information management system, evaluating proposals and working with other participating jurisdictions to finalize a costing model.

2016-17 Looking Forward

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

Measure: Worked with regional and national partners to enhance apprentice mobility.

Indicator # 1:

Held regular meetings with the Atlantic Apprenticeship Harmonization Project.

Indicator #2:

Attended meetings of Atlantic Apprenticeship Council.

Indicator # 3:

Harmonized training, certification, and standards for a number of apprenticeship trades.

OPPORTUNITIES AND CHALLENGES AHEAD

The recent downturn in the oil and gas industry has directly impacted skilled trades employment in Newfoundland and Labrador. The Department of Advanced Education and Skills continues to update labour market information which will provide a better understanding of labour market demand over the next 10 years for apprentices and journeypersons. In the meantime, the Board will continue to focus its efforts on guiding key initiatives such as atlantic and national harmonization initiatives, as well as atlantic and national mobility initiatives to ensure apprentices can seamlessly avail of work in other provinces, while maintaining apprenticeship registration and residency in this Province.

The Board will also play an integral role in working collaboratively with the Apprenticeship and Trades Certification Division, to develop and implement innovative approaches in the administration of all aspects of apprenticeship programming. This includes working collaboratively with key stakeholders such as the Newfoundland and Labrador Construction Association, as well as the Newfoundland and Labrador Building and Construction Trades Council, to ensure apprenticeship training is aligned with upcoming labour market demand and to ensure apprentices and journeypersons in Newfoundland and Labrador have the required specialty training to avail of upcoming employment opportunities particularly on large scale projects.

APPENDIX A

Provincial Apprenticeship Certification Board Membership

POSITION	NAME	OCCUPATION	Location
Chair	Mr. David Harris	Superintendent of Training Iron Ore Company of Canada	Labrador
Departmental Representative	Ms. Sandra Bishop	Director - Apprenticeship and Trades Certification Division	St. John's
Employer Representative	Mr. James Loder	Director - Academy Canada	Paradise
Employer Representative	Vacant		
Employer Representative	Mr. Mike Lee	Canadian Home Builders Association Eastern NL	St. John's
Employer Representative	Mr. Craig Randell	Owner/Operator Vision Electric	Corner Brook
Employer Representative (Alternate)	Mr. Travis White	Project Manager North Shore Roofing	St. John's
Employee Representative	Vacant		St. John's
Employee Representative	Mr. Eli Dean	Red Seal Millwright (Retired)	Northwest Brook
Employee Representative	Mr. Gerard Shea	Journeyman Industrial Electrical (Retired)	Baie Verte
Employee Representative	Mr. Mike Goosney	Red Seal Steamfitter/Pipefitter Iron Ore Company of Canada	Goose Bay
Employee Representative (Alternate)	Mr. Martin Harty	Water Treatment Operator - GJ Cahill	Goulds
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	Paradise
At-Large Representative (Alternate)	Mr. William James O'Neill	Electrical Instructor College of the North Atlantic	Corner Brook

