

# PROVINCIAL APPRENTICESHIP AND CERTIFICATION BOARD



Honourable Allan 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 2017-18 Annual Report of the Provincial Apprenticeship and Certification Board.

This report covers the period April 1, 2017 to March 31, 2018 and compares actual results to those anticipated in the first year of the Board's 2017-20 Activity Plan.

The following three priorities have been the focus for the three-year period:

1. Modernizing the Apprenticeship Program;
2. Maintaining high quality training and certification standards in the apprenticeship system; and
3. Preparing for future demand.

Details on the successful achievement of the associated objectives for 2017-18 are presented in this report. As Chairperson, 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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# Provincial Apprenticeship and Certification Board

ANNUAL REPORT 2017-18

## 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 Department of Advanced Education, Skills and Labour to implement the Board's mandate on their behalf. The Board also grants approval for any policy changes recommended by departmental officials to strengthen the apprenticeship program. 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.

Board members are chosen based on a number of factors, including experience, skills, and regional representation, to ensure the Board best reflects the skilled trades population in the province.

The Board is comprised of:

- A chairperson;
- Two or more employer representatives;

- Two or more employee representatives;
- Two or more representatives at large;
- The Director of the Apprenticeship and Trades Certification Division, or designate; and
- An alternate representative for each group to attend in the absence of regular members.

A list of Board members as of March 31, 2018 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;
- Alternate representatives can only attend meetings in the absence of regular Board members and have full voting privileges at these meetings; and
- In the absence of the chairperson from a board meeting, board members who are present can appoint another member to act as chairperson.

The Board held four meetings during 2017-18, two in-person and two via teleconference. The chairperson also represented Newfoundland and Labrador on the following committees/boards:

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

All Board members served without remuneration as per section 6 of the **Apprenticeship and Certification Act**. All travel or incidental expenses were covered by the Department of Advanced Education, Skills and Labour in accordance with government policy. Expenses incurred by the Board in 2017-18 were \$14,062 (travel \$12,701 and incidental costs \$1,361). The Board does not manage a budget and is therefore not required to prepare a financial report. Further information on the Board can be found [here](#).

## HIGHLIGHTS AND PARTNERSHIPS

2017-18 has been a productive year for the Board. During their four meetings, the Board made significant progress towards accomplishing their stated objectives.

Highlights of Board-approved initiatives include:

- Continuing collaboration with industry partners and education partners;
- Approving new and revised Plans of Training;
- Approving training programs at training institutions across the province (see Appendix B for a detailed breakdown):
  - Seven new program accreditations; and
  - 11 program re-accreditations.
- Appointing advisory committee members to assist in the development of new Plans of Training at Provincial, Atlantic and national levels.

The Atlantic Apprenticeship Council (AAC) includes the Apprenticeship Board Chairs from each of the four Atlantic Provinces. Their goal is to work cooperatively to foster development of a highly-skilled workforce and to work together, from a regional perspective, to facilitate and share best practices in order to streamline mobility of workers. As a member of AAC, the Board has been involved in ongoing work related to Atlantic harmonization initiatives including:

- Harmonization of 10 trades;
- Harmonization of 21 policies and processes to ensure common processes and standards; and
- Identification of six additional trades for Phase II harmonization.

The Canadian Council of Directors of Apprenticeship (CCDA) is an intergovernmental partnership among provinces and territories and the federal government that supports apprenticeship training and trades certification. CCDA provides a forum for inter-jurisdictional collaboration on trades and apprenticeship. The National Harmonization initiative supports provinces to create a similar approach to apprenticeship training.

## Provincial Apprenticeship and Certification Board

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This is achieved by utilizing common Red Seal Trade names, total training hours required, number of training levels and the sequencing of courses. The Board continues its participation in the ongoing implementation of a national apprenticeship harmonization plan with CCDA.

A brief overview of apprenticeship and trades certification in Newfoundland and Labrador is provided in the table below.

<b>Quick Facts 2017-18</b>	
Number of active apprentices as of March 31, 2018	6,282
Number of newly registered apprentices	835
Number of apprentices who received journeyman certification	487
Number of trade qualifiers who received journeyman certification	89
Number of apprenticeship incentive grant letters issued	1,026
Number of apprenticeship completion grant letters issued	475
Number of apprentices who received in-school training	2,595
Number of apprentices who received credit through the recognition of prior learning (Prior Learning and Assessment Recognition)	24
Number of journeymen who received enhanced training to acquire new skills and respond to industry standards (e.g., heavy form work)	100

## OUTCOMES OF OBJECTIVES

### Issue 1: Modernizing the Apprenticeship Program

As technology advances, tradespeople are required to adapt or risk having their skills become obsolete. New training methods are continually being developed which are faster, safer, and more efficient. As tradespeople are required to adapt to new technology, the Board must consider how new technology may impact or shape future apprenticeship training programs, approaches and policies. To modernize the apprenticeship program, programs must adapt to reflect available technology and the expectations of tomorrow's apprentices.

With respect to modernizing the apprenticeship program, the following objective will be the focus for each of the fiscal years ending March 31 in 2018, 2019, and 2020; however, the indicators may change. The objective will be reported upon in each of the respective annual reports.

**Objective: By March 31, 2018, the Provincial Apprenticeship and Certification Board will have approved innovative approaches for training and assessing apprentices.**

**Indicator 1: Assessed the use of modern educational tools, such as more flexible delivery models, to support apprentices in reaching journey person designation.**

#### Results:

Online training has been identified as an initiative to modernize and strengthen apprenticeship by removing barriers to maximize access to training for apprentices. In 2017-18, with the support of the Board, the Department of Advanced Education, Skills and Labour assessed existing online apprenticeship programs throughout Canada, with a particular focus on programs in Atlantic Canada.

## Provincial Apprenticeship and Certification Board

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Building on lessons learned from other jurisdictions, a pilot project was launched focusing on transferring in-class curriculum to an online, interactive platform for level one and level two training blocks.

The pilot focused on five high-volume trades including Automotive Service Technician, Plumber, Construction Electrician, Welder and Carpenter programs. The online training pilot for apprentices will enable them to stay in their home communities and work while participating in required block training.

This phase of the pilot focused on transferring in-class curriculum to an online learning platform, which will be highly interactive, including regular interaction with instructors and classmates as well as the use of simulation software. Online training in each of the five trades will be available during the next training year and is in addition to the existing in-class training option.

### 2018-19 Looking Forward

**Objective: By March 31, 2019, the Provincial Apprenticeship and Certification Board will have approved innovative approaches for training and assessing apprentices.**

Indicator 1: Commenced offering online training for the five trades during the 2018-19 year.

Indicator 2: Reviewed program uptake, success rates, and any challenges identified for online training programs implemented in 2018-19.

Indicator 3: Identified additional trades for development of online training curriculum.

## **Issue 2: Maintaining High Quality Training and Certification Standards in the Apprenticeship System**

It is the responsibility of the Board to maintain high quality training and certification standards for the apprenticeship training system. This is accomplished through the valuable input provided by the Board's advisory committees. Provincial Trade Advisory Committees are comprised of certified journeypersons from industry (employers and employees), apprentices, and provincial training institution instructors for a specific skilled trade. Committee members review and validate standards, exams, webinars, and Atlantic harmonization sessions.

This input guides the Board's policies on harmonizing trades and processes, ensuring apprentices in Newfoundland and Labrador can seek opportunities across Canada to gain new skills and experiences without interrupting their apprenticeship training program. 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 industrial projects in the province.

With respect to maintaining high quality training and certification standards in the apprenticeship training system, the following objective will be the focus for each of the fiscal years ending March 31 in 2018, 2019, and 2020; however, the indicators may change. The objective will be reported upon in each of the respective annual reports.

**Objective: By March 31, 2018, the Provincial Apprenticeship and Certification Board will have improved program standards and curriculum.**

**Indicator 1: Approved additional trades and processes being harmonized through the Atlantic Harmonization Partnership, and the National Harmonization project.**

### Results:

Newfoundland and Labrador has made significant efforts to ensure high quality training and certification standards for apprenticeship training. Through harmonization initiatives, the Apprenticeship and Trades Certification Division, on behalf of the Board, has harmonized trades at the national and Atlantic levels and increased mobility for apprentices across Canada. Our apprenticeship systems and policies ensure this province is developing a highly-skilled and mobile skilled trades workforce.

The Atlantic Apprenticeship Harmonization Project helps keep apprentices in Atlantic Canada, increasing their apprenticeship completion rates, and helping address skills shortages in Atlantic Provinces. This year saw the completion of Phase I activities of the project. This included aligning the rules, processes and standards for apprenticeship 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 has been completed for 10 previously approved trades including Bricklayer, Cook, Welder, Metal Fabricator (Fitter), Carpenter, Instrumentation and Control Technician, Construction Electrician, Industrial Electrician, Plumber, and Steamfitter/Pipefitter.

During the past year, Phase II of the project was announced, selecting six additional trades for harmonization, including Automotive Service Technician, Industrial Mechanic (Millwright), Boilermaker, Sprinkler Fitter, Truck and Transport Mechanic, and Heavy Duty Equipment Technician. The new phase will help make training requirements, certification and standards more consistent. This work will be supported through the Atlantic Apprenticeship and Harmonization Office, which is located in St. John's.

As of March 31, 2018, Newfoundland and Labrador continued to work with its counterparts through CCDA on Phase III deliverables of National Harmonization in advance of the target implementation date of September 2018.

This includes harmonization of Red Seal Trade names, total training hours (technical training and work experience), number of training levels, and sequencing of courses.

**Indicator 2: Supported opportunities for industry representatives to participate on advisory committees.**

Results:

The mandate of the Board is broad and addresses a wide and diverse number of skilled trades occupations. Sufficient expertise to address each occupation may not always rest within the Board. To fulfill its obligations under the **Apprenticeship and Certification Act**, the Board seeks input from groups and individuals associated with each occupation who have the required expertise. To ensure continued industry representation, the Board has indicated a review of the current process should be conducted to confirm effectiveness of the selection process.

Newfoundland and Labrador Provincial Trade Advisory Committees (PTACs) are comprised of certified journeypersons from industry (employers and employees), apprentices and provincial training institution instructors for a specific skilled trade. PTACs are engaged to provide input into the development and revision of a plan of training, accreditation and certification standards, validation of examinations, and matters pertaining to the improvement and promotion of apprenticeship training and certification.

In 2017-18, the Board supported opportunities for industry representatives to participate in advisory committees through the delivery of 53 PTAC meetings across 21 trades. These advisory committee meetings helped inform Atlantic and National Harmonization efforts, development and maintenance of block level examinations, plans of training, Red Seal Occupational Standards, and peer reviews. All travel or incidental expenses were covered by the Department of Advanced Education, Skills and Labour in accordance with government policy. Travel and incidental expenses incurred by PTACs in 2017-18 were \$38,510.

## 2018-19 Looking Forward

**Objective: By March 31, 2019, the Provincial Apprenticeship and Certification Board will have improved program standards and curriculum.**

Indicator 1: Approved additional trades and processes being harmonized through the Atlantic Harmonization Partnership, and the National Harmonization project.

Indicator 2: Supported opportunities for industry representatives to participate on advisory committees.

Indicator 3: Explored options to revise the current approach for selecting industry representatives on advisory committees.

### Issue 3: Preparing for Future Demand

The demand for highly skilled tradespeople in Newfoundland and Labrador mirrors the cyclical nature of economic activity in the province. It is important for the Provincial Apprenticeship and Certification Board to ensure that an adequate supply of apprentices and journeypersons are trained during times of both economic expansion and contraction.

With respect to preparing for future demand of skilled tradespeople, the following objective will be the focus for each of the fiscal years ending March 31 in 2018, 2019, and 2020; however, the indicators may change. The objective will be reported upon in each of the respective annual reports.

**Objective: By March 31, 2018, the Provincial Apprenticeship and Certification Board will have collaborated with provincial officials on the future needs of the apprenticeship program.**

**Indicator 1: Met with provincial officials to review and discuss labour market forecasts.**

#### Results:

Officials with expertise on labour market information, within the Workforce Development Secretariat of the Department of Advanced Education, Skills and Labour, met with the Board to provide overviews of the labour market to help inform future demand for apprenticeship training to meet labour market demand. The Apprenticeship and Trades Certification Division also held regular meetings with these officials on behalf of the Board.

In 2017-18, Newfoundland and Labrador has partnered with other members of the Atlantic Apprenticeship Council for the development of a Canadian Apprenticeship Forum-Tracking Requirements for Apprenticeship Qualifications (CAN-TRAQ) system for each member province.

This system tracks workforce requirements for apprenticeship qualifications, past and future apprenticeship qualifications and identifies gaps between the supply and demand for qualified trades on a provincial basis.

## 2018-19 Looking Forward

**Objective: By March 31, 2019, the Provincial Apprenticeship and Certification Board will have collaborated with provincial officials on the future needs of the apprenticeship program.**

Indicator 1: Met with provincial officials to review and discuss labour market forecasts.

Indicator 2: Collaborated with officials on the study of labour market trends to identify potential gaps between supply and demand for apprenticeship and trades certification training.

## OPPORTUNITIES AND CHALLENGES

The Provincial Apprenticeship and Certification Board is committed to reaching the highest standards in training for skilled tradespeople in Newfoundland and Labrador. To advance these objectives, the Board, guided by its three-year Activity Plan, will modernize the apprenticeship program by introducing new innovative approaches to training, harmonize new trades and processes to maintain high quality training and certification standards, and assess labour market forecasts to prepare for the future demand of skilled tradespeople. Advancing these initiatives will ensure tradespeople completing Newfoundland and Labrador's apprenticeship program are among the most highly trained tradespeople in Canada, and ready and able to take advantage of opportunities both at home and across the country.

In 2017-18, Newfoundland and Labrador experienced a reduced number of apprentices seeking training. In some cases, this is attributable to individuals securing employment and having less flexibility to leave the security of a job to continue their training. The availability of more flexible delivery models such as online training will ensure apprentices have the option to continue to work while completing their studies. Continued development of additional trades for online delivery will alleviate these concerns for more apprentices in the future.

Continued Atlantic and National Harmonization efforts will create a highly skilled and mobile workforce, reduce barriers to apprentice mobility to support major projects in Newfoundland and Labrador and throughout the country, and help build a skilled national workforce.

**APPENDIX A**

Provincial Apprenticeship and Certification Board Membership as of March 31, 2018

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, Department of Advanced Education, Skills and Labour	St. John's
Employer Representative	Mr. Craig Randell	President – Vision Electrical	Corner Brook
Employer Representative	Ms. Joann Greeley	Owner – Joann Greeley Electric	St. John's
Employer Representative (Alternate)	Ms. Jennifer Hillier	Owner – AirCo Sheetmetal Inc.	Green's Harbour
Employee Representative	Ms. Amanda Cull	Construction/Industrial Electrician	Bonavista
Employee Representative	Mr. Geordie Walsh	Instructor Construction/Industrial Electrician, College of the North Atlantic	Corner Brook
Employee Representative (Alternate)	Mr. Tyson Stanley Hedge	Instrumentation/Electrical Iron Ore Company of Canada	Labrador City
At-Large Representative	Ms. Karen Rowe	Instrumentation Instructor, College of the North Atlantic	Grand Falls-Windsor
At-Large Representative	Ms. Karen Walsh	Executive Director, Office to Advance Women Apprentices	St. John's
At-Large Representative (Alternate)	Ms. Mona Morrow	Training Advisor (former), Diavik Diamond Mines	Paradise

**APPENDIX B**

 List of Accreditations/Re-accreditations approved by the Board for  
 Fiscal Year April 1, 2017 to March 31, 2018

Meeting Dates	Training Institution	Program EL: Entry-Level AL: Advanced Level	Initial Accreditation	Reaccreditation
June 14, 2017	DieTrac Technical Institute, Lewisporte	Construction/Industrial Electrician (EL/AL); Industrial Electrician (EL)	✓	
	College of the North Atlantic, Seal Cove	Instrumentation and Control Technician (EL)	✓	
	College of the North Atlantic, Placentia	Industrial Mechanic (Millwright) (EL/AL)		✓
	College of the North Atlantic, Corner Brook	Construction Electrician (EL/AL); Industrial Electrician (EL)		✓
	College of the North Atlantic, Port aux Basques	Cabinetmaker (EL)	✓	
	Carpenter's Millwrights College, Paradise	Industrial Mechanic (Millwright) (EL/AL)		✓
September 14, 2017	College of the North Atlantic, Port aux Basques	Cabinetmaker (AL)	✓	
	College of the North Atlantic, Bay St. George	Cook (EL/AL)		✓
	Academy Canada, Corner Brook	Welder (EL)		✓
December 14, 2017	College of the North Atlantic, Happy Valley-Goose Bay	Construction/Industrial Electrician (EL)	✓	
	College of the North Atlantic, Prince Philip Drive, St. John's	Motor Vehicle Body Repairer (Metal and Paint) (EL/AL)		✓
	DieTrac Technical Institute, Lewisporte	Steamfitter/Pipefitter (EL)		✓
	Ironworkers Education and Training, Mount Pearl	Ironworker (EL/AL)		✓
	College of the North Atlantic, Grand Falls-Windsor	Carpenter (EL)	✓	
	College of the North Atlantic, Burin	Sheet Metal Worker (EL/AL)		✓
	Academy Canada, Harding Road, St. John's	Automotive Service Technician (EL)		✓
	Academy Canada, Harding Road, St. John's	Insulator (Heat and Frost) (EL/AL)		✓
March 9, 2018	Academy Canada, Corner Brook	Motor Vehicle Body Repairer (EL)	✓	

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