

**Provincial Apprenticeship and Certification  
Board  
Annual Activity Report  
2010-11**

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## Chairperson's Message

October 31, 2011

Honourable Joan Burke  
Department of Advanced Education and Skills  
West Block, Confederation Building  
P.O. Box 8700  
St. John's, NL, A1B 4J6

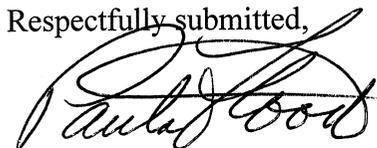
Dear Minister:

I am pleased to submit the 2010-11 Annual Activity Report of the Provincial Apprenticeship and Certification Board. This report covers the period April 1, 2010 to March 31, 2011.

The board developed a three year activity plan for 2008-11 and identified two issues that would be the focus for that three year period: trade qualifier policies; and apprenticeship experience. Details on the successful achievement of the associated objectives for 2010-11 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,



**PAULA FLOOD**  
Chairperson

## **Overview**

The Provincial Apprenticeship and Certification Board (PACB) was established under Section 5 of the *Apprenticeship and Certification Act*. As of March 31, 2011 members of the PACB, were as follows:

### Board Chairperson

- Ms. Paula Flood

### Employer Representatives

- Ms. Rhonda Neary
- Mr. David Murphy
- Mr. Mike Lee

### Employee Representatives

- Mr. Gus Doyle
- Ms. Ann Geehan
- Mr. Gerald Shea

### Representatives at Large

- Ms. Ellen Picco
- Mr. Gordon Dunphy
- Ms. Linda Scanlon

### Alternates

- Ms. Robin Bartlett, Employer Representative
- Mr. Richard Kelly, Employee Representative
- Mr. James Loder, Representatives at Large

### Director of Apprenticeship

- Mr. Cliff Mercer

The board held four meetings during 2010-11 and the Board Chair represented the province on the Inter-provincial Alliance of Apprenticeship Board Chairpersons (four days per year), the Canadian Apprenticeship Forum (four 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**

During the 2008-11 planning period, the PACB has been 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 PACB 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.

Please refer to the Department of Education 2010-11 Annual Report for a report on the successful achievement of this mission.

### **Highlights/Accomplishments**

The following details some of the work accomplished by the board during 2010-11:

- Continued the “out-of-province” registration policy, resulting in apprentices being able to register and continue their programs while working primarily in Alberta;
- Introduced a pilot Youth Apprenticeship Program into five high schools in the province;
- Revised and approved the Accreditation Resource Manual, which was updated on the Apprenticeship & Certification website ([www.ed.gov.nl.ca/app](http://www.ed.gov.nl.ca/app));
- Revised and approved The Accreditation of Apprenticeship Training Programs Policy (Policy #1), which was updated on the Apprenticeship & Certification website;
- Developed and approved the De-designation of an Occupation Policy (Policy #23), which was posted on the Apprenticeship & Certification website;
- Undertook a comprehensive investigation concerning the related courses suite with a recommendation to be presented to the Board.
- Offered the Distance Learning Pilot Project Phase I – Electrical Construction Block II - online. Thirteen apprentices completed successfully. Planning for Phase II is ongoing which will see both Block II and Block III Electrical programs offered online.
- Developed Block Exams for nine occupations which are to be administered online via Desire2Learn during June/July 2011;
- Developed study guides, study strategies and examination prep guides for 10 trades, which have been updated on the Apprenticeship & Certification website;
- Designated three new Red Seal Trades in Newfoundland and Labrador (NL) – Tower Crane Operator, Mobile Crane Operator (Hydraulic), and Heavy Equipment Operator;
- Designated two new occupations as trades for NL – Landscape Horticulturist and Process Operator;
- Approved eight revised plans of training for the following trades:
  - Insulator Heat and Frost
  - Bricklayer
  - Powerline Technician (Operating and Construction)
  - Steamfitter Pipefitter
  - Plumber
  - Cook
  - Construction Electrician
  - Industrial Electrician

- Received three year initial accreditation for three programs:
  - Entry Level Welder Program – College of the North Atlantic (CNA) Lab West
  - Entry Level Steamfitter/Pipefitter – Keyin College Burin
  - Entry/Advanced Level Sprinkler System Installer – UA Training Centre;
- Received five year re-accreditations for 18 programs at the following institutions:
  - Academy Canada, St. John’s and Corner Brook Campus
  - BAC Masonry College
  - Carpenters Millwright College
  - CNA, Bay St. George, Bonavista, Carbonear, Corner Brook, Happy Valley – Goose Bay, Ridge Road, Seal Cove Campuses
  - DieTrac Technical Institute
  - LeMoine’s School of Hair Design
  - Operating Engineers College
  - UA Training Centre

*Quick Facts – 2010-11:*

- |   |             |
|---|-------------|
| • Number of registered apprentices  | 5,648       |
| • Number of newly registered apprentices                                    | 1,025       |
| • Number of apprentices receiving journey person certification              | 433         |
| • Number of trade qualifiers receiving journey person certification         | 210         |
| • Number of apprenticeship incentive grant letters issued                   | 1297        |
| • Number of apprenticeship completion grant letters issued                  | 463         |
| • Number of apprentices receiving in-school training                        | 2,858 (plus |
| 126 through the Prior Learning Assessment and Recognition (PLAR) mechanism) |             |
| • Number of journey persons receiving enhanced training                     | 286         |

## **Outcomes of Objectives**

The PACB identified two issues in its 2008-11 activity plan to guide its work for the three year period:

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

The PACB is dedicated to ensuring that trade qualifier policies are reviewed, and recommendations, if required, are submitted for ministerial consideration.

Over the 2008-11 period, the PACB reviewed trade qualifier policies and submitted recommendations for Ministerial consideration, if required. In doing so, they successfully achieved their objectives as outlined in the 2008-11 Activity Plan.

With respect to the PACB, the following objective was the focus for the fiscal year ending March 31, 2011, which is the last year in the current activity planning period.

#### **Objective:**

By March 31, 2011 the Provincial Apprenticeship and Certification Board will have reviewed and recommended enhanced trade qualifier policies.

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

The following details the board's successful achievement of the measure, its associated indicator, and therefore the objective identified for 2010-11.

#### **Indicator:**

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

The board carried out its regular review of policies based on the timelines of the National Occupational Analysis. Based on this review, no recommendations were required to be submitted for Ministerial approval during 2010-11.

### **Issue Two: Apprenticeship Experience**

The PACB works with industry and labour partners to ensure that all apprentices throughout the province are trained to the highest standards.

Over the 2008-11 period, the PACB worked with labour and industry partners to help improve the apprenticeship experience in the province. In doing so, they successfully achieved their objectives as outlined in the 2008-11 Activity Plan.

The following objective was the focus for the fiscal year ending March 31, 2011, which is the last year in the current activity planning period.

**Objective:**

By March 31, 2011 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 measure, its associated indicator, and therefore the objective identified for 2010-11.

**Indicator:****Increased interaction with industry and labour partners**

During 2010-11, the PACB increased interaction with industry and labour partners by accommodating presentations from industry and special interest groups. These groups included representatives from the Labrador Aboriginal Training Partnership, the Landscape Horticulturist Society, Vale and the provincial Office of Immigration and Multiculturalism. Topics ranged from providing additional training opportunities and certifications to providing the board with an awareness of processes for immigration and any limitations from both a work and training prospective. In addition, the PACB was also engaged with two industry groups, specific to Blaster certification and the Residential Construction sector, by providing presentations regarding the apprenticeship system and certification process. By use of the Advisory Committee Groups, further discussion concerning practical skills and theoretical knowledge has been integrated into the training plans thus enhancing the apprenticeship experience.

Discussion has taken place with specific industries especially in the mining sector to explore other apprenticeship opportunities and the use of other delivery methods for the technical training, including distance delivery. A Youth Apprenticeship Program and a related advisory committee were established.

### **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 underrepresented groups, will continue to work on enhancing opportunities for underrepresented 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 PACB members serve without remuneration as per section 6 of the *Apprenticeship and Certification Act*. Travel and incidental expenses incurred by the board were minimal and were covered in their entirety by the Department of Education in accordance with government policy. The board is not required to prepare financial statements.