

**PROVINCIAL APPRENTICESHIP AND CERTIFICATION
BOARD**

ACTIVITY PLAN

April 1, 2014 to March 31, 2017



Government of Newfoundland and Labrador
Provincial Apprenticeship and Certification Board

Chairperson's Message

June 30, 2014

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

Dear Minister:

On behalf of the Provincial Apprenticeship and Certification Board, I am pleased to submit a three-year Activity Plan for the period April 1, 2014 to March 31, 2017. Pursuant to the *Transparency and Accountability Act*, the board is defined as a category 3 entity and therefore must prepare an activity plan.

The board's primary goal is to set the standards and requirements for training and certification of programs under the *Apprenticeship and Certification Act*. The vision, mission and strategic directions of the Department of Advanced Education and Skills have been reviewed as part of the planning process for the next three years and the Provincial Apprenticeship and Certification Board is committed to a collaborative approach to ensure a high quality apprenticeship and certification system throughout Newfoundland and Labrador.

My signature below is on behalf of the Provincial Apprenticeship and Certification Board and indicative of our accountability for the development of this plan and the achievement of its objectives.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Harry Bartlett".

Harry Bartlett
Chair

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Overview

The Provincial Apprenticeship and Certification Board (the board) is established as per section five of the *Apprenticeship and Certification Act*. The overall goal is to support apprentices and others who seek certification in the skilled trades, by ensuring that apprenticeship programs and training meet the industry standards of their profession. The work as assigned by the board is the responsibility of the staff within the Department of Advanced Education and Skills which includes monitoring apprentices during their completion of the apprenticeship program to Journey person status.

The board is composed of:

- a chairperson and, in equal representation;
- 2 or more persons representative of employers;
- 2 or more persons representative of employees;
- 2 or more persons - representatives at large; and,
- the director or his or her designate

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.
- In the absence of the chairperson, board members can appoint another member to act as chairperson.

The board holds four meetings per year with each meeting being approximately one day in duration. The chairperson is also responsible for representing the province on the following committees/boards:

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

All board members serve without remuneration and any travel or incidental expenses are covered by the Department of Advanced Education and Skills. Given that the board does not receive a budget, it is not required to prepare a financial report.

Mandate

The mandate of the board is established under sections eight and nine of the *Apprenticeship and Certification Act* and includes the following:

- reviews new occupations for apprenticeship designation;
- determines the form and content of the plan of training and the memorandum of understanding in designated occupations;
- registers all apprentices and trade qualifiers, and monitors their progress leading to journeyman certification;
- approves all course of instruction objectives 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.

Values

The Provincial Apprenticeship and Certification Board performs its duties within the core values established by the Department of Advanced Education and Skills as follows:

1. Diversity – Appreciating the individuality of others by words and actions
2. Leadership – Empowering staff to guide and inspire others
3. Service Excellence – Providing timely access to responsive programs and services that are delivered by knowledgeable and friendly staff
4. Innovation – Encouraging new and efficient ways of responding through programs and services
5. Respect and Dignity – Showing acceptance and sincerity for the beliefs and behaviours of individuals
6. Teamwork and Partnership – Working together with colleagues and partners to develop and deliver appropriate supports and services

Primary Clients

The primary clients of the Provincial Apprenticeship and Certification Board are registered apprentices, potential apprentices, trade qualifiers, journeypersons, employers and post-secondary training institutions offering programs in the skilled trades.

Vision and Mission

The Provincial Apprenticeship and Certification Board is committed to supporting the vision and mission of the Department of Advanced Education and Skills by working with its partners to enhance the apprenticeship experience for its primary clients and ensuring that all individuals involved in apprenticeship programs or training meet the highest standards of their profession. Ensuring an appropriate supply of individuals with training to meet industry requirements in the skilled trades is essential to the provincial economy.

As technology changes, it is important to ensure that training institutions continue to meet the needs of skilled trade occupations. The Provincial Apprenticeship and Certification Board monitors the courses of study/training and ensures that our apprentices and journeypersons are poised through high quality apprenticeship systems, to meet all challenges, and become gainfully employed in their respective trade. The vision and mission are as follows:

Vision

“Growth through employment, strength in diversity, dignity by inclusion”

Mission

By March 31, 2017, the Department of Advanced Education and Skills will have improved the quality and the delivery of supports and services.

Objectives

Issue 1: Enhance the Apprenticeship Experience

Over the next three years, the Provincial Apprenticeship and Certification Board will be working with industry, labour partners and educators to ensure that all apprentices throughout Newfoundland and Labrador are trained to the highest provincial and national standards. In this way the board will contribute to the Provincial Government’s strategic direction – to enhance the post-secondary education system, particularly in the focus area of apprenticeship policy and training (refer to Appendix A).

With respect to apprenticeship experience, the following objective will be the focus for each of the fiscal years ending March 31, 2015, 2016, and 2017. It will be reported upon in each of the respective annual reports.

Objective: By March 31, 2015, 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.

Indicators:

1. Met with industry and education partners to identify required changes to current Plans of Training.
2. Made changes to Plans of Training as per partner recommendations.

Issue 2: Regional and National Harmonization Strategies

The Provincial Apprenticeship and Certification Board is dedicated to improving mobility strategies that will strengthen in-school training and work experiences and ultimately produce highly qualified skilled trades journeypersons. By working collaboratively in a globalized economy, it is possible to achieve harmonization with our Atlantic and National partners.

With respect to regional and national harmonization strategies the following objective is the focus for each of the fiscal years ending March 31, 2015, 2016, and 2017. This objective will be reported upon in each of the respective annual reports.

Objective: By March 31, 2015, 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.

Indicators:

1. Held regular meetings with the Atlantic Harmonization Partnership
2. Attended meetings of Atlantic Apprenticeship Council
3. Harmonized training, certification and standards for a number of apprenticeship trades

Conclusion

The Provincial Apprenticeship and Certification Board is committed to working to develop solutions to current challenges, while exploring opportunities for enhancements for all stakeholders in the apprenticeship field.

Appendix A- Strategic Direction

Title: Post-Secondary Education

Outcome: Enhanced post-secondary education system that contributes to the social, cultural and economic development of the province.

Components of Strategic Direction	This direction is addressed in the board's activity plan
1. Post-secondary infrastructure	
2. Affordability and student access	
3. Programming	
4. Apprenticeship policy and training	X