

**Provincial Apprenticeship and Certification  
Board  
Annual Activity Report  
2012-13**

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**Chairperson's Message**

September 3, 2013

Honourable Joan Shea  
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 2012-13 Annual Activity Report for the Provincial Apprenticeship and Certification Board (PACB). This report covers the period April 1, 2012 to March 31, 2013.

The Board developed a three year activity plan for 2011-14 and identified two issues that would be the focus for that three year period:

- apprenticeship experience; and
- assessment and evaluation methods

Details on the successful achievement of the associated objectives for 2012-13 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 (the Board) was established under Section 5 of the *Apprenticeship and Certification Act*. As of March 31, 2013 members of the Board, were as follows

### Board Chairperson

- Ms. Paula Flood

### Employer Representatives

- Ms. Rhonda Neary
- Mr. Mike Lee
- Vacancy

### Employee Representatives

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

### Representatives at Large

- Vacancy
- Vacancy
- Vacancy

### Alternates

- Vacancy - Employer Representative
- Mr. Richard Kelly, Employee Representative
- Mr. James Loder, Representative at Large

### Director of Apprenticeship

- Mr. Cliff Mercer

The Board held four meetings during 2012-13. The Board Chair is the representative for the province on the Inter-provincial Alliance of Apprenticeship Board Chairpersons, the Canadian Apprenticeship Forum and the Atlantic Canada Association of Apprenticeship Directors and Board Chairs; each normally meets four days per year.

The Board 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 by the Department of Advanced Education and Skills in accordance with government policy.

## **Mandate**

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

- determining whether an occupation is appropriate for certification and, if so, designating that occupation;
- determining the form and contents of both a plan of training and a memorandum of understanding for apprenticeship, in designated occupations;
- registering all apprentices and trade qualifiers, and monitoring their progress leading to journey person certification;
- determining and approving the objectives of every course of instruction included in a plan of training;
- accrediting institutions for the purpose of delivering training in a designated occupation;
- approving plans specific to certain employers as private plans;
- providing for periodic and final examinations of apprentices and trade qualifiers;
- appointing examining committees to conduct practical examinations for the periodic and final examinations of apprentices and trade qualifiers and defining the duties of those committees;
- assessing, evaluating and determining the requirements to complete a period of apprenticeship and may grant credits for:
  - occupational experience, and
  - occupational training in a recognized training institution;
- revoking a certificate where evidence supports a finding of fraud by the applicant regarding the issuing of same certificate;
- approving assignments of memorandums of understanding for apprenticeship;
- making the 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;
- amending, varying, or revoking and substituting, a plan of apprenticeship training;

- ordering, 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;
- issuing certificates or diplomas to apprentices and trade qualifiers who complete their training and pass the necessary journeyman examinations;
- appointing advisory committees which shall be equally representative of employers and employees in respect of apprenticeship in occupations, and prescribing the duties of those committees; and
- setting fees with the approval of the minister.

### **Vision and Mission**

During the 2011-14 planning period, the Provincial Apprenticeship and Certification Board is committed to supporting the vision and mission of the Department of Advanced Education and Skills 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 supports and services.

The Board ensures 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 and training to ensure apprentices and journeymen participate in a high quality apprenticeship system.

## **Highlights/Accomplishments**

The following provides details on work approved by the Board during the 2012-13 year:

- undertook an Apprenticeship System Review focusing on three topics identified by stakeholders
- introduced the new Journeyperson Mentorship Program (JMP)
- adopted a straight 2:1 ratio of apprentices to journeypersons in all trade occupations with option for 3:1 under special considerations
- continued the development and implementation of a Distance Learning Pilot Project with the Electrical Construction program
- instituted online block exams for ten occupations
- revised plans of training for the following trades:
  - Small Equipment Service Technician
  - Power Systems Operator (Private)
  - Boom Truck Operator
  - Process Operator – Advanced Level
  - Hairstylist
  - Construction Electrician
  - Industrial Electrician
  - Sheet Metal Worker
  - Welder
- published one new plan of training for “Tower Crane Operator”
- provided three-year initial accreditation for the following programs:
  - Entry Level Automotive Service Technician – College of the North Atlantic – Gander Campus
  - Entry Level Instrumentation and Control Technician Program – College of the North Atlantic – Gander and Seal Cove Campuses
  - Entry Level Mobile Crane Operator – Operating Engineers College
  - Entry Level Steamfitter Pipefitter – Academy Canada – Corner Brook Campus
- provided five-year re-accreditations for 13 programs at the following institutions:
  - Academy Canada, St. John’s and Corner Brook Campuses
  - Dietrac, Lewisporte Campus
  - Ironworkers Training Institute, St. John’s Campus
  - College of the North Atlantic – Carbonear, Corner Brook, Labrador West, Placentia, Burin, Placentia and Prince Philip Drive Campuses
- expanded the Youth Apprenticeship Pilot to a total of 10 high schools

### Quick Facts – 2012-13

Number of active apprentices	<b>5,894</b>
Number of newly registered apprentices in 2012-13	<b>1,431</b>
Number of apprentices that received journeyperson certification	<b>476</b>
Number of trade qualifiers that received journeyperson certification	<b>175</b>
Number of apprenticeship incentive grant letters issued	<b>1,427</b>
Number of apprenticeship completion grant letters issued	<b>465</b>
Number of apprentices that received in-school training	<b>3,015</b>
Number of apprentices that received credit through the recognition of prior learning (Prior Learning and Assessment Recognition - PLAR)	<b>96</b>
Number of journeypersons that received enhanced training to keep skills current and respond to industry standards (e.g. heavy form work)	<b>126</b>



## **Outcomes of Objectives**

The Provincial Apprenticeship and Certification Board identified two issues in its 2011-14 activity plan to guide its work for the three year period:

### **Issue One: Apprenticeship Experience**

Over the three years of the plan, the Provincial Apprenticeship and Certification Board is 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. This is in accordance to the strategic direction of the Provincial Government for an enhanced post-secondary education system benefiting those seeking higher education.

With respect to apprenticeship experience, the following objective was the focus for the fiscal year ending March 31, 2013, the second year in the current activity planning period.

#### **Objective:**

By March 31, 2013 the Provincial Apprenticeship and Certification Board will have collaborated with industry, labour partners and educators to improve the apprenticeship experience in Newfoundland and Labrador

**Measure:** Collaborated with industry, labour partners and educators.

#### **Indicator:**

Consulted with partners throughout the year to provide recommendations to the Board regarding program changes.

#### **Results:**

The Board has worked with the Department of Education to expand the Youth Apprenticeship Program by partnering with five additional schools around the province to expand the program.

The Board through the Welder Advisory Committee representatives consulted with industry partners to develop national benchmarks for Practical Welding Assessments under the Welding Trade program. Consultations involved seeking consensus with other Canadian jurisdictions on components of the trade that would be assessed through a practical exam as part of the certification criteria. This

initiative once completed will ensure that all jurisdictions are in agreement with the national benchmarks set for all Certified Welders across Canada.

The Board also consulted with trade-specific Advisory Committees, providing industry perspectives in updates to curriculum standards in programs such as:

- Boom Truck Operator
- Hairstylist,
- Sheet Metal Worker and
- Welder trades.

This year nine trade specific advisory committees reviewed and updated plans of training based on the updated National Occupational Analysis (NOA). Various industries are consulted on a regular basis according to the cycle for occupational updates.

### **Looking Forward (2013-14)**

#### **Year 3 Objective:**

By March 31, 2014 the Provincial Apprenticeship and Certification Board will have collaborated with industry, labour partners and educators to improve the apprenticeship experience in Newfoundland and Labrador.

**Measure:** Collaborated with industry, labour partners and educators.

**Indicator:** Consulted with partners throughout the year to improve the apprenticeship experience.

## **Issue Two: Assessment/Evaluation Methods**

The Provincial Apprenticeship and Certification Board is dedicated to providing assessment and evaluation methods to support highly qualified skilled trades journeyperson certification. This is in accordance with the strategic direction of the Provincial Government for an enhanced post-secondary education system benefiting those seeking higher education. An increase in the number of individuals, with significant years of practical experience in the trades wishing to become certified, warrants a formalized process. Labour mobility, especially as applied to individuals coming into the province both nationally and internationally, has increased the need for formalized assessments.

With respect to assessment/evaluation methods, the following objective was the focus for the fiscal year ending March 31, 2013, the second year in the current activity planning period.

### **Objective:**

By March 31, 2013 the Provincial Apprenticeship and Certification Board will have reviewed and recommended enhancements to assessment and evaluation policies.

**Measure:** Reviewed and recommended enhanced policies.

**Indicator:** Recommended enhancements made to policies.

### **Results:**

This year recommended enhancements were made to the Recognition of Prior Learning Policy. They included in-house changes to administration; streamlining of process and a more consistent approach to assessment of prior learning.

Subsequently, the policy was updated and the Apprenticeship and Trades Certification Division provided in-service training for all appropriate divisional staff to ensure that policy enhancements were clearly understood and consistently applied. All educational agencies (private and public) who offer advanced trades training also took part in training.

A review and revision of board policies to incorporate the implementation of mandatory block exams was completed and recommendations made to the Board.

Block Exams are being used as an independent evaluation approved by the board which is outside of the in-house evaluations completed by training institutions. By Block Exams aligning with the structure of the interprovincial exams, our target result are increased success rates for first time attempts of the Red Seal certification exam.

PACB also approved expanding the development of block exams to include two more prioritized trades so that exams were developed for block 2 and block 3 for all ten high use trades including: Automotive Service Technician; Carpenter; Construction Electrician; Cook; Heavy Duty Equipment Technician; Industrial Mechanic (Millwright); Steamfitter Pipefitter; Welder; Plumber and Truck and Transport Mechanic.

### **Looking Forward (2013-14)**

#### **Year 3 Objective:**

By March 31, 2014 the Provincial Apprenticeship and Certification Board will have reviewed and recommended enhancements to assessment and evaluation policies.

**Measure:** Reviewed and recommended enhanced policies.

**Indicator:** Recommended enhancements made to policies.

#### **Opportunities and Challenges Ahead**

The need for skilled trades workers in Newfoundland and Labrador is expanding and so the PACB will consider the following issues in 2013-14:

- Explore opportunities and challenges that would come with greater Harmonization of Apprenticeship Trades within Atlantic Canada Apprenticeship authorities.
- Through Canadian Council of Directors of Apprenticeship (CCDA), be an active participant in the pilot project to improve and strengthen the Red Seal Occupational Standard.

As an ongoing measure, The Board will also continue its curriculum reviews and accreditation mechanisms to ensure that all occupations are meeting today's standards.