

**PROVINCIAL APPRENTICESHIP AND CERTIFICATION  
BOARD**

**ACTIVITY PLAN**

April 1, 2008 to March 31, 2011

## Chairperson's Message

March 31, 2008

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

Dear Minister:

I am pleased to submit a three-year Activity Plan for the Provincial Apprenticeship and Certification Board. This plan covers the period April 1, 2008 to March 31, 2011. The board recognizes the vision and mission of the Department of Education and is committed to the role it plays in ensuring a high quality apprenticeship and certification system throughout Newfoundland and Labrador. The board has reviewed the departmental strategic directions and recognizes its supporting role in their achievement. However, it has been ascertained that all are being addressed by other entities reporting to the minister.

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,



**REX COTTER**  
Chair

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## Overview

The Provincial Apprenticeship and Certification Board is established under Section 5 of the *Apprenticeship and Certification Act*. As of April 1, 2008 there are four vacancies, with 10 persons appointed by the Lieutenant-Governor in Council as follows:

- a chairperson, *Mr. Rex Cotter, from Carbonear*; and, in equal representation
- 2 or more persons representative of employers
  - *Ms. Rhonda Neary, from St. John's,*
  - *Mr. David Murphy, from Topsail,*
  - *One vacant appointment*
- 2 or more persons representative of employees
  - *Mr. Gus Doyle, from Conception Bay South;*
  - *Ms. Ann Geehan, from Portugal Cove-St. Phillip's,*
  - *One vacant appointment*
- 2 or more persons not included in the employers and employees groups
  - *Ms. Janette Burry, from St. John's,*
  - *Ms. Paula Flood, from Whitbourne;*
  - *One vacant appointment*
- one alternate representative for each class appointed
  - *Mr. Richard Kelly, employee alternate, from Glovertown,*
  - *Ms. Robin Bartlett, employer alternate, from St. John's;* and
  - *One vacant appointment*
- the director, *Ms. Denise Hanrahan.*

Appointments are for a three year term, and only one person from each representative group shall retire in each year. Persons do not serve more than two consecutive terms. Alternate representatives only attend meetings in the absence of regular board members. However, they have full voting privileges at the meetings they attend.

In the absence of the chairperson, the members of the board in attendance may appoint one of themselves to be acting chairperson.

The board holds four meetings per year and each meeting lasts approximately one day. Furthermore, the chairperson represents the province on the Inter-provincial Alliance of Apprenticeship Board Chairpersons, the Canadian Apprenticeship Forum, and the Atlantic Apprenticeship Council. All board members serve without remuneration. Travel and incidental expenses incurred by the board are minimal and covered in their entirety by the Department of Education. The board is not required to prepare financial statements.

## Mandate

The mandate of the board is established under sections 8 and 9 of the *Provincial Apprenticeship and Certification Act*. The mandate of the board is a very broad one, covering a number of apprenticeship training issues.

The board:

- 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 journeyman 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.

## **Values of the Department of Education**

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

<b>Quality:</b>	Each person strives for excellence in the performance of their assigned duties.
<b>Responsiveness:</b>	Each person optimizes their time for the benefit of stakeholders.
<b>Professionalism:</b>	Each person works to support government's vision for the province.
<b>Collaboration:</b>	Each person identifies and avails of opportunities to assist others to achieve the department's mandate.
<b>Accountability:</b>	Each person fulfills the roles and responsibilities of their assigned positions.

## **Primary Clients**

The primary clients of the Provincial Apprenticeship and Certification Board are registered apprentices, potential apprentices, 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 Education by ensuring that all individuals involved in apprenticeship programs or training 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. Furthermore, as technology changes, we must be sure that training institutions are meeting the needs of evolving skilled trades industries. 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 productive and contributing members of society.

### **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.

## Objectives

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

The Provincial Apprenticeship and Certification Board is dedicated to ensuring that trade qualifier policies are reviewed, and recommendations of proposed enhancements are submitted for ministerial consideration.

With respect to trade qualifier policies the following objective is the focus for each of the fiscal years ending March 31, 2009, 2010, and 2011. This objective will be reported upon in each of the respective annual reports.

#### **Objective:**

The Provincial Apprenticeship and Certification Board will have reviewed and recommended enhanced trade qualifier policies.

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

**Indicators:** Recommendations submitted to the minister

## **Issue Two: Apprenticeship Experience**

Over the next three years, the Provincial Apprenticeship and Certification Board will be working with industry and labour partners to ensure that all apprentices throughout Newfoundland and Labrador are trained to the highest standards.

With respect to apprenticeship experience the following objective is the focus for each of the fiscal years ending March 31, 2009, 2010, and 2011. This objective will be reported upon in each of the respective annual reports.

### **Objective:**

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

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

## **Conclusion**

The Provincial Apprenticeship and Certification Board is committed to ensuring that high standards are achieved in apprenticeship programs throughout Newfoundland and Labrador. Throughout the three years covered by this activity plan, the board commits to continue working to develop solutions to challenges while exploring opportunities for all stakeholders in the apprenticeship field.