

Provincial Apprenticeship and Certification Board

Activity Plan 2020-23



Chairperson's Message

Honourable Gerry Byrne
Minister of Immigration, Skills and Labour
West Block, Confederation Building
PO Box 8700
St. John's, NL
A1B 4J6

Dear Minister:

On behalf of the Provincial Apprenticeship and Certification Board (the Board), I am pleased to submit a three-year Activity Plan for the period April 1, 2020 to March 31, 2023. Pursuant to the **Transparency and Accountability Act**, the Board is defined as a Category 3 entity and therefore must prepare an Activity Plan. The strategic directions of the Provincial Government were considered in the development of this plan.

The Board's primary goal is to set the standards and requirements for training and certification under the **Apprenticeship and Certification Act**. The Board is committed to supporting the high quality apprenticeship and certification system that exists throughout Newfoundland and Labrador.

My signature below is on behalf of the Board and is indicative of our accountability for the development of this Activity Plan and achieving the objectives contained herein.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lorna Harnum".

Lorna Harnum
Chair

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Overview

The Provincial Apprenticeship and Certification Board (the Board) is 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 Immigration, Skills and Labour to implement the Board's mandate and monitor the apprenticeship system on their behalf. The Board also grants approval for any policy changes recommended by departmental officials to strengthen the apprenticeship system. 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 reflects the skilled trades population in the province. There is an equal representation of employers and employees on the Board.

The Board is comprised of:

- A chairperson;
- Two or more employer representatives;
- Two or more employee representatives;
- 2 or more representatives at large;
- The Director of the Apprenticeship and Certification Division, or designate; and
- An alternate representative for each group to attend meetings in the absence of a regular member.

A list of board members, as of September 30, 2020, can be found in Annex 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;
- There are three alternate representatives who will 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, board members can appoint another member to act as chairperson.

The Board holds a minimum of four meetings per year. The chairperson is also responsible for representing the Provincial Government on the following committees/boards:

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

All Board members serve without remuneration and any travel or incidental expenses are paid by the Department of Immigration, Skills and Labour. The Board does not manage a budget and therefore is not required to prepare a financial report.

Mandate

The mandate of the Board is established under Sections 8 and 9 of the **Apprenticeship and Certification Act** and includes responsibility for:

- Designating an occupation for certification;
- Determining and approving contents of a plan of training and a memorandum of understanding 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 the plan of training;
- Accrediting institutions for the purpose of delivering training in a designated occupation;
- Developing and administering examinations for apprentices and trade qualifiers;
- Determining and evaluating the on-the-job training and experience requirements to complete a period of apprenticeship;
- Appointing advisory committees consisting of equal representation from employers and employees in apprenticeship occupations;
- Terminating, cancelling or suspending memorandums of understanding for apprenticeship upon agreement of the parties;
- Revoking a certificate where evidence supports a finding of fraud by the applicant;
- Amending, varying, or revoking and substituting a plan of apprenticeship training;
- Designating compulsory certification occupations;
- Issuing certificates or diplomas to apprentices and trade qualifiers who complete their training and pass the necessary journeyman examinations; and
- Setting fees (where appropriate) with the approval of the Minister of Immigration, Skills and Labour.

Lines of Business

Newfoundland and Labrador's apprenticeship and training system is industry-driven. The primary function of the Board is to support the steady supply of skilled tradespersons for the Newfoundland and Labrador economy. As technology changes, it is important to ensure that training institutions continue to meet the needs of skilled trades occupations. The Board monitors training requirements and ensures that apprentices and journeymen are able to meet all challenges and become gainfully employed in their respective trade through a high quality apprenticeship system. The Board works closely with the Department of Immigration, Skills and Labour to develop and approve policies that shape the apprenticeship system and the trade certification process.

Issues

The 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 this three-year Activity Plan, will:

- Modernize the apprenticeship program by building innovation and flexibility in the province's apprenticeship system through increased harmonization and better access to online training and services;
- Maintain high quality training and certification standards in the apprenticeship system; and,
- Assess labour market forecasts to prepare for the future demand of skilled tradespeople.

Advancing these initiatives will ensure tradespeople from Newfoundland and Labrador's apprenticeship system emerge among the most highly trained tradespeople in Canada, ready and able to take advantage of opportunities both at home and across the country.

The following issues and associated objectives have been established by the Board as key priorities for the 2020-23 planning period:

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 so must the Board. To meet this objective, the apprenticeship program must be modernized 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, 2021, 2022, and 2023; however, the indicators may change. The objective will be reported on in each of the respective annual reports.

Objective

By March 31, 2021, the Provincial Apprenticeship and Certification Board will have reviewed initiatives that build innovation and flexibility in the province's apprenticeship system through better access to online training and services.

Indicators

1. Assessed recommendations for enhanced online training methods.
2. Assessed modern educational tools and processes to enhance learning and meet the needs of the labour market.
3. Continued policy and procedural changes related to implementation of the new Apprenticeship Management System.

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 includes continuing work to harmonize trades and responding to requests for compulsory certification designation. The Board relies on advisory committees to recommend required changes and improvements to respond to industry needs and on the department for facilitating this work. This input guides the Board's policies on harmonizing trades and processes and compulsory certification designation, ensuring apprentices in Newfoundland and Labrador can take advantage of opportunities across Canada, when completing their apprenticeship program and attaching to the labour market. 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, 2021, 2022 and 2023; however, the indicators may change. The objective will be reported on in each of the respective annual reports.

Objective

By March 31, 2021, the Provincial Apprenticeship and Certification Board will have enhanced program standards and curriculum to reflect the needs of industry.

Indicators

1. Supported harmonization activities.
2. Supported opportunities for industry representatives to participate on advisory committees.
3. Considered applications for compulsory certification designation.
4. Approved policies and processes regarding the designation of trades for compulsory certification.

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 Board to ensure that an adequate supply of apprentices and journeypersons are being trained during both times of 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, 2021, 2022 and 2023; however, the indicator may change. The objective will be reported on in each of the respective annual reports.

Objective

By March 31, 2021, 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.

Annex A: Board Membership

Position	Name	Occupation	Location
Chair	Lorna Harnum	International Representative, International Union of Operating Engineers	Green's Harbour
Employer Representative	Joann Greeley	Owner – Joann Greeley Electric	Green's Harbour
Employer Representative	Jennifer Hillier	Owner – AirCo Sheetmetal Inc.	Green's Harbour
Employer Representative	Barry Thompson	President CECON Ltd.	Gander
Employer Representative (Alternate)	Scott Randell	Owner, Shed City and Outdoor Living Ltd.	Paradise
Employee Representative	Tyson Hedge	Instrumentation/Electrical Iron Ore Company of Canada	Labrador City
Employee Representative	Bobby Meade	Electrical Maintenance, NL Power	St. John's
Employee Representative	Krista Piercey	Welder CPSI	Norman's Cove-Long Cove
Employee Representative (Alternate)	Marion Isaacs	Plumber, NL Housing	St. John's
At-Large Representative	Krista Cox	Director, BAC Masonry College	Harbour Grace
At-Large Representative	Steven Downer	Automotive Service Technician Instructor, College of the North Atlantic	Grand Falls-Windsor
At-Large Representative	Barry Roberts	President, B A Roberts and Associates Research and Consulting Services	St. John's
At-Large Representative (Alternate)	Chris Hewitt	Owner-Operator Classic Woodwork Ltd.	Mount Pearl

