

Provincial Apprenticeship and Certification Board

Activity Plan 2023-26

Chairperson's Message

Honourable Gerry Byrne
Minister of Immigration, Population Growth and Skills
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, 2023 to March 31, 2026. 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 as well as your mandate letter from the Premier.

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,



Lorna Harnum
Chair

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Overview

In accordance with the Premier's Mandate Letter to the Minister of Immigration, Population Growth and Skills dated April 15, 2021, the Board has a specific role in building innovation and flexibility in the province's apprenticeship system through increased harmonization and better access to online training and services.

The Board is established under Section 5 of the **Apprenticeship and Certification Act**. The overall goal of the Board is to support individuals who seek certification in the skilled trades, by ensuring that apprenticeship programs and training meet industry standards.

Board members are chosen based on a number of factors, including experience, skills and regional representation to ensure membership reflects the skilled trades population in the province. The Board is composed of:

- A chairperson;
- Two or more employer representatives;
- Two or more employee representatives;
- Two or more representatives at large;
- The Director of the Apprenticeship and Trades Certification Division (ATCD), or designate; and
- An alternate representative for each group to attend in the absence of regular members.

A list of Board members can be found in Annex A.

The following applies to Board appointees:

- Appointments are for a three-year term;
- 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; 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, Population Growth and Skills.

Further information on the Board can be found at <https://www.gov.nl.ca/atcd/pacb/>

Mandate

The mandate of the Board is established under Sections 8 and 9 of the **Apprenticeship and Certification Act** <https://www.assembly.nl.ca/legislation/sr/statutes/a12-1.htm>.

Vision

The Provincial Apprenticeship and Certification Board is committed to ensuring the highest quality of training and certification standards for skilled tradespeople in Newfoundland and Labrador, so that they are ready and able to take advantage of economic opportunities both at home and across the country.

Lines of Business

Newfoundland and Labrador's apprenticeship and training system is industry-driven. The primary functions of the Board support the steady supply of skilled tradespersons for the Newfoundland and Labrador economy and are reflected in the Board's mandate pursuant to the **Apprenticeship and Certification Act**. The Board works closely with officials in the ATCD to implement the Board's mandate on its behalf.

The Board monitors training programs and ensures that standards and requirements are maintained, and approves policy changes 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.

Primary Clients

The Board works with the ATCD of the Department of Immigration, Population Growth and Skills to ensure a high quality apprenticeship system for the citizens of Newfoundland and Labrador.

Issue

The issue and objective identified below represents the focus of the Board over the next three fiscal years: 2023-24, 2024-25, and 2025-26, and is specific to the Board's mandate as well as its primary functions as outlined in the **Apprenticeship and Certification Act**.

Issue 1: Oversight of the Apprenticeship Program

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 ensure that an adequate supply of apprentices and journeypersons are being trained, supporting the harmonizing of trades and assessing recommendations related to the designation of trades. The Board relies on advisory committees to recommend required changes and improvements to respond to industry needs as well as ATCD to facilitate this work. This input guides the Board's policies on apprenticeship and trades certification in Newfoundland and Labrador, ensuring apprentices in this province can take advantage of current and emerging 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 in 2024, 2025 and 2026.

Objective

By March 31, 2024, the Provincial Apprenticeship and Certification Board will have delivered oversight functions for the apprenticeship system, maintaining high-quality training and certification standards that reflect the needs of industry.

Indicator

The Board will meet four times a year as required under the **Apprenticeship and Certification Act** to review matters such as plans of training and accreditation.

Annex A: Board Membership

Position	Name	Occupation	Location
Chair	Lorna Harnum	International Representative, International Union of Operating Engineers	Green's Harbour
Departmental Representative	Sandra Bishop	Director, Apprenticeship and Trades Certification Division, Department of Immigration, Population Growth and Skills	St. John's
Employer Representative	Jennifer Hillier	Owner, AirCo Sheetmetal Inc.	Green's Harbour
Employer Representative	Joann Greeley	Owner, Joann Greeley Electric	Green's Harbour
Employer Representative (Alternate)	Scott Randell	Owner, Shed City and Outdoor Living Ltd	Paradise
Employee Representative	Bobby Meade	Electrical Maintenance, NL Power	St. John's
Employee Representative	Tyson Hedge	Instrumentation/Electrical Iron Ore Company of Canada	Labrador City
Employee Representative	Marion Isaacs	Plumber, NL Housing	St. John's
Employee Representative (Alternate)	Krista Piercey	Welder, CPSI	Norman's Cove-Long Cove
At-Large Representative	Barry Roberts	President, B A Roberts and Associates Research and Consulting Services	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 (Alternate)	Chris Hewitt	Owner-Operator Classic Woodwork Ltd.	Mount Pearl