

# Provincial Apprenticeship and Certification Board

Annual Report 2020-21



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Hon. Gerry Byrne  
Minister of Immigration, Population Growth and Skills  
PO Box 8700  
St. John's, NL  
A1B 4J6

Dear Minister Byrne:

I am pleased to submit the 2020-21 Annual Report of the Provincial Apprenticeship and Certification Board (the Board).

The Board is a category three Provincial Government entity and is required to prepare a performance-based activity plan. This report covers the period April 1, 2020 to March 31, 2021 and compares actual results to those anticipated in the first year of the Board's 2020-23 Activity Plan. The following three priorities are the focus for the three-year period:

1. Modernizing the apprenticeship program;
2. Maintaining high quality training and certification standards in the apprenticeship system; and
3. Preparing for future demand.

Details on the successful achievement of the associated objectives for 2020-21 are presented in this report. As Chairperson, my signature below is on behalf of the Board and indicative of its accountability for the actual results reported herein.

Respectfully submitted,



Lorna Harnum  
Board Chairperson

## Overview

The Provincial Apprenticeship and Certification Board (the Board) was 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, Population Growth and Skills (formerly the Department of Immigration, Skills and Labour) to implement the Board's mandate on their behalf. The Board also grants approval for any policy changes recommended by departmental officials to strengthen the apprenticeship program. 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 best reflects the skilled trades population in the province. The Board is comprised of:

- A chairperson;
- Two or more employer representatives;
- Two or more employee representatives;
- Two or more individuals not included under employers or employees (at-large);
- The Director of the Apprenticeship and Trades Certification Division, or designate; and
- An alternate representative for each group to attend in the absence of regular members.

A list of Board members as of March 31, 2021, outlining their position, occupation and location can be found in Appendix 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;
- Alternative 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 from a board meeting, board members who are present can appoint another member to act as chairperson.

The Board held four virtual meetings during 2020-21. During this time, the chairperson also represented Newfoundland and Labrador on the following committees/boards:

- The Interprovincial Alliance of Apprenticeship Board Chairpersons; and
- The Atlantic Apprenticeship Council (AAC).

All Board members served without remuneration as per section 6 of the **Apprenticeship and Certification Act**. No travel or incidental expenses were incurred.

Further information on the Board can be found [here](#).

## Highlights and Partnerships

In 2020-21, the Board held four meetings and made significant progress towards accomplishing stated objectives. Highlights of Board-approved initiatives include:

- Continued collaboration with industry and education partners;
- Continued collaboration with Government partners in the completion of employment plans for publicly-funded infrastructure projects;
- Approved four new and revised Plans of Training;
- Approved training programs at training institutions across the province (see Appendix B for detailed breakdown):
  - 11 pre-employment re-accreditations;
  - Five advanced-level re-accreditations; and,
  - One advanced-level approval (pre-accreditation approval).
- Appointed 119 trade advisory committee members to assist in the development of new Plans of Training at provincial, Atlantic and national levels;
- Continued to assess applications for consideration of compulsory certification in four trades: Refrigeration and Air Conditioner Mechanic, Sprinkler Fitter, Boilermaker and Sheet Metal Worker;
- Continued planning for the implementation of compulsory trades;
- Continued providing support to national and Atlantic harmonization initiatives;
- Continued planning for the development and implementation of training for the newly designated Aircraft Maintenance Engineer trade.

The AAC includes the Apprenticeship Board Chairs from each of the four Atlantic Provinces. Its goal is to work cooperatively to foster development of a highly-skilled workforce and to work together, from a regional perspective, to facilitate and share best practices in order to streamline mobility of workers. As a member of AAC, the Board has been involved in ongoing work related to the Atlantic Apprenticeship Harmonization Project under the Atlantic Workforce Partnership.

The Canadian Council of Directors of Apprenticeship (CCDA) is an intergovernmental partnership among provinces and territories and the Federal Government that supports apprenticeship training and trades certification. CCDA provides a forum for inter-jurisdictional collaboration on trades and apprenticeship. The National Harmonization Initiative supports provinces to create a similar approach to apprenticeship training. This is achieved by utilizing common Red Seal Trade names, total training hours required, number of training levels and the sequencing of courses. The Board continues its participation in the ongoing implementation of a national apprenticeship harmonization plan with CCDA.

A brief overview of apprenticeship and trades certification in Newfoundland and Labrador is provided in the table below.

<b>Quick Facts 2020-21</b>	<b>#</b>
Active apprentices as of March 31, 2021	3,924
Newly registered apprentices	371
Apprentices who received journeyman certification	179
Trade qualifiers who received journeyman certification	91
Apprenticeship incentive grant letters issued	290
Apprenticeship completion grant letters issued	206
Apprentices who received in-school training	747
Apprentices who received credit through the recognition of prior learning (Prior Learning and Assessment Recognition)	9
Journeyman who received enhanced training to acquire new skills and respond to industry standards (e.g., heavy form work)	199

## Report on Performance

Over the course of the year, the Board successfully achieved the following objectives set out in the 2020-23 Activity Plan: modernizing the apprenticeship program, maintaining high quality training and certification standards in the apprenticeship system, and, preparing for future demand. This was accomplished through engaging stakeholders, reviewing best practices in other jurisdictions and utilizing industry expertise through trade advisory committees.

### Issue 1: Modernizing the Apprenticeship Program

Technology is advancing and tradespeople are required to adapt or risk having their skills become obsolete. New training methods are continually being developed that are faster, safer and more efficient. As tradespeople are required to adapt to new technology, the Board must consider how new technology may impact or shape future apprenticeship training programs, approaches and policies. To modernize, apprenticeship programs must adapt to reflect available technology and the expectations of tomorrow's apprentices.

The following objective will be the focus of each of the fiscal years ending March 31 in 2021, 2022 and 2023. 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.**

**Indicator 1: Assessed recommendations for enhanced online training methods.**



### Results:

Online training was identified as an initiative to modernize and strengthen apprenticeship by maximizing access and reducing barriers to training.

In 2020-21, the Board assessed and approved submissions from training providers, for the transition to online training, as a result of the recommendations to temporarily close post-secondary education institutions to in-class training due to the COVID-19 pandemic.

Further, under direction of the Board, the Department of Immigration, Population Growth and Skills focused on the transfer of traditional in-class curriculum to an online format. In 2020-21, the Board assessed the Department's recommendation to transfer the final levels of Metal Fabricator, Welder, Carpenter and Plumber to an online format. The Board assessed work completed to date regarding the transition of the Industrial Electrician and Construction Electrician trades to online learning. Additionally, under the direction of the Board the Department began the transition of the following trades: Heavy Duty Equipment Technician/Truck and Transport Mechanic, Industrial Mechanic (Millwright), Cook, Steamfitter/Pipefitter, Refrigeration and Air Conditioning Mechanic and Sheet Metal Worker.

### **Indicator 2: Assessed modern educational tools and processes to enhance learning and meet the needs of the labour market.**

#### Results:

In an effort to provide an alternate approach to in-class training, and to remain compliant with COVID-19 guidelines, the Board assessed and approved the Department's recommendation to provide eight private training institutions with funding and support to install Brightspace in their training centres. Brightspace is a learning management system from Desire to Learn (D2L) designed to administer post-secondary training through alternate formats such as online and blended courses. This system is also used by the province's public post-secondary institutions. As a result of this initiative, institutions were able to pivot to online learning during the COVID-19 lockdown in February 2021.

### **Indicator 3: Continued policy and procedural changes related to implementation of the new Apprenticeship Management System**

#### Results:

The Apprenticeship Management System (AMS) is a new online apprenticeship system being developed by the Atlantic Provinces. AMS is part of a major initiative to maximize similarities among apprenticeship authorities and modernize apprenticeship management services. AMS will allow all apprenticeship stakeholders 24/7 self-service access to their information and represents a fundamental shift in how the Department will interact with its clients. In 2020-21, under the direction of the Board, the Department reviewed business processes and identified policy and procedural changes to support implementation.

#### **2021-22 Looking Forward**

**Objective: By March 31, 2022, 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.**

Indicator 1: Continued assessing recommendations for enhanced online training methods.

Indicator 2: Continued assessing modern educational tools and processes to enhance learning and meet the needs of the labour market.

Indicator 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**

The Board is responsible for maintaining high quality training and certification standards for the apprenticeship training system. This is accomplished through the valuable input provided by the Board's Provincial Trade Advisory Committees (PTACs). PTACs are comprised of certified journeypersons from industry (employers and employees), and provincial training institution instructors for a specific skilled trade. PTAC members develop, review and validate curriculum standards and exams, develop logbooks and participate in webinars and Atlantic harmonization sessions.

This input guides the Board's policies on harmonizing trades and processes and ensures apprentices in Newfoundland and Labrador can seek opportunities across Canada to gain new skills and experiences without interrupting their apprenticeship training program. Creating new opportunities for apprentices in Newfoundland and Labrador will ensure that the province maintains a highly skilled labour force that is ready to take advantage of current and future industrial projects in the province.

The following objective will be the focus of each of the fiscal years ending March 31 in 2021, 2022 and 2023. 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.**

### **Indicator 1: Supported harmonization activities.**

#### Results:

The Government of Newfoundland and Labrador is committed to enhancing the mobility of apprentices. During the last year, under the direction of the Board, the Department supported the commencement of Atlantic Trade Advisory Committees' (ATAC) work on five of the seven trades identified for harmonization in Phase III of the Atlantic

Apprenticeship Harmonization Project: Sheet Metal Worker, Insulator (Heat and Frost), Refrigeration and Air Conditioning Mechanic, Powerline Technician and Machinist.

Five virtual ATAC meetings were held to develop standard curriculum documents, logbooks and exams for each training level as per the newly developed curriculum standards. These meetings brought together over 50 tradespeople and training providers to develop common standards for Atlantic Canada.

Similarly under the direction of the Board, National Harmonization work also continued towards finalizing trades and processes to prepare for implementation of harmonized curriculum in September 2020. This included updating provincial curriculum and supporting documents for Hairstylist, as part of the Phase V trades, to align to the new Red Seal Occupational Standard (RSOS). Phase VI trades included Glazier, Bricklayer and Instrumentation and Control Technician; work in 2020-21 involved developmental review of exam banks for new Red Seal examinations in these trades. Work was also completed to develop, review and validate a new RSOS for the Bricklayer trade.

Efforts in 2020-21 also focused on harmonizing Phase VII trades including Cabinetmaker, Lather, and Recreation Vehicle Service Technician. This included RSOS workshops, RSOS jurisdictional review/validation/weighting, and ratification of the new RSOS and harmonized sequencing. Several other trades were identified as part of Phase VII, for post-harmonization implementation review, including Mobile Crane Operator, Construction Electrician, Industrial Electrician, and Metal Fabricator (Fitter). This post-harmonization work included the identification of critical red flag issues with harmonized sequencing of training, and review/validation/weighting of the revised RSOS.

Other Red Seal activities undertaken during 2020-21 included completing updates to the RSOS for Transport Trailer Technician, Painter and Decorator, Steamfitter/Pipefitter, Heavy Duty Equipment Technician, Truck Transport Mechanic, Plumber and Baker.

**Indicator 2: Supported opportunities for industry representatives to participate on advisory committees.**

Results:

The mandate of the Board is broad and addresses a wide and diverse number of skilled trades occupations. To fulfill its obligations under the **Apprenticeship and Certification Act**, the Board seeks input from groups and individuals associated with each occupation who have the required expertise. Newfoundland and Labrador's PTACs are engaged to provide input into the development and revision of a Plan of Training, accreditation and certification standards, validation of examinations, and matters pertaining to the improvement and promotion of apprenticeship training and certification.

In 2020-21, the Board supported opportunities for industry representatives to participate in these committees through the delivery of 50 PTAC meetings for 15 trades. These advisory committee meetings helped inform Atlantic and National Harmonization efforts, development and maintenance of block level examinations, Plans of Training, Red Seal Occupational Standards, and peer reviews.

All travel or incidental expenses were covered by the Department of Immigration, Population Growth and Skills in accordance with Provincial Government policy. Travel or incidental expenses incurred by PTACs in 2020-21 were \$1,462, compared to \$36,280 in 2019-20, as most meetings were held virtually due to COVID-19 guidelines.

The Board approved a revised process to establish and maintain PTACs in Newfoundland and Labrador. The new approach includes:

- A call for new applications (e.g., advertising through industry stakeholder organizations);
- Written requests to stakeholders and letters inserted with new Certificates of Qualifications;
- Continuous intake of applications; verification of eligibility; orientation of new members (e.g., review roles and responsibilities, confirm applicant's interest, and probation period of two meetings to confirm suitability for membership);

- A database of all eligible and interested individuals; and
- A request for early notification of resignation or retirement.

**Indicator 3: Considered applications for compulsory certification designation.**

Results:

Apprenticeship trades are either voluntary or compulsory. A voluntary trade is one in which a person can train for, and work in, the field without being certified or a registered apprentice, or can choose whether to become certified. A compulsory trade is one in which only certified journeypersons or registered apprentices working under a certified journeyperson may legally work in a trade.

Designation of a trade as compulsory is usually initiated by a request from industry stakeholders. Industry stakeholders must indicate why the identified trade requires additional regulations in the areas of: worker safety, public safety, environmental safety and consumer protection.

To date, the Apprenticeship and Trades Certification Division has received four applications for compulsory certification: Refrigeration and Air Conditioning Mechanic, Sprinkler Fitter, Boilermaker and Sheet Metal Worker.

In 2020-21, the Board received an application to transition the Sheet Metal Worker trade from voluntary to compulsory. The Board advanced this application to the consultation stage, to gauge public support for the transition.

**Indicator 4: Approved policies and processes regarding the designation of trades for compulsory certification.**

Results:

The goal of compulsory certification is to increase the education and skill level of all uncertified individuals working within the trade's scope resulting in registration and certification of all workers. Increasing education and skill level results in increased safety

in the trade for employees and the public. As new enforcement measures are introduced, pathways to compliance for impacted individuals are required.

For all trades, there are two options to become certified in Newfoundland and Labrador: register as an apprentice and complete training and skills acquisition, or challenge the Red Seal/Provincial exam as a Trade Qualifier.

In 2020-21, the Board reviewed and approved draft policies to assist in the transition from voluntary to compulsory. Consideration was given to two potential permits: a Designated Trainer Permit to allow uncertified individuals to mentor apprentices and sign-off on skills, and a Compulsory Certification Work Permit to allow individuals currently working in the trade the ability to continue working without further education and skill development.

### **2021-22 Looking Forward**

**Objective: By March 31, 2022, the Provincial Apprenticeship and Certification Board will have enhanced program standards and curriculum to reflect the needs of industry.**

Indicator 1: Continued supporting harmonization activities.

Indicator 2: Continued supporting industry representatives' participation on advisory committees.

Indicator 3: Continued processing applications for compulsory certification designation.

Indicator 4: Assessed 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 trained during times of both economic expansion and contraction.

The following objective will be the focus of each of the fiscal years ending March 31 in 2021, 2022 and 2023. 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.**

#### Results:

The Workforce Development Secretariat of the Department of Immigration, Population Growth and Skills is responsible for supplying labour market information and trend analysis on the province's labour market opportunities. Staff from the Workforce Development Secretariat held regular meetings with the Apprenticeship and Trades Certification Division, on behalf of the Board, to develop occupational profiles on individual trades as well as overall forecasts, as requested by the Board.

#### **2021-22 Looking Forward**

**Objective: By March 31, 2022, 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.



## Opportunities and Challenges

The Board is committed to reaching the highest standards in training for skilled tradespeople in Newfoundland and Labrador. The Board will continue to modernize the apprenticeship program by introducing innovative approaches to training, harmonize new trades and processes to maintain high quality training and certification standards, and assess labour market forecasts to prepare for the future demand of skilled tradespeople. Advancing these initiatives will ensure tradespeople completing Newfoundland and Labrador's apprenticeship program are highly trained and ready to take advantage of opportunities both at home and across the country.

In 2020-21, Newfoundland and Labrador continued to experience a decline in demand within the apprenticeship system (e.g., active apprentices, training participation, and apprentices receiving journeyperson certification); which was anticipated with the completion of large-scale development projects. This issue was further magnified by the COVID-19 pandemic, with mandated shutdowns and social distancing measures creating obstacles for gaining work experience, completing in-school training and challenging Level and Red Seal exams.

However, apprentices and employers continue to be engaged and are positive about the quality and integrity of the province's apprenticeship system. Through increased contact with employers, the availability of more flexible delivery models such as online training, enhanced mobility through harmonization efforts and a continued commitment to collecting and using labour market information, the Board has reduced barriers to training and ensured apprentice mobility to support large and small projects in Newfoundland and Labrador and throughout the country.

## Appendix A

Provincial Apprenticeship and Certification Board Membership as of March 31, 2021

<b>Position</b>	<b>Name</b>	<b>Occupation</b>	<b>Location</b>
Chair	Ms. Lorna Harnum	International Representative – International Union of Operating Engineers	Green's Harbour
Departmental Representative	Ms. Sandra Bishop	Director – Apprenticeship and Trades Certification Division, Department of Immigration, Population Growth and Skills	St. John's
Employer Representative	Ms. Joann Greeley	Owner - Joann Greeley Electric	Green's Harbour
Employer Representative	Ms. Jennifer Hillier	Owner – AirCo Sheetmetal Inc.	Green's Harbour
Employer Representative	Mr. Barry Thomson	President – CECON Ltd.	Gander
Employer Representative (Alternate)	Mr. Scott Randell	Owner – Shed City and Outdoor Living Ltd.	Paradise
Employee Representative	Mr. Bobby Meade	Electrical Maintenance – Newfoundland Power	St. John's
Employee Representative	Mr. Tyson Stanley Hedge	Instrumentation/Electrician – Iron Ore Company of Canada	Labrador City
Employee Representative	Ms. Marion Isaacs	Plumber – Government of Newfoundland and Labrador	St. John's
Employee Representative (Alternate)	Ms. Krista Piercey	Welder (Journey person)	Norman's Cove-Long Cove
At-Large Representative	Ms. Krista Cox	Director – Bricklayers and Allied Craftworkers (BAC) Local 1, NL/BAC Masonry College	Harbour Grace
At-Large Representative	Mr. Steve Downer	Automotive Service Technician Instructor – College of the North Atlantic	Grand Falls-Windsor

<b>Position</b>	<b>Name</b>	<b>Occupation</b>	<b>Location</b>
At-Large Representative	Mr. Barry Roberts	President – BA Roberts and Associates, Research and Consulting Services	St. John's
At-Large Representative (Alternate)	Mr. Chris Hewitt	Owner/Operator – Classic Woodwork Ltd.	Mount Pearl

## Appendix B

List of Accreditations/Re-accreditations approved by the Board for  
Fiscal Year April 1, 2020 to March 31, 2021

<b>Date</b>	<b>Training Institution</b>	<b>Program PE: Pre-Employment AL: Advanced Level</b>	<b>Re-accreditation</b>	<b>AL Approval</b>
May 8, 2020	Academy Canada Corner Brook	Construction Electrician (PE)	X	
	Academy Canada Corner Brook	Industrial Electrician (PE)	X	
	Academy Canada Corner Brook	Hairstylist (PE)	X	
	Academy Canada Kenmount Road	Hairstylist (PE)	X	
	College of the North Atlantic Prince Philip Drive	Automotive Service Technician (PE + AL)	X	
	College of the North Atlantic Prince Philip Drive	Cook (PE + AL)	X	
	Dietrac Technical Institute Lewisporte	Carpenter (PE)	X	
	Dietrac Technical Institute Lewisporte	Construction Electrician (PE + AL)	X	
	Dietrac Technical Institute Lewisporte	Industrial Electrician (PE)	X	
	Keyin School of Hair Design St. John's	Hairstylist (PE + AL)	X	
	College of the North Atlantic Seal Cove	Powerline Technician (AL)		X
Nov 30, 2020	UA Local 740 Training Centre Mount Pearl	Steamfitter/Pipefitter (PE + AL)	X	