

# Provincial Apprenticeship And Certification Board

**Activity Plan 2017 - 2020**



# CHAIRPERSON'S MESSAGE

June 8, 2017

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

Dear Minister:

On behalf of the Provincial Apprenticeship and Certification Board, I am pleased to submit a three-year Activity Plan for the period April 1, 2017 to March 31, 2020. 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, including commitments outlined in The Way Forward.

The Board's primary goal is to set the standards and requirements for training and certification of programs under the Apprenticeship and Certification Act. The Provincial Apprenticeship and Certification Board is committed to a collaborative approach to ensure a high quality apprenticeship and certification system 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 the commitment to achieving the objectives contained herein.

Respectfully submitted,



David Harris  
Chair

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# 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 Advanced Education, Skills and Labour to implement the Board's vision and monitor the program on their behalf. The Board also grants approval for any policy changes recommended by Departmental officials to strengthen the apprenticeship program. 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 composed of:

- A chairperson;
- 2 or more employer representatives;
- 2 or more employee representatives;
- 2 or more representatives at large; and
- The Director of the Apprenticeship and Certification Division, or designate (see 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;
- 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 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 covered by the Department of Advanced Education, Skills and Labour. Given that the Board does not manage a budget, it 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 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 journeyman certification;
- Approving assignments of memorandums of understanding for apprenticeship;
- Determining and evaluating the on-the-job training and experience requirements to complete a period of apprenticeship;
- Accrediting institutions for the purpose of delivering training in a designated occupation;
- Developing and implementing examinations for apprentices and trade qualifiers;
- Appointing advisory committees consisting of representation from employers and employees in apprenticeship occupations;
- Making a 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;
- Revoking a certificate where evidence supports a finding of fraud by the applicant;
- Amending, varying, or revoking and substituting a plan of apprenticeship training;
- Ordering, with the approval of the Minister, that persons cannot work in a compulsory occupation 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; and
- Setting fees (where appropriate) with the approval of the Minister of Advanced Education, Skills and Labour.

# Lines of Business

Newfoundland and Labrador's apprenticeship and training system is industry-driven. The primary function of the Provincial Apprenticeship and Certification Board is to support the steady supply of skilled tradespersons for the Newfoundland and Labrador economy. The Provincial Apprenticeship and Certification Board works closely with the Department of Advanced Education, Skills and Labour to develop and approve policies which shape the apprenticeship program and trade certification process.

## Values

The Provincial Apprenticeship and Certification Board performs its duties with the following core values as guiding principles:

<b>Partnership</b>	Each board member is committed to building collaborative and constructive relationships with all stakeholders, which includes engaging partners in decisions that affect them, in an effort to build consensus as a way of providing efficient and effective ways of delivering services.
<b>Professionalism</b>	Each board member is committed to providing quality services.
<b>Respect</b>	Each board member is committed to ensuring the views of others are clearly understood and represented in a fair, neutral, and dignified manner.
<b>Sustainability</b>	Each board member is committed to act in a way that is environmentally, economically and socially sustainable.

# Primary Clients

The primary clients of the Provincial Apprenticeship and Certification Board are apprentices, potential apprentices, trade qualifiers, journeypersons, employers, and post-secondary training institutions offering programs in the skilled trades.

## Vision

The Provincial Apprenticeship and Certification Board is committed to supporting the vision of the Department of Advanced Education, Skills and Labour by working with its partners to enhance the apprenticeship experience for its primary clients and ensuring that all individuals involved in apprenticeship programs or training meet the highest standards of their profession. Supporting an appropriate supply of individuals with training to meet industry requirements in the skilled trades is essential to ensuring a stronger economic foundation.

As technology changes, it is important to ensure that training institutions continue to meet the needs of skilled trades occupations. The Board monitors the courses of study/training and ensures that apprentices and journeypersons are poised through high quality apprenticeship systems to meet all challenges and become gainfully employed in their respective trade.

### **Vision:**

“A province where citizens are educated, skilled, and supported to be employed within a positive workplace environment.”

# Objectives

The following objectives have been established by the Board as key priorities for the 2017-20 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 Provincial Apprenticeship and Certification 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 in 2018, 2019, and 2020; however, the indicator may change. The objective will be reported upon in each of the respective annual reports.

**Objective 1:** By March 31, 2018, the Provincial Apprenticeship and Certification Board will have approved innovative approaches for training and assessing apprentices.

### **Indicator 1:**

Assessed the use of modern educational tools, such as more flexible delivery models, to support apprentices in reaching journey person designation.



## **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 is accomplished through the valuable input provided by the Board's advisory committees. This input guides the Board's policies on harmonizing trades and processes ensuring apprentices in Newfoundland and Labrador can take advantage of opportunities across Canada, when completing their apprenticeship program.

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 2018, 2019, and 2020; however, the indicators may change. The objective will be reported upon in each of the respective annual reports.

**Objective 1:** By March 31, 2018, the Provincial Apprenticeship and Certification Board will have improved program standards and curriculum.

### **Indicator 1:**

Approved additional trades and processes being harmonized through the Atlantic Harmonization Partnership, and the National Harmonization project.

### **Indicator 2:**

Supported opportunities for industry representatives to participate on advisory committees.

### **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 Provincial Apprenticeship and Certification 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, 2018, 2019, and 2020; however, the indicator may change. The objective will be reported upon in each of the respective annual reports.

**Objective 1:** By March 31, 2018, 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.

## Conclusion

The Provincial Apprenticeship and Certification 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 introducing new 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, emerge among the most highly trained tradespeople in Canada, ready and able to take advantage of opportunities both at home and across the country.

## Annex A: List of Members (2016-17)

Name	Category/Position	Residence
David Harris	Chair	Labrador
Craig Randell	Employer Representative	Western
Travis White	Employer Representative (Alternate)	Avalon
Mike Lee	Employer Representative	Avalon
James Loder	Employer Representative	Avalon
Vacant	Employer Representative	---
Mike Goosney	Employee Representative	Labrador
Martin Harty	Employee Representative (Alternate)	Avalon
Gerard Shea	Employee Representative	Central
Vacant	Employee Representative	---
Vacant	Employee Representative	---
Karen Rowe	At-Large Representative	Central
Karen Walsh	At-Large Representative	Avalon
William O'Neill	At-Large Representative (Alternate)	Western
Annie Randell	At-Large Representative	Western
Gordon Dunphy	At-Large Representative	Avalon
Sandra Bishop	Director	---

