

**Minutes of the 90th
Provincial Apprenticeship and Certification Board Meeting
January 15, 2016
Conference Call**

BOARD MEMBERS PRESENT:

David Harris	-	Chair
Sandra E. Bishop	-	Director (ATCD)
Karen Walsh	-	At-Large Representative
James O'Neill	-	At-Large Representative-(Alternate)
James Loder	-	Employer Representative
Mike Lee	-	Employer Representative
Martin Harty	-	Employee Representative-(Alternate)
Craig Randell	-	Employer Representative
Gordon Dunphy	-	At-Large Representative
Angela Rowsell	-	Employee Representative
Travis White	-	Employer Representative-(Alternate)

BOARD MEMBERS ABSENT:

Gerry Shea	-	Employee Representative
Karen Rowe	-	At-Large Representative
Mike Goosney	-	Employee Representative
Eil Dean	-	Employee Representative

RECORDING SECRETARY:

Paula Dobbin

INVITEES:

Laura Cowan	-	Manager, Standards & Curriculum
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Call to Order:

The meeting commenced at 10:40 a.m. on January 15, 2016. Introductions were made of all The Board members. Sandra, Director of Apprenticeship & Trades Certification Division welcomed David Harris as the new Board Chair.

1. Approval of Agenda:

- a. Trade qualifier hours for Atlantic Harmonization was added as a new agenda item.

MOTION:

A motion was passed by James Loder and seconded by Mike Lee to approve the agenda as presented.

2. Quorum/Attendance:

The Chair, David Harris confirmed that there was a full quorum.

3. Approval of PACB Minutes 89th Meeting:

MOTION:

A motion was passed by Mike Lee and seconded by Annie Randell to adopt the minutes of the 89th meeting as presented.

4. Business Arising from Minutes-Director

Action Items

Action items for the 89th meeting:

- i. Board Terms of Reference/policy on vice chair
Presently, there is no vice chair position on the PACB. Board questioned the possibility of adding this to the current Board composition.

MOTION:

A motion was passed by Mike Lee and seconded by Martin Harty for Sandra to consult with AES to determine if the PACB can revise the Board composition to include a Vice Chair.

- ii. Media reports on labour market downturn in apprenticeship has settled down. Training for skilled trades is still going strong as there is still a constant demand for Skill Trades.
- iii. Accreditation Issue – Student/Instructor ratio is an ongoing issue. Standards and Curriculum Manager, Laura Cowan provided an update. Training providers continue to enroll students above the maximum ratio of 15 students. ATCD will allow up to 16 students to account for drop outs during the training period.
- iv. Request C.N.A. policy on the amount of time the college allows their instructors to complete the Post-Secondary Instructor's Certificate. The Board will need to keep this subject under business arising and look at what the new model will look like.
- v. A letter will be submitted to MUN for James Loder to represent the Board with "On The Move Partnership" committee for Mobility.

5. Routine Business

5. a Atlantic Plans of Training

- i. AAHP-Welder**
- ii. AAHP – Metal Fabricator Fitter**

Sandra informed the Board that the Atlantic Harmonization curriculum work is completed for both trades noted above. This will not affect apprentices completing the current plan of training as they will continue on the current training plan for all remaining blocks. New apprentices will start on the new Atlantic harmonized plan of training.

5. b Accreditations:

- i. 5 year Re-accreditation report**
 - Industrial Mechanic (Millwright) - HVGB**
 - Automotive Service Technician – Gander**
 - Cook entry level - Harding Road**
 - Steamfitter/Pipefitter - Harding Road**
 - Instrumentation & Control Technician – Gander**

Motion by Mike Lee and seconded by Travis White to approve the Industrial Mechanic (Millwright) program re-accreditation with College of the North Atlantic, Happy Valley Goose Bay for a 5-year term. Expiry date: July 13, 2020.

Motion by James Loder and seconded by Martin Harty to approve the Automotive Service Technician program re-accreditation with College of the North Atlantic, Gander for a 5-year term. Expiry date: June 28, 2020.

Motion by Mike Lee and seconded by Annie Randell to approve the Steamfitter/Pipefitter program re-accreditation with Academy Canada, Harding Road for a 5-year term. Expiry date: September 30, 2020
James Loder sustained from discussions

Motion by Mike Lee and seconded by Karen Walsh by to approve the Cook program re-accreditation with Academy College, Harding Road for a 5-year term. Expiry date: December 14, 2020.
James Loder sustained from discussions

Motion by Karen Walsh and seconded by Mike Lee to approve the Instrumentation & Control Technician program re-accreditation with College of the North Atlantic, Gander for a 5-year term. Expiry date: June 28, 2020.

Other discussions in the area are towards instructors participating in their Post-Secondary Instructor certificate program at MUN were tabled. It was agreed that this is part of the process for accreditation. Accreditation reports will be used to advise the board of non-compliance.

5. c Report on Advisory Committee Activities

Laura provided an update on the Advisory Committee activities held between the months of October-November 2015.

6. New Business

6.a Atlantic Workforce Partnership

AAHP – Update

Sandra presented an update on progress of Atlantic harmonization.

6.b National harmonization – Update

Sandra provided an update on National harmonization with the goal being 30 trades harmonized by 2017.

- Nation Mobility Agreement MOU was operational as of January, 2016.

Guidelines documentation on how to guide transfer either to NL will be on our website January 18 or 19. This will be sent out to each Board member when it becomes available.

Travis commented that one of the barriers is safety and wondering if safety courses will be harmonized. The Board Chair and Director explained that this is outside the area of apprenticeship.

6.c Designated Trainer Policy

In 2008, the Designated Trainer policy was approved to allow designated trainer to sign off on skill if no Journeyperson was available. The pilot program was 8 years long.

Director, Sandra Bishop provided an overview of the pilot stating that the policy has not been used widely; there was not a lot of awareness, communication and there has been little data tracked which would assist with completing an evaluation.

Board members were presented with two options:

1. To continue with the Designated Trainer policy in the current format for one additional year to allow time for tracking and evaluation; or
2. To suspend the policy until a formal review is conducted which includes a jurisdictional scan as well as industry consultation.

MOTION:

Motion by James Loder and seconded by Karen Walsh to temporary suspend the Designated Trainer pilot program on today's date, January 15, 2016 until further review. Any files considering the DT policy as of today's date would still be valid.

6.d Train Here – Apprenticeship Renewal Initiatives – Update will be provided at the next face to face meeting there will be a formal presentation. A new Wage subsidy will be one of the initiatives.

6.e Policy and Procedures Revision – Update

Sandra gave an update on the Policy and Procedures and mentioned that it will be presented to the Board at the next face to face meeting.

6. f Trade Qualifier Multiplier

Presently an individual is required to have one year extra hours (apprenticeship + 1 year) over the regular 5,400 or 7,200 hours to qualify as a Trade Qualifier. As part of Atlantic Harmonization, 3 of the 4 provinces have agreed to increase the requirements to 1.5 years.

MOTION:

Motion by Mike Lee and seconded by Karen Walsh to approve the Trade Qualifier Multiplier be increased to 1.5 years as per requirements for Atlantic Harmonization.

The Board would like to have safety courses included in POT added to the 91st Board agenda.

7. Date and location of next meeting- April 14, 2016

8. Review Action Items

- a. Sandra will check with AES to determine if we can have a Vice Chair added to Board composition.
- b. Sandra will ask the Labour Market division to present on skilled trades labour market information at the next PACB meeting in April.
- c. Update on the colleges with their instructors and follow up on the courses they are finishing. The Board request 6 months of how individuals are progressing. Annual maintenance report have been noted and follow-up with accreditation team, ex: How far along the instructors are in finishing their courses, see if any instructor is really outstanding.
- d. Sandra will create and submit the letter to MUN “On The Move Partnership” for Mobility. James Loder to represent The PACB.
- e. Sandra will check on the policy for Board members that do not attend meeting throughout their term. Difficulty trying to get a quorum.
- f. There will be a follow-up by email to CONA HVGB for Industrial Mechanic (Millwright) to see if the instructor is enrolled for next semester and if all courses are up to date.

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- g. Entry level welder program memo, following up refusing to attend school to bring course up to date. Labrador West instructor suspended until corrected. Sandra will create letter in violation of the instructor. 4 months to resolve this issue.

9. Adjournment 1pm

MOTION:

Motion to adjourn the 90th meeting by Mike Lee and seconded by Karen Walsh