

**Minutes of the 93rd  
Provincial Apprenticeship and Certification Board Meeting  
Conference Call  
September 22, 2016**

**BOARD MEMBERS PRESENT:**

<b>David Harris</b>	-	<b>Chair</b>
<b>Sandra E. Bishop</b>	-	<b>Director (ATCD)</b>
<b>James O'Neill</b>	-	<b>At-Large Representative-(Alternate)</b>
<b>Karen Rowe</b>	-	<b>At-Large Representative</b>
<b>Gerry Shea</b>	-	<b>Employee Representative</b>
<b>Karen Walsh</b>	-	<b>At-Large Representative</b>
<b>Mike Lee</b>	-	<b>Employer Representative</b>
<b>Mike Goosney</b>	-	<b>Employee Representative</b>
<b>Travis White</b>	-	<b>Employer Representative-(Alternate)</b>

**BOARD MEMBERS ABSENT:**

<b>Gordon Dunphy</b>	-	<b>At-Large Representative</b>
<b>Eil Dean</b>	-	<b>Employee Representative</b>
<b>James Loder</b>	-	<b>Employer Representative</b>
<b>Annie Randell</b>	-	<b>At-Large Representative</b>
<b>Martin Harty</b>	-	<b>Employee Representative-(Alternate)</b>
<b>Craig Randell</b>	-	<b>Employer Representative</b>

**RECORDING SECRETARY:**

**Paula Dobbin**

**INVITEES:**

**Laura Cowan**

**Call to Order:**

The meeting commenced at 9:40 a.m. on September 22, 2016.  
Welcome to the meeting by Sandra and Dave

**1. Approval of Agenda:**

**MOTION:**

A motion was passed by Karen Rowe and seconded by James O'Neill to approve the agenda as presented.

Add to the agenda under new business by Karen Walsh, Fall Protection and Confined Space Safety courses should be added to the curriculum.

**2. Quorum/Attendance:**

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

**3. Approval of PACB Minutes 92nd Meeting:**

**MOTION:**

**A motion was passed by James O’Neill and seconded by Karen Walsh to adopt the minutes of the 92rd meeting as presented.**

**4. Business Arising from Minutes-Director**

Action items from the 92nd meeting:

- a. Update – Sandra contacted Transportation and Works about taking students for on-the-job training and is waiting for a response and will follow up.
- b. Laura will connect with CNA to discuss availability of instructors for advanced level training for Instrumentation and Control Technicians.
- c. Laura will provide the Board with the Accreditation schedule for remainder of the fiscal year.
- d. Sandra will ensure the Annual plan and report is forwarded to all Board members. The new process for Board appointments is now available – information will be disseminated widely in order to fill 2 vacancies (including an apprentice).

**5. Routine Business – Manager, Standards and Curriculum**

**a. Plans of Training (POT):**

**I. Construction Electrician Block 1 Direct Entry**

Laura advised the Board that the 16-week Apprenticeship Block 1 being offered to Direct Entry apprentices has been updated with new course numbers to assist with AIMS requirements.

**MOTION:**

**A motion was passed to approve the 16 week block for Construction Electrician Block 1 by James O’Neill and seconded by Gerry Shea.**

**II. Oil Heat Systems Technician**

**MOTION:**

**A motion was passed to approve the Plan of Training for Oil Heat System Technician by Mike Lee and seconded by Karen Rowe.**

**b. Accreditations:**

**I. Entry Level Construction/Industrial Electrician program with DieTrac Technician Institute**

**MOTION:**

A motion was passed by Gerry Shea and seconded by Travis White to accept and approve the Entry Level Construction/Industrial Electrician program with DieTrac Technician Institute for a 3 year initial accreditation based on the accreditation report presented. Expiry date: September 22, 2019

**II. Entry Level Carpenter program with DieTrac Technician Institute**

**MOTION:**

A motion was passed by Travis White and seconded by Gerry Shea to accept and approve the Entry Level Carpenter program with DieTrac Technician Institute for a 3 year initial accreditation based on the accreditation report presented. Expiry date: September 22, 2019.

**III. Entry/Advanced Level Bricklayer program with BAC Masonry College**

**MOTION:**

A motion was passed by Karen Rowe and seconded by Gerry Shea to accept and approve the Entry/Advanced Level Bricklayer program with BAC Masonry College for a 5 re-accreditation based on the re-accreditation report presented. Expiry date: February 2, 2021.

**IV. Entry Level Cook program with College of the North Atlantic, Bay St. George**

**MOTION:**

A motion was passed by Mike Lee and seconded by Travis White to accept and approve the Entry Level Cook program with College of the North Atlantic, Bay St. George for a 5 year re-accreditation based on the re-accreditation report presented. Expiry date: May 17, 2021.

The Board discussed further the memo from the accreditation team and the concerns raised in the site visit report and suggested that a change in the Resource Manual be made to indicate that any safety concerns identified repeatedly will result in a letter should to be sent immediately to the college and OHS by the accreditation team on behalf of the PACB.

**V. Entry Level Cook program with College of the North Atlantic, Burin**

**MOTION:**

A motion was passed by Karen Walsh and seconded by Gerry Shea to accept and approve the Entry Level Cook program with College of the North Atlantic, Burin for a 5 year re-accreditation based on the re-accreditation report presented. Expiry date: March 30, 2021.

**VI. Entry Level Welder program with College of the North Atlantic, Burin**

**MOTION:**

A motion was passed by Mike Lee and seconded by Karen Rowe to accept and approve the Entry Level Welder program with College of the North Atlantic, Burin for a 5 year re-accreditation based on the re-accreditation report presented. Expiry date: September 22, 2019.

**C. Deferred Accreditations:**

**I. Construction Electrical (Advanced) for DieTrac**

The site visit report with a recommendation to defer the accreditation of Construction Electrical (Advanced) for DieTrac Technical Institute including the response to site visit report from the college was tabled and reviewed by the Board. Based on the findings, the Board agrees with the recommendation to defer accreditation. The accreditation team is to advise the college that in order to obtain accreditation the college is required to follow the direction of the Accreditation Team as noted in the report findings that a majority of the advanced level practical requirements have no evidence of student completions.

**MOTION:**

A motion was passed by James O'Neill and seconded by Karen Walsh to defer accreditation for Construction Electrician (Advanced) for DieTrac Technical Institute, based on the findings in the report presented.

**II. Instrumentation control Technician Entry-Level program at CNA, Seal Cove Campus**

The site visit report with a recommendation to defer the accreditation of the Instrumentation control Technician Entry-Level program at CNA, Seal Cove Campus was tabled and reviewed by the Board. Based on the findings, the Board agrees with the recommendation to defer accreditation due to a finding of four lab stations being in-operable. The team recommends deferring until all lab stations are operable, as well as other items such as a printer need to be in working order, and an air dryer to be purchased to help prevent future lab equipment problems.

**MOTION:**

**A motion was passed by James O’Neill and seconded by Gerry Shea to defer Entry Level Instrumentation & Control Technician due to equipment in-operable until it is adequately addressed based on the findings in the report presented.**

**III. Memo regarding the site visit requirement prior to the approval of Advanced-Level Training for the Public College campuses**

A Memo regarding the site visit requirement prior to the approval of Advanced-Level Training for the Public College campuses was reviewed by the Board. A discussion was held and the Board agreed that to ensure that a training institution outside the jurisdiction of Private Training is adequately prepared to provide advanced-level training; a site visit should be conducted before approval is granted for advanced-level training to be offered by that school. The accreditation process is to be revised and the manual updated to reflect this decision.

**MOTION:**

**A motion was passed by Travis White and seconded by Mike Lee to make appropriate changes to the accreditation process/manual to require that all apprenticeship training providers have a site visit conducted by the Department of Advanced Education, Skills and Labour staff prior to obtaining approval to offer advanced-level training.**

**IV. Memo regarding Employer Evaluation of Graduates – Interviews**

A Memo regarding Employer Evaluation of Graduates – Interviews was reviewed by the Board. A discussion was held and the Board agreed with the recommendation that for programs with a work term component, training institutions should provide feedback forms to employers who are providing on-the-job training to be made available to the accreditation team during the site visit. The Board also agreed that the list of employer’s names who have employed graduates from the program be increased from three to five and be provided to the accreditation team.

**MOTION:**

**A motion was passed by Mike Lee and seconded by Karen Rowe to approve recommendation to require feedback forms for Work Term component be included in the site visit documentation and to have the training institutions provide the email address for a company representative for at least 5 employers that hire graduates for the previous 3 years. This is effective immediately**

**d. Report on Advisory Committee Activities**

Laura provided an update on the Advisory Committee activities held between the months of April – September 2016.

**6. New Business – Sandra Bishop**

- a. AWP/AAHP-** Sandra advised the Board that the AAHP is moving along with the deliverables as scheduled. With respect to the new shared Information Management system in July four vendors' submitted responses to the RFP, and following a review of the proposals a proponent has been identified but formal notification to the proponents has not been formally communicated. Besides the four Atlantic Provinces, both Saskatchewan and Manitoba has shown interest in in becoming a partner in the new IT system.
- b. Apprentice Wage Subsidy Consultations -** Minister Byrne has announced the continuation and increase of \$500,000 to the Apprenticeship Wage Subsidy (AWS) funding for this fiscal year. There will be a number of consultation sessions to be take place throughout the province from September 12 to September 30, 2016. Sandra has received interest from industry groups for special consultation sessions for their members which will also be scheduled. A "What We Heard" document will be posted on the government website which will include the feedback that is collected at the consultation sessions.
- c. Designated Trainer Policy update.** On September 28, 2016there is a meeting planned to review the draft policy and procedures and to garner input from industry representatives across the province. This information will be used guide the work of the Designated Trainer Policy committee. A report will be presented to the Board at the November meeting.
- d. Policy Manual –** The subcommittee consists of James Loder, Eli Dean James O'Neill. Still working on the policy manual and update again in November.
- e. PACB Annual Report –** The 3<sup>rd</sup> PACB Annual Report has been finalized and recently submitted. The Board will now work on the new 3yr plan. This will involve reviewing new deliverables and developing key initiatives. Paula will send the Board the draft plan for review and discussion at the next meeting.
- f. Apprenticeship Fees –** Sandra advised the Board that online payment of fees has now been instituted. A list of the current fees being applied under Apprenticeship was included in the Board package.
- g.** Letter from Carpenter's Millwright College was tabled. A discussion was held on the process in place to have changes made to any Plan of Training. It was noted that when issues are raised by industry or training providers to the division it is passed on to the PDS responsible for the trade in question. The

issue is then raised at the next scheduled advised committee meeting. With respect to the specific request concerning Certification courses for Fall Protection and Confined Space Safety for the Millwright program, the Board was advised that these are generally site specific training requirements that are the responsibility of the employer. These topics are added to many trades programs for awareness only.

- h.** Harmonization of Safety Related Courses – Board member, Travis White asked as to whether or not any work will be done on the harmonization of safety related training under the National or Atlantic Harmonization projects. Sandra agreed to reach out to colleagues to open the dialogue.
- i.** Apprenticeship ID card – Mike Goosney wondered as to when the Apprenticeship Card might be improved from the current card stock version. As this issue may be solved with the new IT system Sandra indicated that she would look into what can be done in the interim 2 years.

**7. Date and location of next meeting - St. John's November 17, 2016.**

**8. Review of Action Items**

- The PACB Annual Report will be forwarded to the Board.
- Change made to accreditation process for repeat concerns being identified in site visit reports.
- Sandra will reach out to the director of Service NL for a response on harmonizing the safety aspect and respond to Karen's letter of Fall Protection and Confined Space
- Dissemination of appointment process to fill new vacancies on the Board for an apprentice and employer representative.
- Certificates updated or new look while waiting for new IT system with ID cards.

**9. Meeting adjourned at 11:35, motioned by Mike Lee and seconded by Travis White**