

**Minutes of the 89th
Provincial Apprenticeship and Certification Board Meeting
September 16, 2015
Courtyard Marriott Hotel**

BOARD MEMBERS PRESENT:

Sandra E. Bishop	-	Director (ATCD)
David Harris	-	Employer Representative
Karen Walsh	-	At-Large Representative
Karen Rowe	-	At-Large Representative
James O'Neill	-	At-Large Representative-(Alternate)
James Loder	-	Employer Representative
Travis White	-	Employer Representative-(Alternate)
Mike Lee	-	Employer Representative
Eli Dean	-	Employee Representative
Martin Harty	-	Employee Representative-(Alternate)
Gerry Shea	-	Employee Representative
Craig Randell	-	Employer Representative

BOARD MEMBERS ABSENT:

Angela Rowsell	-	Employee Representative
Mike Goosney	-	Employee Representative
Annie Randell	-	At-Large Representative
Gordon Dunphy	-	At-Large Representative

RECORDING SECRETARY:

Paula Dobbin

INVITEES:

Arthur Leung	-	Manager, Industrial Training (ATCD)
Nick Flynn	-	Policy Specialist
Dean Byrne	-	Manager of Special Projects

Call to Order:

The meeting commenced at 9 a.m. on September 16, 2015. Introductions were made of all board members. Sandra reviewed meeting agenda for the next 2 days.

1. Approval of Agenda:

MOTION:

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

2. Quorum/Attendance:

In the absence of a Chair, Board members nominated David Harris to act as Chair for this meeting. The Chair confirmed that there was a full quorum.

3. Approval of PACB Minutes 88th Meeting:

MOTION:

A motion was passed by Mike Lee to adopt the minutes of the 88th meeting as presented and seconded by Karen Rowe

4. Business Arising from Minutes

Action Items

For action items for the 88th meeting are:

- i.** The Board will prepare a memo to be emailed to Robin Walters and Catherine Moss with a request to Catherine to send the memo to the various CNA Campuses on the reiterating the student and instructors ratio 16:1 as this had not been addressed prior to the resignation of the Board Chair.
- ii.** A letter will be submitted to MUN for James Loder to represent the Board with On The Move Partnership committee for Mobility. Sandra will create and submit the letter to MUN.
- iii.** Request C.N.A. policy on the amount of time the college allows their instructors to complete the Post-Secondary Instructor's Certificate.
- iv.** Concerns with exam questions on block exams not being relevant to the course and not related to the block the students are doing. Sandra and Dean will look into the block exam questions and provide feedback in the next meeting.

Action Items to be brought forward at next meeting.

5. Routine Business

5.a Plans of Training

N/A

5.b Accreditations: One-3 year initial accreditation and one-5 year re-accreditation report

5.b.i 3-Year Initial Accreditation:

Entry-Level Concrete Finisher: BAC Masonry College, Conception Bay South

MOTION:

Motion by James Loder and seconded by Karen Walsh to approve the Entry-Level Concrete Finisher, Conception Bay South program accreditation with BAC Masonry College, Conception Bay South for a 3-year term: Expiry date July 17, 2018.

5-year Re-accreditation:

Heavy Equipment Operator, Operating Engineers College Holyrood

MOTION:

Motion by Mike Lee and seconded by Gerry Shea to approve the Heavy Equipment Operator program re-accreditation with Operating Engineers College, Holyrood for a 5-year term. Expiry date: July 13, 2020.

A concern with respect to the delivery of WHIMS courses was discussed. Training providers develop lesson plans to cover objectives in the POT.

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

Dean provided an update on the Advisory Committee activities held between the months of June – September 2015.

6. New Business

6.a Policy Review

Nick Flynn, Policy Specialist presented an overview of a plan to revise policies for Industrial Training and Standards & Curriculum.

ACTION: ATCD will present to the board in December an updated policies and procedures manual.

6.b Trade Qualifier Calculation of hours

CCDA Harmonization priorities include the alignment of Red Seal trade names, training hours; common number of training levels; and common sequencing of technical training curriculum. Through national consultations, a number of options were established. Dean Byrne presented information on the Trade Qualifier hours and there were three options for the board to consider. The Board agreed on option two: apprenticeship term, plus one year.

MOTION:

A motion was passed by Mike Lee and seconded by James O’Neill to approve the option two on the Trade Qualifier Calculation of Hours

6.c Atlantic Apprenticeship Harmonization Policies(AAHP): Rewrites

Dean Byrne presented on the AAHP rewrites policy. A handout on the Rewrite Eligibility Requirements was tabled. The AAHP team agrees that in the interest of achieving Atlantic harmonization related to block and certification examination rewrites each jurisdiction will make the necessary changes to align with the processes and requirements outlined in this Atlantic Apprenticeship Harmonization Policy. This policy applies to Apprentices, Trade Qualifier and Provincial CQ/DA for IP candidates and written Block, Provincial Certification and IP Examinations.

MOTION:

A motion was passed by Craig Randell and seconded by Karen Walsh to approve the changes to the AAHP Rewrites Policy.

6.d Atlantic Block and Certification Examination Accommodations

Dean Byrne presented on the Accommodations Policy. The AAHP team agrees that in the interest of achieving Atlantic harmonization related to Block and Certification Examination Accommodations each jurisdiction will make the necessary changes to align with the processes and requirements outlined in this Atlantic Harmonization Policy. This policy applies to Apprentices, Trade Qualifier and Provincial CQ/DA for IP candidates and written Block, Provincial Certification and IP Examinations.

MOTION:

A motion was passed by Karen Walsh and seconded by Travis White to approve the changes to the AHP Accommodations.

6.e Overview of Train Here

Arthur presented on the Train Here: A Roadmap for Apprenticeship Renewal initiative. Train Here supports the Provincial Government’s Population Growth Strategy.

Eight steps on The Road Map to Apprenticeship Renewal:

- 1- Improve labour mobility for apprentices
- 2- Improve logbooks
- 3- Improve pre apprenticeship experiences
- 4- Simplify the apprenticeship process-register apprentices online or traditional approach
- 5- Test alternative approaches to block training(better approaches)

Provincial Apprenticeship Certification Board

- 6- Improve red seal examination completion rate (enhance support for exam accommodations. Work with providers to provide better service for apprentices)
- 7- Engage youth in apprenticeship (for high school students)
- 8- Employer Apprenticeship Grant, previously named AWP. (This is a new wage subsidy that will assist under-employed and unemployed apprentices in the skilled trades, by providing a financial grant to NL based industry employers to participate in the apprenticeship programs.

MOTION:

Motion to adjourn day one by Martin Harty and seconded by Eli Dean

**Minutes of the 89th
Provincial Apprenticeship and Certification Board Meeting
September 17, 2015
Courtyard Marriott Hotel**

Meeting for Day two commenced at 8:45am on September 17, 2015

6.f National Apprenticeship Mobility Initiatives

Sandra presented an update on the National Apprenticeship Mobility Initiatives. The overall goal is for Apprentices in Red Seal trades to train and work anywhere in Canada toward the completion of their certification.

6.g Agreement in Principle NL and BC

Sandra advised the Board that British Columbia and Newfoundland signed an Agreement in Principle. We are working together to ensure that NL has access to workers (Journeypersons and apprentices) when industry requires them. This is a temporary solution prior to the National Harmonization Mobility Agreement being signed.

6.h Atlantic Apprenticeship Harmonization Project (AAHP) update

Sandra provided an update on the AAHP. Sandra spoke specifically about the elements of the project, including process and curriculum standards. A handout showing highlights and next steps was tabled. James O'Neill asked if the IT system will track any apprentice on the system in Atlantic regions and the answer is yes with strict privacy procedures.

6.i National Harmonization Update

The goal of the CCDA National Harmonization project is to substantively align apprenticeship systems across Canada by making apprenticeship training requirements more consistent in Red Seal trades.

The first 10 Red Seal Trades are:

1. Carpenter
2. Welder
3. Metal Fabricator
4. HDET
5. Ironworker Generalist
6. Ironworker Structural
7. Ironworker Reinforcing
8. Mobile Crane Operator
9. MCO Hydraulic
10. Tower Crane Operator

7. Action Items

-Sandra will have a discussion with executive to concerns reported on the lack of jobs on behalf of the board.

Provincial Apprenticeship Certification Board

- Sandra will check the policy on the opening of an apprentice on the Board

-Ratio on Metal Fabricator 18:1 student supposed to be 15:1. Serious accreditation piece and this could be threatening to lose the accreditation. It has been brought to the Boards attention that it is exceeding the ratio. It is shop training that is serious not the class training.

Sandra will follow up on communications with CNA concerning issues with instruction/student ratios in the shop.

-Sandra will bring a list of the Board terms to the next meeting in December.

-Sandra will check on the policy of a Vice Chairperson for the PACB Board.

8. Next meeting will be a one day meeting and is scheduled for December 8th, 2015

9. Meeting adjourned by James O'Neill and seconded by Eli Dean at 10:45pm.