

**Minutes of the 94th
Provincial Apprenticeship and Certification Board Meeting
November 17, 2016**

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Gordon Dunphy	-	At-Large Representative
Annie Randell	-	At-Large Representative

RECORDING SECRETARY:

Paula Dobbins

INVITEES:

Laura Cowan

Call to Order:

The meeting commenced at 9 a.m. on November 17, 2016. The Board Chair and Director of Apprenticeship welcomed all members to the meeting.

Approval of Agenda:

Overview of accreditation was added as an additional agenda item.

MOTION:

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

1. Quorum/Attendance:

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

2. Approval of PACB Minutes 93rd Meeting:

MOTION:

A motion was passed by James O'Neill and seconded by Craig Randell to adopt the minutes of the 93rd meeting as presented.

3. Business Arising from Minutes-Director

Action items from the 93rd meeting:

- a. PACB annual report - On agenda for today's meeting
- b. Changes made to accreditation process – Manager of Standards and Curriculum to provide an update
- c. A response on harmonizing safety training as per Karen's letter - Sandra will continue to reach out to the Director of Service NL for updates.
- d. Update on the Board appointment process to fill new PACB vacancies – Individuals interested are required to apply online through the Independent Appointments Commission (IAC).
- e. Enhanced look for certificates – Divisional staff will try a thicker cardstock to see if compatible with the printer. This is an interim measure until the new IT system is in place.

4. PACB Three Year Annual Plan :

- Sandra and Dave had a meeting with Minister Byrne and reviewed priority items for the PACB for the next three years. Feedback from Minister Byrne from recent Forum of Labour Market Ministers meetings indicated that Atlantic Canada is a best practice across the country with harmonization.

Summary of Update on Three Year Plan:

- The deadline for the three year plan is March 17, 2017. The Board will need to develop a new plan by February 17, 2017 and include in the mandate what are the major priorities.
- Documents on the three year activity plan are in the PACB package that was passed out to each member for their viewing. The new report will be drafted with a view of focusing on apprenticeship priorities for the next three years.
- Minister Byrne met with all Board members and brought greetings on behalf of the Department and complimented the apprenticeship program and the Board on how well the members are doing. He looks forward to receiving the Board's

5. AWS stakeholder consultation

- Since the AWS Program was implemented in 2011 there has been shift in labour market demands. The initial composition of the AWS Program,

and the level of subsidies at each apprenticeship level, was reflective of a strong demand for apprentices and focused on the recruitment of apprentices.

- Feedback from the consultations generally reflected the viewpoint that the composition of the AWS Program should be changed from recruiting to retaining apprentices.
- Overall, feedback from the consultations centred on shifting focus to include third and fourth year apprentices, improving the approval process and including an evaluation component, and improving communications.

6. Request for compulsory certification:

Sandra presented two new requests for compulsory certification: Refrigeration and Air Conditioning Mechanic and Sprinkler System Installer. The current process for assessing applications for compulsory certification was reviewed with the PACB. Board members concurred with the current approach recognizing that this is a harmonization deliverable to be completed by July 2017. Regular updates on the progress of the applications will be provided to Board members.

7. Designated Trainer policy review:

ATCD provided an update which included a jurisdictional scan and two stakeholder consultation sessions. The Newfoundland and Labrador Construction Association (NLCA) requested an additional session as they wanted to include more members. The PACB agreed that ATCD should conduct one additional session with NLCA after which a report will be drafted.

8. Routine Business Plan of Training- Laura

- a. Ironworker**
- b. Mobile Crane**
- c. Tower Crane**
- d. Automotive Service Technician**
- e. Process Systems Operator**

MOTION: A motion was passed by Mike Lee and seconded by Karen Walsh to accept and approve the New Plan of Training for Ironworker advanced level

MOTION: A motion was passed by James Loder and seconded by Craig Randell to accept and approve the New Plan of Training for Mobile Crane Operator to meet national harmonization requirements

MOTION: A motion was passed by Karen Rowe and seconded by James O'Neill to accept and approve the new Plan of Training for Tower Crane

MOTION: A motion was passed by Martin Hardy and seconded by Karen Rowe to accept and approve the new Plan of Training Automotive System Technician.

MOTION: A motion was passed by Mike Goosney and seconded by Craig Randell to accept and approve the new POT for Process System operator.

Accreditation Process

Manager of Standards and Curriculum presented the accreditation requirements and process for accreditation to assist Board members when reviewing accreditation reports.

Accreditations:

- i. 3-year accreditation**
 - a. Process Operator Entry Level**

MOTION: A motion was passed by Mike Lee and seconded by Karen Rowe to accept and approve the Entry Level Process Operator program with CNA Placentia for a 3 year initial accreditation based on the accreditation report presented. Expiry date: November 17, 2019

- ii. 5 year Re-accreditation**
 - a. Carpentry Entry/Advanced Level-Academy Canada Corner Brook**

MOTION:
A motion was passed by Mike Goosney and seconded by Mike Lee to accept and approve the Entry/Advanced Level Carpenter program with Academy Canada Corner Brook for a 5 year re- accreditation based on the accreditation report presented. Expiry date: October 31, 2021

James Loder abstained

b. Carpentry Entry Level – Academy Canada

MOTION:

A motion was passed by Karen Walsh and seconded by Karen Rowe to accept and approve the Entry Level Carpenter program with Academy Canada Harding Road for a 5 year re-accreditation based on the re-accreditation report presented. Expiry date: September 26, 2021

James Loder abstained

c. Entry Level Industrial Mechanic program with College of the North Atlantic, Baie Verte Campus

MOTION:

A motion was passed by James Loder and seconded by Mike Goosney to accept and approve the Entry Level Industrial Mechanic program with College of the North Atlantic, Baie Verte campus for a 5 year re-accreditation based on the re-accreditation report presented. Expiry date: June 30, 2021

d. Entry Level /Advanced level Automotive System Technician CNA Bay St. George Campus

MOTION:

A motion was passed by Craig Randell and seconded by Martin Hardy to accept and approve the Entry/Advanced Level Automotive System Technician program with CNA Bay St. George campus for a 5 year re-accreditation based on the re-accreditation report presented. Expiry date: May 21, 2021

e. Entry Level Hairstylist CNA Gander

MOTION:

A motion was passed by Karen Walsh and seconded by James Loder to accept and approve the Entry Level Hairstylist program with Gander for a 5 re-accreditation based on the re-accreditation report presented. Expiry date: June 12, 2021

iii. **Deferred Accreditation**

a. **Welder Entry Level – CNA Baie Verte Campus**

MOTION: A motion was passed by Mike Lee and seconded by Craig Randell to defer Entry Level Welder program related to:

Safety- The oxygen and acetylene tanks are chained to the wall, ladder leading to the tip of the welding booths should be removed and the steps leading to the student welding machines are very narrow.

Equipment- each oxygen and acetylene tank need to be placed on a separate cart.

II. **a. Memo changes to the Accreditation Resource Manual**

The changes are as follows:

- PACB Policy #1.1: Update
Public schools (i.e., CNA) will be required to have a site inspection prior to offering Advanced Level training to ensure it is equipped to offer the program to accreditation standards
- Accreditation Resource Manual, Unit1
Training Institutions will now have to provide the contact information of 5 employers during Phase II of the accreditation process (previously the number was 3). As well, any programs with an On-the-Job training component will have to complete Employer Feedback forms and be available during the site visit for viewing by the Program Development Specialist.

MOTION:

A motion was passed by Martin Hardy and seconded by Karen Walsh to accept the changes to the Accreditation Resource Manual.

b. Follow up on Safety Issue Cook Program, CNA Bay St. George Campus

Memo on safety issue for Cook program was presented to PACB.

This is a new concern with the tiles, the old concern in 2011 was fixed.

MOTION:

A motion was passed by Craig Randell and seconded by James Loder to accept the memo regarding a Follow up on Safety Issue Cook Program, CNA Bay St. George

i. Report on Advisory committee update.

Manager of Standards and Curriculum provided an update on the Advisory committee Activities since the last meeting.

9. New Business – ATCD Director

- a. **AAHP-** On track for all of phase one deliverables to be met in July 2017. This includes harmonizing 10 trades and 21 policies and procedures. New IT project scheduled to commence in January 2017.
- b. **National Harmonization** –All phase one deliverables were met. Currently working on phase two deliverables.
- c. **National Mobility-** Working group currently finalizing requirements to include pre-employment programming.
- d. **Board Feedback and Recommendations** –The Board recognized there is a enormous amount of work and time put into Atlantic and National initiatives and applauds everyone working on it.

10. Date and location of next meeting – January 19, 2017

11. Review of Action Items

- Link for Independent Appointments Commission Review Board to be forwarded to existing Board members
- Review of Accreditation policy
- Link to Self-Study, Jackie Simms
- Department of Transportation and Works not taking any students for work term
- List of non-accredited programs and policy

12. Meeting adjourned at 3:40p.m. Motioned by Mike Lee and seconded by Karen Walsh