**104th Meeting of the Provincial Apprenticeship and**

**Certification Board**

**Confederation Building**

**March 20, 2019**

**MINUTES**

**Board Members Present:**

* David Harris, Chair
* Sandra Bishop, Director of the Apprenticeship and Trades Certification Division
* Tyson Stanley Hedge, Employer Representative
* Karen Rowe, At-Large Representative
* Mona Morrow, At-Large Representative, Alternate
* Craig Randell, Employer Representative
* Joann Greeley, Employer Representative

**Board Member Regrets**:

* Karen Walsh, At-Large Representative
* Amanda Cull, Employee Representative
* Jennifer Hillier, Employer Representative, Alternate

**Recording Secretary:**

* Amanda Whitty – Clerk Typist III

**Invitees:**

* Angela Abbott, Manager of Standards and Curriculum
* Erika Harris, Program and Policy Development Specialist
* Adam Cywinski, Partner Prism Economics and Analytics

1. **Call to Order:**

Chair, David Harris welcomed all members and called the meeting to order

1. **Quorum/Attendance:**

Chair confirmed that there was a quorum

1. **Approval of Agenda:**

**MOTION:**

**A motion was passed by Joann Greeley and seconded by Tyson Hedge to approve the agenda as presented.**

1. **Approval of Minutes from the 103rd PACB Meeting**

**MOTION:**

**A motion was passed by Tyson Stanley Hedge and seconded by Karen Rowe to adopt the minutes of the 103rd meeting as presented.**

1. **Business Arising from Minutes**
2. Action items:

* Letter to Geordie Walsh thanking him for his participation on the PACB
  + Addressed
* Cantraq Report
  + Presentation scheduled under New Business
* Send letter to CNA noting approval of re-accreditation and approval of facilities
  + Addressed
* Link for announcement on online training
  + Addressed

1. **Routine Business:** 
   1. **Plans of Training (POT)**

* Essential Skills

**MOTION:**

**A motion was passed by Tyson Hedge and seconded by Mona Morrow to approve the POT for Essential Skills**

* Sprinkler Fitter

**MOTION:**

**A motion was passed by Craig Randell and seconded by Joann Greeley to approve the POT for Sprinkler Fitter**

* Insulator (Heat and Frost)

**Motion:**

**A motion was passed by Mona Morrow and seconded by Karen Rowe to approve the POT for Sprinkler Fitter**

* Machinist

**Motion:**

**A motion was passed by Craig Randell and seconded by Tyson Hedge to approve the POT for Machinist**

* Refrigeration and Air Conditioning Mechanic

**Motion:**

**A motion was passed by Mona Morrow and seconded by Karen Rowe to approve the POT for Refrigeration and Air Conditioning Mechanic**

* Automotive Service Technician

**Motion:**

**A motion was passed by Joann Greeley and seconded by Craig Randell to approve the POT for Automotive Service Technician**

* Heavy Duty Equipment Technician and Truck and Transport Mechanic

**Motion:**

**A motion was passed by Tyson Hedge and seconded by Mona Morrow to approve the POT for Heavy Duty Equipment Technician and Truck and Transport Mechanic**

* Industrial Mechanic (Millwright)

**Motion:**

**A motion was passed by Joann Greeley and seconded by Mona Morrow to approve the POT for Industrial Mechanic (Millwright)**

* 1. **Accreditation Agenda Items**
* Three-Year Initial – College of the North Atlantic (CNA), HVGB– Welder Entry Level

**MOTION:**

**A motion was passed by Mona Morrow and seconded by Karen Rowe to approve the entry level Welder program with CNA for a 3-year initial based on the accreditation report presented. Expiry date: April 30, 2022**

* Three-Year Initial – CNA, HVGB Powerline Technician Entry Level

**MOTION:**

**A motion was passed by Joann Greeley and seconded by Craig Randell to approve the entry level Powerline Tecnician program with CNA for a 3-year initial based on the accreditation report presented. Expiry date: April 30, 2022**

* Three-Year Initial – CNA, HVGB Heavy Duty Equipment Technician/Truck and Transport Mechanic Entry Level

**MOTION:**

**A motion was passed by Tyson Hedge and seconded by Mona Morrow to approve the entry level Heavy Duty Equipment Technician/Truck and Transport Mechanic program with CNA for a 3-year initial based on the accreditation report presented. Expiry date: April 30, 2022**

* 1. Memo to CNA, Labrador West Campus –Industrial Mechanic (Millwright) and Construction/Industrial Electrician

**MOTION:**

**A motion was passed by Tyson Hedge and seconded by Joann Greeley to approve the advanced level training for Construction/Industrial Election and Industrial Mechanic (Millwright)**

1. **List of Advisory Committee Activities**
   1. Documents provided
2. **Divisional Update**
   1. Sandra Bishop indicated that the division is presently assessing applications for Compulsory Certification for Refrigeration and Air Conditioning Mechanic, Sprinkler System Installer and Boilermaker
   2. Sheet Metal stakeholders also indicated their intent to submit an application for Compulsory certification
   3. Application received to designate Aircraft Maintenance Engineer as a trade – to be reviewed under New Business
   4. Atlantic Harmonization, Phase II ending in August and on track to have all 6 trades completed
   5. Phase III Atlantic Harmonization - there is a proposal submitted to harmonize an additional seven trades. This will be the final phase of Atlantic harmonization, after which the office will focus on maintaining the harmonized trades, policies and procedures.
   6. During the divisional update, Board members engaged in a discussion pertaining to the amount of time allocated to complete Advanced level training. Board members stated that there have been occasions where the number of weeks increased in the training but the date for completion was not expended and instructors are struggling to complete all of the curriculum requirements within the time allocated by the school. ATCD committed to follow-up with the training providers and will report back to PACB.
3. **Online Training**

* Online training was delivered in all five trades this past fiscal year
* Approximately 40 apprentices availed of online training
* Evaluation will be conducted once all classes are completed
* The training is structured to ensure support for students from the instructor and specific milestones must be reached at certain points throughout the program to ensure progression in the course.
* Group meetings are held every 3-4 weeks and message boards for students

to discuss course work

1. **New Business:**
2. Sandra presented a report, which included the results of a survey administered to inform an application for compulsory certification for the Refrigeration and Air Conditioning Mechanic trade (RACM).

**MOTION:**

**A motion was passed by Joann Greeley and seconded by Mona Morrow to approve the RACM trade to transition to a compulsory certified trade based on the report presented.**

1. Boilermaker application for Compulsory Certification
   * Members were presented with an update on the progress of the application

c. Sprinkler Fitter application for Compulsory Certification

* Stakeholder consultation is currently underway in the form of a survey with March 29, 2019 as the final extension date for surveys after which a report will be drafted and presented to the PACB for decision on compulsory certification

d. Aircraft Maintenance Engineer (AME) Occupation as a Provincial Trade

* Provincial Airlines submitted an application requesting to designate the AME occupation as a provincial trade.
* Upon review of the application, the PACB approved the application with the condition that the application be re-submitted to the PACB demonstrating support from all industry members. The plan is to schedule a conference call to review the revised application.

**MOTION:**

* **A motion was passed by Joann Greeley and seconded by Mona Morrow to conditionally approve the application for Aircraft Maintenance Engineer (AME) Occupation to become designated as a as a Provincial Trade**

e. Training providers submitted a proposal requesting an increase in Advanced Level Training rates

* Sandra provided an overview of the new rates proposed by the training providers stating that AESL would not be able to support the requested increase as it would triple the training costs.
* A jurisdictional scan is being conducted to guide ATCD in developing a new rate structure, which will be presented to the Board for approval.

f. Presentation on Labour Market Information from Prism Economics

* Adam Cywinski, Partner Prism Economics and Analytics conducted a labour market analysis of current and projected labour market data for NL skilled trades. This analysis was presented to the PACB

g. Red Seal Certificate Renewals

* ATCD is developing a new information management system to track apprentice’s progression to Journeyperson certification. The new system will have a phot ID card, and as a result, eliminates the requirement to have an expiry date on certificates.

**MOTION:**

**A motion was passed by Joann Greeley and seconded by Mona Morrow to approve the removal on expiry date on certificates commencing April 1, 2019.**

h. **Work term for Pre-employment Students**

* While not all programs have a work-term, Board members felt that it provided great experience for networking and suggested that consideration be given to extending the work-term to include all pre-employment programs.

1. **Review of Action Items**

* ATCD:
  + Follow up on schools as to the time line that is permitted to teach Advanced/Entry level training.
  + Follow up with CNA on instructors certificate
  + Provide members with Labour Market statistics
  + Members will be provided with a list of pre-employment programs that do not have a work-term

1. **Date and location of next meeting**

* April 9, 2019 – Conference Call

1. **Adjournment**

**MOTION:**

**A motion was passed by Tyson Stanley Hedge and seconded by Craig Randell to adjourn the 104th meeting.**