

**109th Meeting of the Provincial Apprenticeship and
Certification Board
Conference Call
May 8, 2020**

MINUTES

Board Members Present:

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

Board Member Regrets:

- Craig Randell, Employer Representative

Recording Secretary:

- Paula Dobbin – Administrative Officer

Invitees:

- Angela Abbott, Manager of Standards and Curriculum

1. Call to Order:

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

2. Quorum/Attendance:

Chair confirmed that there was a quorum

3. Approval of Agenda:

Item 9 will be added to agenda – Pre-employment training through an alternate learning format

MOTION:

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

4. Approval of Minutes from the 108th PACB Meeting

MOTION:

- A motion was passed by Karen Walsh and seconded by Mona Morrow to adopt the minutes of the 108th unofficial and conference call meeting as presented.

5. Routine Business:

- **Plans of Training (POT)**
- **Small Equipment Service Technician**

Motion:

A motion was passed by Tyson Hedge and seconded by Joann Greeley to approve the POT for Small Equipment Service Technician

- **Hairstylist**

MOTION:

A motion was passed by Karen Walsh and seconded by Mona Morrow to approve the 2 POT's for Hairstylist Pre-employment and a Newfoundland and Labrador Curriculum Standard, (NLCS)

- **Oil Heat System Technician**

MOTION:

A motion was passed by Karen Rowe and seconded by Joann Greeley to approve the updated logbook for Oil Heat System Technician

- **Boilermaker**

MOTION:

A motion was passed by Joann Greeley and seconded by Karen Walsh to approve the Atlantic Apprenticeship Standard (AACS) POT for Boilermaker

Accreditation Agenda Items

- **Five-Year Reaccreditation – Academy Canada, Corner Brook , Pre-Employment Construction/Industrial Electrician**

MOTION:

A motion was passed by Tyson Hedge and seconded by Mona Morrow to approve the Pre-Employment Construction/Industrial Electrician for a 5-year reaccreditation based on the accreditation report presented. Expiry date: March 31, 2025.

- Five-Year Reaccreditation – Academy Canada, Corner Brook, Hairstylist Entry-Level

MOTION:

A motion was passed by Karen Rowe and seconded by Tyson Hedge to approve the Entry Level Hairstylist program with Academy Canada for a 5-year reaccreditation based on the accreditation report presented. Expiry date: March 31, 2025.

- Five-Year Reaccreditation – Academy Canada, Kenmount Road, Hairstylist Entry-Level,

MOTION:

A motion was passed by Mona Morrow and seconded by Karen Walsh to approve the Entry Level Hairstylist program with Academy Canada, Kenmount Road for a 5-year reaccreditation based on the accreditation report presented. Expiry date: December 31, 2024.

- Five-Year Reaccreditation – College of the North Atlantic (CNA), Prince Philip Drive, Pre-Employment & Advanced Level Automotive Service Technician

MOTION:

A motion was passed by Karen Rowe and seconded by Joanne Greeley to approve the Pre-Employment & Advanced Level Automotive Service Technician program with CNA, Prince Philip Drive for a 5-year reaccreditation based on the accreditation report presented. Expiry date: December 31, 2024.

- Five-Year Reaccreditation - CNA, Prince Philip Drive Pre-Employment & Advanced Level Cook

MOTION:

A motion was passed by Joann Greeley and seconded by Karen Walsh to approve the Pre-Employment & Advanced Level Cook program with CNA, Prince Philip Drive for a 5 year reaccreditation based on the accreditation report presented. Expiry date: December 31, 2024.

- Five-Year Reaccreditation – DieTrac Technical Institute, Lewisporte Pre-Employment Carpenter

MOTION:

A motion was passed by Karen Rowe and seconded by Mona Morrow to approve the Pre-Employment Carpenter program with DieTrac, Lewisporte for a 5 year reaccreditation based on the accreditation report presented. Expiry date: September 30, 2024.

- Five-Year Reaccreditation – DieTrac Technical Institute, Pre-Employment Construction/Industrial Electrician, Advanced Level Construction Electrician

MOTION:

A motion was passed by Tyson Hedge and seconded by Joann Greeley to approve the Pre-Employment Construction/Industrial Electrician, Advanced Level Construction Electrician program with DieTrac Technical Institution, Lewisporte for a 5 year reaccreditation based on the accreditation report presented. Expiry date: September 30, 2024.

- Five-Year Reaccreditation – Keyin School of Hair Design, St. John’s Hairstylist Entry & Advanced Level (EL/AL)

MOTION:

A motion was passed by Karen Walsh and seconded by Mona Morrow to approve the Entry & Advanced Level Hairstylist program with Keyin School of Hair Design for a 5 year reaccreditation based on the accreditation report presented. Expiry date: December 31, 2024.

- **CNA, Seal Cove – Powerline Technician**

MOTION:

A motion was passed by Tyson Hedge and seconded by Mona Morrow to approve the advanced level training for Powerline Technician trade.

- **Heavy Equipment Operator Instructor Qualification**

MOTION:

A motion was passed by Karen Rowe and seconded by Joann Greeley to accept that all instructors of the theory portion of the Heavy Equipment Operator program must have Interprovincial (Red Seal) certification, as should the practical instructors for the following pieces of equipment: Dozer, Excavator, and Tracker-Loader Backhoe. Instructors in the practical portion of the program must have endorsements in all pieces of equipment they are teaching. Instructors of the theory courses require, at a minimum, one endorsement

- **Response to COVID19: Accreditation**

MOTION:

A motion was passed by Tyson Hedge and seconded by Joann Greeley to extend the Annual Maintenance Reports due date from June 30, 2020 to December 30, 2020.

Also for the following Institutions an additional 6 month extension for reaccreditations for Entry Level (EL) and Advanced Level (AL)

- Gander, CNA – Automotive Service Technician (EL) – June 28, 2020
- Gander, CNA – Instrumentation & Control Technician (EL) – June 28, 2020
- PAB, CNA – Cabinetmaker (EL/AL) – June 14, 2020

- Seal Cove, CNA – Instrumentation & Control Technician (EL/AL) June 14, 2020
- Holyrood, Operating Engineers Education & Development Inc. – Heavy Equipment Operator – July 13, 2020

6. List of Advisory Committee Activities

- Documents provide

7. Aircraft Maintenance Engineer Apprenticeship (AME)

Motion:

A motion was passed by Karen Walsh and seconded by Mona Morrow to approve a General Conditions document outlining the apprenticeship program for the Aircraft Maintenance Engineer trade. First intake of students for the trade program will be September 2020. The program includes the following conditions and provisions for the trade:

- Transport Canada (TC) technical and regulatory exams will be the accepted certification exams for the NL apprenticeship.
- There is required TC licensing in Maintenance (M), Avionics (E), and Structures (S). The time requirement by TC is 4 years (7200 hours) for M & E, and 3 years (5400 hours) for S. These will be the apprenticeship time requirements adopted for apprentices pursuing respective licenses.
- CNA's existing one and two year training programs are designated as the required pre-employment training programs for the trade. CNA will be developing an apprenticeship curriculum standard to be approved by TC. CNA will be the "owner" of these curriculum standards, as a TC Approved Training Organization (ATO).
- The apprenticeship logbook will be organized in the same way as TC logbooks which contain a range of skills from the occupation, and require that an overall total of 70% of the skills in the logbook applicable to the AME license rating and experience obtained be endorsed by a licensed AME.
- Current M, E, and S license holders can complete an application for AME journeyman certification. The application and satisfactory proof of valid TC licensing will meet the requirement to receive Journeyman status.
- CNA graduates from Aircraft Maintenance Engineering Technician or Aircraft Structural Repair Technician programs will receive hour and theory credit per their program in an AME apprenticeship. Further technical training will not be required, but apprentices must meet hour and workplace skills requirements and complete designated Transport Canada exams.
- Direct entry apprentices who have not completed CNA programs will complete a 4 level apprenticeship program, with in school training, the completion of hour and workplace skills requirements, and required Transport Canada exams.

8. Memo was presented to Board on name change for Parts Technician - Formerly Parts Person.

9. Pre-employment virtual training opportunity

Concerns were raised by a Board member stating that students were not aware that online training was optional. The Director of ATCD confirmed that all training providers delivering alternate training will be reminded to advise students of the option to wait for in-class training to resume.

10. Restarting Advanced Level Apprenticeship Training

The following two advanced-level training programs were in their last week of training when the school closed:

Industrial Mechanic (Millwright) Level 2

Automotive Service Technician Level 2

As per the approach in other jurisdictions, it is recommended that the level exam be waived for these two programs and the in-class mark be used as the final mark.

MOTION:

A motion was passed by Tyson Hedge and seconded by Karen Walsh to waive the level exam for these two programs and the in-class mark be used as the final mark.

11. Divisional Update

Status of new Board

In progress with final decision expected mid-June.

Compulsory Certification:

Sandra update

12. Review of Action Items

- Director of ATCD will check to see how long the instructors have been teaching. It would be beneficial to know in regards to updating their certificates.
- Director of ATCD will reach out to the Industry Representative on the update of the Aircraft Maintenance Engineer.
- Director of ATCD will follow up with all Training Institutes that students can opt out of the online course for no reason given.
- Standard and Curriculum can follow up with Institutes to see how they are coping with the online and to reiterate about students opting out if they would like.

13. Date and location of next meeting

June 2, 2020 – Conference Call

14. MOTION:

A motion was passed by Joann Greeley and seconded by Karen Rowe to adjourn the 109th meeting.