

Minutes of the 122nd Meeting
Provincial Apprenticeship and Certification Board
9:00am – 3:30pm
September 12, 2023
Confederation Building

Board Members Present:

- Lorna Harnum – Chair
- Marion Isaacs – Employee Representative
- Darin King – Employee Representative (Alternate)
- John McLellan – Employer Representative
- Mark Lush- Employer Representative (Alternate)
- Cyril Hayden – Employer Representative
- Barry Roberts – At-Large Representative
- Krista Cox – At-Large Representative
- Bonnie Steele – Departmental Representative

Board Member Absent:

- Bobby Meade – Employee Representative
- Steven Downer – At-Large Representative (Alternate)

Recording Secretary:

- Paula Dobbin – Administrative Officer

Invitees:

- Erika Harris – Policy and Program Development Specialist
- Wendy Robinson – Program Development Specialist
- Sabita Ramlal – PRISM Economics Representative
- Bob Collins – PRISM Economics Representative
- Adam Cywinski – PRISM Economics Representative
- Deanne Oliver – Skills Canada NL

1. Welcome

Sharlene Jones, Assistant Deputy Minister, Employment and Labour Market Development, welcomed all members and thanked them for their commitment to the provincial apprenticeship program.

2. Call to Order:

Chair, Lorna Harnum called the meeting to order, introduced herself and provided a Land Acknowledgement.

3. Quorum/Attendance:

Chair confirmed that there was a quorum.

4. Approval of Agenda:

The Chair requested the agenda be adjusted to move the orientation to after the Approval of the Minutes.

MOTION:

- A motion was passed by Krista Cox and seconded by Darin King to approve the changes to the 122nd agenda as presented.

5. Approval of Minutes from the 121st PACB Meeting

Members reviewed the minutes and offered no comments or proposed changes.

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to adopt the minutes of the 121st meeting as presented.

6. Introductions

New and returning Board members introduced themselves outlining their role on the Board, experience and location.

7. Orientation and Divisional Update – Departmental Representative

Members were provided a presentation on their role as members of the PACB outlining the **Apprenticeship and Certification Act**, Board composition and powers, delegation of authority guidelines for Board conduct, travel compensation, Board policies and motions, an overview of the provincial apprenticeship system, the organizational structure of the Apprenticeship and Trades Certification Division (ATCD), programs and training providers, the apprenticeship review and pass rates.

The Director of ATCD committed to sending the following to members:

- Policy manual;
- Links to travel claim information;
- Link to the Apprenticeship and Certification Act;
- List of acronyms;
- Link to the Apprenticeship Review website.

Members requested that a future agenda include a presentation regarding the accreditation process.

8. Presentation – PRISM Review Consultation

Adam Cywinski, Sabita Ramlal, and Bob Collins joined the meeting. Adam Cywinski presented on the structure of the review and facilitated a consultation with present Board members. Bonnie Steele, Erika Harris and Paula Dobbin were excused from the facilitated session for Board members. The Prism Economics team left the meeting after this agenda item concluded.

9. Presentation – Skills Canada NL

Deanne Oliver of Skills Canada NL joined the meeting to present on year one outcomes of the Youth Apprenticeship Summer Program. She left the meeting after this agenda item concluded.

10. Business Arising from 121st PACB Meeting

- Post-Secondary Instruction Certificate (PSIC)
 - Members were provided an overview of the PSIC and were informed that College of the North Atlantic (CNA) is offering its Adult Learning and Teaching Innovation program with classes beginning in September 2023.

- Members were informed that the program is available to all post-secondary education instructors and space was available in some courses.
- Members were informed that all inquiries about the program should be directed the Dean of Natural Resources and Industrial Trades at CNA.
- Members discussed the transfer of credits or recognition of prior learning and tasked the Director of ATCD to obtain relevant information from CNA.
- Update on instructor exemption in enrolment to the PSIC
 - Members were advised that the Department of Education provided the exemption based on documentation provided. The Director of ATCD was tasked with working with the Department of Education to support the development of a policy for exemptions.

11. Routine Business

Plans of Training (POT)

- No POTs were presented at this meeting.

Accreditations

- Wendy Robinson joined the meeting via Skype to outline the two memos for institutions seeking accreditation
 - i. Memo – College of the North Atlantic, St. Anthony – Powerline Technician (Pre-employment)

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to approve the re-accreditation of the Powerline Technician (Pre-employment) program at College of the North Atlantic, St. Anthony Campus, for five years, as information requested by the Board was deemed satisfactory.

- ii. Memo – Central Training Academy, Heavy Equipment Operator

MOTION:

- A motion was passed by John McLellan and seconded by Mark Lush to approve an extension of re-accreditation of the Heavy Equipment Operator program at Central Training Academy until November 30, 2023, to allow for the submission of the accreditation application and assessment.

Note: Cyril Hayden abstained from vote citing a conflict of interest

List of Provincial Trade Advisory Committee meetings

- Members were provided a list of meetings that have occurred.

12. New Business

a. Program Updates

- **Apprenticeship Wage Subsidy** – Members were provided an overview of the program and discussed eligibility requirements. The Director of ATCD was tasked with seeking information related to the hiring of relatives.
- **Government Hiring Apprenticeship Program** – Members were provided an overview of the program.
- **Post-Journey and Specialized Training** – Members were provided an overview of training and discussed eligibility requirements.

- **Office to Advance Women Apprentices** – Members were provided an overview of the office and its functions.
- **Office of Indigenous and Northern Skilled Trades expansion** – Members received an overview of funding provided to date, supports available and clients served.
- **Expansion of the Virtual Learning Strategist Program** – Members were provided an overview of the VLS and discussed the accessibility of psych-ed assessments.
- **Apprenticeship Refresher Project** – Members were provided a status update on the modular training initiative.

13. Action Items

- Departmental Representative to provide members with the following:
 - Policy manual;
 - Links to travel claim information;
 - Link to the Apprenticeship and Certification Act;
 - List of acronyms;
 - Link to the Apprenticeship Review website.
- Include the accreditation process on the agenda for the next meeting.
- Departmental Representative to obtain relevant information from CNA regarding the transfer of credits or recognition of prior learning and present at next meeting.
- Departmental Representative to work with the Department of Education to support the development of a policy for exemptions and present status at next meeting.
- Departmental Representative to provide detail on the hiring of relatives under the AWS program.

14. Date and Location of next meeting

- November 28, 2023 at Confederation Building

15. Adjournment

MOTION:

- A motion was passed by John McLellan and seconded by Krista Cox to adjourn the 122nd meeting.