

Minutes of the 123rd Meeting
Provincial Apprenticeship and Certification Board
9:00am – 12:00pm
December 14, 2023
Virtual Meeting, MS Teams

Board Members Present:

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

Board Member Absent:

- John McLellan – Employer Representative

Recording Secretary:

- Paula Dobbins – Administrative Officer

Invitees:

- Angela Abbott – Manager of Standards and Curriculum
- Erika Harris – Provincial Manager
- Wendy Robinson – Program Development Specialist

1. Call to Order:

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

2. Quorum/Attendance:

Chair confirmed that there was a quorum.

3. Approval of 123rd Agenda

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to approve the changes to the 123rd agenda as presented.

4. Approval of Minutes from the 122nd PACB Meeting

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

MOTION:

- A motion was passed by Cyril Hayden and seconded by Mark Lush to adopt the minutes of the 122nd meeting as presented.

5. Business Arising from 122nd PACB Minutes – Chair

- Policy manual, Acronyms and website links
 - Members were emailed all requested material.
- Update on CNA's response regarding the transfer credits and PLAR for Post-Secondary Instructor's Training Certificate (PSIC)
 - Members were informed that College of the North Atlantic advised that a credit transfer guide exists for both the approved Memorial University courses and the Vancouver Community College courses.
- Update on Department of Education's response regarding a policy for exemptions from PSIC training
 - Members were informed that the Department of Education has authority over the PSIC and the **Private Training Act**.
 - Members were advised that Department of Education consulted with the Department of Justice and Public Safety who indicated that exemptions should be honoured and reviewed on a case-by-case basis.
 - Members were informed that Department of Education does not intend to create a policy on exemptions at this time.
- Update on Employment and Training Programs Division response regarding employer eligibility to receive the Apprenticeship Wage Subsidy when hiring a relative
 - Members were informed that an anti-nepotism policy exists across all Government of Newfoundland and Labrador programs. However, exemptions can be made on a case-by-case where there is evidence of difficulties in hiring.

6. Presentation: Accreditation Process – Wendy Robinson

- Wendy Robinsons presented on the accreditation policy and process for entry- and advanced-level apprenticeship programs at the public and private training institutions.

7. Routine Business

- a. Plans of Training
 - i. Carpenter – Tool and Equipment List

MOTION:

- A motion was passed by Barry Roberts and seconded by Krista Cox to approve the Carpenter Tool and Equipment List.

ii. Bricklayer – AACS and Pre-Employment

MOTION:

- A motion was passed by Darin King and seconded by Barry Roberts to approve the Bricklayer Plans of Training (AACS and Pre-Employment).

iii. Cook – AACS and Pre-Employment

MOTION:

- A motion was passed by Barry Roberts and seconded by Marion Isaacs to approve the Cook Plans of Training (AACS and Pre-Employment).

b. Memo: Culinary Arts Program

- Members discussed the new program diploma program offered at College of the North Atlantic's Prince Philip Drive campus.
- Members agreed that the Apprenticeship and Trade Certification Division should be included in any program discussions related to plans of training where institutions will seek credit transfer for graduates.

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to approve a credit of 1,312 training hours to graduates of the Culinary Arts Program, under the parameters outlined in the memo presented, and to direct the Director of ATCD to draft a letter to CNA, for the Chair's signature, to request that ATCD be included in future discussions regarding CNA programs that relate to any provincially designated skilled trade.

c. List of Provincial Trade Advisory Committee meetings

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

d. Accreditation:

- CNA, Placentia, Industrial Mechanic (Pre-Employment) – 3-year initial accreditation (site visit report)

MOTION:

- A motion was passed by Barry Roberts and seconded by Steven Downer to approve the Industrial Mechanic (Pre-employment) program at College of the North Atlantic, Placentia Campus for a three-year initial accreditation.
- CNA, Placentia, Oil Heat System Technician – approval to offer advanced level training

MOTION:

- A motion was passed by Mark Lush and seconded by Steven Downer to approve College of the North Atlantic, Placentia campus to offer Oil Heat System Technician until June 30, 2028.

- Dietrac, Lewisporte, Heavy Duty Equipment Technician (update on instructor being given an exemption)
 - Members were provided with an update.

- Central Training Academy – Heavy Equipment Operator (update on extension of re-accreditation)
 - Members were advised that no application was submitted. Accreditation has expired.

- e. Memo: Accreditation Resource Manual Addition – Instructor Approval
 - Members discussed the request for instructors at College of the North Atlantic to have the same documentation requirements as instructors at Private Training Institution for accreditation purposes. This includes copies of certificates, diplomas, and/or degrees for all recently recruited core course instructors, instructional assistants, and demonstrators who are engaged in the instruction of accredited programs or advanced level training courses.

MOTION:

- A motion was passed by Marion Isaacs and seconded by Bobby Meade to approve an addition to the Accreditation Resource Manual to incorporate new document submission requirements for core course instructors, instructional assistants and demonstrators at College of the North Atlantic prior to their commencement date.

8. New Business

- Divisional Update
 - No update was required.
- Apprenticeship Review
 - Members were provided with a status update on the review and upcoming activities.
- Online Red Seal Exams
 - Members were provided with an overview of the initiative and implementation timelines for Newfoundland and Labrador.
- Exam Compromise/Misconduct
 - Members were informed that an incident of exam misconduct had occurred during a level exam session.

- Program Updates
 - No update was required.
- Compulsory Designations
 - Members were provided with a status update on each of the applications received to date.

9. Date and location of next meeting – Chair

- Two dates were proposed for the next meeting, March 6, 2024, or March 13, 2024. The Secretary will send out a poll to members to identify a preferred day.
- The next meeting will be held virtually via MS Teams.

10. Adjournment – Chair

MOTION:

- A motion was passed by Krista Cox and seconded by Marion Isaacs to adjourn the 123rd meeting.