**Provincial Apprenticeship Certification Board**

**Minutes of the 97th**

**Provincial Apprenticeship and Certification Board Meeting**

**September 13th & 14th, 2017**

**BOARD MEMBERS PRESENT**:

* David Harris
* Sandra Bishop
* Joann Greeley
* Amanda Cull
* Geordie Walsh
* Karen Walsh
* Jennifer Hillier
* Tyson Stanley Hedge
* Mona Morrow

**BOARD MEMBERS ABSENT:**

* Craig Randell
* Karen Rowe

**RECORDING SECRETARY:**

* Paula Dobbin

**INVITEES:**

* Dean Byrne
1. **Call to Order:**

The meeting commenced at 8:30 a.m. on September 14, 2017. The Board Chair and Director of Apprenticeship welcomed all members to the meeting.

1. **Quorum/Attendance:**

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

1. **Approval of Agenda:**

**MOTION:**

**A motion was passed by Karen Walsh and seconded by Amanda Cull to approve the agenda as presented.**

1. **Approval of the minutes of the PACB 96th meeting:**

**MOTION:**

**A motion was passed by Karen Walsh and seconded by Geordie Walsh to adopt the minutes of the 96th meeting as presented**

1. **Business Arising from Minutes- Director**

**Action items from the 96th meeting:**

1. Summary of Labor Market demand for skilled trades
2. Instructor certificate update Post-Secondary Instructor Certificate.
3. **Routine Business:**
4. Plans of Training (POT) – No new POT’s presented at the meeting
5. Accreditation Agenda Items – document in binder
6. Accreditations:
7. **Academy Canada Entry Level Welder**

**A motion was passed by Amanda Cull and seconded by Karen Walsh to approve the Entry Level Welder program with Academy Canada Corner Brook for a 5 year re-accreditation based on the accreditation report presented. Expiry date: June 23, 2022**

1. **CNA Entry/Advanced Level Cabinetmaker**

**A motion was passed by Karen Walsh and seconded by Joann Greeley to approve the Entry/Advanced Level Cabinetmaker program with CNA Port aux Basques for a 3 year initial accreditation based on the accreditation report presented. Expiry date: June 14, 2020**

Geordie Walsh abstained

1. List of Advisory committee Activities – document in binder for review
2. Compulsory certification updates – document in binder for review
3. **New Business:**
4. **Policy Manual updates-Dean Byrne**

**MOTION: A motion was passed by Joann Greeley and seconded by Geordie Walsh to accept the updates 14.5 of General Conditions Governing Apprenticeship Training under the Policy Title: Journeyperson Mentorship**

**MOTION: A motion was passed by Joann Greeley and seconded by Geordie Walsh to accept the changes to minor language and numbering update in the Policy Title: Terms, Conditions and Violation Sanctions for the Memorandum of Understanding for Apprenticeship**

**MOTION: A motion was passed by Joann Greeley and seconded by Geordie Walsh to accept minor language changes to reflect Atlantic/National harmonization name change and numbering under the Policy Title: Apprentice Logbook**

**MOTION: A motion was passed by Karen Walsh and seconded by Geordie Walsh to accept Updated and to brought in line with Atlantic/national mobility/harmonization under the Policy Title: Credit for Course Completion**

**MOTION: A motion was passed by Joann Greeley and seconded by Geordie Walsh to accept Updated and to bring in line with Atlantic/Mobility /harmonization under the Policy Title: Recognition of Prior Learning (RPL)**

**MOTION: A motion was passed by Amanda Cull and seconded by Geordie Walsh to accept minor language updates and name change to Employer In-Service under the Policy Title: Apprenticeship Orientation**

**MOTION: A motion was passed by Joann Greeley and seconded by Geordie Walsh to accept updated due to recent budget under the Policy Title: Fees**

**MOTION: A motion was passed by Joann Greeley and seconded by Geordie Walsh to accept minor language updates and name change to Purchase of Training under the Policy Title: Apprenticeship and Certification Training**

**MOTION: A motion was passed by Karen Walsh and seconded by Joanne Greeley to accept minor language updates to Registration of Trade Qualifiers under the Policy Title: Issuance of class calls for Apprentices/Trade Qualifiers**

**MOTION: A motion was passed by Amanda Cull and seconded by Karen Walsh to accept the minor language updates extracted from Purchase of Training (new) under the Policy Title: Issuance of Class Calls for Post-Journey Training**

**MOTION: A motion was passed by Mona Morrow and seconded by Geordie Walsh to accept the New-Extracted from Cancellation of Apprentice for Failure to Attend In-School Training under the Policy Title: Status of Apprenticeship (Inactive).**

**MOTION: A motion was passed by Amanda Cull and seconded by Karen Walsh to accept the minor language updates to Cancellation of Apprentice for failure to Attend In-school Training under the Policy Title: Status of Apprenticeship (Cancellation)**

**MOTION: A motion was passed by Geordie Walsh and seconded by Joann Greeley to accept the changes New-Taken from General Conditions Governing Apprenticeship Training under the Policy Title: Voluntary Cancellation of Apprenticeship to Trade Qualify.**

1. **Letter from Newfoundland and Labrador Construction Association requesting that the PACB consider adding safety training to apprenticeship training**.

The PACB members reviewed the letter from the NLCA and felt that that safety training was outside the scope of the PACB. It was agreed that the Director would forward a letter to the NLCA outlining the PACB’s decision.

1. **Climate change:** Jackie Janes, Assistant Deputy Minister with the Office of Climate Change presented to the PACB. The purpose of the presentation was to identify opportunities for collaborating on key government initiatives such as the Way Forward commitments on green energy.
2. **Apprenticeship Management System (AMS) presentation:** Susan Sparks, Director of AMSs presented on key aspects of the new AMS.
3. **Designator Trainer program:** In the June meeting, the PACB agreed to reinstate the designated Trainer program, conditional on a review of the new policy, procedure and application. The PACB reviewed all documents and provided some recommendations on the application. No further review required as ATCD committed to making the suggested edits.
4. **Review of Action Items**
5. List of acronyms sent to Board members
6. Link of Apprenticeship website for minutes to be forwarded to the PACB
7. Labour market information on apprenticeship programs to be provided on a regular basis
8. Post- Secondary institute letter
9. Response to NLCA
10. Follow up to conference call with Dean- Thursday 2pm to continue to review policy changes
11. **Date and location of next meeting**
* Conference call to complete the motions on the Policy Manual Thursday, September 21, 2017
	+ Conference call December 5th morning 10:30 a.m. to 12:30p.m**.**
1. **Meeting was adjourned 3:30 at by Joann Greeley and seconded by Karen Walsh**