

**Provincial Apprenticeship and Certification
Board
Annual Activity Report
2007-08**

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Chairperson's Message

August 29, 2008

Honourable Joan Burke, M.H.A.
Department of Education
West Block, Confederation Building
P.O. Box 8700
St. John's, NL, A1B 4J6

Dear Minister:

I am pleased to submit the 2007-08 Annual Activity Report of the Provincial Apprenticeship and Certification Board. This report covers the period April 1, 2007 to March 31, 2008.

The board developed a transitional activity plan for 2007-08 and was successful in the achievement of its goals outlined in the plan.

My signature below is on behalf of the board and indicative of the board's accountability for the actual results reported herein.

Respectfully submitted,



REX COTTER
Chair

Overview

The Provincial Apprenticeship and Certification Board is established under authority of the *Apprenticeship and Certification Act* and currently consists of 12 persons appointed by the Lieutenant-Governor in Council as follows:

- A Chairperson, Mr. Rex Cotter, from Carbonear;
- The Director of Institutional and Industrial Education, Ms. Denise Hanrahan;
- Ms. Rhonda Neary, St. John's, Mr. David Murphy, Topsail, representing employers; with one employer representative vacant;
- Ms. Ann Geehan, Topsail and Mr. Gus Doyle, Paradise, representing employees, with one employee representative vacant;
- Ms. Janette Foley, St. John's and Ms. Paula Flood, Whitbourne, representatives at large, with one vacant at large representative and;
- Alternate Members to act in the absence of the above: Ms. Robin Bartlett, St. John's, representing employers and Mr. Richard Kelly, Glovertown, representing employees, with the alternate at-large representative vacant.

The chairperson conducted three board meetings during 2007-08 and represents the province on the Inter-provincial Alliance of Apprenticeship Board Chairpersons (eight days per year), the Canadian Apprenticeship Forum (six days per year) and the Atlantic Canada Association of Apprenticeship Directors and Board Chairs (four days per year).

Mandate

The mandate of the board is established under sections 8 and 9 of the *Provincial Apprenticeship and Certification Act*. The mandate of the board is a very broad one, covering a number of apprenticeship training issues.

The board:

- determines whether an occupation is appropriate for certification and, if so, designates that occupation;
- determines the form and contents of both a plan of training and a memorandum of understanding for apprenticeship in designated occupations;
- registers all apprentices and trade qualifiers, and monitors their progress leading to journey person certification;
- determines and approves the objectives of every course of instruction included in a plan of training;
- accredits institutions for the purpose of delivering training in a designated occupation;
- approves plans specific to certain employers as private plans;
- provides for periodic and final examinations of apprentices and trade qualifiers;
- appoints examining committees to conduct practical examinations for the periodic and final examinations of apprentices and trade qualifiers and defines the duties of those committees;
- assesses, evaluates and determines the requirements to complete a period of apprenticeship and may grant credits for
 - occupational experience, and
 - occupational training in a recognized training institution;

- revokes a certificate where evidence supports a finding of fraud by the applicant regarding the issuing of same certificate;
- approves assignments of memorandums of understanding for apprenticeship;
- makes the final determination regarding all disputes arising out of a memorandum of understanding for apprenticeship or a plan of apprenticeship training;
- terminates, cancels or suspends memorandums of understanding for apprenticeship upon agreement of the parties or for proper and sufficient cause in the board's opinion;
- amends, varies, or revokes and substitutes, a plan of apprenticeship training;
- orders, with the approval of the minister, that persons cannot work in apprenticeship trades unless
 - they hold a certificate of qualification issued or recognized by the board,
 - are a trade qualifier under an arrangement acceptable to the board, or
 - are apprentices working under a memorandum of understanding for apprenticeship in accordance with its terms under a plan of apprenticeship approved by the board;
- issues certificates or diplomas to apprentices and trade qualifiers who complete their training and pass the necessary journeyman examinations;
- appoints advisory committees which shall be equally representative of employers and employees in respect of apprenticeship in occupations, and prescribes the duties of those committees; and
- sets fees with the approval of the minister.

Vision and Mission

The Provincial Apprenticeship and Certification Board is committed to supporting the vision and mission of the Department of Education by ensuring that all individuals involved in apprenticeship programs or training meet the highest standards of their profession. We must be sure that training institutions are meeting the needs of evolving skilled trades industries. The Provincial Apprenticeship and Certification Board monitors the courses of study/training and ensures that our apprentices and journeymen are poised, through high quality apprenticeship systems, to meet all challenges, and become productive and contributing members of society.

Vision of the Department of Education

The vision of the Department of Education is citizens with the values, knowledge and skills necessary to be productive and contributing members of society.

Mission of the Department of Education*

By 2011, the Department of Education will have maintained an educational system for the people of Newfoundland and Labrador which is of high quality, safe and affordable.

*Please refer to the Department of Education Strategic Plan 2008-11 for the complete mission statement.

Highlights/Accomplishments

- Continuation and refinement of the “out-of-province” registration policy, resulting in over 600 apprentices being able to register and continue their programs.
- Review of the journey-person-apprenticeship ratio, with a recommendation that an additional allowance for final year apprentices be considered.
- Review and approval of four provincial plans of training.
- Participation in regional apprenticeship information sessions, held in nine locations in Newfoundland and Labrador.
- Designation of the Rig Technician, Ironworker (Structural) and Ironworker (Ornamental) red seal occupations for certification.

Outcomes of Goals 2007-08

The Provincial Apprenticeship and Certification Board identified three goals in its 2007-08 transitional plan to guide its work for the fiscal year.

Issue One: Apprentice Policy

Goal One: By March 31, 2008, the Provincial Apprenticeship and Certification Board will have reviewed apprenticeship registration policies and provided an appropriate recommendation to the Minister of Education.

Measure: Proposed improved policy for apprentice registration

The following details the board’s successful achievement of the indicator, and therefore the goal identified for 2007-08.

Policy improvement forwarded to the Minister

The board reviewed the policies relating to apprentice registration and forwarded several recommendations to the Minister of Education, particularly regarding the impact of the “out-of-province” registration policy implemented in January 2007. The following activities were completed:

- Review of registration requirements with respect to work experiences, with the minimum hours for all certification-only trades set;
- Review of the current logbook issued to apprentices upon registration, resulting in an agreement to pursue a simplified logbook and to continue discussions regarding a common logbook between the Atlantic provinces; and
- Review of current and proposed Joint Apprenticeship and Certification Committee agreements, resulting in the termination of the current agreement in lieu of the new “out-of-province” registration policy.

Issue Two: Consistent Application of Accreditation Policy

Goal Two: By March 31, 2008, the Provincial Apprenticeship and Certification Board will have reviewed all accreditation activities to ensure consistent application of policy.

Measure: Reviewed accreditation activities for consistency

The following details the board's progress toward achievement of the indicator, and therefore the goal identified for 2007-08.

Document indicating level of consistency

The board reviewed all accreditation team reports that were completed during the 2007-08 year. As part of this review, the board requested additional information to ensure that consistent policy application occurred. While the background work has been completed, the final report was not prepared. Additional staffing resources were approved in Budget 2007. Once filled, it is anticipated that the report will be prepared.

Issue Three: Apprenticeship Experience

Goal Three: By March 31, 2008, the Provincial Apprenticeship and Certification Board will have worked with industry and labour partners to improve the apprenticeship experience in Newfoundland and Labrador through quarterly board meetings.

Measure: Meeting held every three months

The following details the board's progress toward achievement of the indicator, and therefore the goal identified for 2007-08.

Published quarterly minutes

Three board meetings were held during the period of 2007-08. Due to conflicting schedules, the board was not able to attain a quorum for a fourth meeting. The minutes from the three meetings were compiled and distributed to all board members, departmental staff and to all jurisdictional Directors of Apprenticeship and Board Chairs nationally.

Opportunities and Challenges Ahead

Opportunities in the skilled trades will continue to provide unprecedented demand for workers, while demographic realities will continue to challenge our employer and institutional partners. The board, through its subcommittee on under-represented groups, will continue to work on tapping the potential of groups such as women and aboriginals by improving program access. The board will strive to ensure high quality apprenticeship training, through its curriculum reviews and accreditation mechanisms.

Financial Statements

The Provincial Apprenticeship and Certification Board members serve without remuneration as per section six of the *Apprenticeship and Certification Act*. Travel and incidental expenses incurred by the board are minimal and are covered in their entirety by the Department of Education. The board is not required to prepare financial statements.