

Provincial Apprenticeship and Certification Board



Annual Report 2018-19

Honourable Christopher Mitchelmore
Department of Advanced Education, Skills and Labour
PO Box 8700
St. John's, NL
A1B 4J6

Dear Minister Mitchelmore:

I am pleased to submit the 2018-19 Annual Report of the Provincial Apprenticeship and Certification Board.

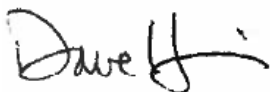
This report covers the period April 1, 2018 to March 31, 2019 and compares actual results to those anticipated in the second year of the Board's 2017-20 Activity Plan.

The following three priorities have been the focus for the three-year period:

1. Modernizing the Apprenticeship Program;
2. Maintaining high quality training and certification standards in the apprenticeship system; and
3. Preparing for future demand.

Details on the successful achievement of the associated objectives for 2018-19 are presented in this report. As chairperson, my signature below is on behalf of the Board and indicative of the Board's accountability for the actual results reported herein.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Harris". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David Harris
Board Chair

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OVERVIEW

The Provincial Apprenticeship and Certification Board (the Board) was established under section 5 of the **Apprenticeship and Certification Act**. The overall goal is to support individuals who seek certification in the skilled trades by ensuring that apprenticeship programs and training meet industry standards.

The Board works closely with officials in the Department of Advanced Education, Skills and Labour to implement the Board's mandate on their behalf. The Board also grants approval for any policy changes recommended by departmental officials to strengthen the apprenticeship program. This involves a range of activities such as:

- Developing new and modifying existing Plans of Training;
- Designating and de-designating trades;
- Developing block exams;
- Administering National Red Seal exams which include adhering to national protocols with respect to exam security; and
- Regulating apprentices and journeypersons.

Board members are chosen based on a number of factors including experience, skills and regional representation, to ensure the Board best reflects the skilled trades population in the province.

The Board is comprised of:

- A chairperson;
- Two or more employer representatives;
- Two or more employee representatives;
- Two or more individuals not included under employers or employees (at-large);
- The Director of the Apprenticeship and Trades Certification Division, or designate; and
- An alternative representative for each group to attend in the absence of regular members.

A list of Board members as of March 31, 2019, outlining their position, occupation and location can be found in Appendix A.

The following applies to Board appointees:

- Appointments are for a three-year term;
- Only one person from each representative group shall have their term expire within each calendar year;
- Appointees cannot serve more than two consecutive terms;
- Alternative representatives can only attend meetings in the absence of regular Board members and have full voting privileges at these meetings; and
- In the absence of the chairperson from a board meeting, board members who are present can appoint another member to act as chairperson.

The Board held four meetings during 2018-19, two in-person and two via teleconference. The chairperson also represented Newfoundland and Labrador on the following committees/boards:

- The Interprovincial Alliance of Apprenticeship Board Chairpersons; and
- The Atlantic Apprenticeship Council (AAC).

All Board members served without remuneration as per section 6 of the **Apprenticeship and Certification Act**. All travel and incidental expenses were covered by the Department of Advanced Education, Skills and Labour in accordance with government policy. Expenses incurred by the Board in 2018-19 were \$8,752 (travel costs of \$8,692 and incidentals costs of \$60); lower than the \$14,062 incurred in 2017-18 due to fewer face to face meetings. The Board does not manage a budget and is therefore not required to prepare a financial report. Further information on the Board can be found [here](#).

HIGHLIGHTS AND PARTNERSHIPS

In 2018-19, the Board held four meetings and made significant progress towards accomplishing stated objectives.

Highlights of Board approved initiatives include:

- Continued collaboration with industry partners and education partners;
- Approved 20 new and revised Plans of Training;
- Approved training programs at training institutions across the province (see Appendix B for detailed breakdown):
 - Eight initial accreditations;
 - Nine entry-level re-accreditations;
 - One advanced-level re-accreditation.
- Appointed advisory committee members to assist in the development of new Plans of Training at provincial, atlantic and national levels.
- Approved applications to begin the process for consideration of compulsory certification in three trades: Refrigeration and Air Conditioner Mechanic, Sprinkler Fitter and Boilermaker.

The AAC includes the Apprenticeship Board Chairs from each of the four Atlantic Provinces. Its goal is to work cooperatively to foster development of a highly-skilled workforce and to work together, from a regional perspective, to facilitate and share best practices in order to streamline mobility of workers. As a member of AAC, the Board has been involved in ongoing work related to the Atlantic Apprenticeship Harmonization Project under the Atlantic Workforce Partnership.

The Canadian Council of Directors of Apprenticeship (CCDA) is an intergovernmental partnership among provinces and territories and the federal government that supports apprenticeship training and trades certification. CCDA provides a forum for inter-jurisdictional collaboration on trades and apprenticeship. The National Harmonization Initiative supports provinces to create a similar approach to apprenticeship training.

This is achieved by utilizing common Red Seal Trade names, total training hours required, number of training levels and the sequencing of courses. The Board continues its participation in the ongoing implementation of a national apprenticeship harmonization plan with CCDA.

A brief overview of apprenticeship and trades certification in Newfoundland and Labrador is provided in the table below.

Quick Facts 2018-19	
Number of active apprentices as of March 31, 2019	5,082
Number of newly registered apprentices	729
Number of apprentices who receive journeyperson certification	443
Number of trade qualifiers who received journeyperson certification	57
Number of apprenticeship incentive grant letters issued	867
Number of apprenticeship completion grant letters issued	428
Number of apprentices who receive in-school training	2,328
Number of apprentices who received credit through the recognition of prior learning (Prior Learning and Assessment Recognition)	14
Number of journeypersons who received enhanced training to acquire new skills and respond to industry standards (e.g., heavy form work)	238

OUTCOMES AND OBJECTIVES

Issue 1: Modernizing the Apprenticeship Program

Technology is advancing and tradespeople are required to adapt or risk having their skills become obsolete. New training methods are continually being developed that are faster, safer and more efficient. As tradespeople are required to adapt to new technology, the Board must consider how new technology may impact or shape future apprenticeship training programs, approaches and policies. To modernize, apprenticeship programs must adapt to reflect available technology and the expectations of tomorrow's apprentices.

With respect to modernizing the apprenticeship program, the following objective is the focus of each of the fiscal years ending March 31 in 2019 and 2020. The objective will be reported upon in each of the respective annual reports.

Objective: By March 31, 2019, the Provincial Apprenticeship and Certification Board will have approved innovative approaches for training and assessing apprentices.

Indicator 1: Commenced offering online training for five trades during the 2018-19 year.

Results:

Online training was identified as an initiative to modernize and strengthen apprenticeship by maximizing access and reducing barriers to training.

In 2018-19, under direction of the Board, the Department of Advanced Education, Skills and Labour completed the transfer of the traditional in-class curriculum to an online format for five high volume trades: Plumber (Level I), Construction Electrician (Level I), Welder (Level I), Carpenter (Level I) and Automotive Service Technician (Level III).

Online sessions were added to the 2018-19 training schedule for both College of the North Atlantic and Academy Canada; 39 apprentices participated.

Indicator 2: Reviewed program uptake, success rates, and any challenges identified for online training programs implemented in 2018-19.

Results:

During 2018-19, enrolment in online training was monitored. A review was completed which found that the majority of apprentices were successful in completing the Level I online training. All participating apprentices were requested to complete a survey about their experience in the online environment. Results were positive with requests to expand online offerings. Further work will occur in 2019-20 to implement proposed enhancements identified in the review.

Indicator 3: Identified additional trades for development of online training curriculum.

Results:

Utilizing an online training model for advanced level apprenticeship training assists in building an accessible and affordable post-secondary education system. Online training has been found to be a flexible tool to assist apprentices in completing their required level training. Taking advantage of technological resources and tools, like on-line learning, will go a long way in meeting the needs of industry and apprentices. The trades identified for consideration for the development of an online training curriculum include: Cook, Millwright, Steamfitter/Pipefitter, Heavy Duty Equipment Technician, Truck Transport Mechanic and Sheet Metal Worker.

2019-20 Looking Forward

Objective: By March 31, 2020, the Provincial Apprenticeship and Certification Board will have approved innovative approaches for training and assessing apprentices.

Indicator 1: Continued offering online training in 2019-20.

Indicator 2: Incorporated survey results into the delivery of online training in 2019-20.

Indicator 3: Expanded online delivery options in 2019-20.

Issue 2: Maintaining High Quality Training and Certification Standards in the Apprenticeship System

The Board is responsible for maintaining high quality training and certification standards for the apprenticeship training system. This is accomplished through the valuable input provided by the Board's Provincial Trade Advisory Committees (PTACs). PTACs are comprised of certified journeypersons from industry (employers and employees), apprentices, and provincial training institution instructors for a specific skilled trade. PTAC members develop, review and validate curriculum standards and exams and participate in webinars and Atlantic harmonization sessions.

This input guides the Board's policies on harmonizing trades and processes and ensures apprentices in Newfoundland and Labrador can seek opportunities across Canada to gain new skills and experiences without interrupting their apprenticeship training program. Creating new opportunities for apprentices in Newfoundland and Labrador will ensure that the province maintains a highly skilled labour force that is ready to take advantage of current and future industrial projects in the province.

The following objective will be the focus of each of the fiscal years ending March 31 in 2019 and 2020. The objective will be reported upon in each of the respective annual reports.

Objective: By March 31, 2019, the Provincial Apprenticeship and Certification Board will have improved program standards and curriculum.

Indicator 1: Approved additional trades and processes being harmonized through the Atlantic Harmonization Partnership, and the National Harmonization project.

Results:

The Government of Newfoundland and Labrador is committed to enhancing the mobility of apprentices. During the last year, Atlantic Advisory Committees were created in each

of the six trades identified for harmonization in Phase II: Automotive Service Technician, Industrial Mechanic (Millwright), Boilermaker, Sprinkler Fitter, Truck and Transport Mechanic, and Heavy Duty Equipment Technician. Twelve Advisory Committee meetings were held to develop standard curriculum documents, log books and exams for each training level as per the newly developed curriculum standards. These meetings brought together over 100 tradespeople and training providers to develop common standards for Atlantic Canada. With the completion of Phase I and II, there are sixteen fully aligned trades and 20 harmonized policies and procedures.

Significant work occurred in 2018-19 to develop a proposal to continue harmonization efforts through Phase III; it is anticipated that Phase III will extend the Atlantic Apprenticeship Harmonization Office for another three years. The proposed activities for Phase III are the harmonization of seven additional trades (to be determined in consultation with stakeholders), development and implementation of exams from Phases I and II that are scheduled for implementation from 2020 to 2022, and the creation of a maintenance function that will focus on developing policies and procedures for review and revision of curriculum standards and supporting documents to ensure their alignment with industry needs for the sixteen harmonized trades.

In 2018-19, National Harmonization activities included work to complete harmonization of Phase III trades (including Sprinkler Fitter, Concrete Finisher, Landscape Horticulturist) for implementation in September 2018. This work included updating provincial curriculum to align with Red Seal Occupational Standards (RSOS) tasks and national sequencing of training, the development of provincial Direct Entry Plans of Training, and the review of exam banks for new Red Seal examinations. Updated Plans of Training for these trades were presented to and approved by the PACB in June 2018.

Work also continued related to Phase IV in preparation for implementation of new harmonized curriculum (including Refrigeration and Air Conditioning Mechanic, Insulator (Heat and Frost), and Machinist) in September 2019. This work included RSOS review and validation, updating of provincial curriculum and supporting documents to align to the

new RSOS, and the review of exam banks for new Red Seal examinations. Updated Plans of Training for these trades were presented to and approved by the PACB in March 2019.

Also during this fiscal year, work commenced on Phase V to prepare for implementation of harmonized curriculum (Cook, Powerline Technician, Auto Body and Collision Technician, and Hairstylist) in September 2020. This included responding to jurisdictional surveys of current trade status, and reaching consensus on alignment of the trade names, total number of hours, number of training levels, and for some trades the sequencing of training topics; this work will continue into 2019-20.

Indicator 2: Supported opportunities for industry representatives to participate on advisory committees.

Results:

The mandate of the Board is broad and addresses a wide and diverse number of skilled trades' occupations. To fulfill its obligations under the **Apprenticeship and Certification Act**, the Board seeks input from groups and individuals associated with each occupation who have the required expertise. Newfoundland and Labrador Provincial Trade Advisory Committees (PTACs) are comprised of certified journeypersons from industry (employers and employees), apprentices and provincial training institution instructors for a specific skilled trade. PTACs are engaged to provide input into the development and revision of a Plan of Training, accreditation and certification standards, validation of examinations, and matters pertaining to the improvement and promotion of apprenticeship training and certification.

In 2018-19, the Board supported opportunities for industry representatives to participate in these committees through the delivery of 78 PTAC meetings for 23 trades. These advisory committee meetings helped inform Atlantic and National Harmonization efforts, development and maintenance of block level examinations, Plans of Training, RSOSs, and peer reviews. All travel or incidental expenses were covered by the Department of

Advanced Education, Skills and Labour in accordance with government policy. Travel and incidental expenses incurred by PTACs in 2018-19 were \$36,280, similar to that incurred in 2017-18 (\$38,510).

Indicator 3: Explored options to revise the current approach for selecting industry representatives on advisory committees.

Results:

In 2018-19 the Board reviewed the current approach for selecting and maintaining PTAC members and was presented with a jurisdictional scan of best practices in other provinces and territories. The Board approved a revised process to establish and maintain PTACs in Newfoundland and Labrador. The new approach includes: a call for new applications (e.g., department's social media platforms, advertising through industry stakeholder organizations, written requests to stakeholders and letters inserted with new Certificates of Qualifications); continuous intake of applications; verification of eligibility; orientation of new members (e.g., review roles and responsibilities, confirm applicant's interest, probation period of two meetings to confirm suitability for membership); a database of all eligible and interested individuals; and a request for early notification of resignation or retirement. The department provides a list of newly-appointed members and the number of people in the PTAC database, quarterly. It is anticipated that this approach will provide new applicants for PTACs with vacancies and will ensure that PTAC meetings can occur with the required number of members.

2019-20 Looking Forward

Objective: By March 31, 2020, the Provincial Apprenticeship and Certification Board will have improved program standards and curriculum.

Indicator 1: Finalized trades and processes being harmonized through the Atlantic Apprenticeship Harmonization Project.

Indicator 2: Finalized trades and processes being harmonized through the National Harmonization Project.

Indicator 3: Supported opportunities for industry representatives to participate on advisory committees.

Indicator 4: Reviewed the revised approach for selecting industry representatives on advisory committees.

Issue 3: Preparing for Future Demand

The demand for highly skilled tradespeople in Newfoundland and Labrador mirrors the cyclical nature of economic activity in the province. It is important for the Provincial Apprenticeship and Certification Board to ensure that an adequate supply of apprentices and journeypersons are trained during times of both economic expansion and contraction.

With respect to preparing for future demand of skilled tradespeople, the following objective will be the focus for each of the fiscal years ending March 31 in 2019 and 2020. The objective will be reported upon in each of the respective annual reports.

Objective: By March 31, 2019, the Provincial Apprenticeship and Certification Board will have collaborated with provincial officials on the future needs of the apprenticeship program.

Indicator 1: Met with provincial officials to review and discuss labour market forecasts.

Results:

The Workforce Development Secretariat of the Department of Advanced Education, Skills and Labour is responsible for supplying labour market information and trend analysis on the province's labour market opportunities. Staff from the Workforce Development Secretariat met with the Board to provide an overview of the labour market to help inform future demand for apprenticeship training to meet labour market demand. The Apprenticeship and Trades Certification Division also held regular meetings with these officials on behalf of the Board to develop occupational profiles on individual trades as well as overall forecasts, as requested by the Board.

In 2018-19, the Board received the results of the Canadian Apprenticeship Forum-Tracking Requirements for Apprenticeship Qualifications (CAN-TRAQ) for Newfoundland and Labrador. This system tracks workforce requirements for apprenticeship

qualifications, past and future apprenticeship qualifications and identifies gaps between the supply and demand for qualified trades on a provincial basis. The Board will utilize this information in decision making on current activities and to support future priorities.

Indicator 2: Collaborated with officials on the study of labour market trends to identify potential gaps between supply and demand for apprenticeship and trades certification training.

Results:

Apprentices are key stakeholders in the province's public and private education system and journeypersons are active participants in the labour market. Apprentices are students and employees and are in constant communication with the department providing a snapshot of the state of our economy. Further, the Board issued approximately 6,500 certificate renewals, providing key information about the participation of journeypersons in the provincial labour market.

In 2018-19, on behalf of the Board, the Apprenticeship and Trades Certification Division met with, and provided information to, officials from the Workforce Development Secretariat, Literacy and Institutional Services Division and the Employment and Training Programs Division to investigate labour market trends, identify potential gaps in the future supply and demand of apprentices and journeypersons, provide advice on capacity and requirements for training and participate in the development of human resource planning and workforce policy for the province.

2019-20 Looking Forward

Objective: By March 31, 2020, the Provincial Apprenticeship and Certification Board will have collaborated with provincial officials on the future needs of the apprenticeship program.

Indicator 1: Met with provincial officials to review and discuss labour market forecasts.

Indicator 2: Collaborated with officials on the study of labour market trends to identify potential gaps between supply and demand for apprenticeship and trades certification training.

OPPORTUNITIES AND CHALLENGES

The Provincial Apprenticeship and Certification Board is committed to reaching the highest standards in training for skilled tradespeople in Newfoundland and Labrador. To advance these objectives, the Board, guided by its three-year Activity Plan, will modernize the apprenticeship program by introducing new innovative approaches to training, harmonize new trades and processes to maintain high quality training and certification standards, and assess labour market forecasts to prepare for the future demand of skilled tradespeople. Advancing these initiatives will ensure tradespeople completing Newfoundland and Labrador's apprenticeship program are highly trained and ready and able to take advantage of opportunities both at home and across the country.

In 2018-19, Newfoundland and Labrador experienced a decline within the apprenticeship system (e.g., active apprentices, training participation, apprentices receiving journeyman certification, etc.); this was anticipated with the completion of large scale development projects. However, participation levels are higher than they were prior to 2015 when the number of apprentices peaked. Apprentices and employers continue to be engaged and are positive about the quality and integrity of the province's apprenticeship system.

Through increased contact with employers, the availability of more flexible delivery models such as online training, enhanced mobility through harmonization efforts and a continued commitment to collecting and using labour market information, the Board has reduced barriers to training and ensured apprentice mobility to support large and small projects in Newfoundland and Labrador and throughout the country.

Appendix A

Provincial Apprenticeship and Certification Board Membership as of March 31, 2019

Position	Name	Occupation	Location
Chair	Mr. David Harris	Superintendent of Training Iron Ore Company of Canada	Labrador City
Departmental Representative	Ms. Sandra Bishop	Director – Apprenticeship and Trades Certification Division, Department of Advanced Education, Skills and Labour	St. John's
Employer Representative	Mr. Craig Randell	President – Vision Electrical	Corner Brook
Employer Representative	Ms. Joann Greeley	Owner – Joann Greeley Electric	St. John's
Employer Representative (Alternate)	Ms. Jennifer Hillier	Owner – AirCo Sheetmetal Inc.	Green's Harbour
Employee Representative (Alternate)	Mr. Tyson Stanley Hedge	Instrumentation/Electrician Iron Ore Company of Canada	Labrador City
At-Large Representative	Ms. Karen Rowe	Instrumentation Instructor, College of the North Atlantic	Grand Falls- Windsor
At-Large Representative	Ms. Karen Walsh	Executive Director, Office to Advance Women Apprentices	St. John's
At-Large Representative (Alternate)	Ms. Mona Morrow	Training Advisor (former) Diavik Diamond Mines	Paradise

Appendix B

List of Accreditations/Re-accreditations approved by the Board for
Fiscal Year April 1, 2018 to March 31, 2019

Meeting Dates	Training Institution	Program EL: Entry-Level AL: Advanced Level	Initial Accreditation	Reaccreditation
June 21, 2018	College of the North Atlantic - Port Aux Basques	Welder (EL AL)	x	
	College of the North Atlantic - Placentia	Heavy Equipment Operator	x	
	Academy Canada - Harding Road	Plumber (EL)		x
	College of the North Atlantic - Labrador West	Construction/Industrial Electrician (EL)		x
	College of the North Atlantic - Labrador West	Industrial Mechanic (EL)		x
	College of the North Atlantic - Labrador West	Welder (EL)		x
	Dietrac Technical Institute- Lewisporte	Heavy Duty Equipment Technician (EL AL)		x
	Keyin College - Grand Falls -Windsor	Hairstylist (EL)		x
September 18, 2018	BAC Training Centre - Kelligrews	Concrete Finisher (EL)		x
	Central Training Academy - Badger	Heavy Equipment Operator		x
	Dietrac Technical Institute - Lewisporte	Welder (EL)		x
November 28, 2018	College of the North Atlantic - Burin	Metal Fabricator (EL)	x	
March 20, 2019	College of the North Atlantic - Happy Valley – Goose Bay	Heavy Duty Equipment Technician (EL)	x	
	College of the North Atlantic - Happy Valley – Goose Bay	Powerline Technician (EL)	x	
	College of the North Atlantic - Happy Valley – Goose Bay	Truck Transport Technician (EL)	x	
	College of the North Atlantic - Happy Valley – Goose Bay	Welder (EL)	x	



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