

# Provincial Apprenticeship and Certification Board



Annual Report 2019-20

Hon. Gerry Byrne

Department of Immigration, Skills and Labour  
PO Box 8700  
St. John's, NL  
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Dear Minister Byrne:

I am pleased to submit the 2019-20 Annual Report of the Provincial Apprenticeship and Certification Board (PACB).

The PACB is a category three Provincial Government entity and is required to prepare a performance-based activity plan. This report covers the period April 1, 2019 to March 31, 2020 and compares actual results to those anticipated in the third and final year of the PACB'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 2019-20 are presented in this report. As Chairperson, my signature below is on behalf of the PACB and indicative of its accountability for the actual results reported herein.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lorna Harnum".

Lorna Harnum  
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 Immigration, Skills and Labour (formerly 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, 2020, 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 seven meetings during 2019-20, five 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 Immigration, Skills and Labour in accordance with Provincial Government policy. Expenses incurred by the Board in 2019-20 were \$11,382 (travel costs of \$11,317 and incidentals costs of \$65); higher than the \$8,752 incurred in 2018-19 due to requirement for additional face-to-face meetings to review applications for compulsory certification. Further information on the Board can be found [here](#).

## Highlights and Partnerships

In 2019-20, the Board held seven meetings and made significant progress towards accomplishing stated objectives. Highlights of Board approved initiatives include:

- Continued collaboration with industry partners and education partners;
- Approved five new and revised Plans of Training;
- Approved training programs at training institutions across the province (see Appendix B for detailed breakdown):
  - Two initial accreditations;
  - Eight entry-level re-accreditations; and
  - Two advanced-level re-accreditation.
- Appointed advisory committee members to assist in the development of new Plans of Training at provincial, atlantic and national levels.
- Continued to assess applications for consideration of compulsory certification in four trades: Refrigeration and Air Conditioner Mechanic, Sprinkler Fitter, Boilermaker and Sheet Metal Worker.
- Designated the Aircraft Maintenance Engineer occupation as a provincial trade.

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 2019-20	
Number of active apprentices as of March 31, 2020	4,170
Number of newly registered apprentices	588
Number of apprentices who receive journeyperson certification	403
Number of trade qualifiers who received journeyperson certification	101
Number of apprenticeship incentive grant letters issued	597
Number of apprenticeship completion grant letters issued	402
Number of apprentices who receive in-school training	1,032
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)	22

## Report on Performance

Over the course of the last three years, the Board successfully achieved the following objectives set out in the 2017-20 Activity Plan: modernizing the apprenticeship program, maintaining high quality training and certification standards in the apprenticeship system, and, preparing for future demand. This was accomplished through engaging stakeholders, reviewing best practices in other jurisdictions and utilizing industry expertise through trade advisory committees.

### **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 was the focus of each of the fiscal years ending March 31 in 2018, 2019 and 2020. The objective was reported on in each of the respective annual reports.

**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.**

##### Results:

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



Over the past three years, under direction of the Board, the Department of Immigration, Skills and Labour focused on the transfer of traditional in-class curriculum to an online format. Five trades were identified and in 2019-20, the final level of training was transferred to an online platform in the following trades: Plumber, Construction Electrician, Welder, Carpenter and Automotive Service Technician.

As a result of the shutdown of in-class training due to COVID-19, the following additional training programs transferred to alternate (remote) learning: Steamfitter/Pipefitter, Refrigeration and Air Conditioning Mechanic and Heavy Duty Equipment Technician. Online sessions were added to the 2019-20 training schedule for both College of the North Atlantic and Academy Canada.

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

Results:

Utilizing an online training model for advanced-level apprenticeship training assists in building an accessible and affordable post-secondary education system. Survey results collected in 2018-19 were utilized to identify enhancements to online learning. These enhancements were subsequently implemented in 2019-20. All students completing online training continue to have the opportunity to provide feedback to support ongoing enhancements to this form of training. Meetings are held regularly with training institutions delivering online training to review best practices and identify continuous improvement opportunities.

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

Results:

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. In 2019-20, the following two additional trades were transferred to an online training platform: Industrial Electrician (all four levels) and Metal Fabricator (three of four levels).

## **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 was the focus of each of the fiscal years ending March 31 in 2018, 2019 and 2020. The objective was reported on in each of the respective annual reports.

**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.**

### Results:

The Government of Newfoundland and Labrador is committed to enhancing the mobility of apprentices. During the last year, Atlantic Advisory Committees finalized its work 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.

Three Advisory Committee meetings were held to finalize standard curriculum documents, log books and exams for each training level as per the newly developed curriculum standards. These meetings brought together over 30 tradespeople and training providers to develop common standards for Atlantic Canada. With the completion of Phase I and II, there are 16 fully aligned trades and 20 harmonized policies and procedures.

In 2019-20, Phase III of the Atlantic Apprenticeship Harmonization Project was approved for an additional three years. The project office is housed in Newfoundland and Labrador and has responsibility to oversee the alignment of the following seven trades: Sheet Metal Worker, Insulator (Heat and Frost), Refrigeration and Air Conditioning Mechanic, Powerline Technician, Auto Body and Collision Technician, Machinist, and Oil Heat System Technician.

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

Results:

National Harmonization work also continued towards finalizing trades and processes. Phase IV was finalized in 2019-20, in preparation for implementation of new harmonized curriculum (including Refrigeration and Air Conditioning Mechanic, Insulator - Heat and Frost, and Machinist).

This work included Red Seal Occupational Standard review and validation, updating of provincial curriculum and supporting documents to align to the new Red Seal Occupational Standard, and the review of exam banks for new Red Seal examinations. Work also commenced on Phase V to prepare for implementation of harmonized curriculum (Cook, Powerline Technician, Auto Body and Collision Technician, and Hairstylist). 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.

**Indicator 3: 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 2019-20, the Board supported opportunities for industry representatives to participate in these committees through the delivery of 75 PTAC meetings for 25 trades. These advisory committee meetings helped inform Atlantic and National Harmonization efforts, development and maintenance of block level examinations, Plans of Training, Red Seal Occupational standards, and peer reviews.

All travel or incidental expenses were covered by the Department of Immigration, Skills and Labour in accordance with Provincial Government policy. Travel and incidental expenses incurred by PTACs in 2019-20 were \$35,420, similar to that incurred in 2018-19 (\$36,280).

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

### Results:

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., 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 to the Board. This approach ensures that PTAC meetings can occur with the required number of members.

### **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 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 was the focus for each of the fiscal years ending March 31 in 2018, 2019 and 2020. The objective was reported on in each of the respective annual reports.

**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.**

Results:

The Workforce Development Secretariat of the Department of Immigration, 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.

**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 of Immigration, Skills and Labour, providing a snapshot of the state of our economy.

Over the last year, 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.

## Opportunities and Challenges

The Board is committed to reaching the highest standards in training for skilled tradespeople in Newfoundland and Labrador. Building on the success of its 2017-20 Activity Plan, the Board will continue to 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 to take advantage of opportunities both at home and across the country.

In 2019-20, Newfoundland and Labrador continued to experience a decline within the apprenticeship system (e.g., active apprentices, training participation, apprentices receiving journeyperson certification, etc.); this was anticipated with the completion of large-scale development projects. 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, 2020

<b>Position</b>	<b>Name</b>	<b>Occupation</b>	<b>Location</b>
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 Immigration, 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, 2019 to March 31, 2020

	<b>Training Institution</b>	<b>Program EL: Entry-Level AL: Advanced Level</b>	<b>Initial Accreditation</b>	<b>Reaccreditation</b>	<b>AL Approval</b>
<b>June 21, 2019</b>	Carpenter Millwrights College - Paradise	Carpenter (EL AL)		x	
	College of the North Atlantic - Carbonear	Carpenter (EL)		x	
	College of the North Atlantic - Carbonear	Construction and Industrial Electrician (EL)		x	
	College of the North Atlantic - Gander	Automotive Service Technician (AL)			x
	UA Local 740 Training Centre - Mount Pearl	Sprinkler Fitter (EL)		x	
<b>October 10, 2019</b>	College of the North Atlantic – St. Anthony	Powerline Technician (EL)	x		
	Dietrac Technical Institute - Lewisporte	Powerline Technician (EL)		x	

	<b>Training Institution</b>	<b>Program EL: Entry-Level AL: Advanced Level</b>	<b>Initial Accreditation</b>	<b>Reaccreditation</b>	<b>AL Approval</b>
<b>December 4, 2019</b>	College of the North Atlantic – Bonavista and Bay St. George	Heavy Equipment Operator	x		
	College of the North Atlantic – Corner Brook	Industrial Mechanic (EL)		x	
	College of the North Atlantic – Corner Brook	Welder (EL)		x	
	UA Local 740 Training Centre - Mount Pearl	Plumber (EL)		x	

