

**PROVINCIAL APPRENTICESHIP AND CERTIFICATION
BOARD**

ACTIVITY PLAN

April 1, 2011 to March 31, 2014



Government of Newfoundland and Labrador
Provincial Apprenticeship and Certification Board

Chairperson's Message

March 31, 2011

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

Dear Minister:

I am pleased to submit a three-year Activity Plan for the Provincial Apprenticeship and Certification Board. This plan covers the period April 1, 2011 to March 31, 2014. The board recognizes the vision and mission of the Department of Education and is committed to the role it plays in providing a high quality apprenticeship and certification system throughout Newfoundland and Labrador. The board has reviewed the departmental strategic directions and recognizes its role in the achievement of: "an enhanced post-secondary system benefits those seeking higher education."

My signature below is on behalf of the Provincial Apprenticeship and Certification Board and indicative of our accountability for the development of this plan and the achievement of its objectives.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula Flood", written over a horizontal line.

PAULA FLOOD
Chair

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Overview

The Provincial Apprenticeship and Certification Board is established under Section 5 of the *Apprenticeship and Certification Act*. The Provincial Apprenticeship and Certification Board supports apprentices and others who seek certification in the skilled trades by ensuring that apprenticeship programs and training meet the industry standards of their profession. The board is responsible for the monitoring of apprentices during their complete apprenticeship program, which includes the courses of study and the employer based skills training. The work as assigned by the board is the responsibility of the staff within the Department of Education.

As of April 1, 2011, there are no vacancies, with 13 persons appointed by the Lieutenant-Governor in Council as follows:

Board Chairperson

- Ms. Paula Flood

Employer Representatives

- Ms. Rhonda Neary
- Mr. David Murphy
- Mr. Mike Lee

Employee Representatives

- Mr. Gus Doyle
- Ms. Ann Geehan
- Mr. Gerald Shea

Representatives at Large

- Ms. Ellen Picco
- Mr. Gordon Dunphy
- Ms. Linda Scanlon

Alternates

- Ms. Robin Bartlett, Employer Representative
- Mr. Richard Kelly, Employee Representative
- Mr. James Loder, Representatives at Large

Director of Apprenticeship

- Mr. Cliff Mercer

Appointments are for a three year term, and only one person from each representative group shall retire in each year. Persons do not serve more than two consecutive terms. Alternate representatives only attend meetings in the absence of regular board members. However, they have full voting privileges at the meetings they attend.

In the absence of the chairperson, the members of the board in attendance may appoint one of themselves to be acting chairperson.

The board holds four meetings per year and each meeting lasts approximately one day. Furthermore, the chairperson represents the province on the Inter-provincial Alliance of Apprenticeship Board Chairpersons, the Canadian Apprenticeship Forum, and the Atlantic Apprenticeship Council. All board members serve without remuneration.

Travel and incidental expenses incurred by the board are minimal and covered in their entirety by the Department of Education. The board is not required to prepare financial statements.

Mandate

The mandate of the board is established under sections 8 and 9 of the *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.

Values of the Department of Education

The Provincial Apprenticeship and Certification Board performs its duties within the core values established by the Department of Education:

- Awareness:** Each person identifies their role in accordance with government's strategic vision for the province.
- Excellence:** Each person endeavors to apply the highest professional standards when carrying out assigned duties.
- Cooperation:** Each person respects the knowledge of others and actively seeks support from colleagues to achieve the department's mandate.
- Responsiveness:** Each person actively engages opportunities to assist stakeholders.
- Accountability:** Each person is conscious of their responsibilities and performs every task with openness and integrity.

Primary Clients

The primary clients of the Provincial Apprenticeship and Certification Board are registered apprentices, potential apprentices, trade qualifiers, journeymen, employers and post-secondary training institutions offering programs in the skilled trades.

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. Ensuring that an appropriate supply of individuals, with training that meets industry requirements, is available to fill positions in the skilled trades is absolutely essential to the provincial economy. Furthermore, as technology changes, 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 March 31, 2017, the Department of Education will have increased the accessibility and responsiveness of the provincial education system to improve opportunities for the people of Newfoundland and Labrador.

*Please refer to the Department of Education Strategic Plan 2011-14 for the complete mission statement which includes measures and indicators.

Objectives

Issue One: Apprenticeship Experience

Over the next three years, the Provincial Apprenticeship and Certification Board will be working with industry, labour partners and educators to ensure that all apprentices throughout Newfoundland and Labrador are trained to the highest provincial and national standards. This is in accordance with the strategic direction of government of an enhanced post-secondary system benefits those seeking higher education, as outlined in Appendix A.

With respect to apprenticeship experience the following objective is the focus for each of the fiscal years ending March 31, 2012, 2013, and 2014. This objective will be reported upon in each of the respective annual reports.

Objective:

The Provincial Apprenticeship and Certification Board will have collaborated with industry, labour partners and educators to improve the apprenticeship experience in Newfoundland and Labrador.

Measure: Collaborated with industry, labour and education partners

Indicators: Consulted with partners throughout the year to provide recommendations to the board regarding program changes

Issue Two: Assessment/Evaluation Methods

The Provincial Apprenticeship and Certification Board is dedicated to providing assessment and evaluation methods to support highly qualified skilled trades journeypersons certification. This is in accordance with the strategic direction of government of an enhanced post-secondary system benefits those seeking higher education. An increase in the number of individuals, with significant years of practical experience in the trades, wishing to become certified warrants a formalized process. Labour mobility, especially as applied to individuals coming into the province both nationally and internationally, has increased the need for such formalized assessments.

With respect to assessment/evaluation methods, the following objective is the focus for each of the fiscal years ending March 31, 2012, 2013, and 2014. This objective will be reported upon in each of the respective annual reports.

Objective:

The Provincial Apprenticeship and Certification Board will have reviewed and recommended enhancements to assessment and evaluation policies.

Measure: Reviewed and recommended enhanced policies

Indicator: Submitted recommendations to the Minister of Education

Conclusion

The Provincial Apprenticeship and Certification Board is committed to ensuring that high standards are achieved in apprenticeship programs throughout Newfoundland and Labrador. Throughout the three years covered by this activity plan, the board is committed to working to develop solutions to challenges while exploring opportunities for all stakeholders in the apprenticeship field.

Appendix A- Strategic Directions

Title: Higher Education

Strategic Direction: An enhanced post-secondary system benefits those seeking higher education.

This outcome supports the policy direction of government. It requires systemic intervention by the department and its entities in the areas of:

Components of Strategic Direction	Being Addressed by Other Entities Reporting to the Minister	This Direction is addressed:		
		in the board's activity plan	in the board's operational plan	in the branch/divisional work plans of the board
1. Adult Literacy	X			
2. Affordability	X			
3. Programming	X			
4. Apprenticeship opportunities		X		
5. Marketing/promoting	X			
6. Fast-track opportunities	X			
7. Post-graduate opportunities	X			