

**Provincial Apprenticeship and Certification  
Board  
Annual Activity Report  
2009-10**

## TABLE OF CONTENTS

Chairperson’s Message.....	i
Overview .....	2
Highlights/Accomplishments .....	4
Outcomes of Objectives .....	5
Opportunities and Challenges Ahead.....	7
Financial Statements.....	7

## Chairperson's Message

May 14, 2010

Honourable Darin King, 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 2009-10 Annual Activity Report of the Provincial Apprenticeship and Certification Board. This report covers the period April 1, 2009 to March 31, 2010.

The board developed a three year activity plan for 2008-11 and identified two issues that would be the focus for that three year period: trade qualifier policies; and apprenticeship experience. Details on the successful achievement of the associated objectives are presented in this report.

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

Respectfully submitted,



**PAULA FLOOD**  
Chairperson

## **Overview**

The Provincial Apprenticeship and Certification Board is established under Section 5 of the *Apprenticeship and Certification Act*. As of March 31, 2010 membership of the Provincial Apprenticeship and Certification Board, were as follows:

### Board Chairperson

- Ms. Paula Flood

### Employer Representatives

- Ms. Rhonda Neary
- Mr. David Murphy
- Mr. Mike Lee (*Appointed September 2008*)

### Employee Representatives

- Mr. Gus Doyle
- Ms. Ann Geehan
- Mr. Gerald Shea (*Appointed September 2008*)

### Representatives at Large

- Ms. Ellen Picco (*Appointed September 2008*)
- Mr. Gordon Dunphy (*Appointed August 2009*)
- Ms. Linda Scanlon (*Appointed August 2009*)
- Mr. James Loder (*Appointed September 2008*)

### Alternates

- Ms. Robin Bartlett, Employer Representative
- Mr. Richard Kelly, Employee Representative (*Appointed August 2009*)

### Director of Apprenticeship

- Mr. Cliff Mercer, Director, Institutional and Industrial Education

The Board held three meetings during 2009-10 and the Board Chair represented the province on the Inter-provincial Alliance of Apprenticeship Board Chairpersons (four days per year), the Canadian Apprenticeship Forum (four 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* and includes the following:

- 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 meet the highest standards of their profession. Ensuring that an appropriate supply of individuals is available to fill positions in the skilled trades is absolutely essential to the provincial economy. The Provincial Apprenticeship and Certification Board monitors the courses of study/training and ensures apprentices and journeymen participate in a high quality apprenticeship system.

### **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 of the “out-of-province” registration policy, resulting in apprentices being able to register and continue their programs while working in Alberta.
- Two new Plans of Training developed:
  - Concrete Finisher
  - Sprinkler System Installer
- 16 revised Plans of Training were approved
  - Automotive Service Technician      Cabinetmaker
  - Carpenter      Welder
  - Hairstylist      Sprinkler System Installer
  - Mechanic (Millwright)      Insulator (Heat/Frost)
  - Blaster      Heavy Duty Equipment Technician
  - Instrumentation & Control Technician      Painter/Decorator
  - Ironworker      Motor Vehicle Body Repairer
  - Oil Heat System Technician      Painter/Decorator
  - Truck Transport Mechanic
- Plan of Training under development for Tower Crane Operator
- Seven programs received three year initial accreditation
  - Entry Level Plumber      Entry Level Construction/Industrial Electrical
  - Bricklayer      Sheet Metal Worker
  - Industrial Mechanic (Millwright)      Ironworker
  - Steamfitter/Pipefitter
- Eighteen programs received 5 year re-accreditations at the following institutions:
  - Academy Canada, St. John’s and Corner Brook Campus
  - College of the North Atlantic, St. John’s, Seal Cove, Carbonear, Burin, Clarenville, Bay St. George and Labrador
  - Central Training Academy, Badger
  - Corona College, Grand Falls
  - Woodford Training Centre
  - DieTrac
  - Ironworkers Education and Training Co

## **Outcomes of Objectives**

The Provincial Apprenticeship and Certification Board identified two issues in its 2008-11 activity plan to guide its work for the three year period:

### **Issue One: Trade Qualifier Policies**

The Provincial Apprenticeship and Certification Board is dedicated to ensuring that trade qualifier policies are reviewed, and recommendations, if required, are submitted for ministerial consideration.

#### **Objective:**

By March 31, 2010 the Provincial Apprenticeship and Certification Board will have reviewed and recommended enhanced trade qualifier policies.

**Measure:** Reviewed and recommended enhanced trade qualifier policies

The following details the board's successful achievement of the measure, its associated indicator, and therefore the objective identified for 2009-10.

#### **Indicator:**

##### **Recommendations submitted to the minister**

No recommendations were required to be submitted for Ministerial approval during 2009-10.

Funding provided through the Labour Market Development Agreement has been used for Prior Learning Assessment and Recognition (PLAR) for trade qualifiers seeking certification.

A number of trade qualifiers have also completed additional required training as a result of PLAR and have become certified journeypersons.

Ongoing refinement of the PLAR process is taking place under the direction of the PACB.

As research report, the PACB has learned that there are a number of seasonal skilled workers who currently do not hold certification. Many would qualify under the Trade Qualification route to certification and the PLAR tool has been identified to help the process.

#### **Year Three Objective:**

With respect to trade qualifier policies the previous objective, measure and indicator will be the focus for the fiscal year ending March 31, 2011. Activities associated with this objective will be reported in next year's annual report.

## **Issue Two: Apprenticeship Experience**

The Provincial Apprenticeship and Certification Board works with industry and labour partners to ensure that all apprentices throughout Newfoundland and Labrador are trained to the highest standards.

### **Objective:**

By March 31, 2010 the Provincial Apprenticeship and Certification Board will have worked with industry and labour partners to improve the apprenticeship experience in Newfoundland and Labrador.

**Measure:** Enhanced apprenticeship experience

The following details the board's successful achievement of the measure, its associated indicator, and therefore the objective identified for 2009-10.

### **Indicator:**

#### **Increased interaction with industry and labour partners**

During 2009-10, the PACB increased interaction with industry and labour partners by accommodating presentations from three industry and special interest groups. In addition, the PACB was also engaged with two industry groups by providing presentations regarding the apprenticeship system and certification process. By use of our Advisory Committee Groups, further discussion concerning practical skills and theoretical knowledge has been integrated into the training plans. Discussion has taken place with specific industries especially in the mining sector to explore other apprenticeship opportunities and the use of other delivery methods for the technical training.

#### **Year Three Objective:**

With respect to apprenticeship experience the previous objective, measure and indicator will be the focus for the fiscal year ending March 31, 2011. Activities associated with this objective will be reported in next year's annual report.

#### **Quick Facts – 2009-10**

▪ Number of registered apprentices	5,811
▪ Number of newly registered apprentices	1,009
▪ Number of apprentices receiving journeyman certification	446
▪ Number of trade qualifiers receiving journeyman certification	234
▪ Number of apprenticeship incentive grant letters issued	1579
▪ Number of apprenticeship completion grant letters issued	563
▪ Number of apprentices receiving in-school training	2,897 (plus 128 PLAR)
▪ Number of journeymen receiving enhanced training	794



### **Opportunities and Challenges Ahead**

Opportunities in the skilled trades will continue to provide unprecedented demand for workers, with demographics continuing to challenge employer and institutional partners. The board, through its subcommittee on under-represented groups, will continue to work on enhancing opportunities for under represented groups by improving access.

Additional measures to increase the involvement of women in apprenticeship by gaining direct employment in their specific trade is being addressed through initiatives including: signing contracts with local unions; awarding scholarships; and promoting female participation in trade areas where women have not traditionally been involved. Additional measures, such as the Orientation to Trades and Technology Program, to increase the participation of other groups are ongoing.

The board will continue its curriculum reviews and accreditation mechanisms.

### **Financial Statements**

The Provincial Apprenticeship and Certification Board members serve without remuneration as per section 6 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 in accordance with government policy. The board is not required to prepare financial statements.