

**PROVINCIAL APPRENTICESHIP
AND
CERTIFICATION BOARD**



**ANNUAL REPORT
FOR
FISCAL YEAR 2003 - 2004**

MANDATE:

The mandate of the Provincial Apprenticeship and Certification Board (PACB) is very broad and one which covers a number of apprenticeship training issues. The Board sets policies to ensure that the Apprenticeship and Certification Training Act is implemented; accredits institutions to deliver apprenticeship programs; designates occupations for apprenticeship training and/or certification; establishes Provincial Advisory Committees for each designated occupation; establishes examination committees to conduct practical examinations for apprentices and trade qualifiers; and approves Plans of Training. The PACB also provides advice to government on labour market matters related to training and certification.

MEMBERSHIP:

The Provincial Apprenticeship and Certification Board is composed of:

- a. A Chairperson
- b. Two (2) or more persons representative of Employers
- c. Two (2) or more persons representative of Employees
- d. Two (2) or more persons not included in the groups named in (b) or (c)
- e. The Director of Apprenticeship or his/her designate
- f. One (1) person alternate for each class appointed under (b), (c), (d)

NUMBER OF PACB MEETINGS HELD AND CHAIR REPRESENTATION ON NATIONAL BOARDS:

The Chairperson of the Board conducts four Board meetings per year (4 days per year) and represents this province on the Interprovincial Alliance of Apprenticeship Board Chairpersons (8 days per year), the Canadian Apprenticeship Forum (6 days per year) and the Atlantic Canada Association of Apprenticeship Directors and Board Chairs (4 days per year).

FINANCIAL CONSIDERATION:

No remuneration was paid to members other than travel expenses and other expenses reasonably incurred in relation to meetings and the work of the Board. The Board utilized approximately \$7000.00 for travel expenditures in 2003-2004.

APPRENTICESHIP PROGRAM INFORMATION:

For the Province of Newfoundland and Labrador, there are 37 trades designated for apprenticeship training, and 19 designated for certification only (i.e. this province does not offer training in these areas). Apprentices/journeypersons can obtain a “Red Seal” in 30 of the 37 designated trades by completing an interprovincial standards examination and this seal recognizes their qualifications across Canada without further examinations required. Seven provincial trades have been designated for apprenticeship training to meet local needs. Of the 19 trades designated for certification only, 14 are interprovincial, while 5 are provincial.

The Red Seal program is administered in each province and territory under the guidance of the Canadian Council of Directors of Apprenticeship. The Director of Institutional and Industrial Education and the PACB Chair are Newfoundland’s representatives on this Council. A national occupational analysis, developed for each Red Seal trade, is used as a base document for the development of interprovincial standard examinations. It is also used by the province for curriculum development.

STATUS OF PROVINCIAL APPRENTICESHIP SYSTEM:

For fiscal year 2003-2004, approximately 4800 active apprentices were registered with the Department in 37 designated trades, with 909 new apprentices and Trade Qualifiers registered.

In 2003-2004, apprentices wrote 339 certification exams with a 63% pass rate, and Trade Qualifiers wrote 365 certification exams with a 52% pass rate. Certificates of Qualification were issued to 389 apprentices and 348 Interprovincial Red Seals were issued.

A concern within apprenticeship is the number of students who have not completed, or may not complete, apprenticeship programs. The Apprenticeship Information Management System (AIMS) which includes all registered apprentices, indicates that approximately 3900 individuals remain “inactive”, that is - not employed in their respective occupation, have not continued to attend advanced level training, and have not notified the Department of their current status. The Department has completed a study regarding the status of apprentices in the Province which identified issues and concerns related to completion of apprenticeship. It is anticipated that information from this study will help address these issues.

As a number of apprentices continue to remain inactive in the system, considerable effort is required to increase the visibility of the apprenticeship programs and to encourage employers to increase their involvement in the system.

OVERVIEW OF BOARD INITIATIVES:

Apprenticeship Program Accreditation Project

The Provincial Apprenticeship and Certification Board is responsible for the accreditation of all provincial apprenticeship training programs offered by private and public post-secondary training institutions. The purpose of accreditation is to provide an auditing mechanism to ensure that all apprenticeship programs are meeting the accreditation requirements as set by the Board.

The Board initiated the Apprenticeship Program Accreditation Project in 1998 and by March 31, 2004, 65 programs were accredited by the Board.

Enhancement of Current Provincial Apprenticeship System

In September 2002, the Provincial Apprenticeship and Certification Board initiated a new project for the enhancement of the current provincial apprenticeship system. Funded under the Labour Market Development Agreement (LMDA), the purpose of the new project is to expand the current linkages with various industry stakeholders, with the aim to create more employment opportunities for apprentices and tradespeople in order to meet current and future shortages of skilled tradespeople in this province and across Canada. The project is divided into two Phases. Phase I - 'Expanding Industry Linkages' - was completed in June 2003 and included distributing questionnaires to over 2800 small- to medium-sized business, conducting 16 apprenticeship forums across the province, and participating in approximately 300 site visits to employers. The purpose of Phase I was to identify apprenticeship issues that need to be addressed if the system is to improve, particularly as it relates to employers. The results of the Phase I activities were collected in a final report with twelve recommendations for consideration. Phase II of the project, which is currently ongoing, includes the establishment of a web-based apprenticeship program information system that will provide easy access of up-to-date information to the general public and industry, as well as provide a directory of employers willing to provide employment opportunities to apprentices needing to complete their apprenticeship. The project will continue until 2005.

Atlantic Common Core Curriculum Standards

The Board is also involved in an Atlantic Canada "Common Core Curriculum Standards" initiative which will see the development of a core curriculum for a number of apprenticeship occupations. The four Atlantic provinces have agreed to cooperate on the development of a common plan of training for all required competencies which will enhance labour market mobility for graduates. By March 31, 2004, a common core curriculum has been developed for 22 trade areas, with 12 implemented provincially, and an additional 10 in the review stage.

Compulsory Certification

Qualification requirements for the trades are generally classified as compulsory or voluntary. Compulsory Certification of an occupation requires that any person performing work must be a certified journeyman or a registered apprentice within the occupation. Currently in Newfoundland and Labrador there are three occupations requiring compulsory certification - Construction Electrician, Residential Electrician and Driller/Blaster. Submissions have been forwarded to the

Provincial Apprenticeship and Certification Board requesting compulsory certification for the piping occupations (Industrial Instrument Mechanic, Plumber, Refrigeration and Air Conditioning Mechanic, Sprinkler System Installer, and Steamfitter/Pipefitter) and also for the hoisting occupations (Mobile Crane Operator, Tower Crane Operator and Boom Truck Operator).

Scholarship Award Program for Apprentices

The Provincial Apprenticeship and Certification Board began preliminary work on the establishment of a scholarship program for registered apprentices, looking at models used by other provinces and their applicability to Newfoundland and Labrador. Work on this initiative by the Board will continue into 2004-2005, to determine the degree of support from industry and other associations. The Board recognizes that if this initiative is to become a meaningful incentive to apprentices to complete their training, a partnership between the PACB and industry is essential.

SUMMARY OF BOARD MOTIONS PASSED:

The following motions were made at the Provincial Apprenticeship and Certification Board meetings during the fiscal year 2003 - 2004:

- to change the Plans of Training to acknowledge and reflect the availability of a mathematics refresher course, and to notify advisory committees as soon as possible.
- upon development of the mathematics course, that all delivering institutions be notified of the change to plans of training regarding entry level testing.
- to change the Board Policy Regarding Registration of Apprentices to reflect the following: an individual is no longer registered as an apprentice while attending entry level programs, but is registered as an apprentice when he/she has secured employment in a field of work directly relating to a designated occupation, and has an MOU signed between the Division of Institutional and Industrial Education, an employer and the apprentice.
- to change the Board Policy regarding Cancellation of Apprentices to reflect the following: A Class Call is sent to a registered apprentice. If the Class Call is returned indicating that the apprentice will not attend class, it is noted by the division. A second Class Call will be sent to the apprentice, however, if the second Class Call is returned indicating that the apprentice will not attend class, a notice of cancellation is sent to the apprentice. The apprentice has 30 days in which to react to the Notice of Cancellation putting forth a valid reason why their apprenticeship should not be cancelled. At the discretion of the Program Development Officer, an apprentice may be called again if the reasons are valid. If no valid reason is forthcoming, the cancellation process is finalized. Also, if an apprentice does not respond to a class call, a second notice is forwarded allowing the apprentice 30 days in which to respond and if the apprentice does not respond after the second notice, the apprentice is automatically cancelled. An apprentice may submit to the division a request to have his or

her apprenticeship reactivated. A fee, to be determined by the division, for such reactivation will apply to enable apprentices to return to the in-school training component. This revised policy became effective September 2003.

- to accept the following changes made to the Terms of Reference of Advisory Committees: that the Division table a tentative schedule for the number of advisory committee meetings to be held per year, as a minimum of one meeting per year, with additional meetings being scheduled if necessary.
- that the Department write post-secondary institutions involved in accreditation to remind them about outstanding program accreditation concerns. If the institution does not respond to the Department in 30 days, the Board will revoke their accreditation and the institution will have to reapply.
- to accept the recommendation that the Board put in place a mechanism to insure that industry and industry associations are made aware of scholarships for apprentices and encourage them to partner with government to contribute towards a scholarship program set at \$1000 per scholarship.
- to have the Refrigeration and Air Conditioning program revert back to a “modified block system” of delivery, effective with the next intake of students. The appropriate advisory committee and all institutions delivering the refrigeration and air conditioning program is to be notified by the Department and the plan of training will be changed to reflect the modified block system of delivery and brought before the Board for review/approval.
- that the new Grades and Stakes course be taken back to the Heavy Equipment Operator advisory committee for the plan of training adjusted to reflect this 30 hour course.
- that for new entrants, eligibility criteria for advanced level training would require work experience, for modified block training only. If students are partaking in the internship model, all theoretical training is up front. An appropriate policy will be developed and institutions delivering apprenticeship programs will be notified.
- The following 3 programs received accreditation approval for a three year period:
 1. *Electrician (Construction/Industrial)* program, DieTrac Technical Institute, Lewisporte campus
 2. *Welder* program, DieTrac Technical Institute, Lewisporte campus
 3. *Hairstylist* program, Corona College, Grand Falls-Windsor campus