

**PROVINCIAL APPRENTICESHIP AND  
CERTIFICATION BOARD**



**POLICY MANUAL**

## TABLE OF CONTENTS

<b>BOARD POLICY 1: ACCREDITATION OF APPRENTICESHIP TRAINING PROGRAMS</b> .....	<b>1</b>
Purpose and Scope.....	1
Policy Statement.....	1
Definitions .....	1
Limitations of the Policy .....	2
Procedures.....	2
Maintenance of Accreditation of Apprenticeship Training Programs .....	3
Accreditation Renewal Process .....	4
Programs not Accredited by the Apprenticeship Board .....	5
Programs Accredited but Offered on an Intermittent Basis.....	5
Programs Accredited but Subsequently Changed Ownership .....	5
Courses Offered as Part of the Apprenticeship Program .....	5
Accreditation Fee Schedule for New Applications, Re-applications, Renewal, Accreditation Verification & Annual Maintenance .....	6
Denial of Accreditation.....	6
Appeals Process .....	7
 <b>BOARD POLICY 2: ACCREDITATION APPEALS PROCESS</b> .....	 <b>8</b>
Purpose and Scope.....	8
Policy Statement .....	8
Definitions .....	8
Limitations of the Policy .....	8
Terms of Reference - Accreditation Appeals Committee.....	9
 <b>BOARD POLICY 3: APPRENTICESHIP LOGBOOKS</b> .....	 <b>11</b>
Purpose and Scope.....	11
Policy Statement.....	11
Definitions .....	11
Limitations of the Policy .....	11
Guidelines.....	11
 <b>BOARD POLICY 4: CREDIT FOR COURSE COMPLETION</b> .....	 <b>12</b>
Purpose and Scope.....	12
Policy Statement.....	12
Definitions .....	12
Limitations of the Policy .....	12
Guidelines.....	12
 <b>BOARD POLICY 5: ELIGIBILITY TO COMPLETE CERTIFICATION EXAMINATIONS</b> .....	 <b>13</b>
Purpose and Scope.....	13
Policy Statement.....	13
Definitions .....	13
Limitations of the Policy .....	14
Guidelines.....	14





<b>BOARD POLICY 20: REGISTRATION OF APPRENTICES .....</b>	<b>33</b>
Purpose and Scope.....	33
Policy Statement.....	33
Definitions .....	33
Limitations of the Policy .....	33
Guidelines.....	34
<b>BOARD POLICY 21: CANCELLATION OF APPRENTICE FOR FAILURE TO ATTEND IN-SCHOOL TRAINING .....</b>	<b>35</b>
.....	35
Purpose and Scope.....	35
Policy Statement.....	35
Definitions .....	35
Limitations of the Policy .....	35
Guidelines.....	36
<b>BOARD POLICY 22: BOARD AUTHORITY, PROTOCOLS AND ADMINISTRATIVE PROCEDURES .....</b>	<b>37</b>
Purpose and Scope.....	37
Policy Statement.....	37
Board Authorities.....	37
Board Duties .....	37
Board Protocols .....	38
Board Procedures.....	40
<b>BOARD POLICY 23: DE-DESIGNATION OF AN OCCUPATION.....</b>	<b>42</b>
Purpose and Scope.....	42
Policy Statement.....	42
Definitions .....	42
Limitations of the Policy .....	42
Guidelines.....	43
Related Procedure.....	43

**BOARD POLICY 1: ACCREDITATION OF APPRENTICESHIP TRAINING PROGRAMS**

*Revised & Approved - 79<sup>th</sup> Meeting of PACB, May 18, 2010*

**Purpose and Scope**

The Provincial Apprenticeship and Certification Board (PACB) is responsible for the accreditation of all provincial apprenticeship training programs offered by private and public training institutions in Newfoundland and Labrador. Accredited apprenticeship programs ensure the learner, industry, employers and the public that the program meets or exceeds educational and industry standards as identified in the National Occupational Analysis and reflected in the Plans of Training. The purpose of this policy is to ensure that those who have the desire and attributes to become qualified trades persons reach their goals by participating in quality training programs. The accreditation policy provides an auditing mechanism for provincial apprenticeship training programs independent of the education system. It also meets the challenges of technological changes by stimulating ongoing curriculum improvement through the process of continuous review.

**Policy Statement**

Any training institution wishing to offer apprenticeship training in Newfoundland and Labrador has the opportunity to have their apprenticeship programs accredited by the Provincial Apprenticeship and Certification Board by making application in the format approved by the Board and by paying the prescribed fees. To maintain the accreditation of their programs, the training institution must submit an Annual Maintenance Report, in the prescribed format, to the Board. Apprentices who exit from accredited programs will get full recognition and automatic credit transfer toward their apprenticeship program by the Provincial Apprenticeship and Certification Board. Apprentices who exit from non-accredited programs will be evaluated on an individual basis before being able to write the journeyman examination for the occupation.

**Definitions**

*Apprenticeship Program Accreditation:* Recognition by the Provincial Apprenticeship and Certification Board that the program conforms to the national standards established for the occupation and produces graduates with the requisite experiential hours.

*National Occupational Analysis (NOA):* A national publication that identifies and groups the skills and knowledge required to perform a particular occupation competently. It provides industry stakeholders with benchmarks against which occupations and the proficiency of people in those occupations are measured or assessed.

*Plan of Training:* A Plan of Apprenticeship Training details the full scope of learning for a particular occupation, including both technical training competencies and industry experiences necessary to write an inter-provincial examination and complete the requirements for Red Seal Certification.

## Limitations of the Policy

The programs considered eligible for accreditation by the Provincial Apprenticeship and Certification Board are limited to those apprenticeship programs that lead to Red Seal Certification and any other programs that come under the direction of the Board. The Provincial Apprenticeship and Certification Board accredits programs for three to five years. The Board does not accredit institutions, agencies, departments or faculties.

## Procedures

The accreditation procedure shall consist of the following steps:

1. The educational agency makes application to the Provincial Apprenticeship and Certification Board and pays the prescribed fees. The Apprenticeship Program Accreditation process addresses the following in ensuring that the instructor, the facilities and the curriculum are of the highest quality and meet standards established and approved by the Provincial Apprenticeship and Certification Board. The following elements must be addressed in the application for accreditation:
  - Admission and Retention Policies and Standards
  - Requirements for Graduation
  - Instructional Staff
  - Instructional Support Staff
  - Faculty Evaluation
  - Educational Facilities and Equipment
  - Course Portfolios
  - Student Success and Satisfaction Evaluation
  - Satisfactory Employment Evaluation
2. The evaluation of an apprenticeship program is based on the qualitative and quantitative analysis of data provided by the educational agency. The accreditation team references the Provincial Plan of Training that reflects the National Occupational Standards for Red Seal programs and through the Provincial Standards for apprenticeship programs that are not Red Seal designated.
3. A team will conduct an accreditation site visit to the educational agency.
4. Before the submission of a final report to the Provincial Apprenticeship and Certification Board, the team leader will send a draft accreditation report to the educational agency for comment on information included in the report.
5. A final written report will be submitted to the educational agency by the Provincial Apprenticeship and Certification Board with a recommendation on accreditation.
6. The initial accreditation designation is for three years. Subsequent accreditation designation is for five years. During that time, the educational agency must report any change in an accredited program to the

Provincial Apprenticeship and Certification Board through the appropriate authorities. Any change that alters the conditions under which accreditation was awarded may require a reassessment.

### **Maintenance of Accreditation of Apprenticeship Training Programs**

To maintain the accreditation status of their apprenticeship programs, educational agencies must submit an Annual Maintenance Report to the Provincial Apprenticeship and Certification Board (PACB) which addresses any changes to the following items:

- Admission and Retention Policies and Standards
- Requirements for Graduation
- Instructional Staff
- Instructional Support Staff
- Faculty Evaluation
- Educational Facilities and Equipment
- Course Portfolios
- Student Success and Satisfaction Evaluation
- Satisfactory Employment Evaluation

Forms requesting the above information will be forwarded to the educational agency by the PACB prior to the anniversary date of the accreditation. In completing this report, if concerns were identified during the previous site visit, agencies are expected to provide details on addressing these concerns. These concerns are expected to be addressed in full prior to the next application for accreditation.

As a component of the accreditation maintenance process, educational agencies must submit an annual fee as established by the Department of Education together with the completed Annual Maintenance Report. Failure to submit the completed forms and maintenance fee within 30 days of the anniversary date could result in accreditation being revoked. If circumstances prevent the educational agency from meeting this time frame, written notification stating the reasons must be provided prior to the 30 days specified.

At the discretion of the Board and subject to the information submitted, a follow-up site visit may be conducted if there are any changes to the mandatory elements. In addition, throughout the accreditation period, random site visits may be conducted by employees of the Division of Institutional and Industrial Education to ensure compliance to accreditation standards.

## Accreditation Renewal Process

An educational agency that has had its program accreditation certificate up for renewal after completing its initial three-year (3Y term) or after a **five-year (5Y term) re-accreditation will have to reapply to the PACB for re-accreditation within 6-8 months prior to the expiry date.**

At the end of the initial three-year term (3Y) or after a five-year (5Y term) re-accreditation term, all accredited programs will be required to apply for re-accreditation. For all programs, the following elements must be addressed in the application for re-accreditation to the PACB:

- Annual Maintenance Report
- Admission and Retention Policies and Standards
- Requirements for Graduation
- Instructional Staff
- Instructional Support Staff
- Faculty Evaluation
- Educational Facilities and Equipment
- Course Portfolios
- Student Success and Satisfaction Evaluation
- Satisfactory Employment Evaluation

Renewal requests received less than 6 months prior to expiry may cause a period of non-accreditation status.

Upon review of the re-accreditation application submission, the PACB will arrange for a two person verification site visit (conducted by a certified journey person), at a cost established by the Department of Education. If significant program changes exist and are verified through the two-person verification site visit, the PACB may arrange for a full three-person site visit, at a cost established by the Department of Education. All site visits will be conducted in consultation with the Private Training Program Consultants and/or Industrial Training Program Development Officers.

Upon review of the program by the site visit team(s), the PACB may renew the accreditation certificate for five years. Throughout the accreditation period, random site visits may be conducted by employees of the Division of Institutional and Industrial Education to ensure compliance to accreditation standards. **Effective date of the renewal certificate will be on the day following expiry of previous certificate. Re-accreditation must be approved within 6 months of the expiry date of the previous certificate, otherwise the application will be considered as a new application and subsequent approval will be for a three-year (3Y) period.**

### **Programs not Accredited by the Apprenticeship Board**

The Provincial Apprenticeship and Certification Board (PACB), in continuing to meet its legislative responsibility, will notify Human Resources and Skills Development Canada and the Canada Student Loan offices of those programs that have been granted accreditation. The list of programs accredited by the PACB will also be published at the Department of Education website, to ensure that graduates receive recognition for their training and to identify those institutions that offer quality programs.

Graduates who exit from non-accredited entry-level apprenticeship programs will be evaluated on an individual basis by the Prior Learning Assessment and Recognition (PLAR) process prior to registering as apprentices. The PACB will inform those educational agencies who do not have their programs accredited by the Board of the possible impact to students and institutions.

### **Programs Accredited but Offered on an Intermittent Basis**

Educational agencies offering accredited apprenticeship programs on an intermittent basis will maintain their accreditation status as long as all program elements remained unchanged. In the submission of the Annual Report, educational agencies are required to reflect the latest program information regarding the intermittent status.

If any of the program elements have been changed during the accreditation period requiring new facilities, equipment, or staff, a re-application for accreditation will be necessary and the PACB may arrange for a site visit. The site visit may be a full three-member team site visit or a two-person verification visit, the cost of which is in accordance with the established accreditation fee schedule. The site visit may include the validation of new documentation, a tour of the facilities, and interviews with students and faculty. If during the site visit, the accreditation team becomes aware of non-conformance to other accreditation standards, an investigation of these areas of non-conformance will also be conducted.

### **Programs Accredited but Subsequently Changed Ownership**

An educational agency transferring ownership of accredited apprenticeship program(s) to another educational agency at a particular site during the accreditation period is required to inform the PACB of the ownership change. The new owner may maintain the accreditation status as long as all the program elements remained unchanged.

It is the responsibility of the new owner to become familiar with the apprenticeship accreditation requirements, including the maintenance requirements of the Annual Report. If, due to new ownership, any of the program elements have been changed requiring new policies, instructional staff, and shop facilities, a re-application of accreditation will be necessary. The PACB will arrange for a site visit in accordance with the accreditation requirements.

### **Courses Offered as Part of the Apprenticeship Program**

Educational agencies offering partial apprenticeship programs are not required to seek accreditation of the courses they offer. The PACB accredits entry level and advanced level programs only and not courses taken from part of the apprenticeship programs.

Graduates who exit from partial apprenticeship entry level programs will be evaluated on an individual basis by the Prior Learning Assessment and Recognition (PLAR) process prior to enrolment into the advanced level apprenticeship programs at other educational agencies. This will ensure that courses offered by educational

agencies are meeting accreditation standards, are transferable and recognized by other educational agencies.

## **Accreditation Fee Schedule for New Applications, Re-applications, Renewal, Accreditation Verification and Annual Maintenance**

### **New Applications and Re-applications:**

The fee for the first category is based on initial program application or re-application from the educational agency. Fees cover all costs related to administration, travel, accommodations and team honorariums. For initial applications, a full three-member team visit is mandatory and the cost for auditing each program will be established by the Department of Education. Educational agencies are required to pay all fees in advance of a site visit.

For programs that have been deferred or denied accreditation due to findings, a second site visit may be necessary. The PACB will decide whether a full three-member team visit is warranted or that a two-member verification visit is sufficient. The cost for a full-team or verification visit will be established by the Department of Education. Educational agencies are required to pay all fees in advance of a site visit.

### **5-year Accreditation Renewal:**

The fee for the second category is based on renewal of accreditation certificates after the initial 3-year term or subsequent 5-year term expires.

For all programs, a verification site visit is required after the 5-year term expires, with the cost established by the Department of Education.

Educational agencies are required to pay all fees in advance of a site visit.

### **Program Accreditation Verification:**

The fee for the third category is based on programs that have been denied accreditation due to findings. If the PACB decide that a second site visit is required, this visit will be in the form of a two-person verification site visit. The cost for a two-person verification visit will be established by the Department of Education. Educational agencies are required to pay all fees in advance of a site visit.

For programs that report significant program changes during the accreditation period, the PACB may also require a two-person verification site visit. The cost for a verification visit will be established by the Department of Education. Educational agencies are required to pay all fees in advance of a site visit.

### **Annual Maintenance:**

To maintain program accreditation status, educational agencies must submit an annual fee to be established by the Department of Education together with the completed Annual Maintenance Report for each accredited program. The maintenance fee is necessary for the on-going administration cost associated with the accreditation, and for the continuous review and update of program changes.

### **Denial of Accreditation**

An educational agency that has had its application for accreditation denied by the Provincial Apprenticeship Board may reapply after the findings have been addressed and the revised program has been delivered to a new class of graduates. Under these conditions, and where the educational agency attests in writing that all the other elements have remained unchanged, the accreditation documentation will be limited to evidence which addresses the findings of the previous accreditation application. The focus of the site visit will be left to the discretion of the accreditation team and may include validation of the submitted documentation, a tour of the facilities, and interviews with students and/or faculty. If during the site visit the accreditation team becomes aware of non-conformance to other accreditation standards, a further investigation of these areas of non-conformance will be conducted.

Where program changes exceed those required to correct findings, a full accreditation application and audit will be necessary.

### **Appeals Process**

A training institution that has had its application for accreditation denied by the Provincial Apprenticeship and Certification Board may appeal that decision, in writing, to the Board within 30 days of receipt of that decision. The appeal will be referred to an independent ad-hoc Appeals Committee established by the Board.

## **BOARD POLICY 2: ACCREDITATION APPEALS PROCESS**

### **Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority has implemented an accreditation process to ensure that apprenticeship training programs offered by both public and private post-secondary training institutions reflect the standards as set by the Board through their industry Advisory Committees. Educational agencies that fail to meet the accreditation criteria may appeal the decision through the appeal process established by the Board.

### **Policy Statement**

An educational agency that has had its application for accreditation denied by the Provincial Apprenticeship and Certification Board may appeal that decision, in writing, to the Board within 30 days of receipt of that decision. The appeal will be referred to an independent ad-hoc Appeals Committee established by the Board.

### **Definitions**

*Appeals Committee:* A committee consisting of member(s) who are trained in the accreditation process and who are familiar with at least one program accreditation at either the trade or technology level, and member(s) active in the particular industry and registered as a journey person in the occupation that is being assessed. The Committee shall consist of three members, none of whom were involved in the accreditation under appeal, nor have a vested interest in the program under review or the educational agency seeking accreditation.

### **Limitations of the Policy**

The Appeals Committee will limit its review to the documentation which was part of the accreditation application. This appeal process is not an extension of that accreditation application, and therefore, new documentation will **not** be accepted nor reviewed.

The Appeals Committee will be concerned with establishing whether due process was followed in reaching the original accreditation decision.

The majority decision of the Appeals Committee is final and binding upon the parties affected.

All costs of the appeal shall be incurred by:

- ♦ the educational agency if the decision of the Provincial Apprenticeship and Certification Board is upheld by the Appeals Committee.
- ♦ the Provincial Apprenticeship and Certification Board if the accreditation decision is overturned by the Appeals Committee.

Since any one finding is grounds for denying an accreditation, appeal requests will be accepted only where the educational agency specifically indicates the reason(s) why they feel that, based on the evidence they provided to the accreditation team, **each** of the findings were unsubstantiated.

## Terms of Reference - Accreditation Appeals Committee

The Provincial Apprenticeship and Certification Board establishes independent ad-hoc committees to respond to requests from educational agencies seeking to appeal a decision by the Board to deny accreditation. The Appeals Committee shall consist of member(s) trained in the accreditation process who are familiar with at least one program accreditation at either the trade or technology level; and, member(s) active in the particular industry and registered as a journey person in the occupation that is being assessed.

The Committee shall consist of three members, none of whom were involved in the accreditation under appeal, nor have a vested interest in the program under review or the educational agency seeking accreditation. The Appeals Committee should complete its review as expeditiously as possible and is expected to render its decision within one month of receiving the appeal request. The duties of the Committee are as follows:

1. Appoint a Chair.
2. Establish the scope of the investigation through:
  - ♦ review of the request from the educational agency; and
  - ♦ review of the Accreditation Team Reports to identify all findings which resulted in the decision to deny accreditation.
3. Identify the accreditation procedures and determine if due process was followed.
4. Identify the relevant documentation needed for review in accordance with criteria for accreditation;

Given that:

- ♦ all findings and the decision to deny accreditation were based on the evidence provided in the documentation submitted by the educational agency as part of their accreditation application; and
- ♦ the purpose of the appeal is to ascertain whether the Board has grounds for their decision based on the evidence provided,

the Appeals Committee should:

- ♦ focus the document review to areas related to the finding(s) under investigation;
  - ♦ limit the document review to that which was submitted by the educational agency as part of their accreditation application;
  - ♦ neither request nor accept new evidence; and
  - ♦ establish whether due process was followed in making the original accreditation decision.
5. Review the documentation in accordance with the criteria for accreditation.

6. Determine if the information is sufficient to render a decision or if it is necessary to seek further clarification by meeting with the concerned parties. It is worthy of note that these meetings should not be a forum for the submission of new evidence presented either verbally or in writing.
7. Render a decision to:
  - ♦ uphold the accreditation decision which means that due process was followed and that the findings of the accreditation team were substantiated; or
  - ♦ overturn the accreditation decision based on sufficient evidence provided by the educational agency to prove that the program meets the accreditation criteria.
8. Submit a written report to the Provincial Apprenticeship and Certification Board which details the conclusions of the Committee's investigations regarding the accreditation decision as well as to provide any comments on the process which the Committee feels would be beneficial to the Board in future undertakings.

## **BOARD POLICY 3: APPRENTICESHIP LOGBOOKS**

### **Purpose and Scope**

The Provincial Apprenticeship and Certification Board recognizes that an accurate record of progress and achievement is required for all apprentices in order to properly assess their eligibility to write certification examinations.

### **Policy Statement**

All registered apprentices will be required to purchase a logbook and keep an accurate and up-to-date record of their training and work experience. Proper completion of the logbook is required before apprentices are eligible to write the certification examinations.

### **Definitions**

*Logbook:* A written record of an apprentice's progress through an occupational training program. It contains a record of the training courses completed, work experiences obtained on the job, and the total number of hours spent in the occupation.

### **Limitations of the Policy**

The total scope of experiences obtained on the job notwithstanding, only those experiences directly related to the occupation for which the apprentice is registered will be recorded in the logbook.

### **Guidelines**

The logbook is the property of the apprentice and it is the responsibility of the apprentice to ensure that it is completed properly.

Apprentices will purchase logbooks upon registration as an apprentice at a cost established by the Department of Education. If a logbook is subsequently lost or destroyed, apprentices will purchase a second logbook at the original cost.

Training courses completed and work experiences gained will not be recognized unless the logbook is accompanied by in-school transcripts, is appropriately signed by the qualified journey person in the same occupation under whom he/she worked and is verified by a Program Development Officer.

**BOARD POLICY 4: CREDIT FOR COURSE COMPLETION****Purpose and Scope**

The Provincial Apprenticeship and Certification Board recognizes that a standard credit allocation for courses is critical to ensure consistency in the awarding of credit for course completion in designated apprenticeship programs.

**Policy Statement**

A standard for credit will be established and approved by the Provincial Apprenticeship and Certification Board for all articulated courses and this credit will be assigned consistently for all apprentices registered in designated apprenticeship programs.

**Definitions**

*Credit:* The recognition of completion of articulated course(s) toward the requirements for certification in a designated occupation .

**Limitations of the Policy**

No amount of credit will waive the requirement to successfully complete the Interprovincial or Provincial journey person examination and any appropriate practical examination which has been approved by the Provincial Apprenticeship and Certification Board as a mandatory prerequisite to certification.

**Guidelines**

Courses will only be considered as complete when all criteria for successful completion have been met.

In the event that an individual completes a specific course before the time allocation, no penalty shall apply and the apprentice will be awarded the full assigned credit.

Some courses have established prerequisite courses which must be completed in advance.

In the event that an apprentice transfers to a training program for another designated occupation which has a common curriculum or transfers from one institution to another for training in the same or different occupation with a common curriculum and has completed a course or courses which are a requirement of the program to which they are transferring, equal credit value will be given.

**BOARD POLICY 5: ELIGIBILITY TO COMPLETE CERTIFICATION EXAMINATIONS****Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority has the responsibility to provide for theory examinations for all designated apprenticeship occupations and practical examinations for certain designated apprenticeship occupations. Any individual who wishes to challenge an interprovincial or provincial certification exam must provide evidence that the criteria for eligibility to write have been met.

**Policy Statement**

The Provincial Apprenticeship and Certification Board may designate a Provincial Certification Examination to be theoretical, practical or both as the best test to evaluate the applicant's knowledge and skills of the occupation; and may establish, where deemed necessary, a practical examination for Provincial or Interprovincial Certification. Individuals who wish to complete an interprovincial or provincial certification examination, in the form designated by the Provincial Apprenticeship and Certification Board, must provide evidence that all criteria for eligibility to write have been met. Trade Qualifiers must demonstrate a minimum of eighteen hundred (1800) hours of work experience in addition to the apprenticeship term.

**Definitions***Criteria for Eligibility:*For the Apprentice:

- a signed "Application for Apprenticeship";
- a signed "Statement of Eligibility to Write Certification Examination";
- verification of completion of in-school training and verification of the set of work experiences contained in the apprenticeship logbook for the occupation.

For the Trade Qualifier:

- a signed "Application to be Examined";
- verification of the set of work experiences contained in the "Record of Work Experiences or Competencies Achieved" for the occupation.

NOTE: Only as a last resort, a sworn affidavit indicating their work experiences and the total number of hours worked in the occupation must accompany the individual's "Record of Work Experiences or Competencies Achieved" if the work experiences cannot be validated by the employer(s).

*Practical Examination:*

An evaluation designed to assess an individual's practical, hands-on skills in a broad cross section of the occupation. Individuals will be expected to perform tasks in a practical examination to a journey person level.

*Theoretical Examination:*

An evaluation designed to assess an individual's theoretical knowledge in a broad cross section of the occupation.

*Trade Qualifier:*

A person who meets the requirements for certification as specified by the Board.

**Limitations of the Policy**

Examinations will only be provided by the Provincial Apprenticeship and Certification Board for those apprenticeship occupations designated interprovincially or provincially.

**Guidelines**

Consistency in skill levels and knowledge among certified journey persons is the primary focus when administering certification examinations.

Practical examinations, where applicable, will be administered before theoretical examinations.

Practical examinations will be held at a suitable training institution and will be arranged by the Program Development Officer.

The Examination Committee appointed by the Board will be responsible for administering and grading the practical examination.

The Program Development Officer will conduct a review of performance of individuals failing the practical or theoretical examination before individuals are permitted to attempt the examination a second time.

Individuals failing the examination a second time must attend a formal training session before attempting the examination again.

It is the responsibility of the individual to contact the Industrial Training Division to arrange a re-test.

Costs incurred in delivering the examination a second time will be borne by the individual.

**BOARD POLICY 6: PRIOR LEARNING ASSESSMENT AND RECOGNITION****Purpose and Scope**

The Newfoundland and Labrador Provincial Apprenticeship and Certification Board recognizes that learning which some adults acquire from work and life experiences, may be equivalent to components of apprenticeship training programs offered within the province.

**Policy Statement**

All individuals, resident and non-resident, seeking certification in a designated occupation (i.e. an occupation approved as a provincial occupation by the Provincial Apprenticeship and Certification Board for apprenticeship training and/or certification in Newfoundland and Labrador) will have the opportunity to have their prior learning assessed. Prior Learning Assessment (PLA) is a process whereby previous learning is recognized and credited. Recognizing prior learning may shorten the time required for an individual to complete an apprenticeship program.

**Definitions**

*Prior Learning:* Learning acquired through previous experiences. Sources of learning include any learning experience not associated with institutional study or courses taken at an institution that are not recognized through a credit transfer arrangement/agreement.

**Limitations of the Policy**

No person will be given credit for journey person certification without writing the Provincial/Interprovincial examination.

**Guidelines**

Prior Learning Assessment must be optional to the client. Clients should be given the opportunity to be assessed on any component of apprenticeship training regardless of how the learning has been obtained.

PLA advice and counseling services will be part of the normal services offered to clients by the Program Development Officer and the appropriate institution.

There shall be no limit to the amount of credit that can be awarded based on prior learning.

The assessment must focus on learning, and thus credit should be awarded for learning from experience.

Criteria for awarding credit through prior learning assessment should be no more or less rigorous than the criteria used in assessing traditional classroom learning.

Assessment of prior learning and determination of credit awarded should be made by experts in the specific content area.

All personnel involved in prior learning assessment must receive information/training sessions for the functions they perform.

The assessment method(s) used in the PLA process should be determined by those performing the assessment.

Methods include, but are not limited to, any one or a combination of the following:

- Development of a Portfolio
- Examination (Teacher-made or Standardized)
- Performance Evaluation
- Simulation
- Interview/Oral Examination
- Submission of Documentation

The method(s) used should be based on the type of learning being assessed. If acquisition of knowledge is being assessed, then any method(s) that assesses theory can be used. If acquisition of skills is being assessed, then any method(s) used to assess performance should be used. If both knowledge and skills are being assessed, then a combination of methods should be used to assess both.

In the case where documentation from employers is used to verify work experience, the employer should outline in what capacity the person worked, the knowledge and/or skills the apprentice displayed and/or learned while under employment, the competency in each area, and any equipment used by the employee. This may be best achieved through the use of the logbook.

**BOARD POLICY 7: CERTIFICATE OF QUALIFICATION: ISSUANCE, RENEWAL, EXCHANGE AND REVOCATION****Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority has the responsibility to issue a Certificate of Qualification to an apprentice who has, in the opinion of the Board, satisfactorily completed the terms of apprenticeship and has passed the required examination(s). The Board may also revoke certificates issued on the basis of fraudulent information/documentation provided by the applicant. Additionally, the Board may renew certificates for those previously certified and determine certification equivalency from other jurisdictions.

**Policy Statement**

All registered apprentices and trade qualifiers who have satisfactorily completed the requirements for apprenticeship or trade qualification, and who have passed the required examination(s) and paid the prescribed fee will be issued a certificate of qualification signed by the Minister and the Director. Any person who holds a certificate may have it renewed every five years by making application to the Director and paying a prescribed fee, as established by the Department of Education. The Board will revoke the Certificate of Qualification of any applicant who has received the certificate through provision of fraudulent documentation/information to the Board. The exchange of a Certificate of Qualification may be done in accordance with the applicable requirements.

**Definitions**

*Certificate of Qualification:* For registered apprentices - A certificate issued to an apprentice who has satisfactorily completed the term of apprenticeship and passed the required examination(s).

For trade qualifiers - A certificate issued to individuals who have been employed in a designated occupation for a length of time not less than that as specified in the plan(s) of training for that occupation, plus additional prescribed hours as determined by the PACB, who have had an assessment of their prior learning and verification of their work experience conducted by the Division of Institutional and Industrial Education and have passed the examination(s) for that occupation.

*Certification Renewal:* A certificate renewal is issued every five years to those individuals previously certified that have made application and paid the prescribed fee.

*Certification Exchange:* An acknowledgment that the skills, knowledge and time requirements of a designated occupation have been certified by the appropriate authorities in another jurisdiction and are equivalent to the requisite skills, knowledge, and time requirements for that designated occupation in Newfoundland and Labrador, and that the applicant has passed the requisite examination(s).

**Limitations of the Policy**

No person is given credit for journey person certification without writing the provincial or interprovincial examination.

**Appeals Process**

Decisions as to eligibility to write certification examinations or to exchange certificates may be appealed in writing to the Director or, where necessary, to the Board.

## **BOARD POLICY 8: ADVISORY COMMITTEES**

### **Purpose and Scope**

In accordance with the Apprenticeship and Certification Act, the Provincial Apprenticeship and Certification Board may appoint Occupational Advisory Committees that shall be equally representative of employers and employees in respect of apprenticeship in occupations and prescribe the duties of these Committees.

### **Policy Statement**

The mandate of the Provincial Apprenticeship and Certification Board is a very broad one which addresses a wide and diverse number of occupations. Sufficient expertise to address each of these occupations may not always rest within the Board. To fulfill its obligations under the Act, the Board seeks input from groups and individuals associated with each occupation who have the required expertise.

The Advisory Committees shall provide input into the development and revision of a plan of training by advising the Board on the following: entrance requirements, apprenticeship term, duration of in-school and on-the-job training, course content, course designation as entry level or advanced level, prerequisite requirements, name of the training program, model of delivery, and tools and equipment required to support delivery of the program. The Advisory Committee shall also provide input into accreditation and certification standards, validation of provincial and interprovincial examinations, and matters pertaining to the improvement and promotion of apprenticeship training and certification.

### **Definitions**

*Advisory Committee:* A committee, which is equally representative of employers and employees in respect of apprenticeship in occupations, established by the Provincial Apprenticeship and Certification Board to make recommendations with respect to issues relating to apprenticeship training in a specific occupation.

### **Limitations of the Policy**

Occupations outside of those designated provincially or interprovincially for apprenticeship will not be included in the mandate of the Advisory Committee.

### **Guidelines**

Apprenticeship training is a joint effort involving the Division of Institutional and Industrial Education, training institutions, and industry.

The Advisory Committee will be made up of a Program Development Officer, a representative from a public and/or private training institution involved in the delivery of training in the particular occupation, two employer representatives, and two employee representatives.

**BOARD POLICY 9: EXAMINATION COMMITTEES****Purpose and Scope**

In accordance with the Apprenticeship and Certification Act, the Provincial Apprenticeship and Certification Board may appoint Examination Committees that shall be representative of employers and employees in the appropriate apprenticeship occupation and prescribe the duties of these Committees.

**Policy Statement**

The Provincial Apprenticeship and Certification Board, in accordance with legislation, shall appoint Examination Committees to conduct practical examinations for apprentices and trade qualifiers in apprenticeship occupations where required. The Examination Committee is a four member committee made up, where possible, of employers and employees. Instructors may be members of the Examination Committees when four members from the employer and employee groups are not available.

**Definitions**

*Examination Committee:* A committee, equally representative of employers and employees in respect of apprenticeship in occupations, that conducts practical examinations for apprentices and trade qualifiers in apprenticeship occupations where required.

**Limitations of the Policy**

Practical examinations shall be administered as part of the certification requirements only for those apprenticeship occupations where a practical component is deemed necessary.

**Guidelines**

The Examination Committee will be made up of employer representatives and employee representatives who work in consultation with a Program Development Officer and will report results to the Board.

## **BOARD POLICY 10: EXAMINATION SECURITY**

### **Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority has the responsibility to provide for journey person theory examinations for all designated apprenticeship occupations and practical examinations for certain designated apprenticeship occupations. Occasionally these examinations enter the public domain and are, therefore, no longer considered suitable tools for assessment or certification, and must be replaced.

### **Policy Statement**

The Provincial Apprenticeship and Certification Board will establish a system to ensure the security of certification examinations and shall, if an examination is compromised, notify the Chair of the Interprovincial Standard Examination Committee and the Chair of the Products Committee of the Canadian Council of Directors of Apprenticeship (CCDA).

### **Definitions**

*Compromised Examination:* A certification examination which becomes public either by theft or reconstruction.

*Products Committee (CCDA):* A sub-committee of the Canadian Council of Directors of Apprenticeship responsible for the development of options and recommendations regarding the development of occupational analyses, training standards and examinations, and translations. They are also responsible for the development and implementation of strategies to deal with emergency examination situations such as compromise.

*Interprovincial Standards Examination Committee:* A committee which works under the direction of the CCDA Products Committee to develop, validate, and revise National Occupational Analyses, training standards, interprovincial examinations and examination banks, as well as to develop administrative and security procedures for examinations and provide statistical information.

### **Limitations of the Policy**

The Provincial Apprenticeship and Certification Board is responsible only for certification examinations for apprenticeship occupations.

With the introduction of the Interprovincial Computerized Examination Management System, a national policy for examination and item bank security will be enforced. Where hard copy examinations are still used, the in-house procedures outlined below will be in effect. Candidates contesting examinations on-line will require login processes performed by trained invigilators.

**Guidelines**

Certification examinations for apprenticeship occupations must be secured at all times in order to maintain the integrity of the assessment tool.

Unauthorized personnel should not be given access to examinations, answer keys or examination inventory listings.

**BOARD POLICY 11: DEVELOPMENT, REVISION AND APPROVAL OF PLANS OF TRAINING****Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority has the responsibility to determine the form and content of plans of training and to approve plans of apprenticeship training for delivery.

**Policy Statement**

The Provincial Apprenticeship and Certification Board shall, with the input of existing or ad-hoc Advisory Committees, develop and revise training programs for designated apprenticeship occupations. The Advisory Committees shall provide input into the development and revision of a plan of training by advising the Board on the following: entrance requirements, apprenticeship term, duration of in-school and on-the-job training, course content, course designation as entry level or advanced level, official Provincial title for the occupation, model of delivery and tools and equipment to support delivery of the program.

The Advisory Committee shall use the appropriate National Occupational Analysis as the basis for its recommendations. Where a national occupational analysis does not exist the Advisory Committee will determine a skills profile using an appropriate curriculum development process. Materials from other jurisdictions should be referenced and used as resource documents during the development process.

**Definitions***Model of Delivery:*

Internship - All the institutional training is given at the beginning of the training process followed by a full industrial on the job segment.

Co-op Education - The institutional training is interspersed with paid industrial experience. This rotation is completed on a semester basis.

Modified Block - Upon completion of the entry level courses, prospective apprentices find relevant employment where they continue their training and, at designated times, return to the institutions to complete their advanced level courses.

Distance Education - A method of learning that allows the student to undertake the majority of study in a regular and systematic way while separated in time or space from the instructor.

*Advisory Committee:*

A committee, which is equally representative of employers and employees in respect of apprenticeship in occupations, established by the Provincial Apprenticeship and Certification Board to make recommendations with respect to issues relating to apprenticeship training in a specific occupation.

**Limitations of the Policy**

The Advisory Committee shall, when recommending the Provincial occupation title, use the interprovincial designation for the occupation for which the training is intended.

The development of a new plan of training will only be undertaken when there is a new interprovincial or provincial occupation designated by the Provincial Apprenticeship and Certification Board.

Revisions to existing plans of training for interprovincially and provincially designated occupations will be undertaken: (a) when a new National Occupational Analysis (NOA) is published; (b) every three years; or (c) upon request by industry to the Board for changes which are needed to reflect the new technologies and practices of industry.

**BOARD POLICY 12: PRIVATE PLANS OF TRAINING****Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority has the responsibility to approve plans of training specific to certain employers as private plans of training.

**Policy Statement**

The Provincial Apprenticeship and Certification Board may approve plans of training specific to certain employers as private plans of training. Individuals who participate in the private plan of training will be registered as apprentices and must complete all requirements of apprenticeship for the occupation.

**Definitions***Private Plan of Training:*

A plan approved by the Board for an employer by which employees may participate in an occupation and gain time and training credit towards certification in that occupation.

**Limitations of the Policy**

Private plans of training may only be developed for designated occupations and may only be implemented by employers involved in carrying out the duties of these occupations.

---

**BOARD POLICY 13: DESIGNATION OF OCCUPATIONS****Purpose and Scope**

The workplace is constantly evolving. There is a need for workers with new skill sets or with more specialized skills. As a result the Board is called upon by groups, representative of a particular industry, to consider new occupations for training and certification. The Provincial Apprenticeship and Certification Board through legislative authority shall determine whether an occupation is appropriate for certification and decide to designate that occupation.

**Policy Statement**

The Provincial Apprenticeship and Certification Board shall determine if an occupation is appropriate for certification and if so, shall designate that occupation.

**Definitions**

*Designated Occupation:* An occupation approved as a provincial occupation by the Provincial Apprenticeship and Certification Board for apprenticeship training and/or certification.

**Limitations of the Policy**

The Provincial Apprenticeship and Certification Board may only designate an occupation provincially for training and/or certification.

The Board may recognize the Canadian Council of Directors of Apprenticeship's interprovincial designation of occupations for training and/or certification purposes.

The Board will not designate occupations which are specific to an employer.

## **BOARD POLICY 14: FEES**

### **Purpose and Scope**

The Provincial Apprenticeship and Certification Board, with the approval of the Minister, shall establish fees to be paid by the apprentice or trade qualifier for their training and certification.

### **Policy Statement**

With the approval of the Minister, the Provincial Apprenticeship and Certification Board may establish a supplementary tuition fee for apprentices and trade qualifiers to attend in-school training and set fees for: certification examinations, both theory and practical; certification examination rewrites; certification transfers from other provinces; and certification replacement.

### **Limitations of the Policy**

All certification examination and rewrite fees must be paid prior to writing.

The prescribed examination rewrite fee applies to each sitting of the examination.

Certificate renewal, replacement or exchanges will only be issued upon receipt of payment.

Certification examinations with endorsements require an initial fee only. There are no other fees to write additional endorsements/specifics at a later date.

### **Guidelines**

The following services have been identified by the Provincial Apprenticeship and Certification Board as requiring fees:

- ♦ Tuition for apprentices and trade qualifiers
- ♦ Examinations for trade qualifiers, including PLA, and examination rewrites (including Provincial Certificate holders writing IP examinations)
- ♦ Examinations for apprentices and examination rewrites (including Provincial Certificate holders writing IP examinations)
- ♦ Certificate renewal for both Provincial and Interprovincial certifications
- ♦ Certificate exchange from another province
- ♦ Certificate replacement
- ♦ Certification examinations with endorsements/specifics (only 1 piece of equipment is required for certification)
- ♦ Core examinations and one or all endorsements:
  - (a) Apprentices
  - (b) Trade qualifiers, including PLA
  - (c) Rewrites per sitting

## **BOARD POLICY 15: TERMS, CONDITIONS AND VIOLATION SANCTIONS FOR THE MEMORANDUM OF UNDERSTANDING FOR APPRENTICESHIP**

### **Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority has the responsibility to determine the form and content of the Memorandum of Understanding for Apprenticeship which shall be signed between an apprentice and an employer and deems it as binding upon the parties to it. The Board may suspend or cancel a Memorandum of Understanding for Apprenticeship upon agreement of the parties to it or for proper and sufficient cause in the opinion of the Board.

### **Policy Statement**

The form and content of the Memorandum of Understanding for Apprenticeship shall be set by the Provincial Apprenticeship and Certification Board. Every apprentice shall sign a Memorandum of Understanding with the employer at the commencement of employment, or upon transfer from one employer to another. The Program Development Officer must be notified and will also be a signatory to the Memorandum of Understanding.

Signatories to a Memorandum of Understanding for Apprenticeship agree to abide by the terms of the agreement, the *Conditions Governing Apprenticeship Training*, and the *Roles and Responsibilities of Stakeholders in the Apprenticeship Process*. Failure to comply will result in the Board suspending or cancelling a Memorandum of Understanding upon agreement of the parties to it or for proper and sufficient cause in the opinion of the Board. The Board shall determine all disputes arising out of a Memorandum of Understanding and its decision is final.

### **Definitions**

*Memorandum of Understanding:* In accordance with the Apprenticeship and Certification Act, a written agreement entered into between a person and an employer under which the person agrees to learn an occupation based on on-the job training as outlined in the Plan of Apprenticeship Training.

### **Limitations of the Policy**

A new Memorandum of Understanding must be signed each time there is a change in employers.

The probationary period for each Memorandum of Understanding is six months. Within that period the Memorandum of Understanding may be terminated by either party upon giving the other party and the Provincial Apprenticeship and Certification Board a one-week written notice.

After the probationary period, the Memorandum of Understanding may be terminated by the Board through mutual consent of the parties thereto or cancelled for reasons that are deemed by proper and sufficient cause.

Violations of the Memorandum of Understanding are considered to include failure of one or more of the parties to the agreement to abide by the terms of the agreement, the *Conditions Governing Apprenticeship Training*, or the *Roles and Responsibilities of Stakeholders in the Apprenticeship Process*.

### **Appeals Process**

The decision of the Board is final and conclusive and binding upon the parties affected.

**BOARD POLICY 16: REGISTRATION OF TRADE QUALIFIERS****Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority has the responsibility to register trade qualifiers. The Board has the responsibility to assess, evaluate and determine the requirements to complete certification training and may grant credits for occupational experience and/or occupational training in a recognized training institution.

**Policy Statement**

Trade qualifiers who require in-school training will register with the Provincial Apprenticeship and Certification Board by providing the required documentation related to work experience.

**Definitions**

*Trade Qualifier:* An applicant who applies to write the certification examination in an occupation and who is approved to write the examination by the Program Development Officer.

*Registered Trade Qualifier:* An individual who, based on work experience in an occupation, challenges the certification examination, is unsuccessful, and requests in-school training.

**Limitations of the Policy**

The general conditions apply to all apprenticeship training programs approved by the Provincial Apprenticeship and Certification Board in accordance with the Apprenticeship Act. Where an occupation requires additional conditions, these will be noted in the specific plan of training for that occupation. In no case should there be a conflict between these conditions and the additional requirements specified in certain plans of training.

Trade qualifiers are required to document related work experience equal to the number of in-school and work experience hours as stated in the Plan of Training for the occupational area, plus additional prescribed hours as determined by the Provincial Apprenticeship and Certification Board.

---

**BOARD POLICY 17: DISTANCE DELIVERY OF TRAINING****Purpose and Scope**

The Provincial Apprenticeship and Certification Board recognizes that, due to many factors, not all apprentices are able to access training when it is needed under the present methods of delivery. Factors such as work commitments, geographical isolation, time constraints, and the lack of financial resources may impede an apprentice's participation and progress. Alternate methods of delivery are necessary in order to make apprenticeship training available to all those who wish to participate.

**Policy Statement**

The Provincial Apprenticeship and Certification Board will promote and foster distance education in apprenticeship by working with educational agencies and industry to establish distance learning centers.

**Definitions**

*Distance Learning:* A method of learning that allows the student to undertake the majority of study in a regular and systematic way while separated in time or space from the instructor.

**Limitations of the Policy**

The Provincial Apprenticeship and Certification Board is not a delivery agent and, therefore, would not be directly involved in the delivery of apprenticeship training via distance and open learning.

**Guidelines**

The primary focus in developing alternative means of training delivery is to maximize participation in apprenticeship throughout the province.

Alternate methods of training delivery should attempt to address both the theoretical and practical aspects of training.

**BOARD POLICY 18: EMPLOYER IN-SERVICE****Purpose and Scope**

The Provincial Apprenticeship and Certification Board recognizes that employers must be adequately informed and kept abreast of current policy and regulations affecting apprenticeship training in this province.

**Policy Statement**

All employers employing registered apprentices in the province of Newfoundland and Labrador shall be informed through an in-service mechanism as to the duties and responsibilities of all stakeholders associated with apprenticeship training.

**Definitions**

*Stakeholders:* Those affected by or involved with apprenticeship training in the Province; i.e. employers, employees, training institutions and the Institutional and Industrial Training Division of the Department of Education.

*In-Service:* An educational process (formal or otherwise) by which employers are made aware of changes and/or regulations affecting training and certification.

**Limitations of the Policy**

Employer in-service will not be provided to employers who, by the nature of their particular business, do not have an association with apprenticeship occupations.

**Guidelines**

Employer in-service information shall be made available immediately upon indenturing an apprentice, as requested by the employer or apprentice or at any other time deemed necessary. The employer's responsibility to the apprentice and to the Board regarding apprenticeship shall be explained in detail.

The focus of employer in-service training shall be the training of apprentices and the role of employers in that learning process. The emphasis will focus on learning and not just on the time served in an industrial setting. At no time will an apprentice be seen as a source of cheap labor.

The overall goal of all stakeholders in the training of apprentices shall be to produce highly-trained, qualified, and mobile tradespeople certified to a Journey person level.

Employer in-servicing should not be limited, but structured in such a way as to provide information on all policies put forward by the Provincial Apprenticeship and Certification Board and should be seen to promote the welfare of apprentices and the overall importance of apprenticeship training as a viable career option.

An effort should be made to inform employers through the use of various in-service delivery methods. The Institutional and Industrial Training Division shall have resource materials, including information brochures, video tapes, audio tapes and/or other technology readily available to provide the necessary information to employers. Speaking with trade unions, labor associations, and other similar groups may also prove effective.

## **BOARD POLICY 19: PURCHASE OF TRAINING**

### **Purpose and Scope**

The Provincial Apprenticeship and Certification Board commits to the continued purchasing of training that shall enable trainees the opportunity to display their knowledge and skills at the Provincial and Interprovincial standards.

### **Policy Statement**

All registered apprentices will have the opportunity to attend in-school technical training prior to writing the Provincial/Interprovincial exam(s). Journey persons will be provided with the opportunity to receive upgrading in their related trades depending on the changes in occupational requirements.

### **Definitions**

<i>Purchase of Training:</i>	Purchasing for the cost of in-school technical training in public and private colleges for registered apprentices, registered trade qualifiers and journey persons requiring specialized training.
<i>Registered Trade Qualifier:</i>	An individual who, based on work experience in an occupation, challenges the certification examination, is unsuccessful, and requests in-school training.
<i>Registered Apprentice:</i>	An individual who has been indentured to an employer who agrees to provide skills training under the guidance of a certified journey person and to release the individual for periodic institutional training as established in an approved Plan of Training.
<i>Journey Person:</i>	An individual who has completed all in-school training, has completed all workplace skills, has attained the required in-school and on-the-job hours and/or has successfully completed the certification examination in a specific occupation.

### **Limitations of the Policy**

The purchase of training is limited by:

1. the availability of funding from the federal contribution agreement; and
2. the fiscal year training schedule.

### **Guidelines**

Institutions must demonstrate their capability to deliver programs and, in the case of post-journey person training, must demonstrate labour market demand to levels acceptable to the Provincial Apprenticeship and Certification Board.

There must be apprentices available to participate in training in a designated occupation and this availability must be determined prior to the scheduling of training.

Work experiences must be detailed and well documented prior to the scheduling of training.

**BOARD POLICY 20: REGISTRATION OF APPRENTICES****Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority is responsible for the registration of apprentices and trade qualifiers into the designated occupations. This policy is intended to facilitate the registration process and ensure that communication is established between employers participating in the apprenticeship program and the Division of Institutional and Industrial Education. It further intends that inactive apprentices be excluded from registration.

**Policy Statement**

The registration of an apprentice will take place when an individual is employed in a field of work directly relating to a designated occupation, and has a Memorandum of Understanding (MOU) signed between the Division of Institutional and Industrial Education, an employer and the apprentice.

**Definitions**

<i>Division:</i>	The Division herein refers to the Division of Institutional and Industrial Education.
<i>Registered Apprentice:</i>	A person who has been indentured to an employer which agrees to provide skills training under the guidance of a certified journey person and to release the individual for periodic institutional training as established in an approved Plan of Training.
<i>Designated Occupation:</i>	An occupation which has been approved by the Provincial Apprenticeship and Certification Board for training and trade certification at the journey person level.
<i>Record of Occupational Progress (Logbook):</i>	A booklet issued to registered apprentices becoming the property of the apprentice which records credits issued, courses completed, work experience in the form of time and skills mastered, and outlines the conditions of apprenticeship.

**Limitations of the Policy**

An apprentice may only be registered if the skill sets performed at the place of employment cover elements of the major scope of the occupation as defined within the National (Provincial) Occupational Analysis, or in the Logbook in the case of a non-interprovincial trade..

Registrations will be processed with employers established within the Province of Newfoundland and Labrador only. If an apprentice secures employment in another province, the onus is on that apprentice to register within the employing jurisdiction.

**Guidelines**

The apprentice must be employed in a field of work directly relating to a designated occupation. A Memorandum of Understanding must be signed by the required parties: the apprentice, the employer, and the Division of Institutional and Industrial Education. A logbook will be issued to the apprentice for a specified fee and will become the property of the apprentice.

**BOARD POLICY 21: CANCELLATION OF APPRENTICE FOR FAILURE TO ATTEND IN-SCHOOL TRAINING****Purpose and Scope**

The Provincial Apprenticeship and Certification Board through legislative authority is responsible for the cancellation of apprentices from the apprenticeship program. This policy is intended to define the cancellation process and to encourage apprentices to fulfill their obligation to attend institutional training.

**Policy Statement**

Apprentices shall be cancelled from the apprenticeship program if they refuse to attend institutional training for a second time unless extenuating circumstances apply.

**Definitions**

*Division:* The Division herein refers to the Division of Institutional and Industrial Education.

*Cancellation of Apprenticeship:* The termination of an individual's apprenticeship registration with the division.

*Registered Apprentice:* A person who has been indentured to an employer who agrees to provide skills training under the guidance of a certified journey person and to release the individual for periodic institutional training as established in an approved Plan of Training.

*Designated Occupation:* An occupation which has been approved by the Provincial Apprenticeship and Certification Board for training and trade certification at the journey person level.

*Record of Occupational Progress (Logbook):* A booklet issued to registered apprentices, and becoming the property of the apprentice, which records credits issued, courses completed, work experience in the form of time and skills mastered, and outlines the conditions of apprenticeship.

**Limitations of the Policy**

An apprentice will not be cancelled when refusal to attend institutional training is because of an emergency situation or other extenuating circumstances. Documentation must be provided.

Additionally, if an employer cannot release an apprentice for in-school training because of the current work situation, the request by the employer for this refusal will be forwarded to a Program Development Officer for approval.

**Guidelines**

The Program Development Officer will review the circumstances surrounding a request from an apprentice to refuse to attend classes or a request from an employer to not release an apprentice for in-school training. The approval for either of these requests will be based on individual circumstances.

**BOARD POLICY 22: BOARD AUTHORITY, PROTOCOLS AND ADMINISTRATIVE PROCEDURES****Purpose and Scope**

This policy outlines the legislative authority vested in the Provincial Apprenticeship and Certification Board, as per the *Apprenticeship and Certification Act (1999)*. This policy also defines the administrative requirements for Board meetings as well as the established meeting procedures.

**Policy Statement**

The Provincial Apprenticeship and Certification Board is appointed by the Lieutenant-Governor in Council to fulfill an advisory role for government. The powers and duties of the Board are stipulated in the Act, with applicable references noted in this policy document. The Board adopts policies and procedures directly related to these duties. The decision making model utilized by the Board is the consensus model.

**Board Authorities**

As per s.5 of the Act, the Board is composed of at least a chairperson, two employer representatives, two employee representatives, and two at-large representatives and the director. An alternate for each group is also appointed. When alternate representatives attend meetings in the absence of regular board members, they are granted full voting privileges and are considered part of the quorum. Board appointments are for a three year term with no person serving more than two consecutive terms.

**Board Duties**

The general duties of the Board are to set policies and guidelines for apprenticeship training and certification in the area of skilled trades in the Province of Newfoundland and Labrador. The specific duties of the Board are as stated in Section 8 of the Apprenticeship and Certification Act and the powers of the Board as stated in Section 9 of the Act.

The Board confirms the delegation to the director by tabling a motion, which is also noted in the minutes. The director reports to the Board at each meeting on these delegations. A written director's report is tabled annually to the Board at the June meeting. As per s.9(4) of the Act, when a power is exercised by the director, the board may on its own initiative, or at the request of a person aggrieved by the exercise of that power within 60 days of its being exercised, review the matter to either confirm or act anew in the matter as if the power concerned had not been delegated to the director.

The role of Board members can be summarized according to their position of support:

**Chair:** The Chair presides over the meeting, recognizes member requests and gives the right to speak. S/he leads the group in matters of procedure and calls to order any member that does not respect order, procedure or decorum. The Chair rules on points of order as necessary, maintain impartiality and strive for consensus decision making. The Chair ensures that the Board operates in accordance to the Act and Board policies, including those related to government communication protocols. The Chair commits to a bi-annual review of Board policies, with the recording of this review reflected in the minutes.

**Members:** Members adhere to the Act as well as Board policies. In the absence of the chairperson of the board from a meeting, the members will appoint a temporary Chair to conduct the business of the Board. For the purpose of officials meetings, members are defined as those appointed as regular members with alternates being designated as an official member in the absence of regular members in the set category.

**Department:** The provincial government department responsible to administer the Act is responsible for providing administrative support to the Board, including meeting arrangements, minute taking, Board correspondence, and document control. This support is coordinated through the director, who has direct responsibility for satisfaction of the Board's administrative requirements. As per s.4 of the Act, the minister appoints a director to administer this Act, supervise plans of apprenticeship training, and inspect all training conducted under this Act. The director organizes orientation sessions for newly appointed members of the Board, facilitates any training requirements identified by the Board or by government, and works with the Chair to develop the meeting agenda.

## **Board Protocols**

**Quorum:** As per s.7(2) of the Act, the Board sets the quorum requirement for its meetings at six members, with at least one representative required to be present from each of the employer, employee and at-large groups in order for a board quorum to exist.

**Meeting Frequency:** As per s.7(1) of the Act, the Board holds a minimum of four meetings annually and may hold special meetings when considered necessary by the Chair or a quorum of the board. Meetings are held on the last Tuesday of every 3<sup>rd</sup> month in March, June, September, and December and are normally a full day in duration. The date for the next Board meeting is confirmed at the end of each Board meeting. If there is a lack of quorum for a specified date, an alternative date is sought. A minimum of two (2) meetings during a calendar year will be held outside the Avalon Region, confirmed at least one month in advance of actual meeting. Booking of a meeting room, meals and accommodations for the selected location is done in accordance with government's procurement policy. Consideration for travel time and worksite visits results in these meetings being at least two days in duration. Meeting frequency decisions and location selections will be recorded in the minutes.

**Remuneration** As per s.6 of the Act, Board members serve without remuneration but are reimbursed for travel expenses incurred to attend meetings. Reimbursements for travel expenses are in accordance with standard government guidelines as approved by Treasury Board. Changes to these guidelines are communicated to the Board by the director and duly noted in the minutes.

- Consensus:** The Board uses a group decision-making process that not only seeks the agreement of most participants, but also the resolution or mitigation of minority objections. This consensus model represents both general agreement, and the process of getting to such agreement. As a decision-making process, consensus decision-making aims to be inclusive, participatory, cooperative, democratic, and solution-oriented. In complement to the Board's Rules of Order, each decision arising from an agenda item follows through a simple protocol: discussion of the item, formation of a proposal, call for consensus, identification and addressing of concerns, and/or modification of the proposal. Members may abstain from a motion, with this decision reflected in the minutes.
- Rules of Order:** *Roberts Rules of Order* guide the Board with respect to meeting protocols, agenda approval, and minute taking responsibilities. All board members are provided with a condensed copy of Roberts Rules of Order. With respect to minute taking, the Board agrees that the approved minutes are the final record of all Board decisions. Confirmation of the agenda occurs at the beginning of the Board meeting, with items assigned to the appropriate member to lead the discussion.
- Code of Conduct:** Board members act honestly, in good faith and in the best interests of the Board, as per the manner prescribed by Board legislation and policy. The reputation of the Board is to be preserved at all times therefore members actively participate in the affairs of the Board and support its mandate. When a member is in doubt with respect to the appropriate conduct, they direct their concern to the Chair. These guidelines do not override existing guidelines stipulated by legislation or departmental policy. A motion to confirm adherence is tabled annually and recorded in the minutes.
- Conflict of Interest:** A conflict of interest may exist when a member's personal interest or duty influences how they participate in a discussion and/or decision of the Board. A conflict may also exist where there is a perception of conflicting interests. Members strive to ensure that they do not place themselves in a position, either perceived or real, where their duty to the Board conflicts with their personal interest or duty to others. The Chair ensures all members are familiar with Board policies. Members also ensure that they declare conflicts and take appropriate actions ranging from disclosure, non-voting, non-participation to resignation. The nature of all conflicts are recorded in the minutes, including the actions of the Board with respect to the conflict. Any member who leaves a Board meeting because of a declaration of a conflict of interest does not adversely affect the quorum of the meeting. These guidelines do not override existing guidelines stipulated by legislation or departmental policy. A motion to confirm adherence is tabled annually and recorded in the minutes.

**Confidentiality:** The Board maintains confidentiality of all Board activities, documents and discussions that may include confidential, proprietary or personal information. Members respect matters of a confidential nature (including those not available to the general public) and do not provide confidential information to their colleagues, their institutions, the media, the public, and others, where such matters and information are deemed confidential by the Board. The Board considers appropriate actions to take with respect to such breaches of confidence. The Chair ensures all members have read, understood and will comply with the policy on confidentiality.

## **Board Procedures**

**Meeting Preparation:** Two weeks prior to the confirmed meeting date, a package of board materials is sent to members, including a draft agenda, previous minutes and any related documents that will require discussion. Any additional topics and materials, not available at the time of the mail out but requiring Board action, will be held until the next meeting or, at the discretion of the Chair, added to the agenda at the time of the meeting. Members advise the Chair of agenda items at least one month prior to the Board meeting, including any requests for presentations by outside parties. Any supporting documentation from members is sent at least three weeks prior to the meeting. Members advise the director if they have special dietary or other requirements.

**Minute Taking:** The director ensures minutes are recorded at each Board meeting, with the draft minutes circulated to members no later than two weeks prior to the next meeting. The key components of these minutes are the meeting type (regular, special), name of the group, date of meeting, location, attendees, action regarding the minutes of the previous meeting, the director's report, all motions and action items (with those withdrawn noted as being withdrawn rather than approved), the hours of meeting and adjournment. While normally the names of members who introduce and second a main motion are recorded, the Board has agreed that such details will not be included in the approved minutes. Approved minutes are published on the government department's website, with a note on the bottom stating when the minutes were approved in lieu of signatures.

**Correspondence:** The director ensures that all applicable Board correspondence is sent promptly and in a manner approved by the Board. Draft letters of response regarding Board motions are circulated to members via email for review or revision. Copies of relevant correspondence are included with the next meeting's materials.

- Travel Arrangements:** The director ensures that administrative support is available to Board members who require assistance with booking hotel rooms, airline tickets, and rental cars. Advice and direction with respect to government's travel policies is communicated, with a block of hotel rooms for Board members secured at the government rate. Board members advise the director if they require assistance with travel arrangements at least one month before the board meeting.
- Departmental Representatives:** A minimum of one Manager from the Division of Institutional and Industrial Education will attend all board meetings, the designated Manager will be determined by the Board Chair in consultation with the Director.

**BOARD POLICY 23: DE-DESIGNATION OF AN OCCUPATION****Purpose and Scope**

The workplace is constantly evolving. The original need for a designated occupation may no longer exist, or the skills may have been fragmented into specialized occupations which have themselves been designated. As a result, the Provincial Apprenticeship and Certification Board (PACB) may be required to consider if an occupation is no longer appropriate for certification and/or training. The PACB, through legislative authority, shall determine whether an occupation is appropriate for decertification and de-designate that occupation.

**Policy Statement**

Designated occupations may be de-designated for training and/or certification if the PACB determined the occupation no longer meets the needs for which it was designated and efforts to maintain or revive the occupation have not been successful.

**Definitions**

<i>Designated Occupation</i>	Any occupation approved as a provincial occupation by the PACB for apprenticeship training and/or certification
<i>De-designated Occupation</i>	An occupation which the PACB has determined no longer meets the needs it was designated for, and which cannot or should not be maintained as a designated occupation

**Limitations of the Policy**

The PACB may only de-designate an occupation provincially for training and/or certification.

An occupation may not be de-designated within five years of its original designation date, or the date of a subsequent change in designation. This allows time for the trade to develop.

The PACB may de-designate a red-seal occupation for training, but not for certification, unless that occupation has been de-designated by the Canadian Council of Directors of Apprenticeship (CCDA).

Journeypersons certificated in the occupation will maintain their certification following de-designation.

Apprentices currently registered under the occupation will be provided with opportunity to complete their apprenticeship in a timely manner, or to transfer all or part of their apprenticeship to another occupation. The method used will be determined by the Directors of Apprenticeship or his/her designate.

**Guidelines**

The process of de-designation shall be led by the Manager, Standards and Curriculum or is/her designate.

The PACB will be updated on a regular basis on the process of de-designation.

The PACB, through legislative authority, will make the final decision to de-designate a provincially designated occupation.

**Related Procedure**

13-PR-B                      De-Designation of Occupation