

Power Engineering Examination Committee

Terms of Reference

(April 17, 2006)

MANDATE

To evaluate certification examinations that will ensure only those who have demonstrated acceptable levels of competency in the Power Engineer, Refrigeration Operator and Compressor Operator occupations are recommended for registration and certification.

ACCOUNTABILITIES

The Power Engineering Examination Committee is accountable to the Director of Institutional and Industrial Education, Department of Education, to fulfill its responsibilities in a fair and timely manner, and to maintain the credibility of the Power Engineer, Refrigeration Operator and Compressor Operator occupations.

RESPONSIBILITIES

The Power Engineering Examination Committee has the responsibility to:

- Determine the eligibility of candidates to write certification examinations in the Power Engineer, Refrigeration Operator and Compressor Operator occupations, in accordance with the requirements of the *General Conditions for Power Engineering Examinations*.
- Mark all examinations, blind to the identity of the candidates, written by candidates for Power Engineer, Refrigeration Operator and Compressor Operator certification, in accordance with the requirements of the *General Conditions for Power Engineering Examinations* and the examination guidelines as outlined by the Standardization of Power Engineer's Examination Committee (SOPEEC).
- Provide the Manager of Industrial Training with the results of the written examination, including a written statement of the performance of each candidate.
- Maintain the integrity of the examination with strict attention to confidentiality and due regard to potential situations of conflicts of interests.
- Review applications by individuals holding a Provincial or Standardized Certificate of Competency from another jurisdiction for equivalent certification in the Province of Newfoundland and Labrador.
- Review and approve new programs/courses offered by other jurisdictions and successfully completed by Power Engineers, Refrigeration Operators, and Compressor Operators for eligibility to write certificate examinations.
- At the request of the Manager of Industrial Training and on an as-needed basis, review and meet with unsuccessful candidates to discuss concerns regarding examination results.

MEMBERSHIP AND MEETINGS

- The Power Engineering Examination Committee shall consist of three individuals from industry or regulatory authority who are involved with the Power Engineer, Refrigerator Operator and Compressor Operator occupations, including:
 - One (1) Chairperson;
 - Two (2) Examination Markers (plus one alternate as a back-up)
- All members shall be selected and approved by the Department of Education based on the qualification and work experience of individuals to serve a three-year term so that no more than one member shall retire in each year. At the discretion of the Department, members are eligible for re-appointment and serving for another term. The Department reserves the right to terminate the term of any members of the committee if found in violation of the *General Conditions for Power Engineering Examinations*.
- All members must be certified as a First Class Power Engineer, hold current registration within the occupation and a minimum of five years industrial experience as First Class Power Engineer with management responsibilities in the Power Engineering disciplines. Other experience in program development and evaluation is desirable but not essential.
- All members are bound by the provincial privacy law that the Power Engineering examination information and results must be kept confidential and not to be released to any third party.
- The Chairperson is responsible for liaising with the Manager of Industrial Training and must ensure that the Examination Committee fulfills its responsibilities.
- The Examination Committee shall meet a minimum of six times annually with additional meetings held on an as-needed basis according to examination review demands and issues. All meetings will be held at the premise of the Industrial Training Section, West Block, Confederation Building in St. John's. Members who require travel to attend meetings will be reimbursed in accordance with the Treasury Board Travel Guidelines.
- Each member is paid a per diem for participation on the Examination Committee, at a rate established by the Department of Education.