

**Minutes of the 126th Meeting
Provincial Apprenticeship and Certification Board
9:00AM - 12:30PM
June 10, 2024**

Board Members Present:

- Krista Cox – At-Large Representative (Acting Chair)
- Cyril Hayden – Employer Representative
- John McLellan – Employer Representative
- Marion Isaacs – Employee Representative
- Bobby Meade – Employee Representative
- Barry Roberts – At-Large Representative
- Bonnie Steele – Departmental Representative

Board Member Absent:

- Lorna Harnum – Chair

Recording Secretary:

- Erika Harris – Provincial Manager

Invitees:

- Angela Abbott – Manager of Standards and Curriculum
- William Meade – Summer Student

1. Nomination of Chair

In the absence of the appointed Chair, as per Section 5(4) of the **Apprenticeship and Certification Act**, present members appointed Krista Cox as Acting Chair.

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to appoint Krista Cox as Acting Chair for the 126th meeting.

2. Welcome and Call to Order:

Acting Chair, Krista Cox called the meeting to order.

3. Quorum/Attendance:

The Departmental Representative confirmed that there was a quorum.

4. Approval of 126th PACB Meeting Agenda:

MOTION:

- A motion was passed by Cyril Hayden and seconded by Marion Isaacs to approve the 126th meeting agenda.

5. Approval of 125th PACB Minutes:

The Chair requested approval of the 125th Meeting Minutes

MOTION:

- A motion was passed by Cyril Hayden and seconded by Krista Cox to approve the 125th Meeting Minutes.

6. Business Arising from the 123rd and 124th PACB Minutes – Chair

- a) The Departmental Representative provided an update on the most recent Exam Misconduct appeal.

7. New Business

- a) Divisional Update
 - Budget 2024
 - Members discussed recent Provincial Budget decisions including the extension of the contract for the Indigenous Skilled Trades Office for an additional two years.
 - Pass rates
 - Members were provided an overview of 2023-24 Level and Red Seal exam pass rates.
 - Marion Isaacs noted that she is participating on the Education Transformation Committee and welcomes discussion on opportunities to provide education and training to high school students that would also provide credit towards apprenticeship.
 - Members discussed messaging to high school students and the engagement of guidance counsellors.
 - The Departmental Representative advised of an upcoming meeting with the Department of Education; an update will be provided at the September Board Meeting.
 - Members discussed the differences between Level and Red Seal exams as well as potential issues that may limit the success at the Red Seal exam.
 - 2023-24 statistics
 - Members were provided an overview of the Apprenticeship and Trades Certification Division's general statistics.
 - Staffing update
 - Members were provided with an update on the Apprenticeship and Trades Certification Division's new staff.
 - Members discussed the need to develop a process to let stakeholders know when their Apprenticeship Program Officer is changed.
 - Online Red Seal exams
 - Members were provided an overview of the implementation of online Red Seal exams.
 - Virtual Learning Strategist (VLS) Program
 - Members discussed the VLS program, available supports and accommodations.

- Youth Apprenticeship Summer Program
 - Members were provided an update on the planning for this year's program.
- b) Promotional Campaign
 - The Departmental representative advised members of the contract with M5 to develop a promotional campaign for the province's apprenticeship program.
 - Members emphasized the importance of targeting parents to promote the skilled trades to their children.
 - Members felt that targeted emails to community groups, after school programs, rehabilitation centers, the John Howard Society, unions, colleges and employers could be considered.
 - Members discussed the apprentice to journeyperson ratio suggesting that it could be reviewed for some trades. A jurisdictional scan was requested for the next meeting.
- c) Apprenticeship Review
 - Members discussed the preliminary results of the Apprenticeship Review.
 - Members discussed training for low volume trades.
- d) Apprenticeship and Certification Management System
 - Members were provided an update on the development of the new administrative system to replace the Apprenticeship Information Management System.
- e) Atlantic Workforce Partnership (AWP)
 - Members were provided an update on the Apprenticeship and Trades Certification Division's participation on AWP working groups related to micro-credentials and foreign credential recognition.
- f) Exam Misconduct Policy
 - Members were provided an update on the number of exam misconduct decisions and appeals.
- g) Other
 - Barry Roberts requested information related to the requirements for high pressure welding and was directed to Digital Government and Service NL for details related to the **Boiler, Pressure Vessel and Compressed Gas Regulations** under the **Public Safety Act**.

8. Routine Business

- a) Plans of Training (POT)
 - Power Sport Technician – 2024 Provincial NL Curriculum Standard Plan of Training for Direct Entry Apprentices

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to approve the Power Sport Technician 2024 Provincial NL Curriculum Standard Plan of Training for Direct Entry Apprentices as presented.

b) Accreditation

- BAC Masonry College, Concrete Finisher, Pre-Employment five-year re-accreditation.

MOTION:

- A motion to passed by Barry Roberts and seconded by Cyril Hayden that the Concrete Finisher (Pre-employment) program at BAC Masonry College, Kelligrews be granted a five-year re-accreditation.

Note: Krista Cox abstained from voting citing a conflict of interest.

- CNA, Seal Cove, Powerline Technician, Pre-employment and Advanced Levels five-year re-accreditation

MOTION:

- A motion was passed by John McLellan and seconded by Barry Roberts to re-accredit CNA, Seal Cove, Powerline Technician, Pre-Employment and Advanced Levels for five years contingent on the Annual Maintenance Report showing progress on appropriate academic credentials and that the identified safety issue has been addressed.
- UA Local 740 Training Centre, Sprinkler Fitter, Pre-employment and Advanced Levels five-year re-accreditation

MOTION:

- A motion was passed by Cyril Hayden and seconded by John McLellan that the Sprinkler Fitter (Pre-Employment and Advanced) programs at UA Local 740 Training Centre, Mount Pearl be granted a five-year re-accreditation.

c) Memo: BAC Masonry College, Concrete Finisher, Advanced Level Facility Check

MOTION:

- A motion was passed by Cyril Hayden and seconded by Marion Isaacs to approve that Concrete Finisher apprentices be sent to BAC Masonry College for advanced-level training without the need for another facility check, until September 2028.

Note: Krista Cox abstained from voting citing a conflict of interest.

d) Memo: Proposed Amendment to the Accreditation Resource Manual

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to amend the Accreditation Manual as recommended.

- e) Memo: Additional weeks for Oil Heat System Technician Atlantic Apprenticeship Curriculum Standard (AACS)

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to approve one additional week of practical training for the AACS Level 2 and Level 3 of the Oil Heat System Technician trade.

- f) Memo: Credit Transfer – Approval of theory credit for Journeypersons registering in a related trade

MOTION:

- A motion was passed by John McLellan and seconded by Bobby Meade to grant an exemption for Construction Electrician or Industrial Electrician apprentices, with Red Seal certification in Instrumentation and Control Technician, allowing them to challenge the Level I Construction Electrician or Industrial Electrician exam, a maximum of two times, without participating in the Construction Electrician or Industrial Electrician Level I theoretical training, as per PACB Policy No. 0048.

- g) Memo: Exam Misconduct Policy

MOTION:

- A motion was passed by Barry Roberts and seconded by Cyril Hayden to approve a revision to PACB Policy No. 0047 to allow the Director of the Apprenticeship and Trades Certification Division to determine an appropriate time frame for delaying eligibility for an exam rewrite on a case-by-case basis.

- h) List of Provincial Trade Advisory Committee Meetings – FYI only

6. Date and location of Next Meeting

- Anticipated that the next meeting will be held in-person in September 2024.
- The Board Secretary will send out a poll to members to identify a preferred day.

7. Adjournment

MOTION:

- A motion was passed by Bobby Meade and seconded by John McLellan to adjourn the 125th meeting.