

# **Provincial Apprenticeship and Certification Board**

**Annual Report 2023-24**

Hon. Sarah Stoodley  
Minister of Immigration, Population Growth and Skills  
P.O. Box 8700  
St. John's, NL  
A1B 4J6

Dear Minister Stoodley:

I am pleased to submit the 2023-24 Annual Report of the Provincial Apprenticeship and Certification Board (the Board).

The Board is a category three government entity and is required to prepare a performance-based activity plan. Each year, an annual report is required to present information on the activities of the Board carried out during the previous fiscal year in compliance with its mandate. This report covers the period of April 1, 2023 to March 31, 2024 and compares actual results to those anticipated in the first year of the Board's 2023-26 Activity Plan. The Board's priority for this three-year period is its delivery of oversight functions for the provincial apprenticeship system to maintain high quality training and certification standards that reflect the needs of industry.

Details on the successful achievement of the associated objectives for 2023-24 are presented in this report. The current report was prepared in accordance with the **Transparency and Accountability Act**. As Chairperson, my signature below is on behalf of the Board and indicative of its accountability for the actual results reported herein.

Respectfully submitted,



Lorna Harnum  
Board Chairperson

# Table of Contents

<b>Overview .....</b>	<b>3</b>
Vision .....	3
Mandate .....	3
Lines of Business .....	3
Membership .....	4
Expenditures .....	4
<b>Highlights and Partnerships .....</b>	<b>5</b>
<b>Report on Performance .....</b>	<b>7</b>
Issue 1: Oversight of the Apprenticeship Program .....	7
<b>Opportunities and Challenges .....</b>	<b>9</b>
<b>Appendix A .....</b>	<b>11</b>
<b>Appendix B .....</b>	<b>12</b>

## Overview

The Board was established under Section 5 of the **Apprenticeship and Certification Act**. The overall goal of the Board is to support individuals who seek certification in the skilled trades by ensuring that apprenticeship programs and training meet industry standards.

## Vision

The Provincial Apprenticeship and Certification Board is committed to ensuring the highest quality of training and certification standards for skilled tradespeople in Newfoundland and Labrador, so that they are ready and able to take advantage of economic opportunities both at home and across the country.

## Mandate

The mandate of the Board is established under Sections 8 and 9 of the **Apprenticeship and Certification Act**. To review the act, please visit:

<https://www.assembly.nl.ca/legislation/sr/statutes/a12-1.htm>.

## Lines of Business

Newfoundland and Labrador's apprenticeship and training system is industry-driven. The primary functions of the Board are to support the steady supply of skilled tradespersons for the Newfoundland and Labrador economy and are reflected in the Board's mandate pursuant to the **Apprenticeship and Certification Act**. The Board works closely with officials in the Apprenticeship and Trades Certification Division (ATCD), within the Department of Immigration, Population Growth and Skills (IPGS), who implement the Board's mandate on its behalf.

The Board monitors training programs and ensures that standards and requirements are maintained and approves any policy changes to strengthen the apprenticeship system. This involves a range of activities such as:

- Developing new and modified Plans of Training;

- Designating and de-designating trades;
- Developing level exams;
- Administering National Red Seal exams, which include adhering to national protocols with respect to exam security; and
- Registering, training and certifying apprentices and journeypersons.

## **Membership**

Board members are chosen based on several factors including experience, skills and regional representation, to ensure the Board best reflects the skilled trades population of Newfoundland and Labrador. Vacancies are advertised with the Independent Appointments Commission and a GBA+ lens is used in the decision making process prior to Lieutenant Governor in Council approval. The Board is composed of:

- A chairperson;
- Two or more employer representatives;
- Two or more employee representatives;
- Two or more individuals not included under employers or employees (at-large);
- The Director of ATCD, or designate; and
- An alternate representative for each group to attend in the absence of regular members.

As of March 31, 2024, the Board consisted of 11 members. A full list of members, including their position, occupation, and location can be found in Appendix A.

## **Expenditures**

All Board members served without remuneration as per Section 6 of the **Apprenticeship and Certification Act**. In 2023-24, costs incurred for travel and incidental expenses totaled \$1,419.48. This is consistent with the total costs reported for 2022-23 (\$1,995.32).

Further information on the Board can be found at <https://www.gov.nl.ca/atcd/pacb/>.

## Highlights and Partnerships

### Oversight of the Provincial Apprenticeship System

The Board provides oversight of the provincial apprenticeship system through its mandate established under Sections 8 and 9 the **Apprenticeship and Certification Act**. The following table provides a summary of key operational statistics for the apprenticeship system for 2023-24.

Registered apprentices	3,765*
Registered trade qualifiers	148*
Employers (approximate)	1,200*
Newly registered apprentices	912
Newly registered trade qualifiers	123
Training sessions completed	89
Apprentices who attended in-school training sessions	665
Memorandums of understanding	3,475*
Letters of understanding (for out-of-province clients)	192*
Certificates of qualification issued	320
Level and Red Seal exams administered	1,895
Provincial/Atlantic Trade Advisory Committee members appointed	67
Provincial/Atlantic Trade Advisory Committee meetings held	48

\* Snapshot as of March 31, 2024

### Supporting Atlantic and National Trade Harmonization

Since 2013, the Board has supported participation in Atlantic and National harmonization efforts which seek to substantively align apprenticeship systems across jurisdictions to address a mismatch in skills, improve consistency in training requirements, and support mobility of apprentices. In 2023-24 the Board supported ATCD's work on continued harmonization of apprenticeship standards and curriculum.

### Sanctioning the Independent Review of the Apprenticeship System

In 2023, the Board sanctioned a comprehensive independent review of the province's apprenticeship system to ensure its innovation and flexibility in the context of governance, effectiveness, sustainability, and accessibility. The review was informed through extensive stakeholder consultation, document reviews, and collection of information from provincial, federal, and other sources.

### **Supporting Work to Optimize Apprenticeship Participation, Progression and Journeyperson Certification**

In 2023-24, the Board supported ongoing work to strengthen and diversify the provincial apprenticeship system through partnerships that seek to optimize opportunities for those from underrepresented groups to participate in and progress through apprenticeship to achieve journeyperson certification and attach to the labour market.

- In 2023, with the Board's support, IPGS partnered with Skills Canada-NL to deliver a three-year Youth Apprenticeship Summer Program pilot. This 7-week program provides grade 10 and 11 students with exposure to careers in the skilled trades and allows for connections with mentors and employers. Employers receive a wage subsidy and youth apprentices gain apprenticeship hours while earning their wage.
- To strengthen representation in apprenticeship, IPGS, with the Board's support, provides funding to the Office to Advance Women Apprentices and the Indigenous Skilled Trades Office to assist female and Indigenous apprentices, respectively, in finding employment opportunities in the skilled trades and achieving journeyperson certification.
- Since 2021, the Board has supported IPGS's participation in the federally funded Virtual Learning Strategist (VLS) program. This program provides a Learning Strategist (LS), contracted through the Government of New Brunswick, to deliver targeted learning supports and accommodations to apprentices at risk of not achieving journeyperson certification due to learning barriers. IPGS was recently approved to participate in VLS phase two where a federally funded LS will be on staff with IPGS to deliver supports and services directly to apprentices in Newfoundland and Labrador.

## **Report on Performance**

In its 2023-26 Activity Plan, the Board identified the delivery of oversight functions for the apprenticeship system as its primary issue and objective. This focus is specific to the Board's mandate as well as its primary functions as outlined in the **Apprenticeship and Certification Act** and allows the Board to maintain high-quality training and certification standards that reflect the needs of industry. The following section provides a summary of the Board's success in achieving this objective.

### **Issue 1: Oversight of the Apprenticeship Program**

**2023-24 Objective:** By March 31, 2024, the Provincial Apprenticeship and Certification Board will have delivered oversight functions for the apprenticeship system, maintaining high-quality training and certification standards that reflect the needs of industry.

**Indicator:** The Board will meet four times a year as required under the **Apprenticeship and Certification Act** to review matters such as Plans of Training and accreditation.

#### **Results:**

In 2023-24, the Board exceeded its objective of meeting four times to review matters such as Plans of Training and accreditation. During this time, the Board held five meetings to review and make decisions on matters related to its powers and duties as outlined under Sections 8 and 9 of the **Apprenticeship and Certification Act**.

Newfoundland and Labrador currently has 62 designated skilled trades, with training available for 43 of those trades. During 2023-24, the Board approved seven new and revised Plans of Training for four trades and accredited/re-accredited nine trades programs at training institutions across the province. In addition to Plans of Training and accreditation matters, the Board also passed additional motions at its meetings on matters that fall under its purview pursuant to the **Act**.

The following table provides a high-level overview of motions approved by the Board at each of its five meetings. A full listing of accreditations and re-accreditations approved by the Board for April 1, 2023 to March 31, 2024 is found in Appendix B.

<b>Date of Meeting</b>	<b>Motions Approved by the Board:</b>
June 21, 2023	<ul style="list-style-type: none"> <li>• 1 Plan of Training</li> <li>• 4 re-accreditations (1 pre-employment and 3 advanced level)</li> <li>• 1 initial accreditation (pre-employment)</li> </ul>
September 12, 2023	<ul style="list-style-type: none"> <li>• 1 re-accreditation (pre-employment)</li> </ul>
December 14, 2023	<ul style="list-style-type: none"> <li>• 5 Plans of Training</li> <li>• 2 initial accreditations (1 pre-employment and 1 advanced level)</li> <li>• Revisions to the Apprenticeship Accreditation Resource Manual related to instructor approval</li> <li>• Granting of a total of 1,312 hours of credit (combined training and work experience) for the Cook trade to graduates of College of the North Atlantic's Culinary Management program for a one-year period.</li> </ul>
February 8, 2024	<ul style="list-style-type: none"> <li>• 1 re-accreditation (pre-employment)</li> </ul>
March 7, 2024	<ul style="list-style-type: none"> <li>• 1 Plan of Training</li> <li>• An exemption for Instrumentation and Control Technician apprentices certified in Construction or Industrial Electrician whereby those apprentices can complete the Instrumentation and Control Technician Level I exam without participating in the corresponding theoretical training</li> <li>• Changes to current Board policy including: <ul style="list-style-type: none"> <li>○ Repealing the current policy on credit for course completion;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Revising the current policy on Recognition for Prior Learning; and</li> <li>○ Implementing a new policy to grant theory credit for journeypersons in a related trade.</li> <li>● Changing the name of the Small Equipment Service Technician provincial trade to Power Sport Technician to better reflect the primary scope of the trade.</li> </ul>
--	---

In addition to the meetings required under the **Apprenticeship and Certification Act**, the Board convened two separate meetings of its Independent Appeals Committee to review and render decisions for appeals related to two incidents of exam misconduct. These meetings were held on April 11, 2023 and March 12, 2024.

**2024-25 Objective:** By March 31, 2025, the Provincial Apprenticeship and Certification Board will have delivered oversight functions for the apprenticeship system, maintaining high-quality training and certification standards that reflect the needs of industry.

**Indicator:** The Board will meet four times a year as required under the **Apprenticeship and Certification Act** to review matters such as Plans of Training and accreditation.

## Opportunities and Challenges

The Board is committed to reaching the highest standards in training for skilled tradespeople in Newfoundland and Labrador. In 2023-24, Newfoundland and Labrador continued to experience a decline in demand for training overall as well as a decline in the number of registered apprentices within the apprenticeship system, which was anticipated with the completion of large-scale development projects. However, efforts to further engage and support apprentices, instructors, and employers, as well as continually improve the quality and integrity of the province's apprenticeship system, are ongoing. The various activities and initiatives identified in this report that have been

supported by the Board ensure continued engagement with employers; harmonization of new trades and processes to maintain high quality training and certification standards; and optimized opportunities for participation, progression, and journeyperson certification to encourage attachment to the labour force. The Board's commitment to the continuous improvement of the provincial apprenticeship system is evidenced through the performance of apprentices. In the 2023 calendar year, the overall Red Seal pass rate for Newfoundland and Labrador was 58 per cent, higher than the national average of (50 per cent), and the level exam pass rate was 78 per cent.

Continued success requires further innovation and improvement. To this end, the Board sanctioned and supported the independent review of the provincial apprenticeship system to help ensure best outcomes for apprentices trained in Newfoundland and Labrador. Given the provincial economic outlook, this review is timely and demonstrates a serious commitment to creating the best possible outcomes for apprentices. The Board anticipates reviewing the detailed recommendations from the review to enhance and strengthen the provincial apprenticeship system and will support the work of ATCD to create an implementation plan that leads to a more sustainable, efficient, modernized system.

**Appendix A**  
**Provincial Apprenticeship and Certification Board Membership**  
**as of March 31, 2024**

<b>Position</b>	<b>Name</b>	<b>Occupation</b>	<b>Location</b>
Chairperson	Lorna Harnum	International Representative, International Union of Operating Engineers	Green's Harbour
Departmental Representative	Bonnie Steele	Director, Apprenticeship and Trades Certification Division, Department of Immigration, Population Growth and Skills	St. John's
Employer Representative	Cyril Hayden	Retired Manager, Air Liquide	Portugal Cove-St. Philips
Employer Representative	John McLellan	General Foreman, ER Heating and Refrigeration Ltd.	Clarenville
Employer Representative (Alternate)	Mark Lush	Maintenance Superintendent, Iron Ore Company of Canada	Wabush
Employee Representative	Bobby Meade	Electrical Maintenance, Newfoundland Power	St. John's
Employee Representative	Marion Isaacs	Building Manager Confederation Complex, Government of Newfoundland and Labrador	St. John's
Employee Representative (Alternate)	Darin King	Executive Director, Trades NL	Conception Bay South
At-Large Representative	Barry Roberts	President, B A Roberts and Associates Research and Consulting Services	St. John's
At-Large Representative	Krista Cox	Director, BAC Masonry College	Harbour Grace
At-Large Representative (Alternate)	Steven Downer	Automotive Service Technician Instructor, College of the North Atlantic	Grand Falls-Windsor

**Appendix B**  
**List of Accreditations/Re-accreditations approved by the Board for**  
**Fiscal Year April 1, 2023 to March 31, 2024**

<b>June 21, 2023 Approvals</b>				
<b>Training Institution</b>	<b>Program PE: Pre-Employment AL: Advanced Level</b>	<b>Initial Accreditation</b>	<b>Re-accreditation</b>	<b>AL Approval</b>
Academy Canada Harding Road	Plumber (PE)		X	
	Sheet Metal Worker (PE)	X		
College of the North Atlantic Burin	Sheet Metal Worker (PE + AL)		X	
Dietrac Technical Institute	Welder (PE)		X	

<b>September 12, 2023 Approvals</b>				
<b>Training Institution</b>	<b>Program PE: Pre-Employment AL: Advanced Level</b>	<b>Initial Accreditation</b>	<b>Re-accreditation</b>	<b>AL Approval</b>
College of the North Atlantic St. Anthony	Powerline Technician (PE)		X	

<b>December 14, 2023 Approvals</b>				
<b>Training Institution</b>	<b>Program PE: Pre-Employment AL: Advanced Level</b>	<b>Initial Accreditation</b>	<b>Re-accreditation</b>	<b>AL Approval</b>
College of the North Atlantic Placentia	Industrial Mechanic (Millwright) (PE)	X		
	Oil Heat System Technician (AL)			X

<b>February 8, 2024 Approvals</b>				
<b>Training Institution</b>	<b>Program PE: Pre-Employment AL: Advanced Level</b>	<b>Initial Accreditation</b>	<b>Re-accreditation</b>	<b>AL Approval</b>
Dietrac Technical Institute	Heavy Duty Equipment Technician (PE)		X	

