

Provincial Apprenticeship and Certification Board

Annual Report 2024-25

Hon. Gerry Byrne
Minister of Jobs, Immigration and Growth
P.O. Box 8700
St. John's, NL
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Dear Minister Byrne:

I am pleased to submit the 2024-25 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, 2024 to March 31, 2025 and compares actual results to those anticipated in the second 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 objective for 2024-25 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

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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)¹, who implement the Board's mandate on its behalf.

¹ Note, as of May 9, 2025, IPGS has been renamed the Department of Jobs, Immigration and Growth.

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 includes adhering to national protocols with respect to exam security.
- 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 Gender-based Analysis (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.
- An alternate representative for each group to attend in the absence of regular members.

As of March 31, 2025, the Board consisted of 10 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. The Board does not have a stand-alone budget and as a result, audited financial statements are not required. Board member expenses are funded through IPGS. In 2024-25, costs incurred for travel and incidental expenses totaled \$479.93. This amount is a decrease over the total costs reported for 2023-24 (\$1,419.48). The lower costs are a result of decreased travel requirements for members based outside St. John's.

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 2024-25.

Registered apprentices	3,602*
Registered trade qualifiers	175*
Employers (approximate)	1,200*
Newly registered apprentices	775
Newly registered trade qualifiers	137
Training sessions completed	93
Apprentices who attended in-school training sessions	777
Memorandums of understanding	3,327*
Letters of understanding (for out-of-province clients)	147*
Certificates of qualification issued	397
Level and Red Seal exams administered	2,179
Provincial/Atlantic Trade Advisory Committee members appointed	29
Provincial/Atlantic Trade Advisory Committee meetings held	38

*Status as of March 31, 2025

Supporting Atlantic and National Trade Harmonization

Since 2013, the Board has supported participation in Atlantic and National harmonization efforts to substantively align apprenticeship systems across jurisdictions and address a mismatch in skills, improve consistency in training requirements, and support mobility of apprentices. In 2024-25, the Board supported ATCD's work on the continued maintenance of harmonized apprenticeship standards and curriculum.

Supporting the Implementation of the Apprenticeship System Review

In 2023, the Board sanctioned the comprehensive independent review of the province's apprenticeship system; the final report was provided in 2024-25, generating a total of 31 recommendations to ensure the future innovation and flexibility of the system. The recommendations have resulted in 38 initiatives focused on industry engagement, supply of apprentices, sustainability of training and system administration. In 2024-25, the Board supported, and continues to support, ATCD's work to implement these initiatives.

Supporting Work to Optimize Apprenticeship Participation, Progression and Journeyperson Certification

In 2024-25, the Board supported ongoing work to strengthen and diversify the provincial apprenticeship system by optimizing participation in and progression through apprenticeship to achieve journeyperson certification and attach to the labour market.

- In 2024-25, IPGS, with the Board's support, continued their partnership with Skills Canada-NL to deliver the Youth Apprenticeship Summer Program pilot for an additional two years until 2027. This seven-week program provides grade 10 and 11 students with exposure to careers in the skilled trades and provides employers with a wage subsidy.
- In 2024-25, IPGS, with the Board's support, continued to fund 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.
- In early 2025, with the Board's endorsement, IPGS launched the "Make It Excellent"

marketing campaign to encourage youth and underemployed individuals to pursue careers in the skilled trades through apprenticeship, and to highlight the benefits of hiring apprentices to employers.

- In 2024-25, IPGS, with the Board's endorsement, continued participation in the federally funded Virtual Learning Strategist (VLS) program, which provides a Learning Strategist (LS) to deliver targeted learning supports and accommodations to apprentices at risk of not achieving journeyperson certification due to learning barriers. As of March 31, 2025, 169 apprentices have been referred to the program. In addition to the LS contracted through the Government of New Brunswick, in 2024, Newfoundland and Labrador also received funding for and acquired its own in-house Learning Strategist.

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

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.

Results:

In 2024-25, the Board met its objective of meeting four times to review matters such as Plans of Training and accreditation. During this time, the Board held four 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 42² of those trades. In 2024-25, the Board approved nine new and revised Plans of Training for five trades and accredited/re-accredited 20 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 four meetings. A full listing of accreditations and re-accreditations approved by the Board for April 1, 2024 to March 31, 2025 is found in Appendix B.

Date of Meeting	Motions Approved by the Board
June 10, 2024	<ul style="list-style-type: none">• 1 Plan of Training• 5 re-accreditations (3 pre-employment and 2 advanced-level)• 1 accreditation advanced-level facility check approval• Revisions to the Apprenticeship Accreditation Resource Manual related to site visit protocols

² In 2023-24, training was available in 43 trades; however, in 2024-25 the Landscape Horticulturist trade was re-designated from 'Certification and Training' to 'Certification Only'.

	<ul style="list-style-type: none"> • Addition of one week of practical training for Levels II and III of the Oil Heat System Technician trade • Exemption for Construction or Industrial Electrician apprentices certified in Instrumentation and Control Technician allowing them to complete the Construction or Industrial Electrician Level I exam without participating in the corresponding theoretical training • Revision of the current Board policy on Exam Misconduct related to time frame for eligibility of rewrites
September 9, 2024	<ul style="list-style-type: none"> • Renaming of advanced-level training to apprenticeship training to align with the offerings within the curriculum standards (Atlantic or Newfoundland and Labrador) • 1 initial accreditation (apprenticeship) • 2 re-accreditations (1 pre-employment and 1 apprenticeship) • Revisions to the Apprenticeship Accreditation Resource Manual reflecting the name change to apprenticeship training • Exemption for Automotive Service Technician apprentices certified in Heavy Duty Equipment Technician or Truck and Transport Mechanic allowing them to complete the Automotive Service Technician Level I exam without participating in the corresponding theoretical training
December 9, 2024	<ul style="list-style-type: none"> • 8 Plans of Training • 1 initial accreditation (pre-employment) • 3 re-accreditations (pre-employment) • Exemptions for: <ul style="list-style-type: none"> ◦ Steamfitter/Pipefitter apprentices certified in Sprinkler Fitter allowing them to complete the Steamfitter/

	<p>Pipefitter Level I exam without participating in the corresponding theoretical training</p> <ul style="list-style-type: none"> ○ Sprinkler Fitter apprentices certified in Steamfitter/Pipefitter allowing them to complete the Sprinkler Fitter Level I exam without participating in the corresponding theoretical training ○ Steamfitter/Pipefitter apprentices certified in Plumber allowing them to complete the Steamfitter/Pipefitter Level I exam without participating in the corresponding theoretical training ○ Plumber apprentices certified in Steamfitter/Pipefitter allowing them to complete the Plumber Level I exam without participating in the corresponding theoretical training ● Level credit granting for: <ul style="list-style-type: none"> ○ Oil Heat Systems Technician apprentices who are graduates of College of the North Atlantic's two-year Heating Systems Technician program following approved parameters ○ Cook apprentices who are graduates of College of the North Atlantic's two-year Culinary Management programs long as the 2024 Cook Atlantic Apprenticeship Curriculum Standard remains valid ● Re-designation of the Landscape Horticulturist trade from 'Certification and Training' to 'Certification Only'
March 10, 2025	<ul style="list-style-type: none"> ● 7 re-accreditations (5 pre-employment, and 2 apprenticeship).

In addition to the meetings required under the **Apprenticeship and Certification Act**, the Board convened a special in-camera meeting on August 7, 2024 to review and render a decision related to the approval of a memorandum of understanding.

Furthermore, two separate meetings of the Board's Independent Appeals Committee were held on July 24, 2024 and August 13, 2024 to review and render decisions on appeals for two incidents of exam misconduct.

2025-26 Objective: By March 31, 2026, 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. The various activities and initiatives supported by the Board ensure continued engagement with interested parties; maintenance of harmonized trades; processes to maintain high quality training and certification standards; and 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 2024 calendar year, the overall Red Seal pass rate for Newfoundland and Labrador was 51 per cent, four percentage points higher than the national average, and the level exam pass rate was 76 per cent.

In 2024-25, Newfoundland and Labrador continued to experience a decline in the number of registered apprentices within the apprenticeship system, which was anticipated with the completion of large-scale development projects. However, labour market forecasts now indicate a high demand for workers in the skilled trades, compounded by the recent signing of a MOU on new energy partnerships in Labrador, hydrogen developments, and

the potential for new industrial power supply for mining and other projects in Labrador. In 2024-25, ATCD received the independent review of the provincial apprenticeship system, and the Board is supporting ATCD's ongoing work in implementing initiatives stemming from the review, including promotion of skilled trades as a career choice. This work will facilitate high quality training and help ensure apprentices trained in Newfoundland and Labrador can take full advantage of upcoming economic opportunities.

Appendix A
Provincial Apprenticeship and Certification Board Membership
as of March 31, 2025

Position	Name	Occupation	Location
Chairperson	Lorna Harnum	International Representative, International Union of Operating Engineers	Green's Harbour
Departmental Representative	Bonnie Steele	Director, Apprenticeship and Trades Certification Division	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)	Vacant	Vacant	Vacant
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, 2024 to March 31, 2025

June 10, 2024 Approvals					
Training Institution	Trade Name	Training Type	Initial Accreditation	Re-accreditation	Facility Check Approval
BAC Masonry College	Concrete Finisher	Pre-Employment		X	
		Advanced-Level			X
College of the North Atlantic Seal Cove	Powerline Technician	Pre-Employment		X	
		Advanced-Level		X	
UA Local 740 Training Centre	Sprinkler Fitter	Pre-Employment		X	
		Advanced-Level		X	

September 9, 2024 Approvals					
Training Institution	Trade Name	Training Type	Initial Accreditation	Re-accreditation	Facility Check Approval
Boilermakers Industrial Training Centre	Boilermaker	Apprenticeship	X		
Carpenter Millwright College	Carpenter	Pre-Employment		X	
		Apprenticeship		X	

*The term 'Advanced-level training' was renamed 'Apprenticeship training' to align with the offerings within the curriculum standards (Atlantic or NL)

December 9, 2024 Approvals					
Training Institution	Trade Name	Training Type	Initial Accreditation	Re-accreditation	Facility Check Approval
College of the North Atlantic Carbonear	Carpenter	Pre-Employment		X	
	Construction/Industrial Electrician	Pre-Employment		X	
Dietrac Technical Institute	Powerline Technician	Pre-Employment		X	
NL Heat and Frost Insulator Training Centre	Insulator (Heat and Frost)	Pre-Employment	X		

March 10, 2025 Approvals					
Training Institution	Trade Name	Training Type*	Initial Accreditation	Re-accreditation	Facility Check Approval
Academy Canada Corner Brook	Hairstylist	Pre-Employment		X	
Academy Canada St. John's	Hairstylist	Pre-Employment		X	
College of the North Atlantic Bay St. George	Heavy Equipment Operator	Pre-Employment		X	
		Apprenticeship		X	
College of the North Atlantic Prince Philip Drive	Cook	Pre-Employment		X	
		Apprenticeship		X	
Keyin College St. John's	Hairstylist	Pre-Employment		X	