

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

June 10, 2024

BOARD MEMBERS

Castel, Ron	Employee Representative
Henry, Shawn	Employer Representative
Herntier, Warren	Employee Representative
Laycock, Glenn	Employee Representative
May, Vanessa	Secretary and Ex-Officio Member
Novo, Davide	Employer Representative
Palson, Tanya	Chair
Paul, Carol	Employer Representative
Poirier, Kevin	Training Provider Representative
Taran, Chris	Public Interest Representative

REGRETS

Sharma, Aarti	Employee Representative
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ABSENT

GUESTS

Wallace, Michelle	Assistant Deputy Minister, Workforce Development and Training
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STAFF

Cap, Ihor	Training Standards Coordinator
Coverdale, Renae	Policy and Program Development Consultant

2024.06.01

OPENING AND ARISING FROM THE MINUTES

1.1 Call to Order

The Chair called the meeting to order at 1:02 PM.

1.2 Approval of Agenda

Closed.

Motion 2024.06.01

The Apprenticeship and Certification Board motions to approve the June 10, 2024, agenda as written.

***Consensus of 7 in favour
Carried.***

0 opposed

0 abstained

1.3 Approval of Previous Minutes

Open.

The Chair informed the Board since the last Board meeting was held on May 31, 2024, the previous minutes were not yet complete, but that the minutes would be provided to the Board for review and approval in time for the next Board meeting.

2024.06.02

UPDATES FROM THE CHAIR AND DEPARTMENT

2.1 Board Chair Update

Closed.

The Chair:

- Welcomed the Board members back.
- Advised the Board that the week prior she had attended the Canadian Council of Directors of Apprenticeship (CCDA) meeting in Calgary, Alberta.
- Noted that all jurisdictions had representation, along with Employment and Social Development Canada (ESDC), Citizenship Canada and Immigration, Refugees and Citizenship Canada (IRCC) to discuss foreign credential recognition. She noted that she is looking forward to seeing new developments related to foreign credential recognition unfold across Canada and will encourage Manitoba's participation where possible, and where it makes sense.
- Noted that Manitoba will continue to have access to the key federal funding through the Skilled Trades Awareness and Readiness (STAR) program. Manitoba is currently using STAR funding for activities related apprenticeship promotions.
- Informed the Board that ESDC was looking into interprovincial credential assessment and that there are new considerations being made as part of the Red Seal program and harmonization.
- Advised the Board that the Manager of Policy, Legislation and Board Operations delivered a presentation at the CCDA meeting on behalf of the Research Committee. She provided an overview of the research priorities that were recommended by the committee.
- Informed the Board other jurisdictions are in the process of conducting system reviews, and Manitoba will be able to gain access to their findings as they are reported on.

2.2 Review of previous Board Meeting Evaluation

Closed.

The Chair reviewed the evaluation results from the previous meeting. She noted that the previous meeting had been virtual, and that virtual meetings are not always easy. She thanked the Board members for their contributions to the evaluation.

2.3 Department Update

Closed.

The Assistant Deputy Minister:

- Thanked the Manager of Policy, Legislation and Board Operations and her staff members for their work in preparing for two consecutive Board meetings over a short period of time.
- Noted that she also attended the spring CCDA meeting, and she took away a lot of positive discussion and ideas from the meeting and found it to be a great opportunity to connect with the other jurisdictions.
- Noted that Diversity, Equity and Inclusion (DEI) and women in the trades are core themes that were discussed. There is also be an increased focus on supporting newcomers, Indigenous peoples and the LGBTQ2S+ community.
- Affirmed the comments from the Chair regarding foreign credential recognition.
- Added to the Chair's comments in that Manitoba had significant representation at the CCDA meeting. Not only was the Manager of Policy, Legislation and Board Operations in attendance to deliver a presentation for the Research Committee, but the Manager of Training Standards was there to discuss the Interprovincial Standards and Examinations Committee (ISEC) and the Operations Officer and Industry Liaison was in attendance to discuss the Labour Mobility Group.
- Noted that the department will move forward with plans to conduct a review on Apprenticeship Modernization in the coming months. The Board will be engaged and consulted as part of the review. The review will focus on how we can increase our outcomes and efficiencies, to meet labour market needs.

Q: Have we established a foreign credential recognition system in Manitoba for any of the trades?

A: There are many factors that Manitoba would need to consider to establish a foreign credential recognition system. The process is very employer-application based. Labour and Immigration would also need to be engaged as they deal primarily with foreign credential recognition.

2024.06.03

COMMITTEE REPORTS AND DISCUSSION/DECISION ITEMS

3.1 Trade of Esthetician Technical Training Update

Closed.

Apprenticeship Manitoba Training Standards Coordinator provided an overview of updates that are being recommended for the Technical Training for the trade of Esthetician, including its two subcomponent trades of Nail Technician and Skin Care Technician. Apprenticeship Manitoba worked with Private Vocational Institutions (PVI) instructional representatives and the Esthetician Industry Working Group (IWG), through a series of workshops to update the current Technical Training. As a result of new content specified in the Provincial Occupational Standards (POS), the Esthetician Technical Training standards have been redeveloped and written to reflect the changes in the updated POS and consultations with industry representatives.

Motion 2024.06.02

The Apprenticeship and Certification Board accepts the Service Sector Committee recommendation to approve the proposed Esthetician Technical Training as written.

***Consensus of 7 in favour
Carried.***

0 opposed

0 abstained

3.2 Trade of Welder Technical Training Update

Closed.

Apprenticeship Manitoba Training Standards Coordinator provided an overview of the work that had been completed by the department, Sector Committee and Industry Working Group to update the Technical Training for the trade of Welder according to the 2023 Red Seal Occupational Standard (RSOS).

Q: Can you explain the rationale for reducing time for the safety equipment, tools and awareness unit?

A: The way the content is being taught to apprentices has been adjusted. The content is applied directly to each practical learning unit that the instructors teach at the colleges. It's also up to each individual instructor how they want to deliver the content as long as they deliver the expected number of hours that are required by the Red Seal program.

Q: Is this strictly manufacturing welding, not construction or high pressure?

A: The content reflects the Red Seal Occupational Standard (RSOS). Manufacturing welding is part of the program. Apprentices have the opportunity to write the Canadian Welding Bureau (CWB) license exam, if they choose or they can pursue things like pressure welding.

Q: Does the Ellise Chart reflect the current state or the proposed amendments?

A: The Ellis Chart contains current jurisdictional information.

Q: Once the proposed recommendation is approved, Manitoba will lead jurisdictions in the number of hours for the trade, correct?

A: Yes.

Q: Technical training hours are not part of harmonization, correct?

A: Correct, but the total number of on-the-job hours and technical training hours combined is part of harmonization. For the trade of Welder, the total number of hours under harmonization is 5,400.

Motion 2024.06.03

The Apprenticeship and Certification Board motions to accept the recommendation to approve the proposed Welder Technical Training Standards as written.

***Consensus of 7 in favour
Carried.***

0 opposed

0 abstained

3.3 Trade of Automotive Service Technician Technical Training

Apprenticeship Manitoba Training Standards Coordinator (TSC) provided an overview of updates that are being recommended for the Technical Training for the trade of Automotive Service Technician, in order to align with the 2023 RSOS, and the CCDA Harmonization Initiative. The Automotive Service Technician technical training standard has been redeveloped and written to reflect a proposed

transition from a four-level framework consisting of eight weeks of technical training in levels one and two, to a four-level technical training framework, consisting of eight weeks of technical training in levels one and two, six weeks in level three and seven weeks in level four.

Motion 2024.06.04

The Apprenticeship and Certification Board motions to accept the recommendation to approve the proposed Automotive Service Technician Technical Training Standards as written.

***Consensus of 7 in favour 0 opposed 0 abstained
Carried.***

3.4 Trade of Hairstylist Regulation Update

The Manager of Policy, Legislation and Board Operations informed the Board that the Hairstylist Industry Working Group (IWG) met to discuss Manitoba's current Trade of Hairstylist Regulation and determined that regulatory changes would be recommended to align with industry needs and harmonization standards. The regulatory changes being recommended for the trade of Hairstylist are to revise the trade definition and increase the hours for each of the two levels of training from 1,500 to 1,800 hours per level.

Motion 2024.06.05

The Apprenticeship and Certification Board motions to accept the recommendation to approve the proposed Hairstylist regulatory update as written.

***Consensus of 7 in favour 0 opposed 0 abstained
Carried.***

- 3.5 Sector Committee Resignation Letter**
- 3.6 Sector Committee Resignation Letter**
- 3.7 Sector Committee Resignation Letter**

The Manager of Policy, Legislation and Board Operations informed the Board that three members resigned from the Construction, Mechanical/Electrical and Transportation Service Sector Committees. The Board directed the branch to conduct an industry-wide call-out to request applications to fill the vacant positions.

The Board discussed where there is an opportunity to increase participation from northern residents and increase the DEI on the Committees. It was determined that any industry members can submit an application to be on a Sector Committee and it is up to the Board to determine representations for each Committee. The Board is limited to selecting members from those who apply to participate on the Sector Committee.

Q: How do callouts for new members occur?

A: The branch has had challenges with engaging industry. Emails are sent to our entire database, thousands of contacts, and the number of responses is typically low.

Q: Are there other ways we can engage with industry, such as through a press release?

A: Board members are permitted to get in touch with their industry contacts directly, as a way to initiate more outreach and awareness that the Board is looking for Sector Committee applicants.

2024.06.04

DISCUSSIONS/DECISIONS

4.1 2023-2024 Apprenticeship and Certification Board Annual Report

The Manager of Policy, Legislation and Board Operations advised the Board that The Apprenticeship and Certification Act requires the Board to present an annual report to the Minister advising how it has achieved the goals outlined in its strategic plan. The report is due to the Minister by August 1, 2024. The Manager reviewed the content of the report with the Board.

Q: Skills Manitoba is discussed as an organization that promotes the apprenticeship program. Can we also include discussion about the Sector Councils, and how they promote the trades at different venues?

A: Skills Manitoba is contracted by the branch to promote the apprenticeship program on behalf of Apprenticeship Manitoba, whereas the branch does not have influence over the work that the Sector Councils conduct regarding the promotions of the trade.

Motion 2024.06.07

The Apprenticeship and Certification Board motions to approve the 2023-2024 Apprenticeship and Certification Board Annual Report as written.

***Consensus of 5 in favour
Carried.***

0 opposed

0 abstained

4.2 2024-2025 Regulatory and Technical Training Work Plan

The Manager of Policy, Legislation and Board Operations presented the proposed 2024-2025 Work Plan for Board approval. It was noted that the work plan dictates the work that is anticipated to be completed in the current fiscal year, and indicates the program standards that the Board can expect to see coming forward for its approval this year.

Q: What is the difference between a regular apprenticeship program and a Trades Qualification (TQ) only program?

A: The branch will not offer apprenticeship registration or technical training for trades that are identified as certification through TQ only. It is a way for tradespersons to receive their certification without going through the apprenticeship program.

Q: What does de-designation of a trade mean?

A: It means that there will no longer be a pathway to certification, either through apprenticeship or TQ.

Motion 2024.06.08

The Board motions to approve the 2024-2025 Regulatory and Technical Training Work Plan as written.

***Consensus of 6 in favour
Carried.***

0 opposed

0 abstained

4.3 Incentives for Apprentices and Employers

During the June 15, 2023 Board meeting, the Board requested that Apprenticeship Manitoba develop an information pamphlet to provide employers and apprentices with information about the financial

incentives that are available to them when they register an apprentice. Apprenticeship Manitoba has created a new PDF document to display the financial incentives available to support employers and apprentices that will be distributed industry members once approved.

Motion 2024.06.09

The Apprenticeship and Certification Board motions to approve the Incentives Factsheet as written.

***Consensus of 7 in favour
Carried.***

0 opposed

0 abstained

2024.06.05

NEW BUSINESS

5.1 NIL

Closed.

2024.06.06

UPDATES

6.1 NIL

Closed.

2024.06.07

**REGULATIONS FOR BOARD APPROVAL AND BOARD CHAIR
SIGNATURE**

7.1 NIL

Closed.

2024.06.08

RECENTLY REGISTERED REGUALTIONS

8.1 NIL

Closed.

2024.06.09

FUTURE AGENDA ITEMS

9.1

2024.06.10

CORRESPONDENCE/INFORMATION

10.1 Correspondence from Industry Stakeholder – Trade of Hairstylist

Closed.

The Board received correspondence from a Hairstylist industry member regarding journeypersons not publicly displaying their Certificates of Qualification.

The Board briefly discussed the correspondence and concluded that a response would be provided from the Chair to inform them that industry members are not required to publicly display their certification and may choose not to for privacy reasons. However, journeypersons are responsible for ensuring that when they are working, they have either a Certification of Qualification or Authorization to Practice available to demonstrate their qualifications. It was also discussed that members of the public are encouraged to ask journeypersons for proof of qualification prior to requesting services in a compulsory certification trade such as Hairstylist.

10.2 Correspondence from Industry Stakeholder – Transition to 1:1 Ratio

Closed.

The Board received correspondence related to the apprentice to journey person ratio.

2024.06.11

CALENDAR EVENTS

11.1 Next Board Meeting: Proposed Dates [Summer 2024]

Closed.

The Chair recommended that Apprenticeship Manitoba staff send meeting date options for the end of July and early August 2024.

2024.06.12

IN CAMERA (IF REQUIRED)

12.1 NIL

Closed.

2024.06.13

ADJOURNMENT

13.1 Meeting adjourned at 3:29 PM.

September 16, 2024

*Date approved by the
Apprenticeship and Certification Board*

Original signed by

*Tanya Palson, Chair
Apprenticeship and Certification Board*

Original signed by

*Vanessa May, Secretary
Apprenticeship and Certification Board*