

**Minutes of a Meeting
The Apprenticeship and Certification Board
111 Lombard Ave.
Wednesday, September 11, 2013
9:00 a.m. – 4:00 p.m.**

BOARD MEMBERS

In attendance:

Beach, Allan	Employee Representative
Blaikie, Daniel	Apprentice Representative
Einarson, Ryan	Employer Representative
Harapiak, Leonard	Chair
Harris, Bruce	Employer Representative
Lafond, Marc	Employee Representative
McInerney, Betty	Employer Representative
Senff, Bob	Public Interest Representative
Stecy, Ron	Employee Representative
Ullman, Rick	Employee Representative
Ware, Greg	Employer Representative

Regrets/absent:

Campbell, Anita	Public Interest Representative
Lauvstad, Doug	Employer Representative
Siemens, Trent	Employer Representative

Staff:

Alisa Ramrattan, Executive Director
Jacqueline Ratté Kohut, Director, Apprenticeship Services
Nancy Eller, A/Director, Program Standards
Cordella Friesen, Manager of Policy, Research & Regulatory Development
Julie Kennedy, Manager, Board Operations and Relations

.1 Call to Order

The meeting was called to order at 9:00 a.m. and the Chair led the welcome and round table introductions to the newest Board members; Employer Representative Betty McInerney, Executive Director of the Mechanical Contractors Association; Employee Representative Bruce Harris, Business Manager of Sheet Metal Workers Local 511 and Apprentice Representative Daniel Blaikie, 2nd Level Construction Electrician apprentice at McCaine Electric.

.2 Approval of Agenda

The agenda was approved as written.

***Motion 2013.09.01 moved by Ron Koslowsky seconded by Ron Stecy
Carried***

.3 Approval of past minutes

The Board minutes of June 20, 2013 were approved as amended.

***Motion 2013.09.02 moved by Allan Beach seconded by Betty McInerney
Carried***

.4 Review of previous meeting

Leonard noted that the number of responses was good and that no serious issues have been identified.

.1 Chair's Update

The Chair had no report at this time.

.2 Executive Director's Update

Alisa Ramrattan reported on the following:

- Premier's Skills Summit

The initial report has been released and will be provide to the Board for review. Some of the items the report outlines are: barriers to access in the trades, wages and benefits of apprenticeship, the challenges for apprenticeship related to urban, rural, language and poverty issues. Also discussed: the need for more promotion/recognition of the importance of marketing, employer engagement and strengthening the High School Apprenticeship Program.

- The fall CCDA meeting is scheduled for the end of October and an update will follow at the next Board meeting
- The 2013 Interprovincial Standards and Examination Committee (ISEC) meeting was held in Winnipeg and was a great success. Trades were reviewed for Red Seal designation. Nancy Eller is Co-Chair of the committee and will report the results at a future meeting.
- New Pool Agreements were signed with the International Union of Painters and Allied Trades and with BUILD Inc.

2013.09.03 COMMITTEE REPORTS

.1 Nominating Standing Committee (NSC)

On behalf of Anita Campbell, Ron Koslowsky reviewed the notes from the September 4, 2013 meeting and noted that the committee had decided that, based on the strategic plan rotation of trades, that going forward all PAC members terms will be for 3 years (unless to replace a resigned member in which case the new appointment will be to the end of the original members term).

2013.09.03 moved by Bob Senff seconded by Ron Stecy
To accept the meeting notes from September 4, 2013.
Carried

Appointments:

- **Interior Systems Mechanic (Lather)**

The Apprenticeship and Certification Board recommends that the following individuals be appointed to the Interior Systems Mechanic (Lather) PAC for a second term of three years from September 11, 2013 to June 30, 2016.

Chris Precourt	Chair /Urban	Manitoba Wall and Ceiling Association Inc.
Ken Twardoski	ER Rep/Urban	Manitoba Wall and Ceiling Association Inc.
Brad Gautier	ER Rep/Urban	Individual Applicant

And the following individuals be appointed to the Interior Systems Mechanic (Lather) PAC for a first term of three years from September 11, 2013 to June 30, 2016.

Adam Saurette	EE Rep/Urban	Mimic Drywall Ltd.
Paul Perron	EE Rep/Urban	Manitoba Wall and Ceiling Association Inc.

Welder

The Apprenticeship and Certification Board recommends that the following individual is appointed to the Welder PAC for a first term of three years from September 11, 2013 to June 30, 2016.

Daryl Thiessen	ER/Rural	Candace Company Ltd.
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2013.09.04 moved by Rick Ullman seconded by Ron Stecy
To accept all PAC appointment recommendation as presented.
Carried

.2 Program Standards Standing Committee (PSSC)

The PSSC met to discuss options for reorganizing levels / amending hours that might be presented to the Gas Turbine Repair and Overhaul Technician PAC.

Key points of the trade are:

- According to federal regulation, apprentices must complete the technical training prior to practical training.
- The GTROT trade has three levels, with each level consisting of at least 12 months and 1,800 hours of technical training and practical experience. In practice, however, Level 1 and 2 technical training take place concurrently, along with Level 1 practical training.

GTROT apprentices are taught as “one cohort” with Levels 1 and 2 technical training delivered back to back by RRC for 12 weeks (420 hours) and then at Standard Aero for 18 weeks (710 hours).

- This back to back training means that with operational limitations with getting marks from Red River College, sometimes apprentices who have not passed Level 1 find that out only after beginning level 2.
- Standard Aero is the trade’s only employer.
- The Provincial Occupational Analysis (POA) for GTROT defines the scope of the trade and is based on the occupational standards of the Canadian Council for Aviation and Aerospace (CCAA), formerly known as Canadian Aviation Maintenance Council (CAMC).

Program Standards Standing Committee recommended the following option:

- o Change the term of apprenticeship to 2 levels with each level consisting of at least 12 months and 1800 hours.
- o All technical training would be incorporated into Level 1
- o Practical training would be incorporated into Level 1 and Level 2
- o Apprentices would write their Certification Exam after successfully completing Level 2.
- o That the Board grant an exception to the Hollow Year Policy for the GTROT trade because of exceptional circumstances.

The rationale for this recommendation is as follows:

- o This amendment would fix the significant operational problem of not receiving marks on time and would therefore prevent apprentices from moving into Level 2 if they fail Level 1.
- o Standard Aero is the trade’s sole employer and a major partner in the training program. Based on Standard Aero’s delivery model, it makes the most sense to deliver all 1130 hours (30 weeks) of technical training in one level of apprenticeship training. It is important to note that the total amount of time in the program – practical and technical – will not change.
- o The back-to-back technical training delivery that occurs at the beginning of the program facilitates compliance with Transport Canada and the staffing of SA’s production line.
- o GTROT is a federally regulated trade and must comply with Transport Canada’s Canadian Aviation Regulation (CARs).

Other options will be presented to the PAC as well:

- o Standard Aero could be asked to separate the technical training between levels 1 and 2 and allow for practical training to occur in-between the 2 levels.
- o The term of apprenticeship could be 1 level consisting of a 24 month period with at least 3600 hours of technical and practical training. Both levels of technical training would be incorporated into this level along with all the practical training. Apprentices would write their Certification Exam after successfully completing Level 1.

2013.09.05 moved by Allan Beach seconded by Ron Koslowsky

***To approve presenting the options to the PAC for discussion and recommendation.
Carried***

As part of the discussion around the decision to remove technical training levels that do not have technical training, some Board members questioned if policies could be worded to build in flexibility. This will be tracked and looked at as future policies come forward.

.3 Community Liaison Standing Committee (CLSC)

Leonard Harapiak presented the notes from the August 28, 2013 meetings for acceptance.

Motion 2013.09.06 moved by Bob Senff seconded by Rick Ullman
To accept the Community Liaison Standing Committee notes as information.
Carried

Information items from the notes:

1. Employer Engagement

As part of the Board's Employer Action Plan a representative from Manitoba Public Insurance was invited to discuss with the committee the corporation's Estimator Training Program and how it may be supported by Apprenticeship.

Mr. Michael Embury attended and presented information on the program including:

- The 4 year program ends with participants earning a Red Seal certificate in Auto Body Repair
- The program has capacity for only 3-4 apprentices a year, all based in Winnipeg but MPI is looking into expanding to other centres.
- The program focuses on hiring from underrepresented groups: women, new Canadians, visible minorities and persons with disabilities and may be invited to speak with the Board's Targeted Group Advisory Committee.

The MPI program may be able to participate in a co-op program that is being developed in partnership with Winnipeg Technical College. Alisa Ramrattan will contact Mr. Embury for further discussion.

The Professional Learning Group with its connection to high schools may be a valuable resource for the MPT program and introductions will be made through the Branch.

.4 Governance and Planning Standing Committee (GSC)

Leonard Harapiak presented the notes from the August 28, 2013 meetings for acceptance.

Motion 2013.09.07 moved by Allan Beach seconded by Ron Koslowsky
To accept the Governance Committee notes as information.
Carried

Information item from the notes:

Canadian Council of Directors of Apprenticeship (CCDA) Research Committee – On the job training

One of the CCDA Research Committee's priorities is to learn more about how on the job training in apprenticeship is evaluated, what supports and training are available for apprentices, journeypersons and employers, along with the framework for implementation. Manitoba took the lead in developing a national and international literature review and power point presentation, as it coincided with the Board's interest in critically evaluating on the job training (OJT) in apprenticeship.

Some Gaps and Barriers in the Canadian apprenticeship training and certification system include:

- Provincial and Territorial responsibilities and differences that arise among the jurisdictions
- Lack of employer engagement (only 19% of employers engaged in apprenticeship according to NAS)

- No specific training plans at company level for apprentices and little verification of tasks completed in log (or record books).
- Few common national evaluation frameworks for OTJ training
- No consistent implementation of Canadian industry mentorship and assessment programs and they are not trade specific.
- No consistent national focus or strategy on incorporating mentorship or supervisory skills into apprenticeship.
- Legal challenges regarding promoting rotation of apprentices on the job (pool agreements) – liability for safety on the job, workers compensation and Employment Insurance (EI) rules.
- Parameters of legislation and administrative burden can be considered barriers

Ideas for enhancing on the job training include:

- Mentorship programs and professional development for journeypersons and senior tradespersons
- Integrated technical and OJT
- Develop workplace training organizations in partnership with provincial / territorial governments and industry sector councils
- Develop apprentice learning (or training) plans in partnership with employers, journeypersons and Workplace Training Organizations
- Develop pool agreements
- Develop competency based assessment in apprenticeship
- Explore minimum competency standards for trainers

Some of the questions/comments from Board members included:

- The Agreement on Internal Trade's (AIT) affect the Red Seal. AIT will not make the Red Seal obsolete. The CCDA is looking for harmonization among the jurisdictions thereby enhancing the Red Seal.
- Journeypeople are often not interested in duties such as record keeping for the apprentices so ensuring a log book is maintained will be difficult. The current system works well without the added responsibilities. Leonard noted that the intent of the log books is to make a good system better.

Apprenticeship Manitoba will organize a Policy Café on both the preliminary findings and CCDA's recommendations for further work on quality assurance mechanisms and evaluation of on the job training in Canada.

Proposal for the 2014.2017 Strategic Plan

Cordella Friesen reviewed the new format and proposed content of the 2014-2017 Strategic Plan and Board members provided feedback for amendments. The Governance Committee will meet to develop a consultation guide for the approved plan and consultations will be held October through November, 2013. Consultation feedback will be incorporated where appropriate and the Board will have a final version for consideration early in the new year.

Motion 2013.09.08

moved by Allan Beach

seconded by Bob Senff

To approve the content and process for the new, 3-year 2014-2017 Strategic Plan.

Carried

Director Training

Leonard reviewed the Minister's letter requiring all new Board members take a Roles & Responsibilities workshop through Crown Corporations. The Board discussed the value of an in-house orientation that will be open to all members not just the newest on the Board. In part, the orientation will incorporate information on the Manitoba apprenticeship system as a whole, information on Apprenticeship Manitoba and the Provincial Advisory Committees.

2013.09.04 CONTINUING BUSINESS

Translated Regulations:

1. Instrument Control Technician (formerly Industrial Instrument Mechanic)

Motion 2013.09.09 moved by **Ryan Einarson** seconded by **Betty McInerney**
To approve in principle the Trade of Instrument Control Technician Regulation as presented.
Carried

2013.09.05 NEW BUSINESS

N/A

2013.09.06 FUTURE AGENDA ITEMS

2013.09.07 CORRESPONDENCE/INFORMATION

N/A

2013.09.08 NEXT MEETING / EVENTS

Next Board meeting: TBD

Awards of Distinction: November 1, 2013 at the Fairmont Hotel in Winnipeg.

2013.09.09 ADJOURNMENT

The meeting adjourned at 2:30 p.m.

December 16, 2013

*Date approved by the
Apprenticeship and
Certification Board*

original signed by

*Leonard Harapiak, Chair
Apprenticeship and
Certification Board*

original signed by

*Alisa Ramrattan, Secretary
Apprenticeship and
Certification Board*