

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100- 111 LOMBARD AVENUE

OCTOBER 21, 2015

BOARD MEMBERS

Charron, Brent	Employee Representative
Graveline, Natasha	Apprentice Representative
Janes, Anne	A/Secretary and Ex-Officio Member
Keeper, Michael	Employee Representative
Lafond, Marc	Employee Representative
Miller, Harvey	Employer Representative
Munro, Colleen	Employer Representative
Siemens, Trent	Employer Representative
Webb, Ken	Employee Representative
Wilson, James	Chair

REGRETS

Campbell, Anita	Public Interest Representative
Ducharme, Steve	Employee Representative
Harris, Bruce	Employee Representative
McInerney, Betty	Employer Representative
Senff, Bob	Public Interest Representative

STAFF

McPike, Kevin	A/Manager, Policy, Legislation and Board Operations
Peters, Janice	A/Apprenticeship and Certification Board Co-ordinator
Hajer, Jesse	Incoming A/Executive Director

2015.10.01

OPENING

1. Call to Order

The Chair called the meeting to order at 9:09 a.m.

2. Approval of Agenda

Motion 2015.10.01

To accept the agenda as written.

Moved by Colleen Munro

Seconded by Brent Charron

Carried.

All in favour 9 in favour 0 opposed 0 abstained

3. Approval of past minutes

Motion 2015.10.02

To accept the September 16, 2015 meeting minutes as written.

Moved by Ken Webb

Seconded by Harvey Miller

Carried.

All in favour 9 in favour 0 opposed 0 abstained

2015.10.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

1. Chair's Update

No update.

2. Executive Director's Update

Anne Janes, the Acting Secretary and Ex-Officio Member introduced Apprenticeship Manitoba's incoming A/Executive Director, Jesse Hajer, to the Apprenticeship and Certification Board (Board) meeting. Jesse will assume his duties as A/Executive Director on November 2, 2015.

The Awards of Distinction will be taking place on November 05, 2015 at the RBC Convention Centre in Winnipeg. Board members are encouraged to attend and celebrate the nominees and award winners.

The Certified Occupations Act (Act) was introduced in the Manitoba Legislature in Spring 2015 to create a certification framework for skills training in occupations that do not fit the traditional apprenticeship model. The Act is expected to pass during the Fall 2015 legislative session. Once the Act is passed, certified occupations will be fully overseen by a separate Board comprised of industry stakeholders to provide consistency and recognition of industry-based training in a greater number of occupations.

3. Review of previous Board Meeting Evaluation

James Wilson, Chair reviewed the September 16, 2015 meeting evaluation feedback.

2015.10.03

COMMITTEE REPORTS

1. Nominating Standing Committee (NSC)

No update.

2. Program Standards Standing Committee (PSSC)

Motion 2015.10.03

To accept the October 07, 2015 Record of Proceedings as written.

Moved by Marc Lafond

Seconded by Trent Siemens

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Aircraft Maintenance Journeyperson (AMJ)

Since April 2013, there have been gradual changes to the requirement of a four-part Certification Examination, with one part being written at the end of each level, shifting to a single cumulative exam at the end of the final level of technical training. This shift required an additional week of training (totally 10 weeks) in the final level, with the per level training sequence as follows: 9/9/9/10.

Based on industry consultation, the AMJ PAC is recommending a return to the four-part Certification Examination, with one part at the end of each level. A tenth week of technical training would no longer be required and the training sequence per level would be 9 weeks per level as follows: 9/9/9/9.

Based on consultation feedback, a certification exam after each level would allow for the best measure of student comprehension by way of more testing and questions. The return to a 9-week fourth level of technical training would also reduce training costs and reduce apprentice/employee time away for employers.

Board members asked if there was a transition plan in place. The Board was told that a transition plan was in place with the colleges and will be implemented by January 2016.

Motion 2015.10.04

To accept the PSSC's recommendation to approve the Aircraft Maintenance Journeyperson's PAC's recommendations for the proposed changes to the Aircraft Maintenance Journeyperson technical training.

Moved by Brent Charron

Seconded by Harvey Miller

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Practical Exams

A review of practical exams was identified as a priority in the Board's 2015-2016 Strategic Plan after a number of issues associated with practical exams were presented to the Board in 2013-14. The review is intended to outline the legislative requirements and include an evaluation of the processes of administering practical exams, reporting requirements and fees.

In Manitoba, a limited number of trades incorporate a practical (hands-on) exam as a part of the certification process, in addition to a written theoretical exam. Practical exams are more often required of trades qualification (TQ) candidates than apprentices. Currently, Apprenticeship Manitoba (AM) is required to schedule practical exams for clients and collect a \$75 fee under *The Apprenticeship and Trades Qualification Fees Regulation* (the fees regulation).

AM recently began devolving these responsibilities to third parties in the trades of Welder, Hairstylist, Esthetician and Electrologist. By failing to consistently collect the \$75 practical exam fee (or allowing third parties to do so on behalf of government) AM is not complying with the fees regulation. Furthermore, when AM is charging clients the regulated \$75 fee, it may not accurately reflect the cost of the services that AM is providing to its clients.

The fees regulation has not been amended since it came into force in 2001 and continues to reflect operating procedures from the time, which are now outdated. AM now relies on a combination of public and private institutions with the requisite facilities to host practical exam sittings and pays third parties to invigilate practical exams. A complicated administrative system has been emerged wherein AM collects fees and plays an inefficient brokerage role between clients and institutions.

Motion 2015.10.05

To accept the PSSC's recommendation that the Board allow Apprenticeship Manitoba staff to explore and present options to amend or replace The Apprenticeship and Trades Qualification Fees Regulation, while ensuring the fees remain reasonable for clients. Possible options could include the development of a standalone practical exams regulation to further clarify administrative processes. The PSSC recommends that trades requiring the use of practical exams be consulted in preparing amendment options for consideration by the Board.

***Moved by Harvey Miller
Seconded by Brent Charron
Carried.***

All in favour 9 in favour 0 opposed 0 abstained

Apprenticeship Manitoba

Powerline Technician

Apprenticeship Manitoba is continuing in its efforts to work with Manitoba Hydro to designate Powerline Technician (PLT) as a Red Seal trade in Manitoba. On February 18, 2015, the Board reviewed and approved a request by Manitoba Hydro to include the use of a task-based ratio in the proposed regulation for PLT. At a subsequent meeting between Apprenticeship Manitoba and Manitoba Hydro it became clear that the task-based ratio request was included an expanded concept of supervision and a new definition of supervisor. Effectively, Manitoba Hydro is asking that remote supervision be included, and higher level apprentices be able to supervise lower level apprentices.

On June 18, 2015 the Board discussed Manitoba Hydro's request to include supervision as part of the proposed PLT regulation. The Board rescinded its approval-in-principle of the task-based ratio from February 18, 2015 to be revisited at such time that the recommendations for Powerline Technician for the whole regulation, including the definition of supervision, is approved by a PAC or IWG and forwarded to the Board. At a meeting in August 2015 between Manitoba Hydro and Department and Apprenticeship Manitoba staff, it was agreed that Manitoba Hydro would continue to work through an IWG and present its expanded request to designate an alternative definition of supervision to correspond to the task-based ratio system. On October 7, 2015, representatives from Manitoba Hydro met with the PSSC to present a proposal for an alternative definition of supervision.

Board members discussed the alternative proposal and the possibility of other trade industries challenging the tasked based ratios, supervision, safety concerns and training structure. Board members supported the proposed PLT, with the exception of the fourth-level apprentice supervision. It was determined that further discussion and parameters regarding fourth level apprentices need to take place and that appropriate policies/procedures be established to address future requests. The PSSC suggested that the Board invite the Manitoba Hydro Division Manager of Customer Service to the next Board meeting to provide additional information, if needed.

Motion 2015.10.05

To accept the PSSC's recommendation that the Board approve-in-principal the intent of Manitoba Hydro's supervision definition proposal, with the exception of fourth-level apprenticeship supervision until the precise nature of supervision can be clarified and its implications for non-Hydro stakeholders, with the understanding that the full PLT regulation will be brought forward by the PSSC for final approval by the Board.

***Moved by Brent Charron
Seconded by Harvey Miller
Carried.***

All in favour 9 in favour 0 opposed 0 abstained

Harmonization

The Canadian Council of Directors of Apprenticeship (CCDA) approved the Ironworker, Carpenter and Welder technical training for sequencing across Canada. In order to meet the September 2016 implementation date, it is requested that the Board allow Apprenticeship Manitoba (AM) to provide draft technical training for the above identified trades, if required, to all

Apprenticeship Manitoba

the colleges in January 2016 before the government-wide 'election blackout' period takes effect on January 20, 2016. The curriculum would not be implemented until the fall of 2016 allowing for PAC(s) and Board approvals. If the Board does not approve the request, the technical training updates would be delayed and implemented the fall of 2017. The Board supported the recommendation.

Motion 2015.10.06

The PSSC recommends that the Board allow Apprenticeship Manitoba to provide draft technical training to all apprenticeship training providers in January 2016 so that the training providers can begin updating curricula. The curricula itself would not be finalized or until the fall of 2016 allowing for committee and Board approvals.

Moved by Marc Lafond

Seconded by Brent Charron

Carried.

All in favour 9 in favour 0 opposed 0 abstained

3. Community Liaison Committee

Motion 2015.10.07

To accept the October 06, 2015 Record of Proceedings as written.

Moved by Trent Siemens

Seconded by Colleen Munro

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Employer Engagement Action Plan

Members discussed various ways of engaging employers by advertising and presenting the benefits of being enrolled in apprenticeship programs. It was determined that the Board should attend/host information sessions for employers who are not typically engaged in the apprenticeship and certification system.

Discussion among members focused on opportunities to engage northern First Nations communities about the apprenticeship system. Chiefs and Economic Development Officers of northern First Nations communities, could offer a starting point for the CLC to begin discussions and consultations.

Along with its plan to meet with targeted stakeholder groups, Board members discussed the possibility of promoting the benefits of hiring apprentices to employers through the development of an informative pamphlet. The pamphlet could provide a high-level overview of benefits to employers who hire apprentices and the benefits of the apprenticeship and certification system to prospective apprentices. The Branch will work on mock-ups, which will be presented at a later CLC meeting.

It was determined that the Board needs to continue its effort in presenting the trades as viable career options for school administrators. AM supports the High School Apprenticeship Professional Learning Group. This group allows school administrators from across Manitoba to attend information sessions to seek clarification and information for students interested in or registered in the High School Apprenticeship Program (HSAP). AM also implemented the Provincial Accreditation Through High Schools (PATHS) process in 2014-2015.

Motion 2015.10.08

To accept the CLC's recommendation that the Board endorse its strategy to engage targeted industry groups, with a particular focus on groups removed from the apprenticeship system and northern industry stakeholders and Board approve the development of an informative pamphlet for apprentices to distribute to prospective employers.

Moved by Marc Lafond

Seconded by Colleen Munro

All in favour 9 in favour 0 opposed 0 abstained

Employer Engagement Forum

The Board discussed the CLC's proposal to host a half-day forum in January 2016 where industry stakeholders, government representatives and public interest groups can come together to discuss the apprenticeship system and ways to get more employers involved in the apprenticeship and certification system. Board members identified various stakeholders who should be invited to the information forum.

Motion 2015.10.09

To accept the CLC's recommendation that the Board approve the CLC to host a half-day forum targeted to northern Manitoban employers, apprentices, industry, and community members to discuss opportunities in the apprenticeship and certification system.

Moved by Harvey Miller

Seconded by Trent Siemens

All in favour 9 in favour 0 opposed 0 abstained

4. Governance Standing Committee

Motion 2015.10.10

To accept the October 05, 2015 Record of Proceedings as written.

Moved by Trent Siemens

Seconded by Colleen Munro

Carried.

All in favour 9 in favour 0 opposed 0 abstained

Training Providers as Employers Branch Policy

The Board reviewed the proposed branch policy regarding employer eligibility requirements for training providers. This internal policy was created by AM to provide clarity on eligibility requirements for training providers to register apprentices for future proposals/requests.

In July 2014, AM received a proposal from the Aveda Institute and Academy Salon (Hairstylist trade) to provide a training program that includes an “educator in training” component. The program gives participants the opportunity to work in a salon setting at the school under a journey person, and then continue as an educator in training while collecting hours toward their apprenticeship.

This proposal brings attention to a number of factors that must be addressed in order for a training provider to potentially become an employer for the purposes of hiring an apprentice. As a result, an internal branch policy clarifying eligibility requirements for training providers to register apprentices has been developed to ensure responsive and consistent consideration of future proposals or requests.

In assessing future proposals, the following criteria would apply under the policy:

- There must be segregated lines of business between the institute and the salon;
- Minimum regulated wages must be paid to the apprentice;
- Apprentice to Journey person ratios must be upheld;
- Scope of the trade must be taught and met; and
- Individual trade regulation requirements must be met.

This policy is an internal branch policy and falls under the Executive Director’s purview. The Board supported the branch policy and provided no comments or suggestions. This policy was shared for information only.

Pilot Record Book Project Update

The Board identified the evaluation of practical training as part of its 2015-16 Strategic Plan objectives. In 2008, the Apprenticeship Futures Commission (AFC) suggested that Apprenticeship Manitoba work with employer associations to identify and implement methods to enhance the overall quality of the apprentices’ on-the-job training. An Northern employer has indicated an interest in trying the pilot book with 8 apprentices. Previous versions of the logbook were used in the past.

It was discussed that the Pilot Record Book Project a great tool to use as a means to keep record of the apprentices development. Board members recommended that previous versions of the logbook be used as a tool to develop a Pilot Record Book Project.

Members discussed that some apprentices may be hesitant to record the information in fear it may reflect short comings, as some Journey persons may be hesitant to signoff on the Pilot

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Record Book Project in fear they may be held accountable for the apprentice. In all, Board members supported the pilot record book project

Motion 2015.10.11

To accept the GSC's recommendations that the Board request Apprenticeship Manitoba conduct an information/consultation session with industry that will include discussion of logbooks and learning plans and return to the GSC with findings for future steps.

***Moved by Marc Lafond
Seconded by Harvey Miller
Carried.***

All in favour 9 in favour 0 opposed 0 abstained

Board Training – Contract with Hugh Goldie

The Board reviewed the half-day training proposal submitted by Mr. Hugh Goldie to assist member's to address interpersonal and problem solving skills identified as priorities through the Board's skills matrix. The proposal would provide the Board with an introduction to Exchange Group's approach to:

- asking questions as a means for skill development;
- defining problems, managing risk and implementing solutions; and
- uncovering the root cause of problems.

Members discussed the Board training session would be tailored to the Board's needs. Members inquired if training seminars are mandatory. It was determined that members may attend additional Board training seminars. The Board supported the GSC's recommendations.

Motion 2015.10.12

To accept the GSC's recommendation that the Board participate in a half-day session with Mr. Goldie during the afternoon of the Board's tentatively scheduled December 9, 2015 meeting. In the event that the schedule for the December meeting cannot accommodate Mr. Goldie, a separate, half-day Board session will be held with Mr. Goldie for the following day.

***Moved by Ken Webb
Seconded by Michael Keeper
Carried.***

All in favour 9 in favour 0 opposed 0 abstained

Evaluation Form

At the September 16, 2015 Board meeting, the Board decided that the current standard evaluation form should continue to be used by Board members following each meeting to continue to gain feedback on proceedings. The Board reviewed and made suggestions to the standard Board Evaluation form, which will be incorporated into the final document. It was determined that the revised evaluation form will be reviewed within six months to ensure its effectiveness.

Motion 2015.10.13

To accept the GSC's recommendation to allow Apprenticeship Manitoba staff to develop a revised version of the evaluation form, to include the following considerations:

- **That the Likert scale be adjusted from four possible responses to a one to 10 scale (where one equates to strongly disagree and 10 equates to strongly agree) in order to gain a more accurate measure of responses.**
- **That two open-ended questions be added to the form which address sentiments towards the Board meeting process and the overall process of the Board including additional agenda topics.**
- **That a short description of the intent of the Board Meeting Evaluation Form be added to the beginning of the document.**
- **That an online option for members to use to complete the survey. This would allow members to take the time to consider their responses prior to receiving the evaluation. It was suggested by the GSC that SurveyMonkey be used by Board members following each meeting to as a data collection tool.**

Moved by Trent Siemens

Seconded by Colleen Munro

Carried.

All in favour 9 in favour 0 opposed 0 abstained

2015.10.04

CONTINUING BUSINESS

1. No update

2015.10.05

NEW BUSINESS

1. Apprenticeship Statistics – Information only

The Board reviewed apprenticeship statistics. The statistics reflected that 7,188 apprentices/trade qualifiers entered into the program over the last 5 years. Within the last five years 4,144 apprentices completed their apprenticeship training and obtained their certification of qualification. Board members iterated that the completion rates were admirable and a clear success for the apprenticeship system. If level one apprentices were removed from the calculation the success rates would be greater as the most withdrawals take place in that level. Board members requested that additional statistics be provided at future meetings, possibly as a standing item for inclusion in Branch updated. The Board also noted the possible drain on branch staff and resources and will aim to be strategic and mindful about requests for statistics in future.

2. Women in the Trades Forum Final Report - *Information only*

The Board reviewed the Women in the Trades Forum Final Report and discussed the various successful women in the trades initiatives that have taken place since the forum was held in October 2014.

It was suggested that the Board establish a Women in the Trades Professional Learning Group, providing support to the CLC.

2015.10.06

BRANCH UPDATES

1. Provincial Accreditation Through High Schools (PATHS) Pilot – *walk in*

PATHS is a recognition process for apprenticeship level 1 technical training programs offered by high schools. PATHS was piloted in the 2014-15 academic school year in the trades of Carpenter, Automotive Service Technician (AST) and trade programs accredited in high schools for the first time.

PATHS is helping to fulfill the goals of the Government of Manitoba's post-secondary education strategy by providing an early pathway to the skilled trades for high school students. Through the PATHS program, participating high school principals are required to enter into a tri-partite agreement with Apprenticeship Manitoba and Manitoba Education and Advanced Learning.

Board members discussed methods to improve the PATHS process. Apprenticeship Manitoba will continue to review the process to ensure the program's success.

2. Plumber – Compulsory Certification Request

In February 2014 the Mechanical Contractors Association of Manitoba (MCAM) submitted a request to the Minister of Jobs and the Economy to designate Plumber as a compulsory certification trade.

In September 2014 following a preliminary discussion with Cabinet, the Minister directed Apprenticeship Manitoba to initiate a consultation and study to determine the feasibility and implications of designating Plumber as a compulsory certification trade. Apprenticeship Manitoba issued a Request for Proposals (RFP) through MERX in collaboration with Procurement Services Branch (PSB) on July 22, 2015 and made available until August 20, 2015. Four submissions were received and were reviewed by a committee consisting of representatives from Apprenticeship Manitoba.

Proposals were evaluated according to lowest price per point, with the total evaluation score of technical requirements, including credentials, manager and team experience and methodology, being divided by the proposal price to obtain a price-per-point. The review has resulted in a successful proponent being identified. Apprenticeship Manitoba is currently seeking Treasury Board approval to award a contract to the successful proponent, with services expected to begin in November 2015.

2015.10.07 RECENTLY REGISTERED REGULATIONS / INFORMATION

1. No recently registered regulations.

2015.10.08 FUTURE AGENDA ITEMS

2015.10.09 CORRESPONDENCE / INFORMATION

1. AWMAC Board Letter (Board Chair signature required)

2015.10.10 NEXT MEETING & EVENTS

1. Awards of Distinction – November 05, 2015 at RBC Convention Centre
2. Board Meeting – December 09, 2015
3. Board Training Half-day Training session – December 10, 2015 (tentative)

2015.10.11 ADJOURN

Meeting adjourned at 1:50pm.

December 09, 2015

Original signed by

Original signed by

*Date approved by the
Apprenticeship and
Certification Board*

*James Wilson, Chair
Apprenticeship and
Certification Board*

*Anne Janes, A/Secretary
Apprenticeship and
Certification Board*