



Advanced Education and Training

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RECORD OF DECISIONS
HEAVY DUTY EQUIPMENT TECHNICIAN
PROVINCIAL ADVISORY COMMITTEE

4

HELD ON

DAY & DATE: Thursday, April 7, 2005

TIME: 1:02 p.m. to 4:05 p.m.

PLACE: Board Rm. # 3 (Room 1014)
10th Floor – 401 York Avenue
Winnipeg MB R3C P8

Room 1010-401 York Avenue Winnipeg MB R3C 0P8	PTAC Member Suggestion Box: dschlamp@gov.mb.ca	Telephone: (204) 945-1547 Facsimile: (204) 948-2539
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**HEAVY DUTY EQUIPMENT TECHNICIAN
PROVINCIAL TRADE ADVISORY COMMITTEE**

IN ATTENDANCE	ORGANIZATION	Member Type	VOTE - NO VOTE
Brett Hachkowski	Terratech Equipment	Employer	N/V
Garry Asher	City of Winnipeg	Employee	V
Shane Walters	Maple Leaf Construction	Employee	V
Mark Hnatishin	Transportation & Government Services	Employer	V
Eric Cox	Cooper's Crane	Employee	V
Kerry Campbell	C & C Construction Company	Employer	V

ABSENT	
Bob Senkbeil	Zenith Paving Ltd.

STAFF	
John Wawszko	Apprenticeship Training Coordinator,
Katherine Wong	Policy Analyst
Nancy Eller	Acting Director of Program Standards
Brian Neil	Supervisor, Accreditation
Annette Patson (for Dorothy Schlamp)	PTAC Support, Apprenticeship

Agenda Item #	Notes	Actions/ Decisions/ Motions	Status: Open/ Bring Fwd./ Closed
13.1 Call to order	Brett Hachkowski, PTAC Chair, called the Heavy Duty Equipment Technician PTAC to order at 1:02 p.m. Round-table introductions took place for the benefit of new PTAC members and staff.		
13.2 Approval of Agenda		Motion to approve the agenda as written. M: Garry Asher S: Shane Walters Carried.	Closed.
13.3 Minutes dated May 5, 2004	Minutes dated May 5, 2004 were approved on August 4, 2004 via teleconference.	Motion to approve the minutes dated May 5, 2004. M: Bob Senkbeil S: Kerry Campbell Carried (all in favour)	Closed.
13.4 Business Arising:			
13.4.1 ATC Update – John Wawzko	<p>John Wawzko, ATC, addressed this item.</p> <p><u>PTAC Membership</u> – John advised the PTAC that there are two members of the HDET PTAC whose terms will expire on June 30, 2005. They are: Bob Senkbeil and Mark Hnatishin. John briefly explained the renewal process.</p> <p><u>Red Seal Statistics</u> – John reported that 21 apprentices had written the 2004 Inter-Provincial (IP) Exam and 15 were successful. The pass rate is 71%. Also, 17 candidates challenged the Trades Qualification (TQ) Exam. Ten of these individuals passed. The pass rate was 59%.</p>		<p>Closed. Information Item.</p> <p>Closed. Information Item.</p>
13.5 Discussion Items:			
13.5.1 Update re Compulsory	Katherine Wong addressed this agenda item.	ACTION:	Bring Fwd./Open

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Certification (status of MVM trade) –K. Wong	<p>The Heavy Duty Equipment Technician (HDET) Trade regulation will go forward to Legal Counsel in May/June 2005. The policy analyst noted (or informational purposes) that the heavy truck issue, which is of concern to the Motor Vehicle Body Repairer (Paint) PTAC, is currently an outstanding issue. The MVBR PTAC has postponed compulsory certification pending resolution of this issue. There were no further questions/comments at this time.</p> <p>This concluded Katherine Wong's update.</p>	<p>HDET trade regulation will proceed to Legal Counsel in May/June 2005. Policy Analyst will advise PTAC regarding outcomes at the next PTAC meeting.</p>	
13.5.2 – Accreditation Update – Brian Neil	<p>Brian Neil addressed this agenda item.</p> <p>Brian reported that the Heavy Duty Equipment Technician apprenticeship programs are currently offered at the following Manitoba colleges: Red River College, Assiniboine Community College and University College of the North (UCN) [formerly Keewatin Community College]. Brian reviewed the accreditation process. Curriculum, instructor qualifications and the facilities, tools and equipment used must meet Accreditation Standards.</p> <p>Brian continued his report stating that UCN is currently offering the Heavy Duty Mechanics program in Churchill. Generally, Brian Neil makes arrangements with the assigned Apprenticeship Training Coordinator (ATC) and the PTAC Chair to conduct a site inspection, along with interested PTAC members.</p> <p>In the interest of time and cost constraints, Brian</p>	<p><u>ACTION:</u> The Accreditation Supervisor will make arrangements to provide a video of the facilities, tools and equipment currently being used at Churchill to deliver the University College of the North's Heavy Duty Mechanics Program. This video will be viewed by the Apprenticeship Training Coordinator (ATC) and provided to the PTAC Chair (and members if so requested) for their comments and approval.</p>	Bring Fwd../Open

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	<p>requested approval from the PTAC for him to provide a video of the facilities, tools and equipment being used to deliver the Heavy Duty Mechanics program offered by UCN at Churchill Manitoba.</p> <p>Following his presentation, Brian fielded questions from the PTAC. Question: If a person meets the following criteria would he/she be allowed to become an instructor? (a) The individual is certified in one of the three trades that are included in the common core curriculum and, (b) The individual meets the teaching credentials. <u>Response:</u> Staff advised that the individual would be allowed to become an instructor under the above-noted circumstances.</p> <p>There were no further questions/comments at this time. This concluded Brian Neil's update.</p>		
13.5.3 Table of Specifications – Nancy Eller	<p>Nancy Eller spoke about this agenda item. She referred to the pie chart in the National Occupational Analysis (NOA). The pie chart outlines the Blocks that apprentices will learn in order to have scope of the trade. In addition, Nancy facilitated the review of the DACUM Chart, which is utilized in the development of curriculum.</p> <p>Lastly, Nancy provided the PTAC members with a copy of the Table of Specifications (TOS) for</p>	<p><u>ACTION:</u> Brett Hachkowski, PTAC Chair, will attend the Item Bank Development Workshop that is being held in PEI in April 25-28, 2005. He will provide the PTAC with a summary of the Item Bank Development Workshop at a future meeting.</p> <p><u>ACTION:</u></p>	Bring Fwd./Open

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	<p>their review/comments. Upon completion of the revised draft TOS, the document is forwarded to Ottawa. Nancy clarified the term 'taxonomy' and explained what each level of taxonomy involves. Exam questions are developed with the following guidelines:</p> <p>Level 1 taxonomy – recall definition, fact, principle</p> <p>Level 2 taxonomy – procedural/application</p> <p>Level 3 taxonomy – critical thinking, problem solving.</p> <p>The PTAC discussed the taxonomy of each question. Nancy noted revisions as provided for inclusion on the TOS.</p> <p>Brett Hachkowski, PTAC Chair, has agreed to attend the Item Bank Development Workshop, which will be held in Prince Edward Island (PEI) on April 25 – 28, 2005. He will provide the PTAC with a summary of this event at a future PTAC meeting.</p>	<p>PTAC Members: Eric Cox, Garry Asher, and Mark Hnatishin will attend Placement Test IWG in November 2005 and provide a summary of the IWG outcomes at a future PTAC meeting.</p>	
<p>13.5.4 Update on new National Occupational Analysis (NOA) – Nancy Eller</p>	<p>Nancy Eller addressed this agenda item. She explained that the Interprovincial (IP) exam is derived from the content of the NOA. Shane Walters, PTAC member, had attended the workshop regarding the development of the NOA in October 2004 as an industry representative for the trade of HDET</p> <p>Nancy continued her report by facilitating the review of Block A in the NOA. She explained how Manitoba faired against the national averages on Blocks A through G.</p>		<p>Closed. Information Item.</p>
<p>13.5.5 Orientation re:</p>	<p>Nancy Eller addressed the following related</p>	<p>ACTION:</p>	<p>Bring Fwd./</p>

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<ul style="list-style-type: none"> - Development of a new Placement Test - Request for Placement Test IWG participants - Sub-Task Analysis Comparison re: HDET vs. MVM – Nancy Eller 	<p>agenda items: <u>Development of a New Placement Test.</u> Nancy Eller explained the process involved in development of a new placement test. She stated that a sub-committee for the development of placement tests would be required.</p> <p><u>Request for Placement Test IWG Participants.</u> Nancy requested volunteers to attend the sub-committee meeting in the capacity of industry representatives. The sub-committee meeting will be scheduled for November 2005. The following PTAC members volunteered to attend the IWG: Eric Cox, Garry Asher and Mark Hnatishin.</p> <p>Nancy Eller provided the PTAC with copies of the document “<i>MVM vs. HDET: Common Sub-Tasks</i>” for their review. The PTAC reviewed the document and provided revisions.</p>	<p>The following PTAC members volunteered to attend the Placement Test sub-committee in the capacity of industry representatives in November 2005.</p> <p>The Acting Director of Program Standards will schedule the IWG and advise the participants of the meeting particulars. (e.g. date, time and location).</p>	Open
13.6 Next Meeting Date/ Future Agenda Items:	<p>The next meeting date of the HDET PTAC is tentatively scheduled for late November 2005. (At the call of the PTAC Chair.)</p> <p>Future Agenda Items:</p> <ul style="list-style-type: none"> - Curriculum - ATC Update - Correspondence (to be circulated) 		
13.7 Adjournment	Meeting adjourned at 4:05 p.m.	Motion to adjourn. M: Eric Cox.	

Minutes Recorded by Annette Patson, PTAC Support Clerk
Minutes Transcribed by Dorothy Schlamp, PTAC Support Clerk