

**Competitiveness, Training & Trade**

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**RECORD OF DECISIONS**

**FLOORCOVERING INSTALLER**

**PROVINCIAL TRADE ADVISORY COMMITTEE**

**HELD ON**

**DAY & DATE:**

Tuesday, March 13, 2007

**TIME:**

9:05 am – 12:05 pm

**PLACE:**

1014 – 401 York Avenue

Winnipeg MB R3C 0P8

Room 1010, 401 York Avenue  
Winnipeg MB R3C 0P8

PTAC Member Suggestion Box:  
[Dorothy.Schlamp@gov.mb.ca](mailto:Dorothy.Schlamp@gov.mb.ca)

Telephone: (204) 945-1547  
Facsimile: (204) 948-2539

# Apprenticeship

A partnership for industry training

MARCH 13, 2007

## PROVINCIAL TRADE ADVISORY COMMITTEE

IN ATTENDANCE	ORGANIZATION	Member Type	VOTE - NO VOTE
Heidi Streu, Chair	Imperial Flooring Ltd.	ER	N V (tie only)
Herald Boychuk	BMA Interiors	EE	V
Blair Weerts	Krauss Floors	EE	V
John Babian	Babian Rug	ER	V
John Beddome	IUPAT Local #739	EE	V

### REGRETS

Bill Knight, Member
Bryan Tannahill, Member

STAFF	POSITION
Anne Janes	Policy Analyst
Marlene Van Helden	Program Development Coordinator
Brent Maslow	Apprenticeship Training Coordinator
Brian Neil	Accreditation Supervisor
Tanya Jakob	Marketing Officer
Dorothy Schlamp	PTAC Support Clerk

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Agenda Item #	Notes	Decisions/ Actions/ Motions	Status: Bring Fwd./Open/ Closed.
5.1 Call to order and introductions	Heidi Streu, PTAC Chair, called this meeting to order at 9:05 am. Round-table introductions occurred. Each meeting participant provided a brief background of their experience in the Floorcovering Installer industry.		Closed.
Orientation: <ul style="list-style-type: none"> <li>• Policy Unit</li> </ul>	<p>Anne Janes, policy analyst, provided the orientation information on behalf of the Policy Unit. It was noted that the Department name has recently changed from Advanced Education and Training to Competitiveness, Training and Trade. Anne provided a handout to the PTAC regarding the responsibilities and functions of the policy unit. She facilitated the review of this information. The responsibilities of the policy unit include the following:</p> <ul style="list-style-type: none"> <li>• Provide research, analysis and coordination of regulations, Board By-laws and policies; regulatory impact and risk analysis, ministerial briefings, policy and procedures and reports, evaluations and special studies.</li> </ul> <p>The policy unit functions are to support and advise regarding the following:</p> <ul style="list-style-type: none"> <li>• The Minister of Competitiveness, Training &amp; Trade;</li> <li>• The Executive Director of Apprenticeship</li> <li>• The Apprenticeship &amp; Trades Qualifications Board; and</li> <li>• The Provincial Trade Advisory Committees.</li> </ul> <p>Anne reviewed the organizational chart for the Branch as well as the legislative structure of the following regulatory documents: Apprenticeship &amp; Trades Qualifications Act; General Regulation; Trade Regulation; Fees Regulation;</p>		Closed. Information Item.

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<p>5.1 (continued)</p> <ul style="list-style-type: none"> <li>• <b>Field Operations Unit</b></li> </ul>	<p>Appeals Regulation; and Board By-laws.</p> <p>Lastly, she discussed the Board's responsibilities and the PTAC's mandate. PTAC members are appointed by the Board. The responsibilities of the PTAC are:</p> <ol style="list-style-type: none"> <li>1. Curriculum and</li> <li>2. Trade regulation.</li> </ol> <p>The PTAC may make recommendations to the Board; however, the Board provides the decision on their recommendations.</p> <p>Brent Maslow addressed the orientation of the Field Operations Unit. He advised the PTAC that the Apprenticeship Training Coordinator (ATC) is responsible for the following duties:</p> <ul style="list-style-type: none"> <li>▪ To liaise between apprentices, PTAC members, employers and Branch;</li> <li>▪ To register apprentices and monitor their training;</li> <li>▪ To determine annual technical training at the colleges;</li> <li>▪ To issue the Certificate of Qualification equivalent to the Interprovincial Red Seal.</li> <li>▪ To respond to public enquiries regarding apprenticeship training;</li> <li>▪ To assist PTAC; and</li> <li>▪ To attend trade shows, career symposiums for marketing and promotion of the trades.</li> </ul> <p>Brent also discussed the role of the Senior Years Apprenticeship Option (SYAO) in conjunction with the Field Operations Unit. He explained the criteria for a student to apply to the SYAO program. This information is available on the apprenticeship Branch web site at <a href="http://www.gov.mb.ca/tradecareers">www.gov.mb.ca/tradecareers</a>. Credits earned in the SYAO program, may be applied to the first level of</p>		

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<p>5.1 (continued)</p> <ul style="list-style-type: none"> <li>• <b>Program Standards Unit</b></li> </ul>	<p>apprenticeship training, if the student chooses to continue in the trade after graduating from high school.</p> <p>Lastly, the ATC discussed the Block-Release training program and the Day-Release program.</p> <p>There were no further questions or comments at this time. This concluded Brent's presentation.</p> <p>Marlene van Helden, Program Development Coordinator, addressed this agenda item. She noted that there are 13 jurisdictions across Canada and that Manitoba is the "host" jurisdiction for the trade of Floorcovering Installer.</p> <p>The Program Standards Unit's responsibilities include the following:</p> <ul style="list-style-type: none"> <li>• Curriculum development; This process is based on the content of the National Occupational Analysis (NOA). The Program Standards Unit ensures that the content of the NOA is in harmony with the curriculum.</li> <li>• Exam development. Workshops have been held to review the exams and assist in their development and ensure that they are valid and fair.</li> <li>• Accreditation of programs in schools A Programs Submission for each new program is required by the Apprenticeship Branch. The required accreditation criteria must be met.</li> </ul> <p>Marlene discussed the levels of technical training. First level is 7 weeks in length, second level is 6 weeks in length and third level consists of 1400 hours of practical (on-the-job) training. There is no technical training in level 3.</p>		

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<p>5.1 (continued)</p> <ul style="list-style-type: none"> <li>• <b>PTAC Support Unit</b></li> </ul>	<p>There are two methods of receiving certification in the Floorcovering Installer trade – Certification through apprenticeship training or certification through Trades Qualification. In order to challenge the Interprovincial (IP) Exam for certification as a Trades’ Qualifier, the candidate must have six years of experience in past 10 years.</p> <p>Discussion followed regarding certification of apprentices in this trade as well as marketing/promotion of the trade. Further discussion regarding marketing is deferred to agenda item 5.6.5.</p> <p>Dorothy Schlamp, PTAC Support Clerk, discussed the role and responsibilities of the PTAC Support Unit. The PTAC Support Clerks’ duties include:</p> <ul style="list-style-type: none"> <li>▪ To provide administrative support surrounding the PTACs. There are currently 40 trades that have PTAC committees;</li> <li>▪ To maintain/update the PTAC database. (contact information must be kept current);</li> <li>▪ To organize PTAC meetings, record minutes and provide meeting(s) follow-up;</li> <li>▪ To assist in determining if quorum is achieved for each PTAC meeting. Branch policy regarding determination of quorum must be achieved two weeks prior to the PTAC meeting date. Therefore, it is important that PTAC members respond to the “Notice of Meeting” on or before the RSVP date on the Notice.</li> <li>▪ To assist with the process of renewal and/or re-appointment regarding PTAC members’ terms of office;</li> <li>▪ To liaise with PTAC members and Branch staff.</li> </ul>		

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5.2 Approval of Agenda	<p>The following amendments to the agenda were made:</p> <ol style="list-style-type: none"> <li>1) 1. Anne Janes will speak to policy unit matters.</li> <li>2) Brian Neil will speak to agenda item # 5.6.4 - Trades Qualification Process.</li> </ol> <p>At this time, the PTAC Chair expressed condolences to the family of Ron Krishka, as well as to the Branch staff regarding Ron's recent passing.</p>	<p><u>MOTION:</u> Motion to approve the agenda dated March 13, 2007 with amendments. M: Harold Boychuk S: John Babian Carried.</p>	Closed.
5.3 Minutes of March 23, 2005 were approved via teleconference.	<p>Note: The Floorcovering Installer PTAC minutes dated March 23, 2005 were approved via teleconference on September 18, 2006.</p>		Closed.
5.4 Correspondence	<p><u>Apprenticeship Incentive Grant</u> An informational document was provided to the PTAC regarding the Apprenticeship Incentive Grants that are available currently. Brent Maslow facilitated review of this document. This information is available on the government web site at <a href="http://www.gov.mb.ca">www.gov.mb.ca</a></p>		Closed.
5.5 Contact Information Update	<p>The <i>Contact List</i> for the trade of Floorcovering Installer was circulated in order to provide the members an opportunity to update their contact information.</p>		Closed.
5.6 Business Arising:			
5.6.1 ATC Update – Brent Maslow  - PTAC Membership Update	<p>Brent addressed this agenda item. The ATC update was deferred to next meeting.</p> <p>Brent reported that the PTAC currently has a full complement of members. Brent reviewed the term expiry dates of each member of the PTAC. The PTAC was informed that a PTAC member may serve a maximum of six years on a PTAC.</p> <p>There were no questions or comments brought forward at this time. This concluded Brent's report.</p>		Closed. Information Item.
5.6.2 Trade Regulation Update – (Board Outcomes) – Anne Janes	<p>Anne Janes, policy analyst, reported that the Floorcovering Installer trade regulation has been registered effective January 18, 2006.</p>		Closed. Information Item.

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<p>5.6.3 Program Development Coordinator Update – Marlene Van Helden</p>	<p>Marlene Van Helden addressed this agenda item.</p> <p><u>Senior Years Apprenticeship Option (SYAO) Training:</u> Marlene briefly discussed SYAO apprenticeship training. She explained that students who participate in the SYAO program may obtain a maximum of 8 credits toward their high school diploma. Apprentices will receive a credit for their practical training (on-the-job) hours. The ATC monitors the progress of SYAO apprentices.</p> <p>A brief discussion ensued regarding designated trainers. The criteria for a designated trainer are 70% scope of the trade, in addition to work experience consisting of 6 years within the last 10 years.</p> <p>Marlene led discussion regarding the development of the National Occupational Analysis (NOA). She requested the PTAC to review the blocks of training outlined in the National Occupational Analysis (NOA). The NOA is the 'blueprint' for exam development.</p> <p>Following the development of the NOA, new exams were created from this information. An Item Bank Development Workshop was held to create the exam questions in Ottawa on May 8 – 11, 2006. Marlene explained that 183 new questions were created for this item bank.</p> <p>An “Edit Workshop” was held to review the exam questions in June 26, 2006 to June 28, 2006. Darcie Widish, Brad Holmes and Harley Porth attended on behalf of Manitoba. Following the Edit Workshop, Michelle Bertrand attended the French Translation Workshop in November 2006 as Manitoba’s representative. As a result of these workshops, there will be three unique Floorcovering Installer exams that will be available in the</p>		<p>Closed. Information Item.</p>



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5.6.3 (continued)	<p>trade of Floorcovering Installer by June 2007.</p> <p>Designated trainer applications and the Floorcovering Installer brochures were provided to the PTAC members. Training, which is offered in Alberta, was briefly discussed. The designated trainer clause in the Floorcovering Installer trade regulation will expire on January 16, 2013.</p> <p>There were no further questions or comments at this time. This concluded Marlene's update.</p>		
5.6.4 Trades Qualification Process – Brian Neil	<p>Brian Neil addressed this agenda item. He provided the PTAC with the following information:</p> <ol style="list-style-type: none"> <li>1. Apprenticeship Training for the trade of Floorcovering Installer is available in Alberta;</li> <li>2. Trades Qualification (TQ) Process Applicants who have expressed interest in the TQ process will receive the following package of information from the Branch upon request: <ul style="list-style-type: none"> <li>– Interested individuals must demonstrate that they meet the requirements in the trade regulation for TQ certification;</li> <li>– Supporting documentation from past employers is required;</li> <li>– The Trades Qualification Application must be completed by the applicant;</li> <li>– Two work experience forms, which are signed by the apprentice;</li> <li>– Also, a Work Experience form, which is signed by the employer.</li> </ul> </li> </ol> <p>Brian reviewed various scenarios of documentation required by various trades, which depends on whether or not their trade is compulsory. Documentation is required whether the applicant is self-employed or not. Discussion followed.</p>		Closed. Information Item.

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5.6.4 (continued)	<p>Special accommodations for TQ applicants were briefly discussed. If requested prior to the exam, accommodation may be available. (For example: translator, language dictionary, private sitting, and/or a time extension on the exam). Granting of such accommodation(s) is at the discretion of the A/Director of Program Standards.</p> <p>This concluded Brian's report.</p>		
5.6.5 Marketing/ Promotion of Trade - Tanya Jakob	<p>Tanya addressed this agenda item. She provided the PTAC with a brochure which outlined the marketing plan. To date, teamed up with national campaign regarding apprenticeship training in Manitoba, the following marketing/promotional tools have been developed:</p> <ul style="list-style-type: none"> <li>- "Apprenticeship Youth Guide" has been developed and is available to the public. Last fall were provided to all schools in Manitoba.</li> <li>- Also all high school counselors received a copy of "Educators Guide";</li> <li>- Apprenticeship Wall Chart;</li> <li>- Floorcovering Installer Brochure was distributed to the PTAC for their information;</li> <li>- The use of Web site information is available for the public at <a href="http://www.gov.mb.ca/tradecareers">www.gov.mb.ca/tradecareers</a></li> </ul> <p>In addition, the Marketing Officer discussed the upcoming Apprenticeship Branch events:</p> <ul style="list-style-type: none"> <li>- Highest Achievement Awards Ceremony, which recognizes apprentices and their employers for highest achievement in their trade;</li> <li>- Leadership Awards Ceremony, which recognizes employers involved in apprenticeship training.</li> <li>- The "Educators Seminar", which was held in the fall of 2006 in Winnipeg and Brandon. The purpose of this seminar was to provide information and promote apprenticeship training to counselors and instructors.</li> </ul>		Closed. Information Item.

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5.6.5 (continued)	<p>In closing, Tanya explained that promotion of the trades is on-going. She and other Branch staff attend trade shows, career symposiums etc. to promote apprenticeship training. At this time, Tanya welcomed questions from the PTAC. There were no comments or questions brought forward at this time.</p> <p>This concluded Tanya's presentation.</p>		
5.7 New Business:			
5.7.1. Election of Vice Chair – Heidi Streu	<p>Heidi Streu, PTAC Chair, led discussion on this agenda item. The responsibilities of the Vice Chair per By-Law #2 were read out to the PTAC for information. Blair Weerts was nominated to be Vice-Chair of the Floorcovering Installer PTAC. He accepted the Nomination. Blair was voted to be Vice-Chair by acclamation.</p>		Closed.
5.7.2 Certification Examination Preparation (CEP) – Marlene Van Helden	<p>Marlene Van Helden provided a brief overview of the content of CEP Workshops. Each workshop is approximately three hours in length. The purpose of a CEP Workshop is to provide the exam candidate with study methods that will help him/her to prepare for writing the Interprovincial (IP) Exam. She explained the process for CEP Training includes the following:</p> <ul style="list-style-type: none"> <li>- Text book theory methods</li> <li>- Review of example multiple choice questions</li> <li>- Test anxiety and stress</li> <li>- Self assessment test</li> <li>- Development of a study plan</li> <li>- Practice sessions of writing an exam</li> <li>- Text book list is available on the Branch website at <a href="http://www.gov.mb.ca/tradecareers">www.gov.mb.ca/tradecareers</a></li> </ul> <p>This concluded Marlene's report.</p>		Closed. Information Item.
5.8 Next Meeting Date	<p>The tentative date for the next Floor meeting is scheduled for Monday, September 24, 2007.</p>		Closed.

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5.8 (continued) Future Agenda Items	<u>Future Agenda Items:</u> ATC update, PDC update, Contact List, Correspondence, SYAO presentation		
5.9 Adjournment	This meeting adjourned at 12:05 pm	<u>MOTION</u> Motion to adjourn. M: Herald Boychuk S: John Babian Carried.	Closed.

Minutes Recorded by Dorothy Schlamp, PTAC Support Clerk