

APPRENTICESHIP AND CERTIFICATION BOARD POLICY

Name:	Minor Changes to Program Standards
Subject:	Program Standards
Effective Date:	January 19, 2023

Policy Statement:

The Apprenticeship and Certification Board may make the decision to make minor changes or updates to the program standards of a trade or occupation, whether in the regulation, by-law or technical training, on a case-by-case basis, without necessitating a review by the Industry Working Group (IWG) for that trade. Potential changes may first be taken to the Sector Committee for review to determine if the change requires an IWG.

If the Sector Committee determines that the minor change requires an IWG, the trade must then be placed on the Board's work plan for updating. Additions to a current work plan must be approved by the Board. For a future work plan, the trade can be recommended for Board approval.

If the Board determines that the minor change does not require additional review, then it is not necessary to add the trade to the Board's work plan. The Board may choose to facilitate consultation with industry prior to making a recommendation. In this case, the Board would then conduct the consultation.

Communication will be sent to stakeholders if the Board approves recommended minor changes. In addition, the annual report will include Board-approved changes.

Cautionary Note: This policy will be applied with careful discretion to ensure the integrity of the Board and Sector Committee review process.

Rationale:

These circumstances may require changes to a designated trade without a review beyond the Board. Changes to a trade regulation, by-law or technical training standards can be minor and/or prompted by external circumstances, such as a change to national standards. One example is a provincial designated trade that becomes interprovincial, which requires a change in the trade regulation from "provincial exam" to "interprovincial exam." Another example would be the addition of a specific unit to the technical training in all trades, which would otherwise require additional review beyond for each trade.. Further, if a trade requires minor updates but an IWG is unable to be formed, due to a lack of nominations from industry, this policy provides a process for the Sector Committee and the Board to make the changes.

Board Motion(s)	May 28, 2014, January 19, 2023
X-Referencing	
Legislation	<i>The Apprenticeship and Certification Act</i>
Comments	