

Minutes of a Meeting
The Apprenticeship and Certification Board
1010-401 York Ave.
Wednesday, July 11, 2012
1:00 p.m. – 4:00 p.m.

BOARD MEMBERS

In attendance:

Beach, Allan	Employee Representative
Einarson, Ryan	Employer Representative
Harapiak, Leonard	Chair
Kennedy, Julie	A/Board Secretary
Koslowsky, Ron	Employer Representative
Lafond, Marc	Employee Representative
Lauvstad, Doug	Employer Representative
Stecy, Ron	Employee Representative
Ullman, Rick	Employee Representative

Regrets/absent:

Schmidt, Mark	Apprentice Representative
Senff, Bob	Public Interest Representative
Ware, Greg	Employer Representative
Campbell, Anita	Public Interest Representative
Ratté Kohut, Jacqueline	A/Board Secretary

Guests:

Staff:

Nancy Eller, A/Director, Program Standards
Cordella Friesen, Manager, Policy, Research and Regulatory Development

.1 Call to Order

The meeting was called to order at 1:00 p.m.

Leonard Harapiak acknowledged the passing of Jamie McNabb, Employer Representative on the Board. He and other members noted the positive contribution Jamie made to the Board in the 3 years he was a member, his work on behalf of his industry, his involvement in the community, and his dedication to family.

A card of condolence for the family was circulated for members to sign.

.2 Approval of Agenda

The agenda was approved as amended.

Motion 2012.07.01 moved by Ryan Einarson seconded by Rick Ullman
Carried

.3 Approval of past minutes

The Board minutes of May 28, 2012 approved as written.

Motion 2012.07.02 moved by Allan Beach seconded by Ron Stecy
Carried

.4 Review of previous meeting/ Board meeting schedule

The notes from the May meeting were accepted as information.

.1 Chair's Update

No update available.

.2 A/Executive Director's Update

A written memo was sent to Board members with a summary of the A/Executive Director and Branch activities since the May 28/12 meeting.

Key items included:

- with the move of the Employment and Income Assistance Division to the Department of Entrepreneurship, Training and Trade, the Labour Market Skills Division has been renamed to *Labour Market Skills and Employment and Income Assistance Division*
- A pilot project to provide consolidated Apprenticeship and Employment Manitoba services began on June 4/12 in Selkirk. Labour Market Skills Advisors will triage clients and direct them to Apprenticeship Training Coordinators, Qualifications Assessors or Employment Consultants. Two Apprenticeship staff members are temporarily assigned to work out of the Selkirk office for the entirety of the pilot.
- Apprenticeship's Acting Director of Client Services met with the Northern Manitoba Sector Council to discuss issues related to operational/administrative challenges some of their members are experiencing. A follow up meeting may be set for the fall.

- Apprenticeship Manitoba staff who worked on the development and implementation of AccessManitoba were honoured when the AccessManitoba project won an Innovation Award at the 14th Annual Manitoba Service Excellence Awards on June 15, 2012.

2012.05.03 COMMITTEE REPORTS

- .1 Nominating Standing Committee (NSC)**
No meeting to report.
- .2 Program Standards Standing Committee (PSSC)**

Motion 2012.07.03 moved by Rick Ullman

seconded by Ryan Einarson

To accept the Program Standards Standing Committee's record of proceeding from the July 5, 2012 meeting as information.

Carried

PSSC Recommendations:

Proposed Regulation(s):
N/A

Technical Training:

- Gas Turbine Repair and Overhaul Technician

On May 28, 2012 the Board directed the GTROT Provincial Advisory Committee to re-examine its proposed training standards and amend it to either a 3 level program with technical training in each level or amend the existing 2 levels to include the requested certification review unit. The PAC met to consider the options and made a recommendation to amend the 2 levels to include the new unit.

Motion 2012.07.04 moved by Ron Koslowsky

seconded by Doug Lauvstad

That the Board approves the revised Level Chart as the standard format for the delivery of technical training for the trade of Gas Turbine Repair and Overhaul Technician.

Carried

- Apprentice Practical Experience Record Book

Nancy Eller reviewed that in September 2011 the Board approved a 4-trade pilot project for a practical training log book. Due to staff constraints resulting from the work required for the integration with Employment Manitoba, only 1 trade, Cook, was used for the pilot.

10 people completed the project which lasted for 7 months. The main findings included:

- Strong support for monitoring of worksite practical experience
- Strong support for record book as a training guide
- Support for the "detailed tasks" to be more general and geared to the occupational analysis. This reflects what other jurisdictions do. As well, Nova Scotia, New Brunswick and Alberta use a "sign-off" of tasks.

The Board discussed the difficulty employers have with maintaining these kinds of records, how to ensure buy-in and completion of the books, how to ensure that only tasks successfully completed are signed-off.

The Branch will research the success of Record Books in other jurisdictions. The Practical Experience Record Book will be implemented following the Branch's adoption of the integrated Service Delivery model. This timeline will allow the Branch to assess its workload capacity related to service delivery; align case management with standards elsewhere within the Division and thoroughly review guidelines for program reporting and monitoring of apprentices.

Motion 2012.07.05 moved by Allan Beach seconded by Rick Ullman

That the Board direct the Branch to develop and pilot one or two more trades using a revised Practical Experience Record Book. The content of the record book shall reflect the National Occupational Analysis and technical training which are more familiar to the apprentice and supervising journeyman and reinforce classroom based technical training.

Carried

Information items:

- 2012-2013 Strategic Plan Progress Report

Branch staff confirmed that work regulatory work is progressing as outlined in the 2012-2013 critical pathway.

.3 Community Liaison Standing Committee (CLSC)

For information, the June 8, 2012 record of proceedings were accepted as presented.

Motion 2012.07.06 moved by Dave Martin seconded by Marc Lafond

To accept as information the June 8, 2012 Community Liaison Standing Committee record of proceeding.

Carried

.4 Governance and Planning Standing Committee (GC)

The Board reviewed the notes from the June 8 GC meeting including:

- Standardization of wage rate language
Stakeholder consultation will be held in early fall. Prior to the start of formal consultation, the Chairs of 3 PACs heavily impacted by the complexity of wage rate language (Plumber, Carpenter and Construction Electrician) will be invited to meet with the committee to discuss the issue and possible solutions.
- Accreditation
More research will be conducted to answer in part; who are accreditation clients, how many of those transition to apprenticeship, do other jurisdictions offer accreditation and does the accreditation program align with apprenticeship priorities. Stakeholder consultation will be held in fall 2012.

- CCDA research

Cordella Friesen noted that there is a lot of excellent research done by the CCDA which historically has not been made easily available to the Board/Branch staff. Going forward, links to relevant studies will be circulated as papers are published.

While some Board members expressed concern that Manitoba may take on more than its share of federal research duties leaving less time for work related to provincial priorities, others felt that Manitoba is a national leader in Apprenticeship and is therefore obligated to assume added responsibilities.

***Motion 2012.07.07 moved by Allan Beach seconded by Ron Stecy
To accept as information the June 8, 2012 Governance Standing Committee records of decision.
Carried***

July 11 GC meeting: The Chair noted that records from the GC meeting that took place in the morning of July 11 were not available but reviewed items including:

Strategic Plan 2012-2013

- Terms of Reference for new committee

A priority in the 2012-2013 Strategic Plan is Engaging Target Groups and to address the issues, a new committee has been established. The purpose of this committee is to inform, advise and support the Board's efforts to increase the participation and completion of target groups in the Manitoba apprenticeship and certification system as identified in the Board's Strategic Plan.

The terms of reference for the new committee will be essentially the same as for the Board's 4 Standing Committees; key items of note are:

- The name of the committee is Target Groups Advisory Committee (TGC)
- The TGC will report directly to the Governance Committee
- The TGC and Community Liaison Committee and TGC will collaborate to minimize work overlap as both groups will necessarily reach out to many of the same stakeholders for information/consultation
- Membership recommendations for the TGC will be made by the Governance rather than the Nominating Committee

The TGC will assume the mandate of the Aboriginal Apprenticeship Provincial Advisory Committee (AAPAC). A letter explaining the change and thanking AAPAC members for their work on that committee will be sent on behalf of the Board Chair.

***Motion 2012.07.08 moved by Marc Lafond seconded by Rick Ullman
To accept the terms of reference for the Target Groups Advisory Committee as presented.
Carried***

- Designated Trainer Provision Consultation

Responses were presented as information only at this time. The Governance Committee will be reviewing feedback again in August and will present a recommendation to the Board at a future meeting.

- High School Apprenticeship Program and Pool Agreement Discussion Guide

The Apprenticeship and Certification Board has an ongoing commitment to youth involvement and engagement in the apprenticeship and certification system and in support of that, Apprenticeship Manitoba is seeking to develop pool agreements with Manitoba school divisions to facilitate greater accessibility to the trades for High School Apprenticeship Manitoba (HSAP) students.

The purpose of HSAP is to assist early entry into the trades and build awareness and interest through the option of practical, paid on-the-job work experience in the skilled trades for high school youth.

The proposed pool agreement between Apprenticeship Manitoba, HSAP students and school divisions would allow the school divisions the flexibility and freedom to administer and monitor an apprentice's work placement. The school division under a pool agreement would be considered a "recognized association." This arrangement would allow designated HSAP regional coordinators as chosen or hired by the school divisions to work with students, parents, the schools, employers and Apprenticeship Manitoba staff to organize and monitor students' work placements.

Apprenticeship Manitoba issued a discussion guide to school divisions outlining the proposal, which included a number of perceived potential benefits for school divisions, apprentices and employers. Apprenticeship Manitoba requested feedback from participants regarding the possibility of allowing school divisions to act as recognized associations for the purpose of creating pool agreements.

A total of fourteen school divisions and one school responded to the consultation response request. Generally, there was very strong overall support from the school divisions for the ability to become recognized associations for the purposes of a pool agreement for HSAP apprentices. None of the respondents rejected the idea in principle, and only one was unsure as to whether or not they would support a pool agreement.

This item was presented as information only.

2012.05.04 CONTINUING BUSINESS

2012.05.05 NEW BUSINES

2012.05.07 FUTURE AGENDA ITEMS

2012.05.08 CORRESPONDENCE/INFORMATION

2012.05.09 NEXT MEETING / EVENTS

Next Apprenticeship and Certification Board meeting: September 12, 2012

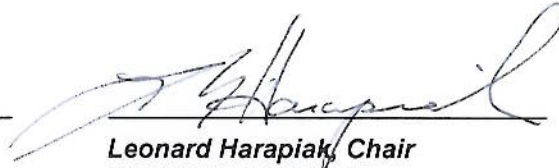
Awards of Distinction: November 2, 2012. Delta Hotel, Winnipeg

2012.05.10 ADJOURNMENT

The meeting adjourned at 4:00 p.m.

September 12, 2012

*Date approved by the
Apprenticeship and
Certification Board*



*Leonard Harapiak, Chair
Apprenticeship and
Certification Board*



*Jacqueline Ratté Kohut, A/Secretary
Apprenticeship and
Certification Board*