

Apprenticeship and Industry Training

Committee Member Handbook



*Excellence through
training and experience*

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Industry-Driven

Alberta's apprenticeship and industry training system is an industry-driven system. It relies on the participation of industry at many levels and in many ways. There are the apprentices who the system is set up to serve. There are the journeypersons who mentor apprentices. There are the employers who hire and train apprentices. There is a vast network of representatives of industry who volunteer to participate on committees. And there are the members of the Alberta Apprenticeship and Industry Training Board (Board).

In addition to the industry partners, the Alberta government provides the legislative framework and the administrative support to the apprenticeship and industry training system. Technical institutes and colleges provide the technical training for apprentices.

Through the combined efforts of industry, government and the training providers Alberta's apprenticeship and industry training system is able to respond to the labour market and contribute to developing a highly skilled, internationally competitive workforce in more than 50 designated trades and occupations. This collaboration helps to ensure that the apprenticeship and industry training system is up-to-date, timely and responsive to the needs of industry and the economy.

Board

The Alberta Apprenticeship and Industry Training Board was established by the Government of Alberta under the *Apprenticeship and Industry Training Act (Act)*. The members of the Board are representatives of industry appointed on the recommendation of the Minister of Advanced Education and Technology (Minister). They reflect the diversity of the apprenticeship and industry training system – industry sectors, large and small business, men and women, geographic locations, and the various designated trades and occupations.

The Board's primary responsibility is to set the standards and requirements for training and certification in programs under the *Act*. It takes a leadership role with industry in the discussion of major issues that affect the apprenticeship and industry training system. It works closely with Apprenticeship and Industry Training staff of Alberta Advanced Education and Technology. It is ultimately responsible to report to, and make recommendations to, the Minister. (*See the System Chart on the following pages and, for more information on the Board, see 'About the Board' under 'Quick Reference'.*)

Industry Committee Network

The industry committee network is the foundation of Alberta's apprenticeship and industry training system. The network includes the Board, local and provincial apprenticeship committees, occupational committees, provisional committees, and ad hoc committees established by the Board as needed. There are more than 150 committees made up of more than 750 individual industry representatives from across the province. The Board is responsible for establishing these committees and appointing their members. The Board relies on the information brought forward from various committees to make appropriate decisions and recommendations about training and certification that will meet industry's needs.

All industry committees are composed of equal numbers of employers and employees. The role of the industry committees includes:

- recommending to the Board the standards for the skills and competencies required for certification;
- establishing technical training course outlines;
- monitoring changes in industry and identifying the need for improvements in training;
- recognizing related training and certification; and
- making recommendations to the Board about the designation or de-designation of trades and occupations.

Local apprenticeship committees are established in specific regions in the province to provide local industry perspectives in a particular trade. Industry representatives on a **provincial apprenticeship committee** gather information from across the province, including the related local apprenticeship committees, to provide a broader, provincial perspective on a specific trade. **Occupational committee** members provide an industry perspective on what's happening in a specific designated occupation. **Provisional Committees** are established to make recommendations to the Board regarding an application for the designation of a trade or occupation.

Employers

Individual employers support the apprenticeship and industry training system by employing and training apprentices – providing them with an opportunity to develop their skills on the job. They also support the system by contributing equipment and other resources for technical training.

Government

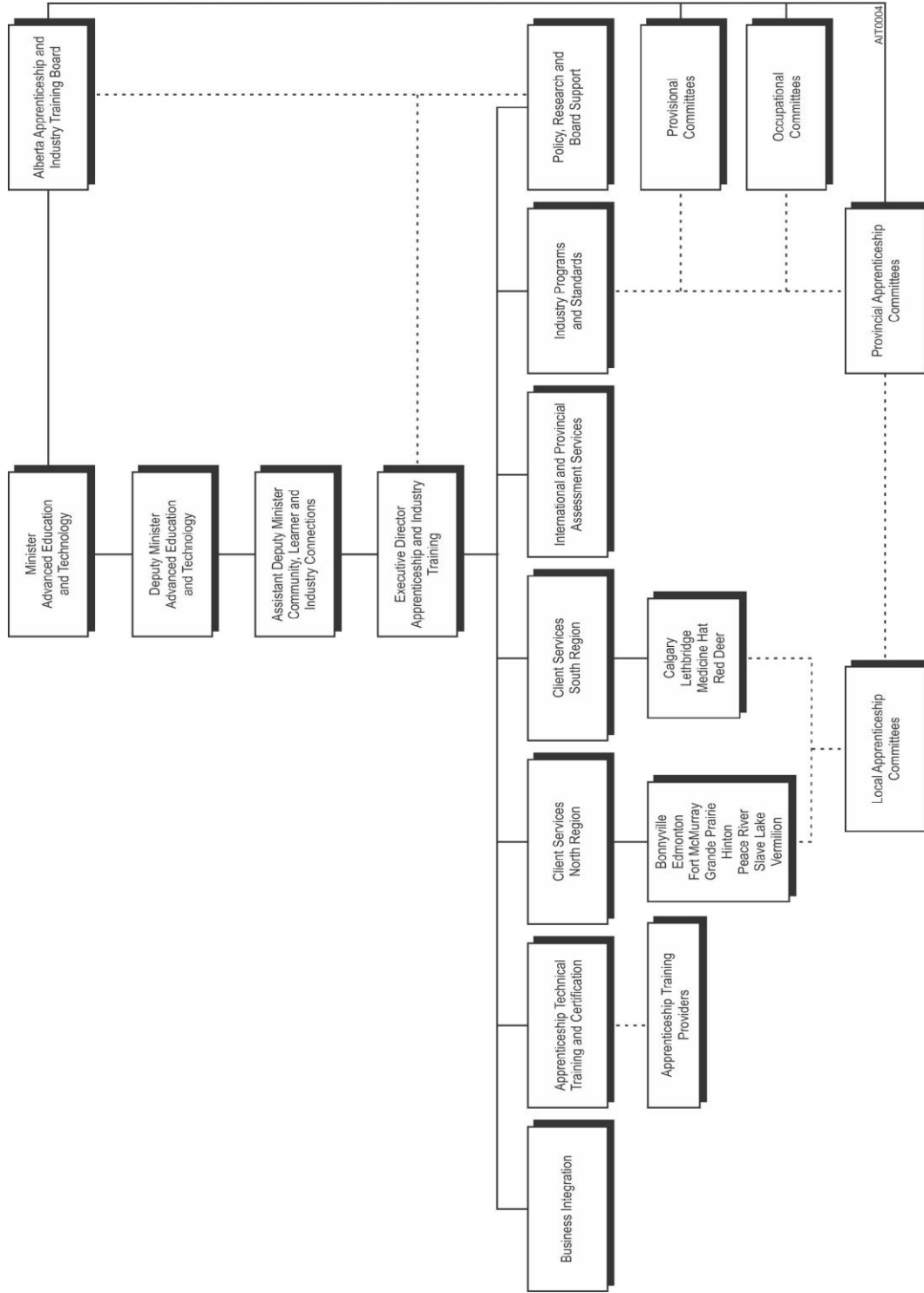
Alberta Advanced Education and Technology, represented by the Apprenticeship and Industry Training sector, works with industry, employer and employee organizations and technical training providers to:

- facilitate industry's development and maintenance of training and certification standards in the trades and occupations,
- provide registration and counselling services to apprentices and employers,
- coordinate technical training in collaboration with training providers, and
- certify apprentices and others who meet industry standards.

Technical Training Providers

Technical institutes and colleges are key participants in Alberta's apprenticeship and industry training system. They work with Alberta Advanced Education and Technology, the Board, and industry committees to enhance access and responsiveness to industry needs through the delivery of the technical training component of apprenticeship programs. They develop lesson plans from the course outlines established by industry and provide technical training to apprentices.

Alberta's Apprenticeship and Industry Training System System Chart



Local Apprenticeship Committees Roles and Responsibilities



Wherever there is activity in a trade, the Board can set up a local apprenticeship committee (LAC). The Board appoints equal numbers of employees and employers for terms of up to three years. The committee appoints its presiding officer. LACs have a minimum of five members including the presiding officer. Generally, individuals may serve on an LAC for two terms.

A government employee acts as secretary to the committee.

Role

LACs are the 'grassroots' of the apprenticeship and industry training industry committee network system. They stay in touch with local activities in their trade, providing local perspective to their trade's provincial apprenticeship committee (PAC).

Responsibilities

1. Make recommendations to the Board regarding the appointment of members to their trade's PAC.

- The LAC plays a significant role in recruiting potential members for both the LAC and the PAC.

2. Make recommendations to the PAC about any matters relating to apprenticeship and certification in their trade.

For example, LACs may make recommendations about:

- local industry and institutional programs for recognition by the PAC as equivalent to training provided in an apprenticeship program;
- changes needed to make apprenticeship training programs consistent with current trade practices;
- improvements in the effectiveness or availability of apprenticeship and industry training programs such as the Registered Apprenticeship Program (RAP); and
- changes in technical training scheduling that would better suit local apprentice and employer needs.

3. Monitor apprenticeship programs and the progress of apprentices in their trade.

LAC members must be aware of, and report as required, on local conditions in their trade, including the extent to which:

- local apprentices' training needs are being met;
- local employers' skill requirements are being met;
- apprenticeship program content is meeting industry's skill requirements (especially the degree to which the technical training is up to date with current trade practices used by local employers); and
- technical training is available to meet the skill requirements of local industry when needed.

These responsibilities should be carried out in full consultation with Apprenticeship and Industry Training Client Services staff. LAC observations about local conditions should be communicated to the PAC.

4. Subject to regulation, engage in the resolution of disagreements between employees and their employers arising out of matters in their trade that come under the Act.

Most disputes are handled through the Apprenticeship and Industry Training Client Services offices. However, where Client Services cannot resolve a dispute, the LAC presiding officer may be asked to participate in a formal resolution process. The formal dispute resolution process is outlined in regulation (Apprenticeship Program Regulation, AR 258/2000) to resolve certain kinds of disagreements between employers and their employees.

5. Promote apprenticeship programs and training and the pursuit of careers in their trade.

Examples include:

- participating in career days, classroom presentations, trade shows and skills competitions;
- contributing to apprenticeship and industry training publications and news stories;
- public speaking at service club and other engagements;
- liaising with local high school counsellors to offer information/mentoring to students who may be interested in careers in the designated trades and occupations;
- carrying promotional literature about apprenticeship and distributing it to interested people (brochures are available from apprenticeship and industry training offices or from LAC secretaries);
- encouraging individuals to get involved in the industry committee network by applying to be members; and
- modelling good apprenticeship training practices within their company or organization.

6. Carry out functions or duties assigned by the PAC or the Board.

Examples include:

- regularly reporting on local economic and labour market conditions for the trade;
- consulting with organizations, associations and others who have an interest in their trade, and with employers and employees in their trade; and
- communicating between the LAC and the PAC on the activities of both committees.

Local Apprenticeship Committees Presiding Officers



All LAC members are appointed by the Board to represent the interests of employers and employees in their trade. The presiding officer is elected or appointed from an LAC's current membership by its members. An alternate presiding officer is also elected or appointed from among the committee members to act for the presiding officer when he/she is unable to carry out his/her duties.

Overall responsibilities

- be knowledgeable about their trade
- communicate with industry, committee members and the secretary to discuss issues pertaining to their trade
- supervise and administer committee affairs
- maintain open communication with the PAC and the Board
- report on the activities of the LAC at the PAC meetings
- be familiar with apprenticeship and industry training legislation, and the committee bylaws and procedures
- participate in events that promote apprenticeship
- model good apprenticeship training practices within their company or organization

The presiding officer may also be asked to:

- assist in assessing the work experience, skills and knowledge of some Alberta Qualification Certificate applicants
- help mark practical exams

Meetings

- chair committee meetings

For details on the presiding officer's roles and responsibilities with respect to meetings, see the section on 'Industry Committee Meetings'

Dispute resolution

- ensure that procedures and timelines to resolve formal disagreements are followed
- comply with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*

Member recruitment

- actively seek and recruit appropriate employers and employees to nominate to the LAC and PAC
- contact potential new committee members to discuss the responsibilities of being a member including the importance of active participation as a committee member
- work with the secretary to orient new members on the roles and responsibilities of the committee and its members
- encourage existing members to develop committee and leadership skills

Local Apprenticeship Committees Members



LAC members are appointed by the Board to represent the interests of employers and employees in their trade at a local level.

Overall responsibilities

- be knowledgeable about their trade
- communicate with industry, committee members and the secretary to discuss issues pertaining to their trade
- maintain open communication with the PAC and the Board
- be familiar with apprenticeship and industry training legislation, and the LAC bylaws and procedures
- participate in events that promote apprenticeship
- model good apprenticeship training practices within their company or organization

A member may also be asked to:

- assist in assessing the work experience, skills and knowledge of some Alberta Qualification Certificate applicants
- help mark practical exams

Meetings

- participate in committee meetings

For details on the member's roles and responsibilities with respect to meetings, see the section on 'Industry Committee Meetings'.

Member recruitment

- actively seek and recruit employers and employees to nominate to the LAC and PAC

Local Apprenticeship Committees Secretaries



LAC secretaries are Alberta Advanced Education and Technology staff. They are not committee members and cannot vote or act in the place of the presiding officer. The secretary provides administrative and technical support to the LAC, its presiding officer and members for the business activities of the committee. For example, they assist with planning committee meetings and preparing minutes and summary reports of meetings.



The Board is required by the *Apprenticeship and Industry Training Act* to establish a provincial apprenticeship committee (PAC) for each designated trade. The Board appoints equal numbers of employees and employers for terms of up to three years. Based on the PAC's recommendation, the Board also appoints a presiding officer. PACs have between nine and 21 members, including a presiding officer. Most PACs have nine members. Generally, individuals may serve on a PAC for two terms.

A government employee acts as secretary to each PAC.

Role

PACs are the link between the 'grassroots' of the trade (the LACs) and the Board. They are responsible for recommending to the Board training and certification requirements and standards for their trade.

Responsibilities

1. PACs identify the training needs and content for their trade and make recommendations to the Board about:

- any matter related to apprenticeship and certification;
- standards and requirements for apprenticeship training and certification in their trade;
- courses and exams related to their trade;
- the designation of trades and occupations; and
- regulations and orders under the *Act*.

In making recommendations to the Board, the PAC needs to:

- consult with, and consider the advice and recommendations of LACs, industry and other stakeholders and resources on issues affecting the trade;
- represent interests of employers and employees across the industry and regions;
- make decisions and recommendations in the best interest of the trade; and
- communicate issues, decisions and recommendations to the Board.

2. Monitor the activities of local apprenticeship committees in their trade.

PACs seek LAC advice and recommendations on whether:

- apprentice training needs are being met;
- local employers' skill requirements are being met;
- apprenticeship program content meets local industry's skill requirements; and
- technical training is available to meet the skill requirements of local industry when needed.

They report on LAC activities and make recommendations to the Board on the establishment or dissolution of LACs.

3. Determine, in accordance with Board policy, whether training provided by others is equivalent to training provided in the apprenticeship program in the trade.

4. Subject to regulation, engage in the resolution of disagreements between employees and their employers arising out of matters in their trade that come under the Act.

Most disputes are handled through the Client Services offices. However, where Client Services cannot resolve a dispute, the LAC presiding officer may be asked to participate in a formal resolution process. If the LAC presiding officer cannot resolve a dispute or no LAC exists, the PAC presiding officer may be asked to participate in the formal resolution process. The formal process to resolve certain kinds of disagreements between employers and their employees is outlined in regulation (*Apprenticeship Program Regulation, AR 258/2000*).

5. Consult with other committees established or recognized under the Act about apprenticeship programs, training and certification, and to facilitate cooperation between the different designated trades and occupations and emerging trades and occupations.

6. Promote apprenticeship programs and training and the pursuit of careers in their trade.

Examples include:

- participating in career days, classroom presentations, trade shows and skills competitions;
- contributing to apprenticeship publications and news stories;
- public speaking at service clubs and other engagements;
- liaising with local high school counsellors to offer information/mentoring to students who may be interested in apprenticeship careers;
- carrying promotional literature about apprenticeship and distributing it to interested people (brochures are available from apprenticeship and industry training offices or from PAC and LAC secretaries);
- encouraging industry to get involved in the industry network by applying to be members of committees; and
- modelling good apprenticeship training practices within their company or organization.

7. Consult with organizations, associations and others who have an interest in their trade and with employers and employees in their trade.

8. Carry out functions or duties assigned to them by the Board.



The Board, on the recommendation of the PAC, appoints the presiding officer. An alternate presiding officer is elected from among the committee members to act for the presiding officer when he/she is unable to carry out his/her duties.

Overall responsibilities

- be knowledgeable about their trade
- supervise and administer committee affairs
- monitor activities of other committees in their trade and ensure pertinent information is brought to their committee
- communicate with industry, committee members and the secretary to discuss issues pertaining to their trade
- maintain open communication with LACs, PAC members and the Board
- communicate with LACs on the outcomes of LAC recommendations made to the PAC
- report on the current activity in their trade, including LAC activity, at Board meetings
- be familiar with apprenticeship and industry training legislation, and the PAC bylaws and procedures
- participate in events that promote apprenticeship
- model good apprenticeship training practices within their company or organization

A presiding officer may also be asked to:

- assist in assessing the work experience, skills and knowledge of some Alberta Qualification Certificate applicants
- help mark practical exams
- help determine if other training programs are equivalent to apprenticeship training programs

Meetings

- chair committee meetings

For details on the presiding officer's roles and responsibilities with respect to meetings, see the section on 'Industry Committee Meetings'.

Dispute resolution

- ensure that procedures and timelines to resolve formal disagreements are followed
- comply with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*

Member recruitment

- actively seek and recruit appropriate employers and employees to nominate to LACs and the PAC
- contact potential new members to discuss the responsibilities of being a member including the importance of active participation as a committee member
- work with the secretary to orient new members on the roles and responsibilities of the committee and its members
- encourage existing members to develop committee and leadership skills



PAC members are appointed by the Board to represent the interests of employers and employees in their trade.

Overall responsibilities

- be knowledgeable about their trade
- communicate with industry, committee members and the secretary to discuss issues pertaining to their trade
- maintain open communication with LACs, PAC members and the Board
- be familiar with apprenticeship and industry training legislation, and the committee bylaws and procedures
- monitor LAC activities
- participate in events that promote apprenticeship
- model good apprenticeship training practices within their company or organization

A member may also be asked to:

- assist in assessing the work experience, skills and knowledge of some Alberta Qualification Certificate applicants
- help mark practical exams
- help determine if other training programs are equivalent to apprenticeship training programs

Meetings

- participate in committee meetings

For details on the member's roles and responsibilities with respect to meetings, see the section on 'Industry Committee Meetings'

Member recruitment

- actively seek and recruit appropriate employers and employees to nominate to LACs and the PAC

Provincial Apprenticeship Committees Secretaries



PAC secretaries are Alberta Advanced Education and Technology staff. They are not committee members and cannot vote or act in the place of the presiding officer. The secretary provides administrative and technical support to the PAC, its presiding officer and committee members for the business activities of the committee. For example, they assist with planning committee meetings and preparing minutes and summary reports of meetings.

Occupational Committees Roles and Responsibilities



The Board is authorized by the *Apprenticeship and Industry Training Administration Regulation*, (AR 257/2000) to establish an occupational committee for each designated occupation. The Board normally appoints equal numbers of employees and employers for terms of up to three years. However, the Board may choose, instead, to recognize an existing industry committee. Based on the occupational committee's recommendation, the Board also appoints a presiding officer. Most occupational committees have approximately nine members. Generally, individuals may serve on an occupational committee for two terms.

A government employee acts as secretary to each occupational committee.

Role

Occupational committees serve as both the 'grassroots' and the link between the 'grassroots' and the Board for their occupation.

Responsibilities

1. Make recommendations to the Board about:

- matters related to standards and certification in their occupation;
- exams and assessments related to their occupation;
- the designation of trades and occupations; and
- regulations and orders under the *Act*.

In making recommendations to the Board, the occupational committee needs to:

- consult with, and consider the advice and recommendations from, industry and other stakeholders and resources on issues affecting their occupation;
- represent interests of employers and employees across the industry and regions;
- make decisions and recommendations in the best interest of their occupation; and
- communicate issues, decisions and recommendations to the Board.

2. Determine whether on-the-job training, work experience, formal instruction or certification programs provided by industry, private or public institutions would benefit the occupation.

3. Consult with other committees established or recognized under the *Act* about training and certification and facilitate cooperation between the different designated trades and occupations and emerging trades and occupations.

4. Promote certification and the pursuit of careers in the occupation

Examples include:

- participating in career days, classroom presentations, trade shows and skills competitions;
- contributing to apprenticeship and industry training publications and news stories;
- public speaking at service clubs and other engagements;

- liaising with local high school counsellors to offer information/mentoring to students who may be interested in the designated occupations and trades as a career;
 - encouraging industry to get involved in the industry committee network by applying to be members;
 - carrying promotional literature about designated occupations and trades and distributing it to interested people (brochures are available from apprenticeship and industry training offices); and
 - modeling good mentoring practices within their company or organization.
- 5. Consult with organizations, associations and others who have an interest in the occupation and with employers and employees in the occupation.**
- 6. Carry out functions or duties assigned by the Board.**

Occupational Committees Presiding Officers



Where the Board establishes an occupational committee, the Board, on recommendation of the occupational committee, appoints a presiding officer. Where the Board recognizes an existing committee as an occupational committee, the Board recognizes the existing chair as the presiding officer. An alternate presiding officer may be elected or appointed from among the committee members to act for the presiding officer when he/she is unable to carry out his/her duties.

Overall responsibilities

- be knowledgeable about their occupation
- communicate with industry, committee members and the secretary to discuss issues pertaining to their occupation
- maintain open communication with the Board
- report on the current activity in their occupation at Board meetings
- be familiar with apprenticeship and industry training legislation, bylaws and procedures
- participate in events that promote training and certification
- model good training and certification practices within their company or organization

Meetings

- chair the committee meetings

For details on the presiding officer's roles and responsibilities with respect to meetings, see the section on 'Industry Committee Meetings'.

Member recruitment

- actively seek and recruit appropriate employers and employees to nominate to the committee
- contact potential new members to discuss the responsibilities of being a member including the importance of active participation as a committee member
- work with the secretary to orient new members on the roles and responsibilities of the committee and its members
- encourage existing members to develop committee and leadership skills

Occupational Committees Members



Occupational committee members are appointed by the Board to represent the interests of employers and employees in the occupation. Where the Board recognizes an existing committee as an occupational committee, the Board recognizes the existing members.

Overall responsibilities

- be knowledgeable about their occupation
- communicate with industry, committee members and the secretary to discuss pertaining to their occupation
- maintain open communication with the Board
- be familiar with apprenticeship and industry training legislation, bylaws and procedures
- participate in events that promote training and certification
- model good training and certification practices within their company or organization

Meetings

- participate in committee meetings

For details on the member's roles and responsibilities with respect to meetings, see the section on 'Industry Committee Meetings'.

Member recruitment

- actively seek and recruit appropriate employers and employees to nominate to the committee

Occupational Committees Secretaries



Secretaries to occupational committees are Alberta Advanced Education and Technology staff. They are not committee members and cannot vote or act in the place of the presiding officer. The secretary provides administrative and technical support to the occupational committee, its presiding officer and committee members for the business activities of the committee. For example, they assist with planning committee meetings and preparing minutes and summary reports of meetings.

Provisional Committees Roles and Responsibilities



A provisional committee is established by the Board with respect to the designation of a trade or occupation. It normally consists of a presiding officer and equal numbers of employer and employee representatives. With respect to a proposed designated occupation, the Board is authorized to recognize an existing industry committee as the provisional committee.

The Board appoints members and presiding officers to provisional committees for terms of up to three years. Provisional committees can exist until the trade or occupation for which it was established is designated. At that time, a PAC or occupational committee is established. If the application for designation is denied, the provisional committee is dissolved.

A department employee acts as secretary to a provisional committee.

Role

The roles and responsibilities of provisional committees for proposed designated trades and proposed designated occupations are slightly different, consistent with the difference between designated trades and occupations.

Common Roles and Responsibilities

Provisional committees for proposed designated trades or occupations are established to make recommendations to the Board in respect of an application for designation under the *Apprenticeship and Industry Training Act*. They provide advice on:

- the scope and work of their trade or occupation;
- the requirements for certification; and
- the availability of people to serve on a local, provincial or occupational committee;
- a program of transition, if required.

In exercising their responsibilities, provisional committees for proposed designated trades or occupations:

- consult with industry (organizations, associations, employers, employees) on:
 - the scope of the proposed trade or occupation
 - the training and certification needs of employers and workers
 - the proposed standards and requirements for training and certification in the proposed trade or occupation;
- consult with relevant PACs and occupational committees about potential overlap between applicable trades and occupations and the proposed designated trade or occupation; and
- communicate with industry at large on any other matters that may be before the provisional committee.

When the trade or occupation has been designated but prior to the designation coming into effect, the provisional committee:

- develops, for recommendation to the Board:
 - course outlines or competency profiles; and
 - examinations and other tools by which the skills, knowledge and competencies of applicants can be assessed to ensure they meet industry's standards.

Roles and Responsibilities Specific to Provisional Committees for Proposed Designated Trades

In addition to roles and responsibilities common to all provisional committees, provisional committees established for proposed designated trades also provide advice on:

- the standards and requirements of a proposed apprenticeship program
- the potential for a continuing supply of apprentices

When the trade has been designated, but prior to the designation coming into effect, the provisional committee

- develops, for recommendation to the Board, record books to track apprentices' progress through on-the-job training and work experience; and
- recommends programs or courses of training and programs of study for recognition by the PAC as equivalent to training provided in the proposed trade's apprenticeship program.

Roles and Responsibilities Specific to Provisional Committees for Proposed Designated Occupations

In addition to roles and responsibilities common to all provisional committees, provisional committees established for proposed designated occupations also provide advice on:

- standards and requirements with respect to the competency of persons in the proposed occupation; and
- whether on-the-job training, work experience, formal instruction or certification programs provided by industry, private or public institutions would benefit the proposed occupation.

Provisional Committees Presiding Officers



All provisional committee members are appointed by the Board to represent the interests of employers and employees in the proposed trade or occupation. The Board, on the recommendation of the provisional committee, appoints the presiding officer. An alternate presiding officer is elected from among the committee members to act for the presiding officer when he/she is unable to carry out his/her duties. Where, in the case of proposed designated occupations, the Board recognizes an existing committee as a provisional committee, the Board also recognizes the existing chair as the presiding officer.

Overall responsibilities

- be knowledgeable about their proposed trade or occupation
- monitor activities of other committees related to their proposed trade or occupation and ensure pertinent information is brought to their committee
- communicate with industry, committee members and the secretary to discuss issues pertaining to their proposed trade or occupation
- supervise and administer committee affairs
- maintain open communication with the Board
- report on the activity of the provisional committee at Board meetings
- be familiar with apprenticeship and industry training legislation, and the committee bylaws and procedures
- participate in events that promote training (skills competitions, career fairs, etc.)
- promote apprenticeship and industry training
- model good training practices within their firm or organization

Meetings

- chair committee meetings

For details on the presiding officer's roles and responsibilities with respect to meetings, see the section on 'Industry Committee Meetings'.

Member recruitment

- actively seek and recruit appropriate employers and employees to nominate to the committee
- contact potential new members to discuss the responsibilities of being a member including the importance of active participation as a committee member
- work with the secretary to orient new members on the roles and responsibilities of the committee and its members
- encourage existing members to develop committee and leadership skills

Provisional Committees Members



Members of provisional committees established by the Board are appointed by the Board to represent the interests of both employers and employees in the proposed designated trade or occupation. Where the Board recognizes an existing industry committee as a provisional committee, the Board recognizes the existing members.

Overall responsibilities

- be knowledgeable about their proposed trade or occupation
- communicate with industry, committee members and the secretary to discuss pertaining to their proposed trade or occupation
- maintain open communication with the committee members and the Board
- be familiar with apprenticeship and industry training legislation, and the committee bylaws and procedures
- promote apprenticeship and industry training
- model good training practices within their firm or organization

Meetings

- participate in committee meetings

For details on the member's roles and responsibilities with respect to meetings, see the section on 'Industry Committee Meetings'.

Member recruitment

- actively seek and recruit appropriate employers and employees to nominate to the committee

Provisional Committees Secretaries



Secretaries to provisional committees are Alberta Advanced Education and Technology staff. They are not committee members and cannot vote or act in the place of the presiding officer. The secretary provides administrative and technical support to the provisional committee, its presiding officer and committee members for the business activities of the committee. For example, they assist with planning committee meetings and preparing minutes and summary reports of meetings.



How can industry committees consult with industry?

Consultation with industry means sharing information about apprenticeship and industry training issues with employers and employees, and seeking their views on the issues. It also means informing industry of changes to apprenticeship and industry training.

Consultation with industry means talking with local industry associations, labour unions and employee associations, and individual employers and employees. Consulting includes writing articles for their newsletters and asking for feedback, or reporting in person on apprenticeship and industry training issues at their meetings.

Consulting also means making occasional phone calls to employers and employees to let them know what issues are being discussed by the LAC, PAC or occupational committee, to hear their opinions on the issues, and to seek new issues that should be discussed.

It means one or more members of the LAC, PAC or occupational committee attending appropriate local, regional and/or provincial business or labour conventions, making themselves known to attendees, and listening to concerns and/or opinions that are expressed about training and certification.

How can industry committee members promote apprenticeship and industry training?

Members can promote apprenticeship and industry training by:

- representing apprenticeship and industry training in an information booth at a trade show;
- participating in career days at local schools;
- responding to invitations to make classroom presentations about apprenticeship and trades and occupation careers, or to provide information and/or mentoring to students who are interested in such careers;
- attending and speaking at local service club luncheons and meetings;
- writing or suggesting articles for training publications or for industry association newsletters;
- informally discussing apprenticeship and industry training in a positive way with friends, neighbours and business acquaintances;
- carrying apprenticeship and industry training brochures for distribution to people who are in need of more information about the apprenticeship and industry training system;
- encouraging individuals to get involved in the industry committee network by becoming members;
- promoting scholarships and awards;
- promoting in Skills Canada Alberta and participating in skills competitions; and
- speaking at industry association/labour organization meetings.

How can LACs monitor the apprenticeship program and the progress of apprentices?

In discussions with industry organizations and their members, LAC members may look for employer, journeyperson and apprentice views on how the apprenticeship program is working locally. Some questions LAC members could ask include:

- how changes to an apprenticeship program are working;
- whether the course curriculum meets the needs of the employer and the apprentice; and
- whether the program is up to date with current practices in the local area.

When could a PAC or occupational committee be considered for expansion?

The Board could consider expanding a PAC or occupational committee to broaden industry involvement and address:

- the variety of industry sectors within the trade;
- the geographic representation of trade or occupation activity;
- the emergence of new branches within a trade;
- the restructuring or expansion of the scope of a trade or occupation; and
- technological change in a trade or occupation.

What does the Board consider when reviewing recommendations from industry for committee membership?

The Board creates industry committees and appoints their members. Appointments are made based on information supplied in an application form available from any apprenticeship and industry training office and from www.tradesecrets.gov.ab.ca.

When industry nominates an individual for committee membership, the Board reviews the applications based on the following principles. The Board aims for committees that:

- represent employer and employee members in equal numbers;
- contain members who are associated with and knowledgeable about the trade or occupation;
- are composed of members who work in, or engage the services of persons who work in the designated trades or occupations;
- represent users of the apprenticeship and industry training system and the geographic locations within Alberta where training and certification occurs;
- have employee representatives who hold a certificate in the relevant trade or occupation; and
- have employer representatives who are actively involved in the relevant trade or occupation, but are not necessarily certified.



Effective communication within the network of industry committees is critical to the success of Alberta's apprenticeship and industry training system. The Board relies on current and concise information brought forward from various trade and occupational committees to make effective decisions. The members of the committees are the eyes and ears of industry at large. What they see and hear needs to be relayed through the committee structure to the Board.

Local Apprenticeship Committees

Designated trades generally have one or more LAC addressing local trade issues. In developing a recommendation on a particular issue, members of an LAC may research an issue and present the information to the full committee. The LAC then votes on the matter according to their bylaws.

Once the matter has been voted on, it is the responsibility of the LAC to forward its recommendation to the PAC for its trade. The LAC presiding officer attends PAC meetings to report this information.

Provincial Apprenticeship Committees

It is also the responsibility of a PAC to ensure that concerns and recommendations from the trade's LACs are discussed at PAC meetings. The PAC may set up subcommittees to look deeper into a particular issue. The subcommittee develops a recommendation to be voted on by the full committee according to the bylaws established for the PAC. The PAC then informs the LAC of the outcome of the vote and any other actions to be taken.

Members of the PAC also bring issues for discussion to PAC meetings. The full committee votes on a recommendation for each issue brought before it. Recommendations made by the PAC are forwarded to the Board for action. The PAC presiding officer presents the recommendations and reports on other matters of the PAC and its LACs at Board meetings.

Occupational Committees

Occupational committees, like PACs, are responsible for addressing issues and making recommendations to forward to the Board in relation to designated occupations. They may set up subcommittees to focus on particular issues. Recommendations made by the occupational committee are forwarded to the Board for action. The presiding officer presents the recommendations and reports on other matters of the occupational committee at Board meetings.

Provisional Committees

A provisional committee is established by the Board before the designation of a trade or occupation comes into effect to make recommendations about the designation and implementation of a trade or occupation. As with PACs and occupational committees, recommendations and other relevant information from the provisional committee are presented at Board meetings by the provisional committee's presiding officer.

The Board

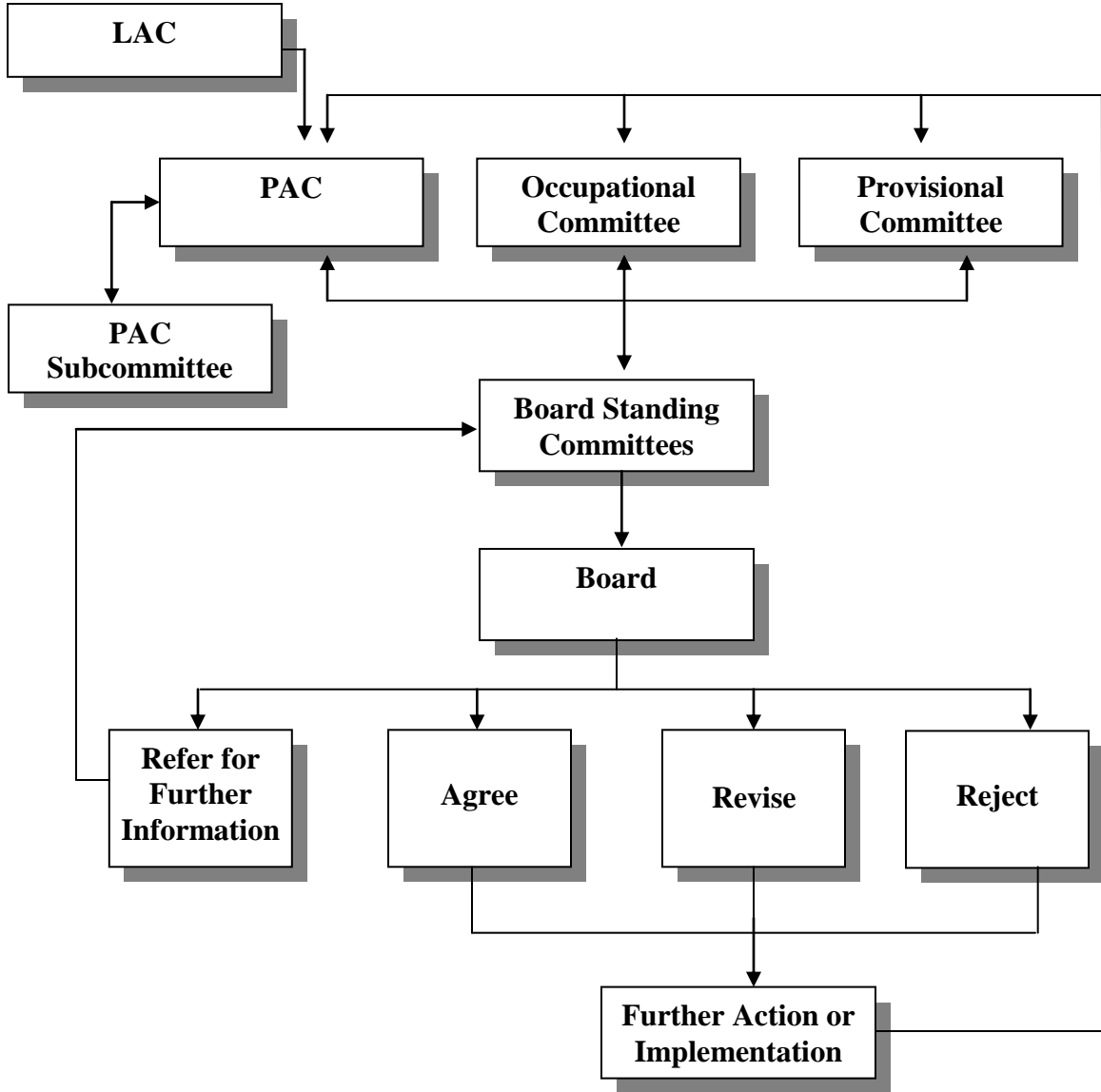
Once a recommendation is presented to the Board from an industry committee or one of its five standing committees (*for more information, see 'About the Board' under 'Quick Reference'*), the Board has several options. It can agree with the recommendation. It can refer the matter back to the originating industry or standing committee. Or it can reject or amend the recommendation. The relevant committees are informed of the Board's decisions or actions on their recommendations. The recommendation is forwarded to the appropriate party for further action or implementation.

Alberta Government

Staff of the department of Advanced Education and Technology works with the Alberta Apprenticeship and Industry Training Board and its network of industry committees to provide planning, coordination and policy support, and administrative support to facilitate industry's development of training and certification standards.

This process of communicating recommendations between the committees and the Board is graphically depicted in the flow chart on the following page.

Industry Committee Network
Communication Flow Chart





Alberta's industry committee network is made up of over 150 industry committees with more than 750 members across the province. With all of these committees meeting on a regular basis, it is important that the meetings are efficient and effective. Good meetings require good planning. And good planning requires a clear understanding of all the components of a meeting.

Planning and preparing for the meeting are the responsibilities of the presiding officer and the secretary of each industry committee. In planning a meeting, it is important to take into account the following:

Meeting Participants

The participants of a meeting include the presiding officer, members, guests, special invitees and other people allied with the meeting. Planning a meeting must take into consideration the availability of these meeting participants.

Location and Venue

Deciding on a location and venue for a meeting is determined by such factors as ease of accessibility for all participants, availability of a venue, access to other services on site (e.g., catering), personal comfort, or special circumstances such as including an industry tour as part of the meeting.

Date and Time

Deciding when a meeting convenes is a decision that must be made by the presiding officer in conjunction with the committee secretary. Often the date of a meeting will be influenced by the schedule of another committee meeting, or may need to be decided in consultation with another committee.

Purpose

The purpose of the meeting is to conduct the necessary business of the committee. All committees have minimum meeting requirements as set forth in their bylaws, but committees meet as required to conduct their business which, in some cases, could be several times a year.

Agenda

The agenda is the guiding document for the conduct of any meeting. The agenda informs all participants of the discussion items and keeps everyone on the topic at hand. Once the initial planning for a committee meeting is done, the committee secretary prepares a *draft agenda* that includes all of the planning items. The draft agenda is shared with the presiding officer and, between these two people, a *circulated agenda* is developed for the meeting.

Once at the meeting, one of the first items of business will be to adopt the circulated agenda, either as circulated or with amendments. Any amendments must be approved through a motion and a vote of a simple majority. The circulated agenda then becomes the *approved agenda*.

If any changes are proposed to the agenda after the agenda is approved, changes may only be made if agreed to unanimously.

It is very important for the presiding officer of the meeting to adhere to the agenda and ensure that all of the items on the agenda are dealt with in the time allotted for the meeting.

Agenda Template

Templates for the various committees' agendas can be found at the end of this section. Committee secretaries and presiding officers should use the appropriate template for their committees to develop a final agenda for all meetings held by the committee.

Notice of Meeting

As the guiding document for a meeting, it is important that the agenda is sent to everyone invited to the meeting well in advance of the meeting date. The amount of time needed for a meeting notice is determined in the bylaws of each respective committee, but is normally three weeks or more prior to the meeting. Everyone invited to attend a committee meeting is asked to contact the committee secretary to confirm their attendance.

Motions

What is a motion?

- A formal step to introduce a matter for consideration by a committee.
- A clearly worded written statement of a recommendation for action.

When is a motion appropriate?

- When a committee has a substantive recommendation to put to another committee (LAC to PAC, occupational committee to Board, Board to PAC, etc.).
- When a presiding officer or alternate presiding officer is recommended for appointment to a committee.

Motion procedures

- Motions are moved and seconded by individual committee members, other than the presiding officer.
- Motions are voted on by all committee members, except the presiding officer.
- A presiding officer, or someone acting in the presiding officer role, cannot move or second a motion or vote on a motion except in the case of a tie.
- A motion may be withdrawn only by the person moving the motion and must have unanimous support for approval of withdrawal.
- Some motions require advanced notice, as specified in the bylaws of a specific committee.

Motion wording

- Two examples of beginning statements that may be used for substantive motions are: "The LAC recommends that . . . "; or "The PAC elects . . . "
- With few exceptions, most motions are worded in the form of a recommendation for action because the recommendation must normally be approved by another committee before the action can take place. For example, a PAC may need to approve a recommendation from an LAC or a PAC subcommittee.

Sample motions can be found at the end of this section.

Voting

All committee members have a duty to vote on motions placed before the committee. Voting may be done by simple count of hands or may be done by written or electronic ballot. A member may abstain from a vote in the case of a conflict of interest.

Quorum

What is a meeting quorum?

- A majority of members appointed to the committee at the time of the meeting.
- Committee bylaws state that recommendations and votes must have equal representation from employer and employee members. If they do not, any motion made may be referred back to the committee that made the motion for further discussion and clarification.

What happens when quorum cannot be met at a meeting?

- There are three options:
 1. The presiding officer may dismiss the meeting after setting a date and time for a future meeting.
 2. The meeting may proceed with members discussing any items informally, but making no decisions.
 3. The meeting may proceed, but any decisions must be put to a ballot of all committee members or deferred to a future meeting that has quorum.

More details on quorum can be found at the end of this section.

Nominations

The positions of the presiding officer and the alternate presiding officer are filled beginning with a nomination. An individual committee member can nominate a fellow committee member or self-nominate. In the case of nomination by another, a nominee must accept the nomination before a name may be placed on a ballot. In order to allow time for other potential candidates to step forward, 30 days must pass between nominations or a notice of nomination and the actual vote to decide the matter. The procedure for electing a person to one of the positions is by simple majority ballot of the meeting quorum.

Action Items

Any motions or specific items requiring action or follow up by a committee are action items. Action items must be acted upon in a timely manner in order to accomplish the work of a committee. It is up to the presiding officer, committee members and the secretary to ensure that all action items are completed within the timelines set by the item. When the minutes of a previous meeting are reviewed, particular attention should be paid to any outstanding action items.

Minutes

Minutes are a written summary of what happened during a meeting. The minutes must clearly convey the intent of any discussion, provide rationale for motions and record any motions along with the votes on each motion. Minutes are normally drafted by the committee secretary and then circulated to all committee members for review before being finalized. All committees have timelines for writing and approving the meeting minutes.

Summary Reports

In addition to meeting minutes, committee secretaries draft a report summarizing the minutes of a committee meeting. The secretary, then, works with the presiding officer to complete the report. The presiding officer, in turn, presents the summary report at a PAC or Board meeting, depending on the committee.



The participants of all committees in the industry committee network include a presiding officer, members and other guests. Regardless of the specific industry committee, those participants have common responsibilities before, during and after each committee meeting.

Presiding Officers

Prior to the meeting

- meet with the committee secretary to plan a meeting, including:
 - develop the agenda
 - review old minutes
 - review member requests for agenda items
 - ensure uncompleted action items are added to the agenda
 - review issues from other sources, including LACs, PACs, occupational committees, provisional committees and the Board
 - determine guests to invite to the meeting, as required (e.g., other professionals, training providers, potential committee members, technical experts)
- meet with their committee secretary to set a date and arrange a location for a meeting
 - LAC meetings should be scheduled to occur before a general PAC meeting so that:
 - the LAC can address any PAC requests and concerns,
 - LAC information and advice can then be more quickly brought to the attention of the PAC
 - it may also be beneficial to schedule an LAC meeting shortly after a general PAC meeting to discuss issues resulting from the PAC meeting.
- call a meeting and contact other committee members to ensure attendance at the meeting
- ensure meeting materials are sent to all participants at least three weeks in advance
- be aware if there is a conflict of interest and inform committee members and the secretary
- follow up with calls to members to remind them of the meeting
- communicate with new members to explain how meetings are run
- communicate with new members to explain the issues before the committee

During the meeting (chairing the meeting)

- call the meeting to order on time
- determine if there is a quorum
- ensure, through introductions, that all meeting participants are recognized
- finalize the agenda
- ensure the meeting is neutrally chaired to safeguard the balance between competing interests, e.g., employer and employee interests
- chair the meeting in an open, timely manner ensuring engagement of all members

- follow the agenda
- use time and the agenda to their advantage
- if the meeting gets off topic, politely bring it back on topic
- watch for items that come up in discussion that could be actionable (motion, addition, separate meeting, refer to subcommittee, etc.)
- remind everyone of their responsibility to represent the best interests of their trade or occupation, and not to bring personal issues to the discussion
- remain impartial in all discussions
- be the voice of calm and reason
- abstain from discussions where there is a conflict of interest (pass the duty of chairing the meeting to the alternate presiding officer)
- accept all decisions made by majority vote
- if necessary, review key points of the *Act*, regulations and committee bylaws for new committee members
- ensure the meeting is adjourned at a the scheduled time

After the meeting

- review the minutes when required
- pursue action items
- plan for the next meeting
- ensure LAC recommendations are quickly forwarded through the secretary to the PAC (*LAC presiding officers only*)
- review the relevant LAC, PAC, occupational committee and/or provisional committee summary reports with the secretary
- represent the committee at PAC and/or Board meetings
- present the summary report and/or the business of the committee to the PAC or Board

Members

Prior to the meeting

- review the meeting agenda and attachments prior to meetings and be ready to participate fully in the meetings
- notify the secretary if they are unable to attend a meeting
- be aware if there is a conflict of interest and inform the presiding officer and committee secretary
- know how a meeting is run; use this handbook as a guide

During the meeting

- attend meetings
- be on time and prepared
- participate in all discussions, including debates on motions
- vote on any motion or issue put forward
- address specific agenda items remembering to represent the best interests of their trade or occupation, and to keep personal issues out of the discussion
- accept decisions made by majority vote
- declare a conflict of interest and abstain from voting if a conflict may exist
- bring to the meeting information and concerns affecting their trade from industry
- after the meeting, share the committee's discussions and recommendations with industry stakeholders

Meeting Guests

Guests may attend an industry committee meeting at the invitation of the presiding officer. Guests may include technical experts, members of other committees or organizations, government representatives, and others. Guests are not allowed to make motions, vote on motions or take part in the discussion of motions unless specifically asked to by the presiding officer.



Keep to the agenda

To have an effective meeting, develop a good agenda and stick to it. If members stray off topic there are a number of ways the presiding officer (or another member of the committee) can bring it back on track. The key is to be polite.

Acknowledge their idea, interest or knowledge on the subject and possibly a time or forum to better handle it. Then quickly remind everyone what issue is being discussed and continue the discussion. For example:

- "You have raised an interesting point. However, we are dealing with 'A' right now. Can you hold that thought until we get to item 'D' on our agenda?"
- "You seem to feel very strongly on that issue, Fred. But as I review our responsibilities here, it appears to be an administrative matter, so it falls outside our responsibilities. Can we finish debating 'A' right now and perhaps you could discuss that point with the committee secretary after the meeting?"
- "We seem to be getting a little off topic here. I believe we were discussing 'A' and Fred had just indicated that Are there any other comments on 'A'?"

Prepare for motions and recommendations

Review the agenda and note where motions and/or recommendations might be required. Make sure motions are made and recorded before the topic is discussed.

Stick to the issues!

Issues should be discussed during the meeting. Presiding officers should prevent personal attacks. If some committee participants are allowed to be highly critical of others because of their views on agenda items, those criticized may not want to participate further.

When attacks occur, the best time to handle them is right then and there. The presiding officer interrupts the attacker and says, "Please, let's just stick to the issues and try not to get personal. Now, I understand you do not agree with the previous speaker's position ... could you please explain your own position?"

Encourage full participation in discussions

People may not want to participate in a discussion if it is hard for them to get a chance to speak, or if they are worried that others will attack their views.

The presiding officer may control debates or discussions by recognizing people to speak. To ensure that everyone has an opportunity to speak, it's a good idea to keep a speakers list, which the presiding officer makes in the same order as people raise their hands to speak.

Try to keep discussion and debate balanced. Don't let any one person dominate. If someone is controlling the discussion or debate, the presiding officer can thank the person for speaking and ask to hear from others.

Some people have difficulty expressing their ideas. Be patient and give them time. Don't let other members cut in to say what they think the person means. After the person is finished speaking, the presiding officer can rephrase the point by saying, "I think this is what you are saying ... Did I understand you correctly?"

Keep the meeting moving. This means not letting members repeat their opinions during a debate. If a member does not automatically second a motion, quickly ask for a second. Start the debate on the motion right away by repeating the motion if necessary.

Ideas for agenda items

Good meetings result from good discussion. Good discussion results from preparation on the part of all committee members and from good topics for discussion. Beyond the regular agenda items and the specific issues that arise from time to time, here are some ideas for agenda items to consider.

- review theory and practical exams, including entrance exams
- review course outlines
- review regulations
- review the occupation profile
- discuss results and issues of training providers
- invite award winners to a meeting to be recognized for their accomplishments
- discuss issues brought forward from other committees
- discuss ways to promote the trade or occupation and apprenticeship and industry training
- review the effectiveness of compliance orders in compulsory trades
- identify ways of improving contact and communication with the local training provider
- review membership lists and nominations for the LAC/PAC/occupational committee
- provide record book input and approval
- review scholarship information
- discuss labour market conditions

Factors that enhance committee effectiveness:

- a good working relationship with the committee secretary;
- thoroughly oriented and trained new committee members and new presiding officers on all aspects of the apprenticeship and industry training system, and particularly on their role and responsibilities;
- strong, open and effective lines of communication between:
 - LACs
 - LACs and a PAC
 - a presiding officer and a secretary of a committee;
- qualified candidates willing and able to serve on the committee;
- contact with committee members between meetings to update them on specific activities and to keep them connected generally;
- calls to all committee members prior to a scheduled meeting to encourage and ensure their attendance;
- requests and recommendations from LACs forwarded to the PAC;
- requests and recommendations from LACs discussed by the PAC; and
- responses from PACs regarding LAC requests and recommendations communicated back to the LACs in a timely manner.



Meeting Agenda Templates

Local Apprenticeship Committee Meeting Agenda

Trade Name

Date and Time

Location

- 1) Call to order
- 2) Introduction of guests
- 3) Opening remarks
- 4) Review agenda
- 5) Membership review
- 6) Review of previous meeting minutes
 - a) Business arising from the minutes
- 7) Reports
 - a) MIPS report
 - b) Local training provider report
 - c) Client Services report
- 8) Business from PAC
- 9) Specific LAC business
 - a) Business arising from reports
 - b) Trade regulation
 - c) Record book
 - d) Course outline
 - e) Occupation profile
 - f) Other
- 10) Special business item
- 11) Announcements and closing remarks
 - a) Next meeting date
- 12) Adjournment

All LAC and PAC minutes are available in the *Members Only* section of the AIT website:

www.tradesecrets.gov.ab.ca

Please confirm attendance to: Client Services Consultant (xxx-yyy-zzzz), or Local CS office admin staff (xxx-yyy-zzzz) (To call toll free , dial 310-000, then the number above.)

A G E N D A
PROVINCIAL APPRENTICESHIP COMMITTEE MEETING
FOR THE xxxxxxxx TRADE
BOARDROOM, COMMERCE PLACE, EDMONTON
Month dd, year, 9:00 a.m.

- 1. Opening Remarks**
 - a) Establish quorum
 - b) Introductions
 - c) Establish PAC representative at the Board
 - d) Elections
 - e) List of PAC members
 - f) Miscellaneous (i.e. expense accounts, etc.)
- 2. Review Agenda**
- 3. Minutes of Previous Meeting***
 - a) Review
 - b) Business arising
- 4. Reports (submissions should be electronic AND hard copy)**
 - a) Monthly Statistical Review and Activities Report
 - b) Monthly Trade Report
 - c) Board Report
 - d) Training Provider Report(s)
 - e) Business Support and Certification Report (Scheduling/Tuition Fees)
 - f) Regional Client Services Reports
 - g) LAC Presiding Officer Reports
- 5. Specific PAC Business**
 - a) Business arising from LAC Reports and Minutes
 - b) Trade Regulations and Board Orders
 - c) Record Book
 - d) Course Outline/ILM Initiative
 - e) Examinations
 - f) Recognition of Training
 - g) Occupation Profile Review
 - h) Apprenticeship Entrance Requirements
- 6. General Apprenticeship and Industry Training Business**
 - a) Apprenticeship Support Programs
 - i) Provincial
 - ii) Other
 - b) Skills Canada & World Skills 2011 – London
- 7. Meeting Survey**
- 8. Adjournment**

*Trade and occupation committee minutes can be found on the AIT website at:
www.tradesecrets.gov.ab.ca/members_only. Insert user name and password then click on 'Minutes & Meeting Dates'.
Information regarding Interprovincial Standards and Red Seal trades can be found on the website at www.ellischart.ca.

Sample Motions

Agenda	Motion to accept or modify an agenda.	Notes
	<p>Moved: John Doe Seconded: Jane Same</p> <p>to accept the agenda as circulated. <u>OR</u></p> <p>to revise the agenda by adding “Education Requirements” as item 5. h).</p> <p>Vote: “4” For “0” Against</p>	<p>The circulated agenda may only be modified by a majority vote at the start of the meeting and then becomes the approved agenda. Changes after the start of the meeting require another motion and unanimous approval.</p>
Adjournment	Motion to adjourn a meeting.	
	<p>Moved: Jane Same Seconded: John Doe</p> <p>To adjourn the meeting.</p> <p>Vote: “4” For “0” Against</p>	<p>Once the motion is voted on, the meeting is concluded.</p>
Presiding Officer Election	Motion to elect a presiding officer or alternate PO.	
	<p>Moved: Jane Same Seconded: John Doe</p> <p>The PAC recommends that Bill Smythe be appointed as Presiding Officer (or alternate presiding officer).</p> <p>Vote: “3” For “0” Against</p>	<p>PAC, OC and provisional committees must have PO election recommendations approved by the Board. Elections of alternate PO or LAC PO do not require Board approval, but must be clearly recorded in the minutes.</p>

Substantive 1	Motion to ask PAC to do something - the motion must be supported by a good description of the issue and rationale for the motion in the minutes.	
	<p>Moved: Jane Doe Seconded: Sam Same</p> <p>The LAC recommends that the PAC review section A of the first period in the course outline to remove references to widgets. Vote: "4" For "0" Against</p>	If the PAC agrees, it will have to request the change through a course outline review process involving training providers and the Board.
Substantive 2	Motion to ask PAC to do something - the motion must be supported by a good description of the issue and rationale for the motion in the minutes.	
	<p>Moved: Sam Doe Seconded: Jane Same</p> <p>The LAC recommends that the PAC modify the recognition of Program X at College Y to include 300 hours of time credit for first period. Vote: "4" For "0" Against</p>	The PAC will revise the recognition of the program if it agrees with the LAC.
Substantive 3	Motion to ask the Board to do something - the motion must be supported by a good description of the issue and rationale for the motion in the minutes.	
	<p>Moved: Ramona Same Seconded: Bob Doe</p> <p>The PAC recommends that the record book be updated to reflect new industry practices regarding modification of whozits. Vote: "4" For "0" Against</p>	The PAC will have to recommend this change to the Board.

Quorum

Local Apprenticeship Committees

1. Quorum is defined in 9(2) of the *Apprenticeship and Industry Training Act* as “a majority of members then holding office”. LAC and PAC bylaws both refer to the *Act* to define quorum.
2. In order to vote on matters before the LAC, the quorum “must be comprised of at least one member representing the interests of employers and one member representing the interests of employees”. (LAC Bylaws, Item 39 – Voting on Motions)
3. Note that the presiding officer (or alternate) can only vote in the case of a tie vote.

Impact

The rules above mean that an LAC must have at least three persons at any meeting to conduct the business of the committee. There must be at least one employer and one employee representative present in addition to the PO (must be balanced). PACs are reluctant to accept motions from LACs with less than the full membership voting because of the possibility of bias. A PAC may return a motion to an LAC and request a complete ballot of LAC members before processing the motion.

Provincial Apprenticeship Committees

1. Quorum is defined in 12(2) of the *Apprenticeship and Industry Training Act* as “a majority of members then holding office”.
2. In order to vote on matters before a PAC, quorum “should, wherever possible, be comprised of at least two members representing the interests of employers and two members representing the interests of employees. At a minimum, there must be at least one member representing the interests of employers and one member representing the interests of employees”. (PAC Bylaws, Item 43 – Voting on Motions)
3. Note that the presiding officer (or alternate) can only vote in the case of tie vote.

Impact

PACs must have at least five persons at any meeting to conduct the business of the committee. If a subcommittee meets and makes any motions, they are expected to be supported by the entire PAC. There must be at least two employer and two employee representatives present (must be balanced). The Board is reluctant to accept motions from PACs with less than the full membership voting because of the possibility of bias or lack of industry support. Motions put forward to the Board without full committee support are normally returned to the PAC for a complete ballot of members.



A Public Agency

As a public agency, the Alberta Apprenticeship and Industry Training Board's work is aligned with government direction. The focus of the Government of Alberta's Strategic Business Plan in 2010-2013 includes supporting an innovative and competitive economy. Of particular relevance to the Board is the government's priority to build a skilled workforce to improve the long-run competitiveness and sustainability of Alberta's economy.

The Board's Composition

The Board consists of 13 people, appointed by the Lieutenant Governor in Council, who are knowledgeable about training in trades and occupations and the needs of the Alberta labour market for skilled and trained people. To ensure a balanced approach, employers and employees are represented in equal numbers, as follows:

- a chair
- 4 members representing employers and employees in designated trades;
- 4 members representing employees and employees in designated trades;
- 2 members representing employers in non-trade occupations; and
- 2 members representing employees in non-trade occupations.

The Board's Vision, Mission and Principles

Vision	Highly skilled and trained people in designated trades and occupations meeting the needs of industry and society.
Mission	To establish and maintain high quality training and certification standards in the apprenticeship and industry training system, and to promote training in the designated trades and occupations.
Principles	
Accessible	Individuals wishing to pursue a career in the designated trades and occupations have access to apprenticeship and industry training.
Funded by All	Apprentices, trainees, employers, and government contribute to the financial cost of training.
Industry-driven	Industry is responsible for setting the standards for training and certification, and for providing on-the-job training and work experience for apprentices and trainees.

- Supported by Government** Government, with advice from industry, has a role in regulating apprenticeship training and helping individuals to acquire the skills needed to work in designated trades and occupations.
- Collaborative** Apprenticeship and industry training is based on effective partnerships among stakeholders.
- Integrated** Apprenticeship and industry training are options within the advanced learning system and part of lifelong learning.

The Board's Standing Committees

The Board has five standing committees through which it works:

Labour Market Issues and Board Operations Committee

Monitors labour market activity, identifies industry-related training needs and opportunities, and addresses promotional and operational activities of the Board.

Industry Standards Committee

Formulates training and certification policy and standards to meet emerging requirements of the apprenticeship and industry training system.

Industry Network Committee

Monitors the operations of the industry committee network and reviews nominations for membership in the provincial apprenticeship committees (PACs), local apprenticeship committees (LACs), occupational committees and provisional committees.

Nominations Review Committee

Reviews applications and provides recommendations to the Minister of Advanced Education and Technology regarding the appointment of Board members, along with Alberta Advanced Education and Technology staff.

Awards and Scholarships Committee

Selects and recognizes award and scholarship recipients, and promotes value and availability of awards and scholarships.

Quick Reference

Commonly Used Terms

For more information on any of the items listed below, please go to www.tradesecrets.gov.ab.ca or contact your committee secretary.

Act	Apprenticeship and Industry Training Act
AIT	Apprenticeship and Industry Training
AIT	Agreement on Internal Trade
APAP	Apprentice Preparation for Aboriginal People (Workforce Essential Skills)
ATOMS	Apprenticeship, Trade and Occupation Management System
Board	Alberta Apprenticeship and Industry Training Board
BOC	Labour Market Issues and Board Operations Committee
CAF	Canadian Apprenticeship Forum
CBAT	Competency-Based Apprenticeship Training
CCDA	Canadian Council of Directors of Apprenticeship
CTS	Career and Technology Studies
DACUM	Develop A Curriculum
Department	Alberta Advanced Education and Technology
Sector	Apprenticeship and Industry Training sector of the Advanced Education and Technology Department
FOIP	Freedom of Information and Protection of Privacy
ICEMS	Interprovincial Computerized Examination Management System
ILM	Individual Learning Module
INC	Industry Network Committee
IP	Interprovincial (exam or Red Seal)
ISC	Industry Standards Committee
KPI	Key Performance Indicator
LAC	Local Apprenticeship Committee
Minister	Minister of Advanced Education and Technology
NOA	National Occupational Analysis

PAC	Provincial Apprenticeship Committee
PLA	Prior Learning Assessment
PO	Presiding Officer
RAP	Registered Apprenticeship Program
TILMA	British Columbia–Alberta Trade, Investment and Labour Mobility Agreement
WATS	Weekly Apprenticeship Training System
WHMIS	Workplace Hazardous Materials Information System
YAP	Youth Apprenticeship Project
YITTA	Youth in Transition to Apprenticeship Project

Quick Reference Definitions

For more information on any of the items listed below, please go to www.tradesecrets.gov.ab.ca or contact your committee secretary.

Achievement in Business Competencies (Blue Seal) Program	A program established to encourage and recognize the study of business by persons certified in a designated trade or designated occupation.
Apprentice	A person participating in an apprenticeship program under a contract of apprenticeship that is registered with the Apprenticeship and Industry Training sector of Advanced Education and Technology.
Apprenticeship Update	A primary vehicle for the Alberta Apprenticeship and Industry Training Board to provide information about Alberta's apprenticeship and industry training system and to inform employers, tradespeople, apprentices and trainees of changes in their trade or occupation. The newsletter is available online at www.tradesecrets.gov.ab.ca .
Block Release	The traditional method of delivering technical training to apprentices in Alberta. Apprentices leave work and go to school for a block of time, commonly eight weeks but may be longer or shorter depending on the trade, with fixed start and completion dates.
Certified Tradesperson	An individual who holds a trade certificate in a designated trade. A person becomes a certified tradesperson by successfully completing an apprenticeship program or by meeting any other requirements established by the Board. The Qualification Certificate Program is an example. The program allows tradespeople to demonstrate that their prior work experience, skills and knowledge meet Alberta's industry standards for certification.
Competency Based Apprenticeship Training (CBAT)	An approach to the technical training of apprentices that allows each individual to progress through technical training at a rate determined by his/her own capabilities. Apprentices are able to exit technical training when they have completed the requirements.
Designated Occupation	An occupation designated under the <i>Apprenticeship and Industry Training Act</i> by the Minister of Advanced Education and Technology on the recommendation of industry and the Alberta Apprenticeship and Industry Training Board. Designated occupations have clearly identified competencies. When an individual has achieved the occupation's identified competencies, the Minister grants an Occupational Certificate.

Participation in a designated occupation is voluntary and a certificate is not required by law for an individual to work in the occupation.

Designated Trade	An occupation designated under the <i>Apprenticeship and Industry Training Act</i> by the Lieutenant Governor in Council on the recommendation of industry, the Alberta Apprenticeship and Industry Training Board, and the Minister of Advanced Education and Technology. The legislation provides for apprenticeship programs and certification of tradespeople as evidence that their qualifications meet the industry-established standards for the trade.
Distance Delivery	Most often characterized by an apprentice maintaining full-time employment and completing the theory portion of the program in their home location using telecommunication technology and scheduling their lab activities at a training provider's location at a time that fits their personal schedules.
Individual Learning Module (ILM)	Individual Learning Modules are self-contained learning materials specifically written for selected apprenticeship programs. Each module covers approximately four to eight hours of instruction and addresses one learning outcome in an apprenticeship technical training course outline.
Industry	Employers and employees in any particular industry sector or cluster such as construction, manufacturing, transportation or service.
Interprovincial Standards Red Seal Program	A program that provides mobility for skilled workers to move from one part of Canada to another. It encourages the standardization of provincial/territorial training and certification programs. In the Red Seal trades, certified tradespeople and completing apprentices may write an industry-developed interprovincial exam and, if successful, receive a Red Seal endorsement.
Journeyman Certificate	A trade certificate granted to apprentices who successfully complete an Alberta apprenticeship program.
Mobile Delivery	Apprentices attend technical training delivered by a post-secondary training provider in the employers' and apprentices' communities.
Occupational Certificate	Alberta Occupational Certificates are granted to individuals who demonstrate they have achieved the specified competencies of a designated occupation.
On-Site Delivery	An innovative form of mobile delivery in which apprentices attend technical training in a classroom located at a work site for a number of days per 10-day work rotation.
Prior Learning Assessment	A process used to identify the learning an individual has acquired through life, work experiences and technical training. The

(PLA)	individual's learning is assessed to determine where the learning matches the outcomes of apprenticeship or occupational training. Based upon the results of the PLA, appropriate credit is given.
Qualification Certificate	A trade certificate issued to individuals who, through an assessment of their work experience, knowledge and skills in a designated trade, demonstrate they meet the standards set for certification in Alberta.
Registered Apprenticeship Program (RAP)	Allows a high school student to become an apprentice while attending school, earning credit toward both a high school diploma/credential and an apprenticeship program at the same time.
Record Book	The official record of an apprentice's progress in his/her apprenticeship program. It is used to record and monitor on-the-job training. It also provides a list of the tasks, activities and functions reflecting the scope of the trade to assist employers and apprentices in developing work-place training plans.
SuperNet Delivery	A form of distance delivery in which apprentices connect with instructors from their community by a video-conferencing link.
Technical Training	The formal instructional and technical courses that are part of an apprenticeship program, delivered by various training providers throughout Alberta.
Trade Certificate	Trade certificates include Journeyman Certificates and Qualification Certificates in designated trades, and certificates issued under previous legislation (certificate of proficiency, certificate of qualification). Trade certificates also include certificates that have been recognized as equivalent to a trade certificate granted under the <i>Act</i> (for example, a certificate with a Red Seal endorsement).
Trainee	A trainee is a person participating in a training program approved or recognized by the Board in a designated occupation.
Weekly Apprenticeship Training System (WATS) (One-day-a-week)	Technical training provided in short segments over an extended period of time (generally one day per week). The apprentice can remain employed full time while typically attending technical training one day a week. When enrolled in WATS, the apprentice usually lives and works near the training provider in order to commute easily.

Quick Reference Information on the Tradesecrets Website



The Tradesecrets website has information related to apprenticeship and industry training in Alberta. The website address is: www.tradesecrets.gov.ab.ca. A copy of this handbook can be found on the Tradesecrets website under 'Forms and Publications'.

What's New:
"Breaching News" highlights changes to Alberta's trade and occupational training programs. It includes news releases regarding apprenticeship and occupational training in Alberta.

Contact Us:
Lists contact information for all Alberta Apprenticeship and Industry Training offices. The AInfo@gov.ab.ca mailbox is available to individuals with questions, thoughts or suggestions regarding apprenticeship and occupational training in Alberta.

Breadcrumbs:
Identifies where users are on the website and allows them to easily jump back to where they were.

Search:
Facilitates the ability to search the content of the website.

Featured Content:
Displays highlights of important events, time-sensitive materials as well as new content on the website.

Resources:
Quick links to frequently used website resources.

Did you Know?
Fun and educational facts about Alberta's apprenticeship and industry training system.

Quick Quiz:
Creates the opportunity for users to interact with Tradesecrets while learning about Alberta's apprenticeship system.

News & Announcements:
Selected items are linked so the user simply needs to click on an item to access additional information on the topic.

Side Menu:
Used to navigate to the main sections of the website. A description of the content of each item is displayed when a mouse is held over the item.

What's New in the Trades?
Highlights changes to Alberta's trades and occupations, from changes in regulations to the release of new examinations, exam counselling sheets and more. A link to the entire What's New page is available for those wanting more information.

Bylaws
Bylaws



This space has been provided for you to insert the bylaws specific to your committee.
Please contact your committee secretary for a copy.

My Tab
Resource Documents



This section has been provided for you to include/insert any information and documents that you feel are important in fulfilling your role as a member of your industry committee, including key contacts.



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