

# Alberta Apprenticeship and Industry Training Board

## Mandate and Roles Document

### Preamble

As the *Public Agencies Governance Framework* was adopted by the Government of Alberta in response to *At a Crossroads: the Report of Board Governance Review Task Force*;

As the *Public Agencies Governance Framework* and the *Alberta Public Agencies Governance Act* (not yet proclaimed) apply to all agencies;

As the Alberta Apprenticeship and Industry Training Board ('board'), established under the *Apprenticeship and Industry Training Act*, is a public agency as defined in the *Alberta Public Agencies Governance Act*;

As the *Apprenticeship and Industry Training Act* sets out the board's mandate and functions;

As the board is guided in its day-to-day operations by a business plan that evolves to ensure the board continues to respond to emerging issues and changes in the political, socio-economic and technological environment;

The purpose of this document is to clarify the mandate of the board, the roles of government and the board, identifying accountability, recruitment, appointment, orientation, remuneration of members of the board, a process for annual reaffirmation of mandate documents and how the renewal of the mandate document will occur; and

To demonstrate commitment to transparency and accountability, copies of the Mandate and Roles Document will be made available to the public on the Apprenticeship and Industry Training website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

### 1 Mandate and Responsibilities of the board

1.1 Established under section 2 of the *Apprenticeship and Industry Training Act*, the board is accountable to the Minister of Advanced Education and Technology (Minister). The board is classified primarily as an advisory agency but also has regulatory authority.

1.2 The board provides a leadership role in developing Alberta's highly skilled and trained workforce. The board's primary responsibility is to establish the standards and requirements for training and certification in programs under the *Apprenticeship and Industry Training Act*. The board also fulfills additional responsibilities described in the Act. These include:

- advising the Minister of Advanced Education and Technology about the needs of the Alberta labour market for skilled and trained persons, and training and certification in trades and occupations;

- making recommendations to the Minister about the designation of trades and occupations;
- establishing or recognizing trade and occupation-specific committees and appointing members;
- promoting careers in trades and occupations and the training and certification of people in trades and occupations;
- developing policies about the recognition of training;
- making orders about: standards and requirements for training and certification in designated trades and for certification in designated occupations; and the criteria or requirements for granting and recognizing certificates under the Act;
- with the approval of the Minister, making regulations about:
  - the description of a designated trade or occupation;
  - the standards and requirements of apprenticeship programs and the training of apprentices;
  - the resolution of disagreements between employers and their employees arising out of matters under the *Apprenticeship and Industry Training Act*; and
  - exceptions from, and optional undertakings in, a compulsory certification trade.

**1.3** The board, in addition to fulfilling the responsibilities specifically described in the *Apprenticeship and Industry Training Act* and regulations, is responsible for:

- developing and maintaining a vision, mission and principles to guide its work;
- developing a business plan that aligns with the Ministry of Advanced Education and Technology's business plan, establishing clear goals and measurable results;
- ensuring that emerging issues from stakeholders are brought forward to the board;
- making the Minister aware of issues that reasonably could be expected to be important in the exercise of the Minister's responsibilities;
- reviewing its own performance.

**1.4** The board operates in accordance with the functions and responsibilities prescribed in the *Apprenticeship and Industry Training Act* and regulations and in accordance with its three-year business plan. The board is financed through the Ministry of Advanced Education and Technology's budget.

## **2 Accountability**

**2.1** The board reports to the Minister through the board chair.

**2.2** The board delivers the following documents to the Minister at the times and in the format agreed to by the Minister:

- three-year business plan;
- annual report;
- other reports as requested by the Minister.

### **3 Government Responsibilities**

**3.1** The Minister, in addition to fulfilling the responsibilities specifically described in the *Apprenticeship and Industry Training Act* and regulations, is responsible for:

- recommending to Cabinet the appointment or removal of any member of the board;
- considering the recommendations made by the board;
- in accordance with the *Apprenticeship and Industry Training Act* and the *Public Service Act*, appointing an executive director and any other employees considered necessary to carry out the purposes of the *Apprenticeship and Industry Training Act*;
- tabling the board's annual report in the Legislative Assembly.

**3.2** The Deputy Minister supports and acts under the general direction of the Minister. The Deputy Minister is responsible for:

- communicating government policies and direction that affect the work of the board;
- ensuring the operation and performance of the board are monitored to ensure it is fulfilling its mandate in compliance with government policies;
- ensuring a regular review of the board's mandate and operations is completed at least every 7 years to determine if the work of the board is still relevant to the needs of Albertans and if the work is still aligned with government priorities.

**3.3** The Executive Director of Apprenticeship and Industry Training is the Executive Secretary of the Board. The Executive Director ensures the provision of administrative support and other services that are reasonably required to enable the board to carry out its duties under the *Apprenticeship and Industry Training Act*. The Executive Director attends all meetings of the board and is responsible for the provision of secretarial and administrative support to the board including:

- coordination of business and agenda items for board meetings;
- appropriate follow-up on board decisions and requests;
- provision of technical, administrative and financial support.

### **4 Recruitment, Appointment and Orientation of board members**

**4.1** The board consists of 13 persons who are appointed by the Lieutenant Governor in Council and who are knowledgeable about training in trades and occupations and the needs of the Alberta labour market for skilled and trained persons. Led by a chair are eight members who represent employers and employees in designated trades and four members who represent employers and employees in other industries. Employers and employees are represented in equal numbers.

- A board developed competency matrix lists the competencies and values required for board members. The recruitment of board members is based on these competencies.
- The recruitment process is led by the Board Nominations Review Committee in consultation with Advanced Education and Technology, Human Resources.

- 4.2** The Executive Director is responsible for providing orientation and training of board members. Newly appointed members of the board participate in an orientation session that addresses:
- an overview of the Alberta apprenticeship and industry training system;
  - industry's legislated role in the Alberta apprenticeship and industry training system;
  - the operation of the board, including the board's committee structure, the board's bylaws, remuneration and travel expenses and the board's Code of Conduct and Ethics;
  - the roles, responsibilities and expectations of members of the board and the related policies;
  - a general orientation to the public sector.
- 4.3** The board ensures that its members are aware of their individual responsibilities as members of the board and the board's Code of Conduct and Ethics including the need to:
- act honestly and in good faith with a view to the best interests of the board;
  - exercise the care, diligence and skill that a reasonable and prudent person would exercise in comparable circumstances;
  - operate without purpose of monetary gain;
  - in any case where a member has a conflict of interest in a matter under consideration by the board, disclose the nature of that conflict to the members and refrain from voting on the matter;
  - represent the board to its stakeholders and listen to their views.
- 4.4** The board's Code of Conduct and Ethics is administered by the board chair in accordance with the provisions set out in section 3 of the Code. The board chair or designate acts as the sole spokesperson for the board when speaking to the media.
- 4.5** The board has five standing committees to assist with its work:
- Labour Market Issues and Board Operations Committee (BOC)
    - monitors labour market activity, identifies industry-related training needs and opportunities, and addresses operational activities of the board.
  - Industry Standards Committee (ISC)
    - formulates training and certification policy and standards that meet emerging requirements of the apprenticeship and industry training system.
  - Industry Network Committee (INC)
    - monitors the operations of the industry advisory network and reviews nominations for membership on the provincial apprenticeship committees, local apprenticeship committees and occupational committees.
  - Board Nominations Review Committee
    - together with Advanced Education and Technology, reviews applications and provides recommendations to the Minister regarding the appointment of board members.

- Awards and Scholarships Committee (ASC)
  - develops and reviews the criteria and application processes for board-related awards and scholarships, and represents the board on selection committees in each area.

**5 Evaluation and Remuneration of board members**

- 5.1** The board is responsible for identifying and implementing an effective assessment method of board members and of the board as a whole. The board chair conducts an annual evaluation and review of the performance of board members.
- 5.2** The board chair and members are remunerated in accordance with Schedule 1, Part A of the *Committee Remuneration Order* (O.C. 477/07).

**6 Term of Mandate and Roles Document**

- 6.1** Subject to dissolution of the board, this document is in effect as of from the date of approval until March 31, 2014.
- 6.2** The document will be affirmed annually or on a change in either the Minister or the board chair.
- 6.3** The document may be amended as required to accommodate any legislative changes that affect any provisions of the document or the operations of the board or the department.
- 6.4** Any amendments to the document will be dated, signed by both the board chair and the Minister, at which time they will become part of the Mandate and Roles Document.
- 6.5** This document will be renewed or revised no later than March 31, 2014.

Original signed by  
Raymond (Ray) Massey

Original signed by  
Honourable Greg Weadick

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Chair  
Alberta Apprenticeship and Industry  
Training Board

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Minister  
Advanced Education and Technology

May 26, 2011  
Date

June 6, 2011  
Date