

**EFFECTIVE DATE:** October 1, 2011

**PRINCIPLES:** The Alberta Apprenticeship and Industry Training Board (board) recognizes that:

- apprentices may contribute positively as members of trade committees;
- industry network committees may be strengthened and revitalized with apprentice members; and
- local and provincial apprenticeship committees may benefit from apprentices' recent experience with program delivery in the trade.

**PURPOSE:** To enable apprentices in their final period of a three or four-year apprenticeship program to serve on local and provincial apprenticeship committees.

**POLICY:** An apprentice may be appointed to a local or provincial apprenticeship committee if the apprentice has completed all the requirements required or approved by the board for advancement into the final period of a three or four year apprenticeship program. The apprentice may perform any and all tasks and duties required of committee members; however only a final period apprentice who has completed technical training and all required examinations may participate in discussions regarding examinations.

A final period apprentice may be appointed as an employer representative when the apprentice is an owner/operator or partner in a business.

A final period apprentice appointed to a committee should become certified within 18 months of the date of appointment.

**GUIDELINES:** The board will rely on the recommendation of the committee secretary when assessing applications from apprentices. Considerations for apprentice appointments include:

- employer support for the apprentice's application;
- length of employment in the trade;
- performance in technical training;
- references from employer, instructor, etc.;
- desirable competencies as listed in the committee nomination criteria; and
- wages paid while on committee business.