

EFFECTIVE DATE: September 27, 2013

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

- under Section 10(1) of the *Apprenticeship and Training Act* (Act), a provincial apprenticeship committee consists of a presiding officer and persons that represent the interests of employers and employees in the designated trade. The number of persons appointed as representatives of employers and the number of persons appointed as representatives of employees must be equal.
- Section 10(2) of the Act indicates that a provincial apprenticeship committee must consist of not fewer than nine nor more than 21 persons.

PURPOSE: To establish guidelines and criteria for the board to use when considering an increase or decrease in the size of a provincial apprenticeship committee within the minimum and maximum number indicated in the Act.

POLICY: The number of members of a provincial apprenticeship committee may be increased or decreased within the minimum and maximum number indicated in the Act using a systematic approach to evaluate the need.

GUIDELINES:

- A provincial apprenticeship committee shall submit a request to the board through its Industry Network Committee to increase or decrease the number of members on the committee.
- A viability report must be forwarded to the Industry Network Committee along with the request.

Increase to the Size of a Provincial Apprenticeship Committee:

- The board will use the following criteria when considering an increase to the size of a provincial apprenticeship committee:
 - the number of provincial apprenticeship committee meetings held over the past five years;
 - evidence of demand in membership; or
 - the degree to which any of the following may require more provincial apprenticeship committee members:

- diversity of industry requirements;
- the restructuring or expansion of the scope of the trade;
- new or rapid changes in trade technology;
- the emergence of craft areas;
- need for improved geographic representation;
- special circumstances requiring specific technical expertise;
- joint undertakings with other provincial apprenticeship committees on common issues;
- increased trade activity in the province;
- other conditions in the province (unique to the trade) that may contribute to a need for increased membership.

Decrease to the Size of a Provincial Apprenticeship Committee:

- The board will use the following criteria when considering an decrease in the size of a provincial apprenticeship committee:
 - the number of provincial apprenticeship meetings held over the past five years;
 - evidence of the low/lack of demand in membership;
 - the degree to which any of the following may require fewer provincial apprenticeship committee members:
 - narrowing of the scope of the trade
 - the loss of craft areas;
 - decreased trade activity in the province;
 - other conditions in the province (unique to the trade) that may contribute to a need for decreased membership.