EFFECTIVE DATE: October 1, 2011  REVISED: November 4, 2011

PRINCIPLES: The Alberta Apprenticeship and Industry Training Board recognizes that:
the Apprenticeship and Industry Training Act and related regulations do not exclude instructors
from membership on industry network committees;

• a perception of conflict of interest may arise from instructor appointments to industry
  network committees; and

• excluding instructor appointments to industry network committees may restrict the ability of
  small trade committees to find and retain members.

PURPOSE: To enable instructors to serve on industry network committees under specific
circumstances.

POLICY: An instructor may be eligible for appointment on a local apprenticeship committee,
provincial apprenticeship committee or occupational apprenticeship committee subject to the
following guidelines.

GUIDELINES: The following considerations for instructor appointments include:

• Except in very special circumstances, new applicants for membership should not be full-time
  or part-time (sessional) instructors whose students would eventually write either an
  apprenticeship or Red Seal exam. This includes instructors of apprenticeship training,
  training recognized by the board, and journeyperson upgrading at any training establishment
  (including private-sector training facilities).

• ‘Very special circumstances’ include, but are not limited to:
  o very small trades where applicants for membership are especially hard to find, and
  o situations where the survival of a trade/occupation may depend on an instructor being
    appointed to a committee

• Instructors who are not involved in delivering apprenticeship technical training\(^1\) may be
  considered eligible for membership if they are gainfully employed in the trade in addition to
  their teaching duties. Such cases will be reviewed by the board on a case-by-case basis.

• Eligibility for Continued Membership:
  A committee member, who becomes an instructor while serving on the committee and no
  longer meets the guidelines for membership, should be asked to resign. If the committee
  member will not voluntarily resign, the matter should be referred to the Industry Network
  Committee for consideration.

\(^1\) ‘Apprenticeship technical training’ means classroom or laboratory instruction that involves the trade/occupation’s
  curriculum as approved by the board, and is subject to testing that is approved by the PAC and the board.