

**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:
  - very small trades where applicants for membership are especially hard to find, and
  - 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*<sup>1</sup> 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.

<sup>1</sup> ‘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.