

EFFECTIVE DATE: November 4, 2011

PRINCIPLES: The Alberta Apprenticeship and Industry Training Board recognizes that Local Apprenticeship Committees (LACs):

- are the “grassroots” of the apprenticeship and industry training system.
- stay in touch with local activity in their trade.
- provide a local perspective to their trade’s provincial apprenticeship committee (PAC).
- shall be established, according to the *Apprenticeship and Industry Training Act* (Act), where the board is of the opinion that there is sufficient activity in a designated trade within an area of Alberta to warrant the establishment of a LAC for that area.
- may have special circumstances for establishing or discontinuing the LAC.

PURPOSE: To provide guidelines for establishing or discontinuing local apprenticeship committees.

POLICY: Local apprenticeship committees may be established or discontinued using a systematic approach for evaluating the viability of existing and proposed LACs.

GUIDELINES: The Apprenticeship and Industry Training Board will use the following guidelines:

- refer to Addendum A (Criteria for Establishing Local Apprenticeship Committees) in determining the viability of proposed LACs.
- refer to Addendum B (Criteria for Discontinuing Local Apprenticeship Committees) in determining the viability of existing LACs.
- assign equal weighting to all criteria used in determining the viability of existing and proposed LACs.

The Alberta Apprenticeship and Industry Training Board will use the following criteria for establishing Local Apprenticeship Committees (LACs). The sequencing of the criteria is not intended to imply priority or weighting in decision making. **All criteria have equal weighting.**

	Criterion	Measures	Standard
1	Is there sufficient interest in and support from local industry for apprenticeship training?	a) Current number of apprentices in the local area. ¹ b) Historical pattern of apprenticeship registrations in the area.	a) Generally, at least 30 registered apprentices work in the area. b) The trend in the overall number of apprentices working in the area over the past ten years is positive.
2	Is there a sufficient number of qualified employers and employees willing to serve on the LAC?	a) Meetings/consultation with industry.	a) Assurance of Sr Consultant/Area Manager that there are enough qualified employers and employees willing to commit to serve on the LAC.
3	Is there a sufficiently stable industrial base in the local area to ensure continuing activity in the trade and a secure supply of journeypeople?	a) Number of shops in the area capable of training apprentices. b) Supply of journeypeople in the area ² willing and able to supervise apprenticeship training.	a) Shops in the area are capable of providing training for at least 30 apprentices on an ongoing basis. b) There are sufficient journeypeople in the area to train at least 30 apprentices on an ongoing basis.
4	Does the Department have the resources needed to support the activities of the LAC?	Senior Consultant's/Area Manager's report on: a) estimated operating costs for the LAC; b) availability of funding; and c) staff capacity to handle the additional work associated with the LAC.	a) Estimated operating costs must not exceed the average operating costs for LAC's in the area by more than 50%. b) Sr Consultant's/Area Manager's assurance that funding and adequate staff support will be available.
5	Is there a training institute in the area/region that offers technical training for the trade in question?	Presence/absence of a training institute delivering technical training for the trade in the area served by the LAC.	a) Presence of a training institute is favourable to establishment of an LAC. b) Absence of a training institute is neutral to establishment of an LAC.
6	What circumstances in the (local) area might limit effective operation of the LAC?	A report from the Senior Consultant/Area Manager indicating any special circumstance that might limit the effectiveness of the LAC, including, (for example): - stability of industry (shops) in the area. - security of supply of journeypeople in the area. - general state of relations between employers and employees in the area.	No pre-determined standards. Each special circumstance will be considered independent of all other factors.
7	What other unique or special circumstances exist in the region that support establishment of an LAC?	A report from the Senior Consultant/Area Manager indicating special circumstances that support establishment of the LAC, including, (for example): - unique projects/industrial activity likely to produce long term employment in the trade in the local area; - emerging technology specific to the trade and prevalent in industry in the local area.	No pre-determined standards. Each special circumstance will be considered independent of all other factors.

¹ For new trades, the current number of apprentices and journeypeople in the area would have to be estimated.

² 'Area' means: the area to be serviced by the proposed LAC.

The Alberta Apprenticeship and Industry Training Board will use the following criteria for discontinuing a Local Apprenticeship Committees (LACs).

	Criterion	Measures	Standard
1	Is there sufficient support from industry to warrant continuing the LAC?	a) The current number of employers and employees willing to serve on the LAC. b) A report from the Senior Consultant/Area Manager on the availability and willingness of qualified individuals to serve on the LAC. c) Historical pattern of difficulty finding members for the LAC.	a) The board has not received an application for a vacant position for two years AND, during that time, there have been fewer than three members on the LAC. b) The Sr Consultant's/Area Manager's report indicates chronic problems finding members for the LAC and includes a record of effort made to continue the committee and obtain members. c) The LAC has a history of vacancies exceeding two years.
2	Is the LAC effectively meeting the needs of employers and employees in the local (geographic) area?	a) Historical pattern of meetings held by the LAC. b) PACs assessment of the activities of the LAC. <p align="center">OR</p> c) Concern expressed from local employers and/or employees regarding the LACs effectiveness.	a) The LAC has not met for two years. b) The LAC has a history of inactivity relative to other LACs for the trade. c) The PAC indicates concern with the activities of the LAC. <p align="center">OR</p> d) A majority of employers and/or employees in the area express concern about the LACs effectiveness.
3	Is there a training institute in the area/region that offers technical training for the trade in question?	Presence/absence/loss of a training institute delivering technical training for the trade in the area served by the LAC.	a) Presence or absence of a training institute is neutral to discontinuing an LAC. b) The loss of a training institute is favourable to discontinuing an LAC.
4	What other unique or special circumstances exist in the region that supports continuation or discontinuation of an LAC?	A report from the Senior Consultant/Area Manager indicating special circumstances.	No pre-determined standards. Each special circumstance will be considered independent of all other factors.

continued...

The following rules will be used for decisions regarding continuing or discontinuing an LAC:

1. Except in very special circumstances, an LAC with ten or fewer apprentices in the local area currently and in each of the previous two years will be considered for discontinuance³.
2. Except in very special circumstances, an LAC with between 11 and 20 apprentices in the local area currently or in either of the previous two years will be considered for discontinuance³ if:
 - a. The Presiding Officer of the PAC indicates that there is not enough activity in the trade in the local area to continue the LAC and that discontinuance would have little or no impact on employers and/or apprentices in the local area.

OR

- b. Any two of the following conditions are met:
 - i) the LAC has not met for a period exceeding two years;
 - ii) the LAC currently does not have enough members to meet (i.e. two or fewer current members);
 - iii) the Regional Office has difficulty in finding adequate members and has indicated that discontinuance would have little or no impact on employers and/or apprentices in the local area.
3. Except in very special circumstances, an LAC with 21 or more apprentices in the local area currently and in each of the previous two years will be considered for discontinuance³ if:
 - a. The Presiding Officer of the PAC indicates that there is not enough activity in the trade in the local area to continue the LAC and that discontinuance would have little or no impact on employers and/or apprentices in the local area.

AND

- b. Any two of the following conditions are met:
 - i) the LAC has not met for a period exceeding two years;
 - ii) the LAC currently does not have enough members to meet (i.e. two or fewer current members);
 - iii) the Regional Office has difficulty in finding adequate members and has indicated that discontinuance would have little or no impact on employers and/or apprentices in the local area.

³ All cases where special circumstances prevent discontinuance will be reviewed annually.