

## Introduction

The Alberta Apprenticeship and Industry Training Board (board) recently reviewed the nomination criteria for membership on committees in the industry network – local apprenticeship committees, provincial apprenticeship committees and occupational committees. A number of related guidelines were also reviewed. The criteria and guidelines have consequently been revised. The revised criteria and new policies to support the criteria were approved at the June 17, 2011 board meeting and came into effect October 1, 2011.

The nomination criteria are broken down into four distinct categories as follows:

- 1) **Legislated criteria** – criteria that are specified in either the *Apprenticeship and Industry Training Act* or the *Apprenticeship and Industry Training Administration Regulation*. These criteria are not optional and must be adhered to.
- 2) **Mandatory criteria** – criteria that are not legislated but are viewed as mandatory by the board. These criteria, like the legislated criteria, are not optional and must be adhered to.
- 3) **Desirable criteria** – criteria that are preferred by the board and viewed as beneficial to have. These criteria are not mandatory.
- 4) **Desirable competencies** – skills related to an individual's effectiveness as a committee member and his/her ability and willingness to participate and contribute at committee meetings. These competencies are new and are intended to help guide you in your effort to find good committee members. They are not mandatory.

## Legislated Criteria

### The Act

- Associated with and knowledgeable in the trade, and
- Carries work in or engages persons working in the trade OR engaged by an organization to represent persons who work in the trade.
- At least 2 persons to represent the interests of employers of persons employed in the designated trade. [section 7(1)(a)]
- At least 2 persons to represent the interests of persons who are employees employed in the designated trade. [section 7(1)(b)]
- Persons appointed under subsection (1)(a) and (1)(b) must be equal.

Source: *Apprenticeship and Industry Training Act*, section 7

A person appointed as a member of a local apprenticeship committee:

- Holds office for a term not exceeding 3 years as prescribed in the appointment. [section 13(1)]
- Is eligible to be appointed to serve for one or more terms of office as a member of the local apprenticeship committee. [section 13(2)]

Source: *Apprenticeship and Industry Training Act*, section 13

### The Regulation

- Reflect the various industrial activities in the trade
- Reflect the geographic nature of the area

Source: *Apprenticeship and Industry Training Administration Regulation*, section 11

- To the extent that is practicable, employee representatives hold a trade certificate in the trade.

Source: *Apprenticeship and Industry Training Administration Regulation*, section 12

## Mandatory Criteria

### Committee Membership

- LAC membership will be limited to 9 years. A maximum of 11 years may be served *only if extenuating circumstances exist*.<sup>1</sup>

### Both Employer and Employee

- Resides in Alberta.
- May not serve on another trade or occupational committee; however may serve on a provisional committee.

### Employer

- Owns, operates or is in a management position in a shop that employs journeypersons, hires and trains apprentices or has the capacity to train apprentices working in the trade.
- Has significant influence/final authority concerning hiring and long-term employment of journeypersons and apprentices engaged by the shop.

### Employee

- Holds a trade certificate in the trade of their committee except in the case of newly designated trades<sup>2</sup>, or is a final-period apprentice<sup>3</sup>.
- Is employed in the trade.
- Works in a non-management position.
- Works with tools of the trade at least part-time, except individuals engaged by organizations that represent people who work in the trade.

### Instructor of Apprenticeship Technical Training<sup>4</sup>

- *Except in very special circumstances*<sup>4</sup>, new applicants for membership should not be full-time or part-time (sessional) instructors of apprenticeship training at any training establishment (including private-sector training facilities).
- Instructors who are *not involved in delivering apprenticeship technical training*<sup>5</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.

### Self-Employed Individual<sup>6</sup>

<sup>1</sup> Source: *Years of Service for Local Apprenticeship Committee Members Policy*

<sup>2</sup> Source: *Member Appointments to Industry Network Committees of Newly Designated Trades or Occupations Policy*

<sup>3</sup> Source: *Final Period Apprentice Membership on a Trade Committee Policy*

<sup>4</sup> Source: *Instructor Membership on Industry Network Committees Policy*

<sup>5</sup> 'Apprenticeship technical training' means classroom or laboratory instruction that involves the trade's curriculum as approved by the board, and is subject to testing that is approved by the PAC and the board.

- May serve as either an employee or employer representative depending on the circumstances of the self-employment.
  1. Where an individual is self-employed, is working on tools of the trade at least part-time and does not have people employed by him/her, the individual shall serve as an employee representative.
  2. Where an individual is self-employed, is not working on the tools of the trade at least part-time and has people employed by him/her, the individual shall serve as an employer representative.
  3. Where an individual is self-employed, is working on tools of trade at least part-time and has people employed to work for him/her, the Industry Network Committee shall assess who the individual best represents (employee or employer) based on information and a recommendation provided by the Committee secretary and the following factors:
    - number of employees,
    - anticipated length of employment of employees (e.g., short-term, permanent),
    - extent to which the self-employed individual works on the tools of the trade.

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<sup>6</sup> Source: *Self-Employed Individuals on Industry Network Committees Policy*

## Desirable Criteria

### Both Employer and Employee

- Represents a different employer than other members, where practicable.
- Has support of a broad constituency in industry.
- May be someone who has specialized knowledge and expertise in the trade or industry.
- May be a final-period apprentice<sup>7</sup>.

### Employer Only

- May be engaged by an organization that represents employers in the trade.
- May hold a trade certification.

### Employee Only

- Completed an apprenticeship program.
- Broad, hands-on experience.
- May be engaged by an organization that represents people who work in the trade.
- Has several years experience in training apprentices, is employed in a shop that trains or has the capacity to train, and is actively involved in training.

### Representation Profile (a balance of the following)

- Businesses training a varying number of apprentices.
- Experienced and new committee members.
- Levels of trade experience
- Size of business (e.g., based on the number of tradespeople, single person shops, firms with many employees, etc.)
- Associations
- Sectors within a trade (e.g., commercial, residential, industrial)

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<sup>7</sup> Source: *Final Period Apprentice Membership on a Trade Committee Policy*

## Desirable Competencies

### Competencies for All Committee Members

- Qualified
- Committed
- Actively participates (e.g., provides constructive comments/feedback).
- Reliable (e.g., on time, follows-through, regular attendance)
- Conscientious (e.g., cares about the trade, a willingness to help)
- Supportive of apprenticeship and apprenticeship training.
- Enthusiastic and eager.
- Communication skills (e.g., expresses oneself effectively, listens to others).
- Problem solving and judgement (e.g., assesses options and implications in order to identify a solution).
- Teamwork (e.g., works co-operatively and productively with others to achieve results).
- Knowledgeable about training in the trades.
- Industry awareness (e.g., knowledgeable and understands the industry in Alberta and the stakeholder community and clients affected by apprenticeship and industry training, including relevant organizations, committees, advisory groups and representatives).

### Competencies Specific to Presiding Officers

- Impact and influence (e.g., influences and motivates others to follow a course of action).
- Innovation (e.g., questions and challenges the adequacy and quality of traditional thinking).
- Leadership (e.g., communicates a compelling vision).
- Inclusion (e.g., encourages participation from all members).