

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 Regulation

- At least one person to represent the interests of employers of persons employed in the designated occupation [Section 30(2)(b)].
- At least one person to represent the interests of persons who are employees employed in the designated occupation [Section 30(2)(b)].
- Under Section 30(2)(b) and (c), to the extent that is practicable, ensure that the number of persons appointed is equal.
- Persons appointed under Section 30(2) must be persons who are associated with and knowledgeable in respect of the relevant designated occupation.

Source: *Apprenticeship and Industry Training Administration Regulation*, Section 30

Mandatory Criteria

Committee Membership

- Occupational committee membership will be limited to nine (9) years. A maximum of 11 years may be served *only if extenuating circumstances exist*¹.

Both Employer and Employee

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

Employer

- Owns, operates or is in a management position that employs persons in the occupation.

Employee

- Holds certification in the occupation except in the case of newly designated occupations².
- Minimum 5 years 'hands on' experience in the occupation.
- Is employed in the occupation.
- Works in a non-management position.
- Works with tools of the occupation at least part-time, except individuals engaged by organizations that represent people who work in the occupation.

¹ The terms of occupational committee members follow the *Years of Service for Local Apprenticeship Committee Members Policy*.

² Source: *Member Appointments to Industry Network Committees of Newly Designated Trades or Occupations 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 occupation or industry

Employer Only

- May be engaged by an organization that represents employers in the occupation

Employee Only

- Has broad, hands-on experience in the occupation
- May be engaged by an organization that represents people who work in the occupation
- Has several years' experience in training employees, is employed in a shop that trains or has the capacity to train, and is actively involved in training
- Experience in a related trade to the occupation

Representation Profile (a balance of the following)

- Geographical representation (based on either residence or employment location)
- Businesses training a varying number of apprentices
- Experienced and new committee members
- Levels of occupational experience
- Size of business (e.g., based on the number of tradespeople – single person shops, firms with many employees)
- Associations
- Sectors within an occupation, if applicable (e.g., commercial, residential, industrial)

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 occupation, a willingness to help)
- Supportive of occupation and occupational 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 occupations.
- 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).