

## Department of Labour and Workforce Development

### Non-Adjudicative Board Selection Criteria

NON-ADJUDICATIVE		Apprenticeship Board
<b>1</b>	<b>Statute</b>	Apprenticeship and Trades Qualifications Act Apprenticeship and Trades Qualifications Act General Regulations
<b>2</b>	<b>Purpose</b>	The purpose of the Board is to advise and make recommendations to the Minister of Labour and Workforce Development on matters relating to the apprenticeship system. Specifically, it recommends the designation of new trades and the specification of compulsory certified trades.
<b>3</b>	<b>Functions</b>	<p>The Board shall</p> <ul style="list-style-type: none"> <li>(a) recommend to the Minister whether a trade is appropriate as a designated trade and whether a designated trade is appropriate to be specified as a compulsory certified trade;</li> <li>(b) when requested by the Minister, review, consider and make recommendations on any matters relating to the apprenticeship system;</li> <li>(c) report to the Minister as the Minister requests;</li> <li>(d) advise the Minister on matters relating to the suitability of the apprenticeship system as a means for training apprentices and journeypersons to meet the labour market needs of the Province;</li> <li>(e) assist in promoting the benefits of apprenticeship throughout the Province;</li> <li>(f) consider recommendations made by an ad hoc advisory committee;</li> <li>(g) submit an annual report to the Minister and make recommendations on the distribution of the annual report; and</li> <li>(h) perform such other duties as are prescribed in the regulations.</li> </ul> <p>The Board may</p> <ul style="list-style-type: none"> <li>(a) examine and research any and all matters relating to the apprenticeship system, and advise the Minister on those matters;</li> <li>(b) conduct discussions with employers, apprentices and journeypersons regarding matters pertaining to the apprenticeship system;</li> <li>(c) organize forums to identify trades that may be eligible for designation and determine the suitability of current designated trades with respect to labour-market needs;</li> <li>(d) in conjunction with the Director and business and labour, assist in the development and revision of trade regulations.</li> </ul>
<b>4</b>	<b>Composition</b>	The Board may consist of up to fifteen (15) persons consisting of three (3) or more employer representatives and an equal number of employee representatives, the total of which must include at least one apprentice and one journeyperson; one or more members-at-large; and at least one person representing a post-secondary apprenticeship training provider. The Minister may designate a member of the Board to be the Chair of the Board.
<b>5</b>	<b>Formal Qualifications</b>	

<b>6</b>	<b>Work &amp; Experience Requirements</b>	Members must be knowledgeable in the area of designed trades and the provincial labour market.
<b>7</b>	<b>Skills Required</b>	All members should possess general skill requirements including: ability to exercise fair judgement; good communication skills; a high degree of integrity; and a good reputation amongst their peers.
<b>8</b>	<b>Statutory/Traditional Nomination Requirements</b>	None.
<b>9</b>	<b>Term of Appointment</b>	Each member of the Board holds office for a term, not exceeding three (3) years, and may be reappointed. Members who have served two consecutive terms, may not be reappointed until three years after their last term of office. A member of the Board, whose term expires continues to hold office until reappointed or a successor is appointed.
<b>10</b>	<b>Remuneration</b>	The members of the Board shall serve without remuneration but shall be reimbursed for the expenses necessarily and reasonably incurred by them in attending meetings of the Board. The Chair will receive a \$5,000 honorarium.
<b>11</b>	<b>Anticipated Time Commitments</b>	The Board shall meet at least six (6) times per year. Members appointed to Board subcommittees will meet as required.
<b>12</b>	<b>Other Notes</b>	Ad hoc advisory committees may be appointed by the Board if required.