

APPRENTICESHIP AND CERTIFICATION BOARD POLICY

Name:	Minor Changes to Program Standards
Subject:	Program Standards
Effective Date:	May 28, 2014

Policy Statement:

The Apprenticeship and Certification Board may make the decision to make minor changes or updates to the program standards of a trade or occupation, whether in the regulation or technical training, on a case-by-case basis, without necessitating a review by the Provincial Advisory Committee (PAC) for that trade. Potential changes must first be taken to the Program Standards Standing Committee (PSSC) for review to determine if the change requires a PAC or if a recommendation can be taken to the Board.

If the PSSC determines that the minor change requires a PAC, the trade must then be placed on the Board's strategic plan for updating. Additions to a current strategic plan must be approved by the Board and the Minister. For a future strategic plan, the trade can be recommended for Board approval.

If the PSSC determines that the minor change does not require a PAC it is not necessary to add the trade to the Board's strategic plan. The PSSC may choose to facilitate consultation with industry prior to making a recommendation to the Board. In this case the PSSC would then conduct the consultation.

Communication will be sent to stakeholders if the Board approves recommended minor changes. In addition, the annual report will include Board-approved changes.

Cautionary Note: This policy will be applied with careful discretion to ensure the integrity of the PAC review process.

Rationale:

Changes to a trade regulation or technical training standards can be minor and/or prompted by external circumstances, such as a change to national standards. One example is a provincial designated trade that becomes interprovincial, which requires a change in the trade regulation from "provincial exam" to "interprovincial exam." Another example would be the addition of a specific unit to the technical training in all trades, which would otherwise require a PAC for each trade to review the addition. Further, if a trade requires minor updates but a PAC is unable to be formed due to a lack of nominations from industry, this policy provides a process for the Board to make the changes. These circumstances may require changes to a designated trade without a review by a PAC.

Board Motion(s)	May 28, 2014
X-Referencing	
Legislation	<i>The Apprenticeship and Certification Act</i>
Comments	