



Apprenticeship and Occupational Certification Board

2023-2024 Annual Work Plan

*470 York Street, Suite 110
Fredericton, NB
E3B 5H1*

Message from the Apprenticeship and Occupational Certification Board Chair

Honorable Arlene Dunn,

In accordance with the Apprenticeship and Occupational Certification Act, I hereby respectfully submit the Apprenticeship and Occupational Certification Board 2023-24 work plan. This annual work plan is in support of the Apprenticeship and Occupational Certification Board 2022-2025 Strategic Plan.

A handwritten signature in black ink that reads "Richard Smith". The signature is written in a cursive style with a large, prominent initial "R".

RICHARD SMITH

APPRENTICESHIP AND OCCUPATIONAL CERTIFICATION BOARD CHAIR

2023-25 APPRENTICESHIP AND OCCUPATIONAL CERTIFICATION BOARD STRATEGIC PLAN ANNUAL WORK PLAN



MOBILITY AND HARMONIZATION

REDUCE BARRIERS FOR APPRENTICES AND SKILLED TRADESPEOPLE TO MOVE, STAY AND WORK IN NEW BRUNSWICK OVER THE LONG TERM

STRATEGIC PLAN OBJECTIVE	ACTIVITIES
<p>Continue to work with partners on the National and Atlantic harmonization of training requirements for 31 National harmonized occupations and 23 Atlantic harmonized occupations.</p>	<p>Form a sub-committee of the Board.</p> <p>Participate in the planned harmonization activities and provide feedback to the Board.</p>
<p>Implement the common Apprenticeship Management System by 2024-25.</p>	<p>Adhere to Atlantic and National workshop schedules and implementation timelines.</p> <p>Participate in planned Apprenticeship Management System activities as outlined by the Atlantic Provinces and provide feedback to the Board.</p>
<p>Work with partners on an assessment system for domestic and foreign qualification recognition.</p>	<p>Participate in government and industry projects to inform next steps and support immigration and provide feedback to the Board.</p>





DIVERSITY AND INCLUSION

INCREASE THE OPPORTUNITIES FOR SUCCESSFUL PARTICIPATION OF UNDERREPRESENTED AND BARRIERED INDIVIDUALS AND GROUPS

STRATEGIC PLAN OBJECTIVE	ACTIVITIES
Work with employers, training providers and community partners to identify and address barriers to participation and successful completion for underrepresented and barriered individuals or groups.	Form a sub-committee of the Board. Continue efforts to expand NB's Virtual Learning Strategist model across Canada. Review New Brunswick's Virtual Learning Strategist processes to ensure process effectiveness and long-term sustainability.
Identify and work with model stakeholders to conduct ten Skilled Trade Exploration Programs annually to target underrepresented and barriered individuals or groups.	Participate in ongoing consultations and provide feedback to the Board. Work with NB MAP Strategic Workforce Services to deliver eight STEP programs with a focus on the priority occupations and maximizing class capacity.
Work with training partners to include diversity and inclusion as a required component of apprenticeship training.	Work with Atlantic provinces to embed diversity and inclusion modules in level curriculum.



COMPLIANCE

INCREASE COMPLIANCE WITH LEGISLATIVE AND REGULATORY REQUIREMENTS

STRATEGIC PLAN OBJECTIVE	ACTIVITIES
Educate stakeholders on legislative and regulatory requirements.	Form a sub-committee of the Board.
Employ one Education and Compliance Officer.	Determine Year 1 Education and Compliance Program standards. Hire an Education and Compliance Officer in Q2.
Work with partners to review apprenticeship inclusion in provincial government tender and standing offer policies.	Identify opportunities for collaboration and determine priority activities.



TRAINING AND QUALITY STANDARDS

IMPROVE THE QUALITY OF TRAINING AND STANDARDS TO MEET THE EVOLVING NEEDS OF APPRENTICES, JOURNEYPERSONS, AND INDUSTRY

STRATEGIC PLAN OBJECTIVE	ACTIVITIES
Work with training providers to enhance teaching and learning resources and ensure that instruction maintains currency with changing technology.	Form a sub-committee of the Board.
Review and revise standards development processes to maintain their currency with industry demands and adaptations.	Explore weighted practical testing for level assessments to improve progression of apprentices and quality of training.
Identify journeypersons' needs and implement post-certification training to enhance their employability and opportunities for advancement.	Revitalization of Program Advisory Committees.
Determine whether there are government certification programs that should be transferred to the Apprenticeship and Occupational Certification Program.	Participate in the consultations and provide feedback to the Board.








MARKETING AND PROMOTIONS

INCREASE OPPORTUNITIES TO PROMOTE THE TRADES IN NEW BRUNSWICK

STRATEGIC PLAN OBJECTIVE	ACTIVITIES
Develop a Kindergarten-to-grade 12 outreach strategy to address opportunities in schools for promoting trades occupations.	Form a sub-committee of the Board.
Promote the benefits of certification to employers.	Complete the rebranding of Apprenticeship and Occupational Certification and develop the associated implementation and marketing plan.
Support provincial efforts to repatriate New Brunswick tradespeople and to attract newcomers from other parts of the world.	Continue with marketing campaign in partnership with Skills Canada NB.
Promote apprenticeship employment in the Government of New Brunswick.	Participate in the consultations and provide feedback to the Board and Director.
Promote the consumer protection and public safety value of certification to the general public, municipalities and government.	

NEW BRUNSWICK APPRENTICESHIP AND OCCUPATIONAL CERTIFICATION BOARD

STRATEGIC PLAN 2022-2025 ANNUAL DASHBOARD

OBJECTIVE	MEASURE	BASELINE (2021-22)	TARGET 2022-23	ACTUAL 2022-23	TARGET 2023-24	TARGET 2024-25
 MOBILITY & HARMONIZATION	Increasing in the percentage of harmonized levels implemented according to:					
	- National harmonization	- 57%	- 66%	- 66%	- 75%	- 84%
	- Atlantic harmonization	- 61%	- 72%	- 72%	- 82%	- 91%
 DIVERSITY & INCLUSION	Increase the percentage of registered apprentices from underrepresented groups					
	- Women	- 6%	- 7%	- 6.5%	- 8%	- 9%
	- Indigenous	- 1.9%	- 2.0%	- 2.0%	- 2.1%	- 2.2%
	- LGBTQ2+, Persons with Disabilities, Newcomers & Visible minorities	- N/A	- N/A	- 1.2%	- 1.4%	- 1.6%
	Increase the number of targeted Skilled Trades Exploration Programs offered to underrepresented groups	8	10	9	10	10
	Increase the number of participants in Skilled Trades Exploration Programs	55	90	91	100	100
 COMPLIANCE	Increase the number of documented complaints and infractions investigated	N/A	5	0	40	25
 TRAINING QUALITY & STANDARDS	Increase the number of Certificates Issued (Apprentices) ¹	535	412	572	237	481
	Increase the number of Certificates Issued (Trade qualifiers)	343	420	1001	1800	450
	Maintain Red Seal Pass Rate above National average (Apprentices)	76%	76%	77%	76%	76%
 MARKETING & PROMOTION	Increase in number of registered apprentices	4884	5128	5176	5385	5654
	Increase in number of employers with registered apprentices	1524	1539	1563	1626	1707
	Reduce the average age of apprentices	30	29	30	28	27
	Reduce the average age of apprentices at registration	26	25	26	24	23

1- A goal of the NB Apprenticeship and Occupational Certification Board is to increase tradesperson certification over the next 3 years; NOTE: The targets are lower than baseline due to the lower than normal apprentice registration and delays in progression due to COVID-19.

2- A+A11:G23 goal of the NB Apprenticeship and Occupational Certification Board is to increase Apprentice registration. Increased apprentice registrations is a predictor of an increase in future tradesperson certifications.