

# **Nova Scotia Apprenticeship Agency**

## **Apprentice Skill Development and Logbook Signoff Terms of Reference**

### **1. Introduction**

Under the authority of the *Nova Scotia Apprenticeship Agency Operating Charter*, the Nova Scotia Apprenticeship Board shall seek the advice and recommendations, where appropriate, from industry by establishing Trade Advisory Committees in order to advise and make recommendations to the Minister regarding the apprenticeship system.

This Terms of Reference (ToR) shall govern the activities of the Cross-Sector Advisory Committee (TAC).

### **2. Mandate**

The Cross-Sector TAC will advise, make recommendations, and provide supporting rationale to the Apprenticeship Board concerning the issues regarding logbook skill development and signoff and the related issues such as scope of work.

The TAC may be responsible to develop a workplan, including deliverables and timeframes for approval by the Apprenticeship Board.

### **3. Purpose**

The Cross-Sector TAC will advise and make recommendations to the Apprenticeship Board on the following tasks:

- a) gather industry input on the issues regarding logbook skill development and signoff and the related issues such as scope of work;
- b) review the policies and procedures surrounding logbook skill development and signoff;
- c) review activities in other jurisdictions undertaken to address these issues; and
- d) prepare recommendations with supporting evidence and rationale for the Board, including but not limited to how industry can better support logbook signoff,

alternatives to developing skills on the job, the role mentor training can play in encouraging proper skill development and skills signoff

#### **4. Membership**

The Cross-Sector TAC will be comprised of no fewer than 6 persons, at least two members from each of the construction and motive power sectors and at least one member from each of the service and manufacturing sectors.

TAC members are to be *actively involved* in the trades. *Actively involved* means: currently working in the trades; working in a supervisory role with apprentices and/or journey person(s) or, considered appropriate for TAC membership by the Board.

The members appointed by the Board, in addition to being qualified, must reflect as a group the balance of interests in relation to the issue that is the subject of the TAC's mandate.

The TAC is to reflect the diversity that exists in Nova Scotia and the Board shall strive to appoint, where possible Aboriginal Peoples, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women working in the trades, where they are under-represented.

The NSAA Staff support for this committee will consist of a member from each of the three divisions: Program and Operations, Partnership and Innovation, and Standards and Examinations. The committee will also seek input from a school manager and an instructor from the Nova Scotia Community College and a representative from at least one other training provider.

The TAC will appoint one of the members of the TAC to be the Chair of the Committee. The Chair will provide leadership to the Committee and encourage the members to consider issues from a broad perspective.

##### **The Chair, working in collaboration with the Agency staff:**

- a) will convene and chair TAC meetings and communicate the results of the TAC, and any recommendation(s), to the Board;
- b) will approve prepared agendas;
- c) will follow-up on action items as required;

- d) will review and approve meeting minutes prior to distribution; and
- e) can request validation of criteria at any time from a Committee member.

The Board may fill a vacancy on the Committee by appointing a person to fill the former Committee Member's unexpired term.

## **5. Governing Principles**

- a) The role of the TAC is advisory in nature. It will provide advice and recommendations to the Apprenticeship Board.
- b) Meetings of the TAC will be supported by the Agency without prejudice to the issues at hand. This includes preparing meeting documentation, recording minutes and other meeting output, making all logistical arrangements for all meetings of the TAC and government officials and other interested parties.
- c) All advice and recommendations will be arrived at by consensus.
- d) Meeting quorum will consist of fifty percent (50%) of the current voting membership (excluding vacant seats), plus the Chair of the TAC.
- e) TAC members are to encourage open and forthright examination of all issues and, when conflict arises among competing interests, act in the greatest interest of Nova Scotians.
- f) TAC members are to ensure public interest is considered in its decisions and actions.
- g) The TAC may request input from Agency staff and such other stakeholder, expert and members of the industry as it deems advisable to fulfill the TAC's mandate.

## **6. Roles and Responsibilities of the Members**

Committee members are entrusted to direct the activities of the TAC. Individual committee members are expected to:

- a) adhere to the TAC's Terms of Reference;

- b) participate in good faith in all the activities of the TAC and attempt to achieve consensus in all recommendations the TAC may deliberate on;
- c) review and consider all documentation prepared for or by the TAC;
- d) as appropriate, maintain strict confidentiality with respect to the business and discussions of the TAC, and materials provided to or produced by the TAC;
- e) communicate the status and decisions of TAC to industry, Indigenous Peoples and other partners as per Board policy and as directed by the Board;
- f) be aware of concerns, challenges, and perspectives of other Committee members and stakeholders in order to participate in Committee discussions on a basis consistent with their role;
- g) attend meetings either in person or via teleconference / video conference;
- h) be prepared for Committee meetings and represent the views and perspectives of their industry constituents as well as their own. Once individual views are communicated, Committee members are expected to work together to achieve consensus;
- i) be equally responsible and accountable for providing direction and oversight for all aspects for the recommendation to the Board;
- j) be bound to support recommendations made by the Committee in internal and external communications;
- k) provide reasonable advance notice to the Chair in the event they cannot attend a scheduled TAC meeting;
- l) notify the Chair of the Committee regarding changes to their eligibility criteria;  
and
- m) provide feedback on the effectiveness of the Committee through the completion of an evaluation.

## **7. Meetings**

- a) The TAC will develop a workplan.

- b) The inaugural meeting of the TAC will require that all members be available. Meetings may be held by teleconference call or videoconference.
- c) Agendas for all meetings will be prepared by the Chair with support of Agency staff and circulated to members in a timely manner in advance of the meeting date.
- d) Non-voting persons may be permitted to attend and participate in discussions in an advisory role when deemed necessary by the members of the TAC.
- e) When held in-person, locations for meetings should take the travelling convenience and availability of the group members into consideration.
- f) Meetings of the TAC will be supported by the Agency without prejudice to the issues at hand. This includes preparing meeting documentation, recording minutes and other meeting output, and making all logistical arrangements for all meetings of the TAC.
- g) Agency staff will also provide support to the TAC members in the drafting of a final report and recommendations to the Board.
- h) The time commitment for the completion of the TAC mandate and tabling of recommendations should be detailed on the TAC Workplan as an indication of the duration on the TAC.

## **8. Attendance**

Committee members are expected to be available for the meetings. If a member of the TAC fails to attend three (3) consecutive meetings without reasonable cause, the membership status of the member will be reviewed.

## **9. Decision Making**

All advice should be made by consensus. As such, it is important that all issues and concerns of TAC members be raised and discussed at TAC meetings. In the event the TAC is unable to reach a consensus, divergent views/positions will be noted in meeting minutes. If consensus cannot be reached, then the options will be presented to the Board for decision.

## **10. Remuneration and Expenses**

Each member and the Chair of a TAC shall be paid remuneration and reimbursed for actual and reasonable expenses necessarily incurred by them in fulfilling their duties as members of the TAC as follows:

- a) \$200 for each TAC meeting that exceeds 3.5 hours in length and involves preparatory time on behalf of the member to participate fully in the meeting;
- b) \$100 for each TAC that exceeds 30 minutes and less than 3.5 hours in length;
- c) TAC members who travel over 200kms to attend TAC meetings will receive a travel amount of \$200 roundtrip in addition to actual and reasonable expenses incurred during travel (there are standards per diem amounts for meals and fuel); and
- d) any member traveling less than 200kms may claim travel expense at the government rate only.

## **11. Accountability**

The TAC will be accountable to the Board and provide regular progress reports to the Board. Although TAC members will be expected to conduct themselves as independent advisors, an affiliation with apprenticeship activities will enable a strong foundation for the provision of advice.

If a TAC member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Committee Chair and Agency staff.

All TAC members are required to sign the Code of Practice as required by Board policy.

Should there be a performance issue identified concerning the Chair of the TAC, a non-confidence vote may be taken.

# **Nova Scotia Apprenticeship Agency Cross-Sector Advisory Committee (Logbook Skills)**

## **Code of Practice**

As a Cross-Sector Advisory Committee Member, I agree to:

- Be an ambassador and representative of the Agency
- Attend meetings on a regular basis and prepare in advance of the meeting
- Contribute to the Committee's perspective and wisdom by sharing knowledge and experience
- Listen and consider the opinions of others
- Encourage diversity and inclusiveness as they pertain to the Committee's mandate
- Raise issues that are relevant to the TAC and its mandate at TAC meetings following established committee processes, and not through alternate channels
- Support decisions that are made by the Committee
- Treat Committee matters confidentially, as appropriate, and respect communications protocol
- Declare conflicts of interest as required
- Conduct myself in a manner consistent with the TAC Terms of Reference

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_