

ITAC Banner

Linking Learning with Work

DISCUSSION PAPER

ITAC ADVISORY STRUCTURE FRAMEWORK

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1. PURPOSE

This discussion paper is to obtain input from ITAC stakeholders particularly from industry (business and labour) on the structure, terms of reference and composition of the Commission's industry advisory committees.



2. INTRODUCTION/BACKGROUND

The Industry Training and Apprenticeship Commission, under the authority of the *Industry Training and Apprenticeship Act*, may establish advisory committees to provide advice and recommendations to the Commission regarding its various activities.

Within the parameters of the Act, particularly the Commission's mandate, and available resources, the Commission needs to work with Trade Advisory Committees (TACs), College Program Advisory Committees (PACs), other education representatives, other industry representatives, and representatives of under-represented groups to develop an effective and efficient advisory structure.

The Commission will consider as part of this process the recommendations of the Minister's Committee on Entry Level Trades Training and Apprenticeship, the mandate provided in its legislation, and section 11 (Advisory Committees) of the Act.

2.1 Minister's Committee on the Industry Training and Apprenticeship Commission: Final Report on Governance: *Recommendations*

on Industry/Trade Advisory Committees

(February, 1997)

That the ITAC be given the authority in the legislation to establish industry/trade advisory committees, including sector-focused committees if deemed appropriate. These committees would have a broad mandate to:

- provide labour market information/intelligence;
- provide advice on industry training needs and priorities;
- provide advice on designation of trades and occupations;
- define training outcomes and industry standards for trades/occupations, including curriculum and examinations;
- assess the quality of training outcomes and standards;
- identify new trades/occupations;
- identify required equipment for training and assist in procuring this equipment for training institutions;
- advocate for the ITAC and all training operating under the ITAC umbrella;
- assist training programs to obtain practical experience opportunities for students and instructors;
- procure bursary and scholarship support; and
- assist in marketing occupational opportunities to youth.

That industry/trade advisory committees report to ITAC or its Standing or Executive Committees as established by decision of the ITAC.

That the industry/trade advisory committees be knowledgeable of industry training and apprenticeship, and be inclusive of the education/training community.

2.2 The ITAC Mandate

The mandate of ITAC includes the responsibility and accountability for creating an industry-driven training and apprenticeship system that is relevant, accessible and responsive to industry needs and priorities. It also includes expanding the number of skilled persons and the proportion of members of under-represented groups in designated trades and occupations. Facilitating school to work transitions, encouraging continuous skills upgrading, and expanding a system of provincially recognized industry training and apprenticeship credentials are also important mandate elements.

All aspects of the Commission's mandate will require effectively obtaining advice from its stakeholders, particularly from industry representatives.

How is ITAC different from the past?

- ITAC is a strategic policy level board.
- ITAC is an independent "arms-length" (from government) agency.

- ITAC consolidates various funding and functions from two program areas into one organization.
- ITAC makes policy decisions and funding allocation decisions.
- Commission staff report to the ITAC Board through the Chief Executive Officer.
- ITAC has a special account through which, with Treasury Board approval, can retain revenues, carry over surpluses, etc.

2.3 Section 11 of the *Industry Training and Apprenticeship Act* Committees)

(Advisory

1. The commission may establish an advisory committee to provide to the commission advice and recommendations with respect to one or more aspects of the commission's mandate.
2. The role of an advisory committee and the criteria for appointment to an advisory committee are to be established by bylaw of the commission.
3. If an advisory committee is established under subsection (1), the commission must seek the advice and recommendations of the advisory committee in carrying out the commission's mandate.
4. An individual appointed to an advisory committee:
 - may be paid the remuneration set by the Lieutenant Governor in Council, but only if the individual is not an employee under *the Public Service Act* , and
 - must be reimbursed for reasonable travelling and out of pocket expenses necessarily incurred in discharging the individual's duties under this *Act* .



3. ADVISORY COMMITTEE STRUCTURE QUESTIONS

As part of its responsibility vis-à-vis section 11 of the Act, the Commission must develop a bylaw and set of policies and procedures that reflect the following elements. These elements provide the questions about which ITAC wants to hear from its stakeholders.

3.1 Terms of Reference

What should the terms of reference be for ITAC advisory committees:

- What should ITAC advisory committees do?
- How should ITAC advisory committees play a roll in expanding existing and new trades and occupations?
- How can ITAC advisory committees promote/facilitate access to industry training and apprenticeship programs for under-represented group members?
- How should this reflect building on the strengths of existing committees as well as opportunities to improve upon the efficiency and effectiveness of the past?
- What should be advisory committees authority?

3.2 Composition

What should be the composition of ITAC s industry advisory committees:

- What should the criteria and process be for ITAC appointments to its advisory committees?
- What principles should be reflected?
- How should ITAC reflect demographic and regional diversity on its advisory committees?
- What should be the duration of appointments to such committees?

3.3 Structure

How should ITAC industry advisory committees be structured:

- How should ITAC industry advisory committees link with the ITAC Board and its Standing Committees and Task Groups?
- How can this structure reflect trade, sectoral, and regional priorities?
- How can ITAC s advisory committees link with other stakeholder groups and representatives of members of under-represented groups?
- How can ITAC link or interface existing Trade Advisory Committees and other industry training and apprenticeship advisory committees?

3.4 Criteria for Assessing Options Regarding Advisory Committee Questions

In considering the options regarding each of the elements of the Commission s advisory committee framework, the Commission will assess them against the following criteria:

- effectiveness in obtaining industry advice and recommendations;
- inclusiveness and diversity (regional and demographic);
- ease with which industry can participate;
- administrative efficiency;
- relative cost (to ITAC and industry participants); and
- the requirement for ITAC staff support.



4. PROCESS/NEXT STEPS

A series of meetings will be held throughout the province by a small committee of Commission members. Each meeting will include a member or members of this committee and the Commission member from the region where the meeting is held. College, business, labour and other groups will be invited to each meeting. The ITAC committee may have meetings with key provincial stakeholder groups.

The Commission intends to begin implementing its advisory structure by July-August, 1998. Therefore, it will seek to complete the meetings by mid May, and finalize a report and draft bylaw by June.

If you have questions about this process, please contact Kerry Jothen, Interim Chief Executive Officer, ITAC, at (604) 775-0614 or fax (604) 660-7294. If you are unable to attend a meeting on this subject, you may submit input in writing, by May 29, 1998, to the following address:

ITAC Advisory Structure Consultation

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1998

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