



Minutes

Refrigeration and Air Conditioning Systems Mechanic Trade Board Meeting

January 20, 2016 at 9:00 a.m.
SW (Sandman Signature) Hotel, Muskoka Room
5400 Dixie Road
Mississauga, Ontario
L4W 4T4

Trade Board Members in Attendance

Chris Burns, Chair
Ishtiaq Ahmed
Shane McCarthy
Mike Mindorff

Trade Board Members not in Attendance

Scott Hardman
David Steel

Resource Persons/Guests in Attendance

None

Staff in Attendance

Risa Abella, Program Coordinatorⁱ

1. Call to Order/Welcome

The Chair called the meeting to order.

2. Approval of Agenda

The following items were added to the agenda: a) Certificate of Qualification - reader/interpreter eligibility list; b) hydronics; c) geothermal; d) election of new Chair and Vice-Chair e) responses to communication inquiries regarding shortages in the residential sector.

ON A MOTION DULY MADE BY S. McCarthy, SECONDED BY I. Ahmed, AND CARRIED, the agenda was approved as amended.

3. Conflict of Interest

No conflicts of interest were declared.

4. Previous Minutes

ON A MOTION DULY MADE BY S. McCarthy, SECONDED BY M. Mindorff, AND CARRIED, the draft minutes of the Trade Board's April 1, 2015 meeting were approved as tabled. There were no minutes from the November 23, 2015 meeting as quorum was not achieved.

5. Hydronics and Geothermal

The Trade Board requested that they be a part of the conversations related to hydronics- and geothermal-related work and suggested that representatives from the Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) be invited to the next Trade Board meeting for continued discussion of this topic.

6. Election of Chair and Vice-Chair

The Trade Board re-elected C. Burns as Chair and agreed that a Vice-Chair would be selected on a per meeting basis should the Chair be absent.

7. Certificate of Qualification – Reader/Interpreter Eligibility

S. McCarthy raised concerns with the existing reader/interpreter eligibility list for individuals writing the Certificate of Qualification (C of Q) examinations. It was suggested that the list is outdated and required review as it is restrictive and results in too many individuals being excluded. The Trade Board inquired as to the original parameters for determining this list and suggested that the list be reviewed in the future. The Program Coordinator will raise this matter for further discussion with the College's Manager of Standards.

8. Communications & Marketing Inquiry – Shortages in Residential Sector

The Trade Board commented on inquiries from the College's Communications and Marketing department regarding the status of shortages in the residential sector. The Program Coordinator will convey the information to the appropriate College staff.

9. Trade Board Resolutions and Issues Update

9.1 Apprentice completion issues and training standard usage

The Trade Board continued its discussion from its November 23, 2015 meeting related to ongoing concerns for apprentices in both the Refrigeration and Air Conditioning Systems Mechanic 313A and Residential Air Conditioning Systems Mechanic 313D trades who are not receiving adequate skill exposure in portions of the trades. This is leading to multiple exam attempts and failure issues, particularly in regards to the 313A trade, where apprentices with primary experience on the refrigeration side are having difficulty passing the C of Q examination. The Trade Board emphasized that preparing apprentices to pass the examinations requires a more well-rounded exposure to all competencies within the skills log book. Verification of hours alone is setting many completed apprentices up for failure when they write the examination.

ON A MOTION DULY MADE BY S. McCarthy, SECONDED BY I. Ahmed, AND CARRIED, the Trade Board recommends that, in regards to the apprentice completion process and issuance of the Certificate of Apprenticeship, an apprenticeship should only be completed if he/she has a minimum of the 8500 hours in the field AND verification of completion of competencies/skills as directed in the Refrigeration and Air Conditioning Systems Mechanic 313A and Residential Air Conditioning Systems Mechanic 313D Apprenticeship Training Standards Log Books.

The Trade Board also discussed the need for an enhanced mechanism to better engage sponsors to use the log books, as well as concerns that apprentices are moving into higher level schooling

without being ready.

ON A MOTION DULY MADE BY M. Mindorff, SECONDED BY S. McCarthy, AND CARRIED, the Trade Board recommends that the College move towards an interactive, dynamic Apprenticeship Training Standard Log Book where the apprentice, sponsor and trainer would be required to log in on an ongoing basis to progressively verify skill completion. This progressive completion should also be used to verify, on a trade-by-trade basis, the eligibility for trade school levels.

9.2 Scopes of Practice

The Trade Board continued conversations related to a lack of clarity in the trades' scopes of practice for Refrigeration and Air Conditioning Systems Mechanic 313A and Residential Air Conditioning Systems Mechanic 313D.

ON A MOTION DULY MADE BY S. McCarthy, SECONDED BY M. Mindorff, AND CARRIED, the Trade Board recommends that the scope of practice for the trades of Refrigeration and Air Conditioning Systems Mechanic 313A and Residential Air Conditioning Systems Mechanic 313D need to be reviewed and amended to clarify the following areas of work: geo-exchange, hydronic systems, natural refrigerants, and TSSA reference.

9.3 Financial Burden of Compulsory Trades

The Trade Board continues to be concerned with whether the compulsory trades bear a disproportionate financial burden vis-à-vis supporting the Ontario College of Trades. The Trade Board inquired as to whether there was any financial information that shows voluntary vs. compulsory trade information. The Program Coordinator will inquire.

9.4 Apprentice and Sponsor Support from Local Apprenticeship Offices

The Trade Board continues to be concerned with limited service levels from staff at local apprenticeship offices, particularly with a limited travel budget. The Trade Board also inquired as to whether the College would eventually take over apprenticeship registration.

9.5 Examination Rewriting and Upgrading

As a follow up to a previous resolution and ongoing concerns related to high exam re-attempt levels for the Refrigeration and Air Conditioning Systems Mechanic 313A trade, the Trade Board continued to express concern that individuals were rewriting examinations multiple times and failing without any sector upgrading.

ON A MOTION DULY MADE BY C. Burns, SECONDED BY I. Ahmed, AND CARRIED, the Trade Board recommends that when an individual exhausts all options in terms of exam re-attempts, upgrading procedures and/or practical examination/other accommodation options, the regulations should be revised to recommend the following options:

- a) The individual's apprenticeship be reopened and a new RTA registered in the same trade; or
- b) A time-specific provisional certificate be issued, allowing the individual to meet further practical experience, schooling or upgrading, and new training requirements as set out by the College.

Furthermore, the Trade Board is also recommending the creation of a mentoring program, through the trade boards, to support apprentices and challengers with difficulty with the C of Q examination.

10. TSSA/Gasfitter

The Program Coordinator provided a general update related to the development of a memorandum of understanding between the College and the Technical Standards and Safety Authority (TSSA). The Trade Board made the following suggestions and inquiries:

- a) Create a sub-committee/working group made up of College staff and Trade Board members to continue discussions on the trade of gasfitter;
- b) Inquire into the status of the new trade development process in relation to the gasfitter trade; and
- c) consider the model in other jurisdictions where the gasfitter 'B' designation is attached to the Refrigeration and Air Conditioning program.

11. New Red Seal Examinations Released

The Program Coordinator confirmed that new examinations based on the new Red Seal National Occupational Analysis were released in Ontario on August 17, 2015.

12. Apprenticeship Training Standards updates

The Program Coordinator provided an update on the draft new standards for both Refrigeration and Air Conditioning Systems Mechanic 313A and Residential Air Conditioning Systems Mechanic 313D trades, which are currently being edited and formatted. The documents will be sent for review by the working group and the Trade Board, prior to being sent out for industry validation.

The Trade Board inquired into the final approval process and review of the documents by Construction Divisional Board. Specifically, the Trade Board inquired as to which members of the Divisional Board would read the document (there is currently no 313A or 313D representative on the Construction Divisional Board) and what the timelines would be.

13. 313D Provincial Certificate of Qualification Examination – Review and Validation

As a follow up to previous conversations and complaints, the Program Coordinator will be organizing a review of the 313D examination. Dates will be forwarded for consideration (March 7, 2016 tentatively).

14. Practical Examination

In direct relation to the examination attempt issues, the Trade Board continued discussion on practical assessment tools.

ON A MOTION DULY MADE BY S.McCarthy, SECONDED BY M. Mindorff, AND CARRIED, the Trade Board recommends that for the trades of Refrigeration and Air Conditioning Systems Mechanic 313A and Residential Air Conditioning Systems Mechanic 313D, a practical examination for the purpose of accommodation only be developed to respond to ongoing concerns related to examination re-attempts and failures. The Trade Board also recommends that this practical examination option only be available after the third attempt at the written examination. The Trade Board also recommends that there may be a need to restrict the number of times that the practical accommodation can be provided.

15. Dean Report Recommendations

The Trade Board designated S. McCarthy to draft comments on behalf of the Trade Board on recommendations in the Dean Report for review by the rest of the Trade Board and eventual submission to the College. The Program Coordinator will inquire into any timeline requirements.

16. College of Trades Update

The Program Coordinator provided a variety of updates on the College.

17. Program Update - Trade Statistics

Trade counts and exam attempt statistics were summarized for the Trade Board.

18. Next Scheduled Meeting/Event

The next Trade Board meeting was tentatively scheduled for May 11, 2016.

19. Adjournment

The meeting was adjourned.

“Chris Burns”

C. Burns, Chair

May 11, 2016

Date

i Recording Officer