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## ABORIGINAL APPRENTICESHIP BEST PRACTICE GUIDE

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GDI Training & Employment

917 – 22<sup>nd</sup> Street West

Saskatoon, Saskatchewan S7M 0R9

Phone: (306) 242-6070

Toll Free: 1-877-488-6888

Fax: (306) 683-3508

[www.gdins.org](http://www.gdins.org)

Twitter: @gdins\_org

Facebook: <https://www.facebook.com/gabrieldumontinstitute/>

Please address any questions to

James Oloo | Research Coordinator | Gabriel Dumont Institute | [james.ooloo@gdi.gdins.org](mailto:james.ooloo@gdi.gdins.org) | (306) 242-6070

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## INTRODUCTION:

This Best Practice Guide has been developed to help create partnership with employers and to help in recruiting, indenturing, and retaining Aboriginal apprentices. It is based on the experiences of Gabriel Dumont Training Institute Training and Employment apprenticeship programming, including the Skills and Partnership Fund's GDI Aboriginal Apprenticeship Initiative (2011-2014) and the Western Economic Diversification Canada-funded GDI Aboriginal Apprenticeship Project (2014-2017), as well as information drawn from review of literature. The guide explores the factors that are likely to lead to a successful Indigenous apprenticeship program. It is intended as a guide, and a living document that will be revised and improved in the future.

Saskatchewan has 47 designated trades and sub-trades. Apprenticeship programs in most of the designated trades range from three to four years in length. Apprentices spend about 80% of the time on hands-on training under the guidance of a certified journeyman or qualified tradesperson, and 20% of the time in technical training provided at, or through, a post-secondary establishment. GDI works with clients and employer partners to get apprenticeship placements for the clients. Employers hire apprentices, pay their wages and provide supervised on-the-job training.

Apprentices, on the other hand, have a responsibility to know what is involved in the trade, to learn and apply their skills and to serve their employer's productivity needs to the best of their ability. It is the responsibility of the apprentice to take control of his/her training, ask questions and seek answers. Each client's file is maintained by a GDI Employment Counselor who works closely with both the client and the employer.

### ***What is best practice for apprenticeship programming?***

Apprentices spend most of their time on the job site. Each industry and each job site is unique and there is no single formula that applies to every situation. However, there are common elements that are integral to successful apprenticeship programming. These include:

- **Partnership** between GDI and other stakeholders, including employers and clients, who are committed to Aboriginal apprenticeship training. The roles and responsibilities of each partner should be clearly defined.
- **Communications:** There should be open and frequent communication between the partners. Any miscommunication should be resolved swiftly and efficiently.
- **Clearly defined objectives, guidelines and procedures:** For an apprenticeship program to be successful, it should have clearly defined purpose, objectives, guidelines and procedures. This will help ensure that the program stays on track and follows the necessary steps to remain effective and successful.

- **Ongoing monitoring and performance review:** An effective, open and ongoing monitoring and evaluation should be in place throughout the program. This will help identify and alleviate any potential challenges in the early stages and contribute to the program success. This may be in the form of client and stakeholder surveys.

## OVERVIEW OF GDI ABORIGINAL APPRENTICESHIP INITIATIVE

The Gabriel Dumont Institute Aboriginal Apprenticeship Initiative was a federally funded program under the Employment and Skills Development's Skills and Partnership Fund. Its goals were to 1) with a priority on Métis people, increase the number of Aboriginal people registered in apprenticeship programs in Saskatchewan by at least 145; 2) increase the number of individual companies and industries employing apprentices by at least 60 and 17 respectively; 3) develop a clear focus on and understanding of apprenticeship programs among all members of GDI staff who work with apprentices; and 4) develop a clear plan or best practice document to direct apprenticeship programming in the future.

Skills and Partnership Fund GDI Aboriginal Apprenticeship Initiative ended in March 2014. This Best Practice Guide is intended to help in apprenticeship programs post-SPF at Gabriel Dumont Institute. Apprenticeship programs in general continue to evolve based upon such variables as the types of designated trades that are in high demand, requirements for getting into the trade, and strength of the economy. Therefore, this best practice will be a 'living' document that will be updated as needed over time even after the project end date.

Apprenticeship as a workplace based training program that leads to certification in one of the 47 designated skilled trades and sub-trades (see Appendix A) in Saskatchewan<sup>1</sup>. It combines practical hands-on learning in the workplace where certified trades experts train and mentor apprentices both in technical training and in a post-secondary environment for approximately eight weeks per year. Apprentices earn a wage while they learn the skills of a trade.

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) is an industry-led agency of the Government of Saskatchewan whose mandate is to "develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons." It identifies the process of becoming an apprentice in Saskatchewan as follows<sup>2</sup>:

### **SATCC's Steps of Apprenticeship**

#### ***What are the steps to becoming an apprentice?***

1. Find an employer willing to provide the necessary on-the-job training and supervision
2. Sign an apprenticeship contract with the employer and register it with the SATCC.
3. Work and learn on the job for the required period of time.

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<sup>1</sup> <http://www.saskapprenticeship.ca/designated-trades/>

<sup>2</sup> See <http://www.saskapprenticeship.ca/steps-apprenticeship/>

4. Submit your hours of work – trade time – to the SATCC every few months.
5. When notified by the SATCC, attend technical training for the required number of weeks each year.
6. Pass your technical training.
7. Upon successfully completing the apprenticeship program and passing the certification exams, the apprentice receives a Certificate of Completion of Apprenticeship and a Journeyman Certificate of Qualification.

For more information, see: SATCC's [What is Apprenticeship?](#)<sup>3</sup>

In general, Aboriginal people face multiple barriers to education and training and GDI's goal in the apprenticeship program is to help empower our clients so that they may have successful apprenticeship experience. To this end, our experienced employment counsellors and program coordinators work with both our employer partners and potential Aboriginal clients throughout their training. This document explores what we do to enhance the success of the GDI Aboriginal Apprenticeship Initiative. As already stated, it is a living document. We conduct monthly and bi-annual client and employer partner surveys and we use the feedback to improve on our performance and service delivery.

## OBJECTIVES

145 indentured Aboriginal Apprentices by March 31, 2014. GDI exceeded this target and indentured 152 apprentices.

- A) Develop relationships between industry and the Aboriginal labour market.
- B) Provide support for both the employers and apprentices involved.
- C) Develop a clear understanding of the apprenticeship program among all staff counselors and develop a clear plan which will provide GDI Training and Employment with a strategic direction for future apprenticeship programming.
- D) Ensure systems, processes, and partnerships are in place to support continuity at the conclusion of the project.

## BUILDING CAPACITY: EMPLOYER PARTNERSHIPS

### A) Employer Outreach and Marketing:

- i) **Advertising Materials:** Distribute employer brochures and other programming information to potential employers.
- ii) **Direct Employer Contact:** Face-to-face contact with companies works best to secure employer partnerships; speak with managers and decision makers when possible to fully inform of program goals, procedures, benefits, and expectations. Offer follow up meetings and support when deemed necessary.

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<sup>3</sup> [http://www.saskapprenticeship.ca/wp-content/uploads/2012/05/What-is-App-flyer\\_Sept12\\_web\\_4-col.pdf](http://www.saskapprenticeship.ca/wp-content/uploads/2012/05/What-is-App-flyer_Sept12_web_4-col.pdf)

- iii) **Events:** Participate in local Open House Events, Community Networking Events, and Career Fairs.
- iv) **Documents:** - Ensure employers are able to view and understand Employer Checklist, Terms & Conditions, and Partnership Contract. Counselors should be able to answer any questions employers may have regarding partnership processes and procedures.

**B) Typical concerns Employers may have:** Staff who are approaching employers with the hope of establishing partnerships should be aware of typical concerns voiced by employers in regards to partnership obligations and accurately communicate the details and processes involved. Typical concerns may include concerns with:

- I. **Contract Obligations:** employers are not obliged to hire an Aboriginal candidate even once a partnership is entered; employers retain full rights to hire the most qualified candidate.
- II. **Contract Obligations:** Employers may choose to let go of unproductive employee(s).
- III. **Financial Information:** Client payroll stubs are only required for subsidy to be paid back. No other company financial information is required.
- IV. **SATCC & Indenturing:** Employer is responsible to indenture the client with SATCC usually after a probation period of 60 days from hire. GDI Training and Employment may assist with SATCC applications and application fee; each company must submit:
  - a. FORM 1: *Employer application for registration of apprenticeship contract* (unless the client is already indentured).
  - b. FORM A: *Contract between employer and apprentice.*
  - c. FORM 6A: *Verification of on the job experience.* To be periodically sent to SATCC every 3-6 months thereafter in order for apprentice's hours to be tracked leading up to technical training periods.
- V. **No Journeyperson:** Partnerships may be entered upon with companies without journeypersons for non-compulsory trades only and on a case by case basis. Typically partnerships would be established for 12 week blocks/trials with the possibility of extension barring any issues related to training identified from SATCC. Typically, SATCC does allow companies without journeypersons to indenture and train an apprentice if the training supervisor has at least six years of experience in the trade. SATCC monitors these companies closely and establishes a training plan.

**NOTE:** It is preferred that partnerships be established with companies that have a journeyperson on site to provide training and supervision.

**Interviews:** Companies are encouraged to conduct interviews with any clients referred by GDI Training and Employment for consideration. Any client identified

through employer recruitment for a position must meet with GDI Training and Employment staff and complete client application prior to being approved for subsidy.

## BUILDING CAPACITY: ABORIGINAL APPRENTICE RECRUITS

### APPRENTICE RECRUITMENT

While the majority of new apprentices had first heard about apprenticeships through their school, Gabriel Dumont Institute, a Métis organization, a family member, friend, many contacted GDI after learning about apprenticeship opportunities through the internet, open houses, and through other employers.

**Employers Locating Apprentices:** Employers may utilize their regular recruitment methods to identify potential Aboriginal candidates to hire. Upon finding a potential apprentice but before officially hiring, the company must contact the GDI Training and Employment and a counselor will meet with the candidate(s) to process his/her documentation and determine the candidate's eligibility under subsidy.

**Counselors Locating Apprentices:** GDI Training and Employment will work with employers to recruit potential candidates for apprentice positions and may refer candidates that match skill sets the employers seek. Candidates may be located through GDI Training and Employment Counselor networking and/or client contact.

Engagement with local community organizations, colleges, schools, and employment agencies should be utilized in order to network for potential recruits. GDI Training and Employment may advertise for apprenticeship positions. Such ads have previously been posted on:

- i) Saskjobs.ca
- ii) Kijiji.ca
- iii) Access Community Network Channel
- iv) Community Networking
- v) Local newsletters

## COMMUNITY OUTREACH:

Community engagement is necessary to raise the level of awareness of opportunities in apprenticeship and skilled trades. Engagement can include presentations at community centres, employment resource centres, career fair events as well as outreach to local high school and post secondary/technical institutions.

### 1. **Employment Centres**

- i) Schedule presentations to community and potential clients
- ii) Refer program information and brochures

### 2. **Technical Training Centres:**

Schedule program presentations if possible, inquire of career related events that may help to promote awareness of the program

3. **Aboriginal Communities:** Engagement with Aboriginal communities, Métis Locals, and Band Offices to create awareness of opportunities and programming
4. **Marketing Brochures:** should be forwarded to technical training institutions, employment and community centres, libraries, etc.
5. **Resumes/Cover Letters:** clients must create professional targeted resumes and cover letters for submissions and referrals to employers. Counselors may need to work with clients to ensure their resume is competitive and targeted to the specific position being applied to.

## REQUIRED FORMS FOR EMPLOYER-GDI TRAINING AND EMPLOYMENT PARTNERSHIPS

### ESTABLISHING PARTNERSHIP CONTRACT:

- i) **Contracts:** Contracts may be negotiated for up to 52 week terms and must be for a full time apprenticeship position. Wage split is negotiated *up to* 50% to a maximum GDI Training and Employment contribution of minimum hourly wage. Mandatory Employment Related Costs may also be negotiated up to 100%.
- ii) **Terms and Conditions:** each employer must understand and receive the Terms and Conditions of partnership including requirements of submission of payroll documentation, monthly reporting, and indenturing timelines (see Terms and Conditions).
- iii) **Employer Checklist:** Each employer should receive Employer Checklist form summarizing the steps in processes from establishing partnership, placement of worker



and the monthly expectations for reporting and payroll documentation. Failure to adhere to these conditions and terms may affect that continued status of partnership.

- iv) **Renewals:** Contracts may be possible for a second year of partnership and re-negotiated for differing wage and Mandatory Employment Related Costs contribution splits.
- v) **Number of positions to be attached to a partnership:** Determined and negotiated on a case by case basis with some determining factors being: size of employer, location, previous successful partnership relationship. Typically one position may be partnered upon at a time with the option to add additional contracts/positions to a maximum of three contracts/positions per employer in most cases.
- vi) **Partnership guidelines for employers without a Journeyperson:** GDI Training and Employment may partner with employers without a journeyperson if they are working in a non-compulsory trade and meet the SATCC requirements to indenture an apprentice (normally time and a half in the trade). However, it is preferred to partner with companies employing certified journeymen when possible in order to ensure standardized and proper training of apprentices.

Partnerships in this category are initially made for a 12 week trial rather than a full 52 weeks. An extension of an additional 40 weeks (52 weeks total) is possible at the end of the first 12 week term and based on an evaluation of the partnership. The extension is made if no issues or concerns regarding training have been identified by SATCC.

- vii) Under SPF approved contracts were signed by the Apprenticeship Coordinator and two GDI Directors. This could be used as a guide in the Post-SPF apprenticeship programs.
- viii) **Once approved:** copies of the approved contract should be kept on file in local offices, as well as forwarded to the employer.

Any unused portion of funds in an existing contract should be downwardly amended and updated with the GDI Accounting Coordinator.

#### CLIENT APPLICATIONS, CONTRACT PURCHASE NOTICES AND TRANSCRIPTS

- i) Each client must complete a full client application package, as well as submit high school and other transcripts, as well as current professional resume and cover letter.
- ii) Resume referrals to Employers: client resumes referred to partnering employers must be current, updated, and professionally competitive. Optimally, a cover letter should also accompany a resume. Clients should be made aware of which company their resume has been referred to in order to adequately follow-up directly with the company. Clients may also require interview prep and advice. In addition, employers

- must understand that if any client resume is of interest to the company, the employer should schedule an appointment for interview directly with the client.
- iii) Transcript evaluation is made in order to ascertain the individuals education completion level to ensure they meet the minimum education level required for the apprenticeship they are seeking
  - iv) Transcript evaluation may be assisted by contacting an SATCC consultant. Individual education minimum requirements may be found on the SATCC website in each trade profile. All clients should meet the SATCC educational minimums in order for subsidy to be approved. No conditional acceptance to SATCC is permitted; if an employer wishes to retain a client not meeting education minimums, subsidy will not be provided. However, if and when a client achieves the required educational level, the subsidy may be reinstated.
  - v) A Contract Purchase Notice is required and indicates the start date from when the subsidy will begin as well as the GDI Training and Employment contribution total. Contract Purchase Notice upward amendments are required for any additional funding request (i.e. tools, SATCC application fees, tuition, books); Downward amendments are required for clients or contracts that have unused fund portions (i.e. employee quit, laid-off or let go)
  - vi) SATCC Release of Information Form: Ensure that SATCC *Release of Information Form* is completed and submitted to SATCC (the form is available at <http://www.saskapprenticeship.ca/wp-content/uploads/2012/06/ConsentToReleasePersonalInformation-Nov2010.pdf>).
  - vii) File transfers: Clients completing files in one location and transitioning for employment at a different location may wish to have their file transferred to the new location for follow up and support. Counselor and client should complete a Client Transfer Request.
  - viii) Employer Approval/Partnership Summary Notice: Once a client has been approved for subsidy and work has started, Counselors must send a copy of *Partnership Notice Summary/Employer Approval* letter to the employer summarizing contribution split amounts, start and end dates of subsidy, timelines stipulating submission of any reports (such as client and employer surveys) and payroll documentation. Timeline for indenturing the clients should also be included.

#### EMPLOYER-APPRENTICE FORMS (FOLLOW UP, PAYROLL DOCUMENTS)

- i) Monthly Employer-Apprentice follow-up forms to be completed individually by supervisor and apprentice and submitted to Employment Counselor then forwarded to the Apprenticeship Administrative Coordinator (or designate). Copies of each should be kept in the local office file.

- ii) Under SPF, employer and client surveys were administered every six months. Completed surveys were then forwarded to the Research Coordinator by Employment Counselors.
- iii) Payroll documents must be collected from company each month. Copy of actual pay stub or a signed (by apprentice) copy of the payroll deduction sheet verifying pay.
- iv) Payroll is collected by Employment Counselors and forwarded to Accounting Coordinator in order to process subsidy payment back to the employer (company).
- v) SATCC Applications (Indenturing) to be completed and submitted to Employment Counselor by the end of sixty days (under SPF) from the established subsidy start date. These applications are forwarded to Apprenticeship Admin Coordinator or designate and submitted to SATCC on the company's behalf. Application fees may be covered by SPF funds and an upward amendment required for request of these funds if required.
- vi) Copies of all information to be kept in the local office individual client/employer file.

#### INDENTURING: SATCC CERTIFICATION FORMS AND APPLICATION FEES

- GDI Training and Employment counselors should assist a partner company in completion of required indenturing forms (Form 1, Form A, 6A, Form B->only if indenturing through a joint training committee).
- There is one time application fee of \$150 for new apprentices. GDI Training and Employment may be able to help pay this fee if needed. Clients receive a T4 form for this fee as it is a taxable benefit.
- Client Counselors collect completed forms from the company (after 60 days in the case of SPF) and submit the forms to the Apprenticeship Administrative Coordinator who will then forward the application with fee to SATCC for processing.
- Upward amendment may be required to submit to finance for the application fee.
- Alternatively, individual companies may submit these forms on their own to SATCC with fee being paid by the company or by the individual (however, GDI Training and Employment can cover this cost for apprentices).
- The apprentice receives a Y card specifying the level of apprenticeship they currently are in for each year they remain a registered apprentice with SATCC; Indenturing of client may also be verified by contacting SATCC directly as long as client has signed the SATCC release of information form.
- Employers are required to submit Form 6A to SATCC every six months. The form helps in tracking an apprentice's hours in their chosen trade. Employers and apprentices should be made aware that it is up to them to send these forms in. If an apprentice's 6A forms are not sent in on a regular basis, they may miss out on opportunities to go to technical training.

## ADDITIONAL FINANCIAL ASSISTANCE AND FUNDING

- A) **Tool and Equipment Fund** (\$400 maximum under SPF) assessed and granted based on financial need of each client. Three price quotes are required to be submitted to the Finance Department along with an upward amendment. This is a taxable benefit for clients in most cases with exceptions being if the employer has supplied tool and/ or equipment and seeks reimbursement from GDI Training and Employment. Measures must be taken to understand if the employer has included these costs within the taxable benefits paid to the employee (i.e. is the employer including these costs with the employee's T4 form).
  
- B) **Technical School-tuition, books and living away** (support offered based on individual needs of client, tuition, books, living away allowance available for clients currently attached and under subsidy with a current employer-partner in the project. Unattached clients seeking these funds must apply through Individual Sponsorship Program (Selection Committee). This is a taxable benefit for client.
  
- C) **Completion bonus** of \$ 500 was available for clients who have been indentured and working with the same employer for at least six months Under SPF. This is a taxable benefit for the client (T4) and a Contract Purchase Notice upward amendment is required for finance in order to process the bonus.

## BUILDING RELATIONSHIPS WITH EMPLOYERS & APPRENTICES: INITIAL & MONTHLY FOLLOW UP PROCESS

Key to the success of the initiative regarding employer partnership and success of individual working apprentices within the program is laying a strong foundation and groundwork for positive relationships with all stakeholders (GDI Training and Employment, client, and employer).

To address the myriad of potential barriers and back to work issues faced by many Aboriginal clients, it is imperative that counseling staff work diligently to support both the employer and apprentice closely especially during the early stages of placement.

Gaining employment will often be only one of the barriers faced for people returning to work or entering the workforce for the first time or after employment gaps. Maintaining behaviors in line with retaining and advancing through the job successfully and understanding expectations from employers are key components to success.

Outlined below are a series of steps to undertake during the initial phase of employer partnership and apprentice placement within a company in order to mitigate issues that may impede success for both parties.

Issues may arise due to lack of clear communication between the apprentice and employer, the apprentice and GDI Training and Employment counselor, and the employer and GDI Training and Employment. Nurturing a positive and open line of communication should ensure strong relationships are maintained.

#### **BUILDING FOUNDATIONS FOR STRONG EMPLOYER-APPRENTICE PARTNERSHIPS**

- 1)** Work with employer to tap into innovative ways to recruit a suitable candidate.
- 2)** Involvement of outside agencies or organizations within the community may also be utilized (i.e. Saskjobs.ca, Kijiji.ca ads, Technical Colleges) for recruitment.
- 3)** Assigned GDI Training and Employment staff should work together with employer partners and the community to network when seeking potential recruits for apprentice positions.
- 4)** Refer client resumes that match skills and qualifications employer seeks. Resumes should be professional, current and targeted for the position desired.

#### **ONCE AN APPRENTICE HAS BEEN IDENTIFIED, HIRED, AND APPROVED FOR THE PROGRAM:**

- i)** Call a day before work starts to ensure the client is ready to begin, is in need of any equipment/tools, is able to successfully arrive to work on time, has found accommodations if he/she moved for the job, is ready and willing to commit to the job.
- ii)** Meet with apprentice, employer, journeyperson-supervisor (if possible) on first day of work at the work site; ensure employer/apprentice are aware to keep lines of communication open between themselves as well as relevant GDI Training and Employment staff in order to support and/or help resolve relevant issues that may impede success.
- iii)** Maintain close and open lines of communication with apprentice for the first 4-12 weeks; call at the end of each week to check how things are going, answer questions, etc.
- iv)** Keeping in close contact with employer/apprentice in the first 4-12 weeks along with monthly follow up reporting should lay a strong foundation for success.
- v)** Document any important issues that may arise and keep running file including monthly follow up surveys.
- vi)** Ensure employer understands process required for payroll submissions as well as SATCC indenturing timelines and the submission process.

## EMPLOYER AND APPRENTICE EXPECTATIONS

From the GDI experiences with the Skills and Partnership Fund's Aboriginal Apprenticeship Initiative and our review of literature, apprentices' expectations of a supervisor include patience, knowledge, demonstration, guidance, clear instructions, respect, fairness and good understanding in training. Apprentices' expectations at the end of apprenticeship programs were:

- To obtain a qualification/certification in their chosen trade;
- To be fully trained and understand the trade terminology;
- To obtain a permanent job.

Employers indicated what they thought apprentices should expect in the early stages of their apprenticeship. These are:

- Get a feel of the trade;
- Learn the basics;
- Become familiar with the work environment;
- A reasonable level of responsibility; and
- To be given tasks which are checked and results discussed.

Employer expectations of apprentices in the early stages were as follows:

- Listen and learn
- Be reliable
- Follow basic instructions
- Don't expect too much at once
- A positive attitude.

### **Apprentice issues with the employment process**

GDI Aboriginal Apprenticeship Initiative clients identified the following factors as challenges that are likely to jeopardize their apprenticeship training:

- The extent to which their choice of apprenticeship meets their expectations,
- General workplace conditions and effective workplace relationships,
- Travel (transportation to worksite or relocation for work),
- Family commitments (including daycare), and
- Lack of personal motivation to complete apprenticeship.

## COMMON ISSUES THAT MAY ARISE:

**Communication:** do all parties understand lack of communication is often the largest factor impeding success. To mitigate any issues, open communication must be nurtured and encouraged; employers should feel confident in contacting GDI Training and Employment for support/job coaching and resolution of related issues. Clients should equally feel confident in support for issues related to their employment and training.

**Training issues/lack of training:** Is the employer offering training specific to and in line with the training expected and to be fulfilled with SATCC and the trade?

Are expectations of new apprentice too high? (ie. Many first year apprentices expect often to be performing skills typically reserved for higher level apprentices and must understand the appropriate training they receive and responsibilities tasked of them for their apprentice level

**Note:** for new apprentices remind that mastery of skills as well as which level they are in currently reflects the specific training and type of work they receive at each level. New apprentices need to be understanding of the training processes and type of work expected of them for each level of apprenticeship and should not expect to be doing work of a year four apprentice in their year one of apprenticeship.

**Punctuality:** is the apprentice coming in on time? Clients must ensure they let employer know of any time off required and call in to employer at all times if sick.

**Travel to work:** is the apprentice having difficulty getting to and from work? Could this be rectified with co-worker ride share or public transportation?

**Motivation and taking initiative:** Encourage apprentices to become part of the team, to look for opportunities to shine within the company, take initiative during down times such as site clean-up; replacing/cleaning tools/equip, etc.

**Following employer instructions:** Is the apprentice fully aware of job expectations and duties; do they clarify any questions with supervisor or management?

**Commitment:** Is the apprentice showing commitment toward journeyperson status? Is the employer demonstrating commitment to the apprentice with respect to relevant training?

**Understanding company hierarchy:** Does the apprentice know who to speak to if he/she needs time away, is having difficulty meeting obligations, having difficulty with co-workers, etc.

**Tools/Equipment:** Does the apprentice have the tools for the job? Are the apprentice and the employer able to work together to meet this need? Will the apprentice require access to the \$400 tools and equipment fund?

**Daycare:** Does the apprentice have issues with daycare needs that are impeding on punctuality?

**Harassment/poor work environment:** Is the employer taking steps to effectively deal with any related issues within the workplace.

**Indenturing:** Has the employer indentured the worker with SATCC at the appropriate timeline.

**Working successfully with others:** Encourage patience, tolerance, and understanding when dealing with a variety of personality types.

**Transitions to Technical Training:** When clients are requested to enroll in technical training, does the client understand the process involved in enrolment or require funding assistance? May they require tutor assistance to be successful?

#### MONTHLY FOLLOW UP, PAYROLL COLLECTION, AND INDENTURING WITH SATCC

Terms and Conditions of partnership stipulate employers must agree to monthly follow up, scheduled at the employer's convenience. Optimally follow up should be done on site, but depending on circumstance, location can also be completed through email or phone calls.

**Month 1-**Clients and Employers should submit follow up reports separately; discuss with employer/clients any issues, if any that relate to job performance and or apprenticeship training and work to a mutually acceptable resolution when possible; payroll documents can be forwarded directly to Finance office or submitted to follow up counselor to submit for processing. On-site follow up should be scheduled at the convenience of the employer (i.e. break times) and not intrude on employer work times.

**Month 2-**Discuss work performance, indenturing timelines, and forms. If there are issues from employer regarding confidence to indenture a client, gather information on the issues described, inform head office, as well as discuss with client. Head office must also be notified immediately of any delay in indenturing with SATCC in order to develop a process of resolution.

**Month 3-** Complete and secure indenturing forms, submit forms to Apprenticeship Administrative Coordinator, including upward amendment for SATCC Application Fee if required (some employers may choose to complete and submit forms themselves as well as pay application fee)

**Ongoing Months:** stay in regular contact with employer and client, ensure monthly reports are submitted, payroll is submitted, and any work performance issues discussed and resolutions exercised.

**Month 6, 12:** Six month employer and client surveys must be conducted and submitted to Research Coordinator.



## TECHNICAL TRAINING

### Process:

- 1) Counselors following up with working apprentice clients should secure copies of SATCC Notification for Training documentation when client is contacted by SATCC to return to training. Copies of this form are to be kept in the client's file.
- 2) Counselor ensures client is intending to return to school and may assist client with the Return to Training Reply form to be sent to SATCC.
- 3) Counselors may also assist clients to fill out required SATCC forms including those for registration with technical training institutes; and for requesting funding for their training term (i.e. living away allowance, travel, supplies). Note: Counselor should contact SATCC to ensure that only one funding source (GDI Training and Employment or SATCC) of funding request is being made.
- 4) Upwardly amended Contract Purchase Notice required when SPF Training Funds requested by client and forwarded to GDI Training and Employment Accounting Coordinator. Remember to specify the funding being requested.
- 5) Counselor will contact SATCC to inform of the funding requested by client from GDI Training and Employment to update SATCC client file (notification of funding approval).
- 6) Counselor will notify Employer by letter of the suspension of client subsidy during the training period (notification of participant wage subsidy suspension-technical training).
- 7) Counselor will ensure that client submit all forms required for individual seat purchases when transferring to technical training.

### NOTES:

- A. Tuition for technical training paid directly to SATCC.
- B. Book allowances paid directly to client once receipt for books is submitted and forwarded to Finance Department.
- C. Direct Deposit Forms must be completed and submitted with postsecondary package and signed off by Program Coordinator.
- D. New EI Inquiry must be completed for client in order to ensure EI eligibility. EI applications are completed on the first day of class at technical training institute with an EI representative.
- E. Updates of client file in KETO required under new contract with forecast amounts.

## Information and File Management

Required forms and documents: Approved partnerships and clients- sample files have been created indicating the required forms for clients within SPF.

- A) Employer-GDI Training and Employment apprenticeship contract
- B) Complete client application , transcripts and relevant certification Contract Purchase Notice
- C) Upward/downward Contract Purchase Notice amendments
- D) Tool/equipment requests (upward amended Contract Purchase Notice)
- E) Current Y card if client has achieved indentured status
- F) Up to date monthly reports (employer/apprentice)
- G) Copies of any and all mail/email correspondence between client and/or employer
- H) SATCC application and forms
- I) Related return to technical training forms
- J) Notification letters to employers

## APPENDIX A: DESIGNATED TRADES IN SASKATCHEWAN<sup>4</sup>

- Agricultural Machinery Technician
- Aircraft Maintenance Engineer Technician
- Automotive Service Technician
- Boilermaker
- Bricklayer
- Cabinetmaker
- Carpenter
  - Framer
  - Scaffolder
- Construction Craft Labourer
- Cook
- Crane and Hoist Operator
  - Boom Truck Operator A
  - Boom Truck Operator B
  - Hoist Operator
  - Hydraulic Crane Operator
  - Lattice Boom Crane Operator
  - Tower Crane Operator
- Drywall and Acoustical Mechanic
- Electrician
- Electronics Assembler
- Esthetician-Nail Technician
- Esthetician-Skin Care Technician
- Food and Beverage Person
- Gasfitter
- Glassworker
- Guest Services Representative
- Hairstylist
- Heavy Duty Equipment Mechanic
- Horticulture Technician
- Industrial Instrument Technician
- Industrial Mechanic (Millwright)
- Insulator
- Ironworker Reinforcing Rebar
- Ironworker Structural
- Locksmith
- Machinist

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<sup>4</sup> For information about each of these trades, please visit <http://www.saskapprenticeship.ca/designated-trades/>

- Meat Cutter
  - Processor
  - Slaughterer
- Motor Vehicle Body Repairer
  - Motor Vehicle Body Refinisher
- Painter and Decorator
- Partsperson
- Pipeline Equipment Operator
  - Dozer Operator
  - Excavator
  - Grader
  - Side Boom
- Plumber
- Pork Production Technician
  - Breeder
  - Facilities Maintenance
  - Farrowing
  - Grower-Finisher
  - Nursery Management
- Powerline Technician
- Refrigeration Mechanic
- Rig Technician
- Roofer
- Sheet Metal Worker
- Sprinkler Systems Installer
- Steamfitter-Pipefitter
  - Petroleum Installer Technician
- Steel Fabricator
- Tiler
- Truck and Transport Mechanic
- Water Well Driller
- Welder
  - Semiautomatic Welding Production Operator

GABRIEL DUMONT  
INSTITUTE

917 22<sup>nd</sup> Street West  
Saskatoon, SK  
S7M 0R9  
E-MAIL:

[general@gdi.gdins.org](mailto:general@gdi.gdins.org)

Visit us at

[www.gdins.org](http://www.gdins.org)

Virtual Museum of Métis History  
and Culture

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**GABRIEL DUMONT INSTITUTE**  
of Native Studies and Applied Research

GDI LOCATIONS

**GDI Central Office  
Saskatoon**

917 22nd Street West  
Saskatoon, SK S7M 0R9  
Phone: (306) 242-6070  
Fax: (306) 242-0002

**GDI Press**

2—604 22nd Street West  
Saskatoon SK S7M 5W1  
Phone: (306) 934-4941  
Fax: (306) 244-0252

**GDI Finance and  
Operations**

917 22nd Street West  
Saskatoon, SK S7M 0R9  
Phone: (306) 242-6070  
Fax: (306) 975-0903

**DTI Central Office  
Saskatoon**

917 22nd Street West  
Saskatoon, SK S7M 0R9  
Phone: (306) 242-6070  
Fax: (306) 242-0002

Toll Free (DTI):  
1-877-488-6888

**SUNTEP Prince Albert**

48 12th Street East  
Prince Albert, SK  
S6V 1B2  
Phone: (306) 764-1797  
Fax: (306) 764-3995

**SUNTEP Saskatoon**

Room 7 McLean Hall  
University of Saskatchewan  
106 Wiggins Road  
Saskatoon, SK S7N 5E6  
Phone: (306) 975-7095  
Fax: (306) 975-1108

**SUNTEP Regina**

Room 227 College West  
University of Regina  
3737 Wascana Parkway  
Regina, S4S 0A2  
Phone: (306) 347-4110

**GDI Training and  
Employment  
Central Office**

917 22nd Street West  
Saskatoon, SK S7M 0R9  
Phone: (306) 242-6070  
Fax: (306) 683-3508

Toll Free (T&E):  
1-877-488-6888  
Fax: (306) 347-4119

**GDI Library  
Regina**

Room 218 College West  
University of Regina  
3737 Wascana Parkway  
Regina, S4S 0A2  
Phone: (306) 347-4124  
Fax: (306) 565-0809

<https://gdins.org/student-services/library/>

**GDI Library  
Prince Albert**

48 12th Street East  
Prince Albert, SK  
S6V 1B2  
Phone: (306) 922-6466  
Fax: (306) 763-4834

