



Saskatchewan  
Apprenticeship and  
Trade Certification  
Commission

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[www.saskapprenticeship.ca](http://www.saskapprenticeship.ca)

# Apprenticeship



## **Saskatchewan Apprenticeship Program *A Guide for Employers***

*Participate in apprenticeship and be a leader in your industry!*

Enhance your corporate image by participating in a recognized, quality education and training program. Your clients recognize your investment in developing well-qualified staff who provide quality products and services.

You will get a skilled, productive and stable workforce when you support apprenticeship. Skilled workers, certified through the apprenticeship program, improve your productivity and competitiveness.

By supporting apprenticeship, you contribute to employment and community development.

*“Apprenticeship is just the beginning.”*

*“I think it’s important that employers look at their future needs for staff and provide opportunities for our youth and our apprentices to get into the system.”*

Bryan Leverick  
Managing Partner/Electrician  
Alliance Energy  
Saskatoon

***Apprenticeship training*** is a structured system of supervised training leading to certification in one of Saskatchewan's designated trades.

Apprentices learn the knowledge and skills associated with the trade through on-the-job training, combined with periods of theoretical and technical in-school training, which reinforces and expands upon what they have learned on the job. Technical training usually takes place at an institute for a period of six to twelve weeks each year. Recent initiatives have addressed flexible, innovative and timely training options. The apprentice, the employer, and the director of apprenticeship sign a contract of apprenticeship. Apprenticeship training ranges from two to five years depending on the trade. As apprentices complete the final level of training, they are eligible to write the journeyperson examination.

There are 47 apprenticeable trades in Saskatchewan.

### **Journeyman Certification in Saskatchewan**

Work experience is broad and in-depth. Work experience is based on criteria developed by industry. The examination pass mark is 70%. Trade examinations are developed and validated by industry, and administered by the Saskatchewan Apprenticeship and Trade Certification Commission.

### **How do I start the apprenticeship process?**

- contact the Apprenticeship and Trade Certification office in your area to obtain the application forms and contract of apprenticeship
- complete the forms with the prospective apprentice
- forward the application forms and accompanying high school transcript, transcript for any technical training, and the prescribed fee, to the Apprenticeship and Trade Certification office

### **As an employer, what is my role in the apprenticeship training program?**

Employing an apprentice means that you will have an employee learning the trade and working under the supervision of a journeyperson. During that time, it is your responsibility to:

- provide on-the-job training to your apprentice in all areas of the trade to the extent that the facilities and working conditions of your business allow
- allow the apprentice to attend technical training and to write examinations as required
- pay the apprentice's wages while the apprentice is on the job. The apprentice is paid a percentage of the current journeyperson wage rate. The percentage generally increases as the apprentice proceeds through the program.
- verify the apprentice's trade time

## **As an employer, am I eligible to train apprentices?**

Apprentices spend approximately 85% of the time working on the job, learning the knowledge and skills associated with a trade from a certified journeyman. As an employer within the industry, you are the primary trainer. You will need to ensure that apprentices receive a broad range of trade experience, as well as the appropriate training and supervision on the work site. Trade regulations stipulate the number of apprentices each journeyman is allowed to train.

## **BEST PRACTICES FOR EMPLOYERS**

- encourage training at all levels
- encourage journeymen to upgrade training
- allow time for instruction while minimizing productivity losses
- recognize and reward excellence
- display training certificates
- provide fair and equitable treatment to all employees
- help apprentices and journeymen to understand your business objectives and your expectations of them
- demonstrate a good work ethic

## **GET INVOLVED!**

If you want to contribute to the apprenticeship and trade certification system in Saskatchewan, contact your local apprenticeship office and ask how you can get involved with the trade board for your trade. Your commitment to training is key to maintaining the integrity of the trade.

**Do you have employees who have been working in the trade for a number of years but do not have trade certification? Contact your local apprenticeship office for details on how they may obtain the certification they need.**