



## Saskatchewan Apprenticeship Program *Apprentice Responsibilities*

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

As an apprentice, you spend approximately 85% of the time working on the job, learning the knowledge and skills associated with a trade from a certified journeyman. The remaining time is spent in theoretical and technical in-school training, which reinforces and expands upon what you have learned on the job.

Apprentices receive a broad range of trade experience on the work site. 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.

When you and your employer have determined that you will train as an apprentice in the trade, a contract of apprenticeship is signed by you (the apprentice), your employer, and the director of apprenticeship. Apprenticeship training ranges from two to five years depending on the trade. As you complete the final level of training, you are eligible to write the journeyman examination.

There are 47 apprenticeable trades in Saskatchewan.

### **It is an apprentice's responsibility to:**

- know what is involved in your trade: to learn; to apply skill; and to work diligently for your employer
- take control of your own training. You are responsible for your own success.
- attend training when notified
- submit your trade experience to the Apprenticeship and Trade Certification training coordinator
  - i) each time you are enrolled in a technical training class*
  - ii) when trade time hours qualify you for the next apprenticeship year.*
- advise the Apprenticeship and Trade Certification training coordinator
  - i) of a change of address*
  - ii) each time you work for a different employer*
- each time you work for a new employer, you must complete a new contract of apprenticeship

### **How do I register for apprenticeship training?**

- find an employer who is willing to train you
- contact the Apprenticeship and Trade Certification office in your area to obtain the application forms and contract
- complete the forms with your employer
- forward the application forms and accompanying high school transcript, transcript for any technical training, and prescribed fee, to the Apprenticeship and Trade Certification office

### **What is the role of the employer in the apprenticeship training program?**

During the apprenticeship term, it is the employer's responsibility to:

- provide on-the-job training to the apprentice in all areas of the trade to the extent that the facilities and working conditions of the 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 journeyman wage rate. The percentage generally increases as the apprentice proceeds through the program.
- verify the apprentice's trade time

### **What is the role of the journeyman in the apprenticeship training program?**

- pass on his/her trade skills to the apprentice
- provide appropriate supervision and honest feedback
- break tasks down to manageable components – explaining the task, demonstrating the procedure, answering questions, supervising work, providing constructive feedback, allowing time to practice
- participate in performance evaluations of the apprentice
- recognize apprentices as co-workers

### **BEST PRACTICES FOR APPRENTICES**

- actively participate with your employer in developing a training plan
- make it worthwhile for your employers to support you – show initiative
- look for training opportunities that will help you in your trade – be prepared to take courses on your own time
- actively participate in your performance evaluations – ask questions; seek answers; try not to be oversensitive to constructive feedback
- maintain a personal training journal of achievements and skills learned