

# Apprenticeship: A Guide for Employers





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# What is Apprenticeship?

Apprenticeship is a demand-driven training system. An employer hires an apprentice and signs a contract of apprenticeship, then registers it with Saskatchewan Apprenticeship.

A journeyperson or mentor passes down knowledge to an apprentice who is new on the job.

In an apprenticeship, **85%** of the training takes place on the job from a journeyperson/mentor and **15%** in technical training, typically once per year. The apprentice attends in-class training for two to ten weeks depending on the trade.

Most trades involve four years or levels of training and certification, although length of apprenticeship does vary by trade.

Saskatchewan Apprenticeship is the organization that oversees and manages apprenticeship and trade certification in this province. An important aspect of our operations is that we are industry-led and are accountable to industry through our Board of Directors, which is largely made up of employers and employees appointed by industry.

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The employer's role in the apprenticeship system is important. The first step in becoming an apprentice is to find employment. **Without an employer, there is no job; without a job, there is no apprenticeship.**

# What is Trade Qualification?

Tradespeople work in non-compulsory trades—like Automotive Service Technician and Carpenter—and have learned their skills on the job over many years, but not through an apprenticeship. Depending on the number of on-the-job hours they've completed, tradespeople may be eligible to challenge the journeyperson certification examination—the same certification exam apprentices take once they've successfully completed all of their required technical training—as trade qualifiers.

Once tradespeople are accepted as trade qualifiers, they can apply for upgrading training to refresh their knowledge and prepare for the journeyperson certification exam. For some trades, upgrading is mandatory, and for other trades upgrading is voluntary. Depending on the trade, training might be available online or in a classroom setting (or both).

## What is the Red Seal Program?

Established in the 1950s, the Red Seal Program is Canada's standard of excellence for skilled trades. The program is a partnership between the federal, provincial and territorial governments and is administered in each province and territory under the guidance of the Canadian Council of Directors of Apprenticeship (CCDA). The Red Seal endorsement provides evidence that a tradesperson has met the Canadian standard of skills

and knowledge required in his/her trade. The Red Seal examinations are used to determine whether apprentices and tradespersons meet the Canadian standard in 57 trades. Currently more than 622,851 tradespeople in Canada have attained a Red Seal endorsement.



# Myth- Busting Facts



# Training an apprentice makes good business sense.

## Myth:

"It's too expensive to hire and train an apprentice."

## Fact:

For every \$1 an employer invests in an apprentice, the average return on investment is \$1.47. This includes mark-up hours, hours worked, wages and benefits, journeypersons' training time, material waste from mistakes, correction of mistakes, costs incurred by the employer related to ongoing training and development and administration costs.

*(Canadian Apprenticeship Forum Study; 800 employers across 21 trades.)*



# Training an apprentice means a competitive advantage.

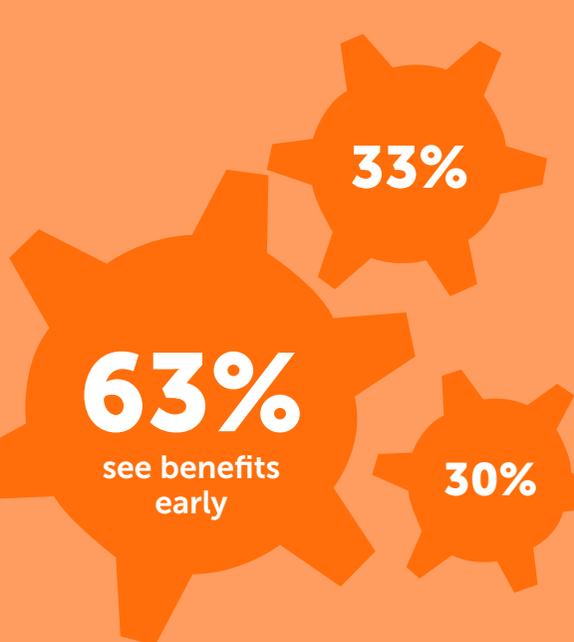
## Myth:

"My workforce has nothing to do with my bottom line."

## Fact:

Work that is exceptional and done right the first time is more cost effective than fixing mistakes. Savvy consumers care about quality workmanship completed by educated, certified workers. Separate your business from others with highly qualified staff and sub-contractors.





**33%**

About **33%** of employers said that the benefit of training an apprentice began to outweigh the cost by the end of the first year or earlier.

CAF Study

**63%**

see benefits  
early

**30%**

About **30%** of employers further indicated that they saw a return by the end of the second year.

CAF Study

## Hiring a local apprentice is less expensive than hiring from abroad.

### Myth:

"Apprentices take too much time and money to train and they can leave once they become a journeyman. It's easier and more cost-effective to hire tradespeople with experience, or to bring over temporary foreign workers."

### Fact:

The cost of hiring a temporary foreign worker ranges between \$5,000 and \$20,000 per person. However, an apprentice will generate a net return of almost 50% by the second year of his or her apprenticeship. The costs of hiring an apprentice are low overall – a small registration fee, and the training time on the job. The biggest risk is not properly training the next generation of the workforce.

Canadian Apprenticeship Forum (CAF) Study



# Training an apprentice means more productivity and fewer mistakes.

## Myth:

"When I'm training an apprentice, they aren't productive and that affects my bottom line."

## Fact:

The statistics show that employers estimate a "homegrown" journeyman, who's been trained by the company, is **29%** more productive than a journeyman trained elsewhere because their training fits with the practices of the organization.

CAF Study



Can't find a worker? Why not hire a student who has either completed the Saskatchewan Youth Apprenticeship (SYA) program, a high school Apprenticeship or Career and Work Exploration credit, or a pre-trades training course? Or, become involved at the high school level by offering job-site visits or placements for students.

Employers say that by training their own workforce, they see reduced risk of skill shortages, increased potential for career advancement for the person in the company, greater overall productivity and fewer mistakes.

**93%**



of employers are satisfied with the apprentice's ability to contribute to the success of their company.

**89%**



of employers are satisfied with the abilities of an apprentice to perform tasks as expected.

**87%**



of employers are satisfied with the quality of the journeyman when they complete an apprenticeship.

In some trades, a person with long-term experience can train an apprentice if there is no certified journeyman on staff.

Apprentice & Employer Satisfaction Survey Report 2015.

## Hiring apprentices adds business capacity.

### Myth:

"I have a small staff and can't have my workers gone when I am busy."

### Fact:

The SATCC works with employers and apprentices to accommodate workload and job cycles—more training solutions are available today.

- High-demand courses run throughout the summer due to increased demand.
- Some technical training and upgrading courses are available online; such as hybrid carpentry, partsperson, industrial mechanic, construction electrician and online math.



# Tax credits and government grants make hiring an apprentice more affordable.

## Myth:

"I can't afford to train an apprentice."

## Fact:

There are tax credits and programs that make hiring an apprentice more affordable:

- The federal Apprenticeship Job Creation Tax Credit is a non-refundable tax credit available to employers, equal to 10% of the salaries and wages payable to eligible apprentices.
- There are federal grants and loans, as well as provincial tax credits and scholarships for apprentices.
- Youth who complete the Saskatchewan Youth Apprenticeship program in high school and then enter into apprenticeship do not have to pay the registration fee or first level of technical training tuition, and receive 300 credit hours. They also are eligible for the SYA Industry Scholarship.

For more information: [saskapprenticeship.ca/employers/](http://saskapprenticeship.ca/employers/)



Many tradespeople who are currently working for you may be eligible to challenge the journeyperson examination.

# Journeyman Certification is an advantage for employers, tradespeople and consumers.

## Myth:

"I don't need my journeyman certification to work in the skilled trades."

## Fact:

Journeyman certification provides employers and consumers with the confidence that the journeymen they hire are skilled and knowledgeable. It is evidence that a tradesperson has met the standard to do his or her job. In most trades, journeymen receive Red Seal certification, which is the national standard of excellence for skilled trades in Canada. The Red Seal endorsement is widely recognized and respected by the trades industry across the country and internationally.

Journeyman certification is an employment advantage that opens doors to job opportunities. According to a report in the Canadian Apprenticeship Journal, annual incomes and hourly wages are both higher, on average, among those who achieved journeyman status than among those who discontinued. Journeymen are more likely to be self-employed, are more likely to work in permanent jobs, and are less likely to work part-time.

Across the entire sample, average hourly wages are highest among individuals who completed their apprenticeship programs and obtained certification, and are only slightly lower among tradespeople who discontinued their apprenticeship program but still achieved certification. Those who completed an apprenticeship program but did not obtain certification had average hourly wages \$3 to \$4 lower, while individuals who discontinued their programs and were not certified had the lowest average hourly wage.



## Group Average Hourly Wage



Completed apprenticeship  
and achieved certification

**\$28.07**



Discontinued apprenticeship  
but achieved certification

**\$27.25**



Completed apprenticeship  
but did not achieve certification

**\$23.92**



Discontinued apprenticeship  
and did not achieve certification

**\$23.30**

# Ok, I'm ready to sign up an apprentice. How do I get started?

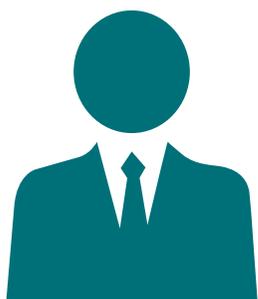
## Getting Started

1. Go to [saskapprentice.ca](http://saskapprentice.ca) and click on "Applications and Forms".
2. Complete the following forms with your prospective apprentice:
  - a. Employer Application for Registration of Apprenticeship Contract – Form 1.
  - b. Contract Between Apprentice and Employer –Form A.
  - c. To obtain credit for work already done in a trade, complete a Form 6A – Trade-specific Verification of Trade Experience – found on the respective Designated Trades page.
3. Forward the application forms, high school transcripts, technical training transcripts, and the prescribed fees to your nearest SATCC office.

# Ok, I'm ready to become a Trades Qualifier.

## How do I get started?

1. Go to [saskapprentice.ca](http://saskapprentice.ca) and click on "Workers > Trade Qualifiers".
2. To apply for assessment, complete and submit:
  - a. Form 7 – Trade Qualifier Application;
  - b. The Trade Qualifier Application assessment fee;
  - c. Collect the Evidence of Trade Experience for all employment using the trade-specific Form 6A;
  - d. Collect all other relevant information like transcripts, credentials, employer letters or business licenses; and
  - e. Sign the "Consent to Release Personal Information" form, if the results are to be given to someone else.
3. The SATCC will verify hours, dates and tasks performed for each employer Form 6A submitted.
4. The documents of evidence will be assessed against the National Occupational Analysis for the trade at a minimum of 70% scope of the trade.
5. Once assessment is complete a letter of results will be sent by mail.
6. Each individual will receive a letter indicating one of the following:
  - a. Approved – apply to challenge the examination.
  - b. Additional information is required.
  - c. Not eligible explaining why the application is not eligible to challenge the trade qualifier exam.
7. If approved to challenge, Apply for Examination by:
  - a. Choosing an examination date;
  - b. Completing Form 2; and
  - c. Submitting the fee.



# Top 10 Tips for Employers:

- 1** Support your apprentice. Be mindful of issues facing employment equity groups (people of Aboriginal ancestry, women in non-traditional trades, people with disabilities, etc.).
- 2** Expose your apprentice to the full range of skills in their trade so that they can succeed in the technical training.
- 3** Everyone learns differently. Find out about your apprentices' best learning style and tailor your instructions accordingly. Work with the SATCC and your apprentice to develop a training plan if there are specific needs.
- 4** Talk with your journey person, apprentice or trade qualifier to ensure the proper level of supervision and work experience occurs. Conduct regular performance reviews and offer feedback.
- 5** Release the apprentice from their work duties when the SATCC calls them to attend technical training.
- 6** Pay the apprentice a good wage. It should increase gradually as the apprentice proceeds through the program.
- 7** Verify trade time with the Form 6A and submit it every six months.
- 8** Encourage your trade qualifiers to apply to challenge the Red Seal exam.
- 9** Ensure all staff members receive appropriate instructions on the recommended handling procedures of hazardous materials and workplace safety.
- 10** Call the SATCC if you have any questions.



# Top 10 Tips for Journeypersons and Mentors:

- 1** Create an annual training schedule to develop the prescribed apprentice skills.
- 2** Review the on-the-job training guide on the SATCC website and organize instructional resource materials.
- 3** Provide written constructive performance reviews to the apprentice after completing each training period.
- 4** Encourage apprentices to ask questions about a task if they are unclear.
- 5** Look for coaching moments in the apprentice's daily work challenges to head-off problems before they materialize.
- 6** Review the Guide to Course Content and help the apprentice set realistic and measurable goals — both personal and professional.
- 7** Review the Guide to Course Content and help your apprentice navigate through the various challenges of each training period.
- 8** Recognize when you can help your apprentice and when you need to refer them to someone better equipped to deal with the situation.
- 9** Maintain up-to-date records for relevant workplace training requirements.
- 10** Remind the apprentice to submit their trade time hours (Form 6A) at least every six months.

# Fee Schedule

## **FEE SCHEDULE as of January 1, 2018** **All fees are payable in Canadian Funds (CAD)**

<b>Item</b>	<b>Fee</b>
<b>1. Tuition (per week – partial or full week)</b> [Minimum fee of \$300.00]	\$105.00
<b>2. Applications</b>	
• Employer Registration of Apprenticeship Contract (Form 1) - Fee includes 1st attempt (written and practical)	\$200.00
• Tradesperson Assessment (Form 7)	\$380.00
• Domestically Trained Hairstylist and Estheticians Assessment (Form 7)	\$150.00
<b>3. Examinations</b>	
• Examination-Written (Form 2) - 1st attempt after assessment (written and practical) - 2nd and subsequent attempts (written only) - Provincial journeypersons wanting the interprovincial exam	\$125.00
• Examination-Practical (Form 2) - 2nd and subsequent attempts (practical only)	\$175.00
<b>4. Other Fees</b>	
• Examination Results Review	\$125.00
• Accuplacer (Form 2)	\$25.00
• Request for Upgrading Evaluation (Form 4)	\$100.00
• Certificates (Form 3) - Learner's Certificate (Hairstylists only) - Blue Seal Certificate	\$60.00 \$50.00
• Replacement of Document (Form 5)	\$60.00

*\*Subject to change*

# Offices

1.877.363.0536  
apprenticeship@gov.sk.ca  
saskapprenticeship.ca

## Estevan

#201 – 1302A 3rd Street  
Estevan, SK S4A 0S2  
Phone: (306) 637-4930  
Fax: (306) 637-4570

## La Ronge

1328 LaRonge Avenue  
Box 5000  
La Ronge, SK S0J 1L0  
Phone: (306) 425-4385  
Fax: (306) 425-4383

## Moose Jaw

Room 222, 110 Ominica Street West  
Moose Jaw, SK S6H 6V2  
Phone: (306) 694-3735  
Fax: (306) 694-3815

## North Battleford

1146 – 102nd Street  
North Battleford, SK S9A 1E9  
Phone: (306) 446-7409  
Fax: (306) 446-7586

## Prince Albert

141 – 15th Street East  
Box 3003  
Prince Albert, SK S6V 6G1  
Phone: (306) 953-2632  
Fax: (306) 953-2628

## Regina

2140 Hamilton Street  
Regina, SK S4P 2E3  
Phone: (306) 787-2444  
Fax: (306) 787-5105

## Saskatoon

603 – 45th Street West  
Saskatoon, SK S7L 5W5  
Phone: (306) 933-8476  
Fax: (306) 933-7663

## Swift Current

Room 521.9, 350 Cheadle Street West  
Swift Current, SK S9H 4G3  
Phone: (306) 778-8945  
Fax: (306) 778-8212

## Yorkton

Room 302 – 120 Smith Street East  
Yorkton, SK S3N 3V3  
Phone: (306) 786-1394  
Fax: (306) 786-1460

INVEST IN AN APPRENTICE  
[saskapprenticeship.ca/employers](http://saskapprenticeship.ca/employers)

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Saskatchewan  
Apprenticeship and  
Trade Certification  
Commission

