



Apprenticeship Technical Training Information

July 2017

Reply Procedure

Review all information enclosed in your notice for training package.

Complete the reply portion and return by mail immediately to confirm your intentions.

You must confirm your attendance in a course by:

- i) returning the confirmation letter to the Apprenticeship Commission, accompanied by a cheque for the tuition fee for the course; or
- ii) faxing the confirmation letter containing pertinent credit card information for payment of the tuition fee.

If no reply is received within three weeks from the date on which the notice was mailed to you, another apprentice will be called to attend technical training in your place.

Technical Training

A. Attendance

Failure to attend technical training classes may result in the cancellation of your Apprenticeship Contract.

Apprentices must attend all classes with no more than 10% absenteeism or they may be discontinued from technical training.

B. Reporting

No apprentice is permitted to report for training on any other date than shown on the *Notification for Training* without prior approval from the Director of Apprenticeship, or a designated staff official.

C. Registration Costs

Training is funded by the Saskatchewan Apprenticeship and Trade Certification Commission. The cost to you, as an apprentice, is minimal.

- A tool check deposit may be required in some programs. The deposit will be refunded when the tool check is returned.
- Saskatchewan Polytechnic student fees range from \$30 to \$40.
- Non-payment of fees will mean your transcript will be withheld and other disciplinary action may be taken.

D. Lodging

Saskatchewan Polytechnic maintains a list of suitable light housekeeping and boarding places. This list can be obtained prior to your course by contacting Saskatchewan Polytechnic at www.saskpolytech.ca under Student Services, Accommodations or call toll-free **1-866-467-4278** and ask for Housing.

*Sask Power Training Centre,
Weyburn, Phone: 306-848-7270*

*Western Trade Training Institute,
Melville, Phone: 306-863-2278*

E. Mathematics Evaluation

Some apprentices may be given a math test upon enrolment. If unsuccessful, they may be required to take supplementary math classes until they have reached a satisfactory standard. These classes may be held after regular class hours.

F. Saskatchewan Polytechnic Student Parking

- As of July 1, 2015, student fees will be \$5/day.
- Prepaid parking MasterCard may be purchased in the bookstores at each campus. These cards will work in all parking machines at all campuses. Payment options also include cash (change is available in the bookstores) and credit cards.
- Parking is based on availability.
- Each campus has designated parking areas for students.
- Purchase a daily pass from units located within the student parking lots.
- Ensure your pass is clearly visible in your vehicle.
- The daily rate includes in/out privileges subject to parking stall availability.
- On-campus parking restrictions, including parking fees, are in effect seven days per week from 6:00 a.m. to 10:00 p.m. at all Saskatchewan Polytechnic locations. After 10:00 p.m. and on statutory holidays, parking restrictions will not be enforced.

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- Student and visitor parking is available on a first come, first served basis.
- Illegally parked vehicles may be ticketed, towed and/or impounded.

For more information, visit <http://saskpolytech.ca/student-services/resources-and-reference/parking-and-transit.aspx>

G. Books

Apprentices may be required to provide or purchase the code books for their trade. Code books are available at Saskatchewan Polytechnic Campus bookstores. See web page for Code Book requirements.

Workbooks will be supplied by the Saskatchewan Apprenticeship and Trade Certification Commission.

Items Needed For Training

Please check with your training provider during registration before purchasing any of the following items. Most items may be obtained at the campus bookstore or through your program.

- For most courses, CSA approved footwear must be worn in the shop at all times.
- Pens, pencils, erasers
- 3-ring loose leaf notebook
- Combination lock for locker (Moose Jaw & Regina locations only)
- Items specific to the trade (refer to the following lists)
- Safety glasses with side shields, or goggles, are required for all courses that have a shop component. They cost approximately \$10 - \$20.
- Use of a pocket-sized calculator is permitted.
- If you attended a pre-employment course, please bring the textbooks issued from that course.
- Student Association fees are applicable for each level of training.

Agricultural Equipment Technician

- CSA approved footwear AND clear lens safety glasses with side shields or goggles must be worn in the shop at all times. Apprentices will not be allowed in the shops without them.
- Some form of hearing protection is mandatory.
- 2 pairs of clean coveralls or shop coats
- A basic set of mechanic's hand tools in a lockable tool chest (a roller cabinet may be used but dimensions must not exceed 32" x 20")
- ONLY special tools are provided from AMT stores using tool tags issued to apprentices, and basic hand tools need to be brought with you.
- Digital multi-meter

Automotive Service Technician

- Clean coveralls
- 1-2 large 3-ring binders
- 1 pair safety glasses with side shields, or goggles
- CSA approved footwear must be worn in the shop at all times.

Bricklayer

- CSA approved footwear must be worn in the shop at all times.
- Coveralls
- Calculator (Texas Instruments model T1-30XA)
- 2 pairs of work gloves
- 1 pair safety glasses with side shields, or goggles
- 1 metric tape measure
- An extra pair of shoes for outside the shop
- 24" heavy duty plastic tool box
- 1 brick hammer
- 1 mason's trowel (10"-10 1/2")
- 2 jointers, flat (1/4 & 3/8)
- 2 jointers, round (1/4 & 3/8)
- 1 handbrush
- 1 raker
- 1 pointing trowel
- 1 torpedo level
- 1 48" Level
- 1 brick spacing tape measure

Carpenter

- CSA approved footwear must be worn in the shop at all times.
- Metric and imperial tape measure
- 1 pair safety glasses with side shields, or goggles
- Calculator (Texas Instruments model T1-30XA)
- #2 Robertson and #2 Phillips driver bits for drills/impacts
- 3-ring binder (2-3 inch)
- Pencils and pens
- Appropriate clothing (shirts with sleeves and no shorts)
- Carpenter's apron, hammer, speed square, utility knife
- See web page for Code Book requirements

Construction Electrician

- CSA approved footwear must be worn in the shop at all times.
- Pocket knife (Moose Jaw Campus only)
- 1 pair safety glasses with side shields, or goggles
- Calculator (Texas Instruments model T1-30XA)
- See web page for Code Book requirements

Cook

For sanitary reasons, hair that extends to the collar on the back of the neck will have to be shortened, or a hair net must be worn.

- Chef's jackets and appropriate chef pants
- Polishable, leather shoes with non-slip soles
- Own set of knives (can be purchased from campus bookstore)

Heavy Duty Equipment Technician

- CSA approved footwear must be worn in the shop at all times.
- 2 pairs of coveralls
- 1 pair safety glasses with side shields, or goggles
- Optional: \$45 for CFC Handlers Certification

Industrial Mechanic (Millwright)

Please check with your training provider prior to purchasing.

- CSA safety approved footwear must be worn in the shop at all times.
- 1 pair safety glasses with side shields, or goggles
- Leather or synthetic work gloves
- Coveralls or shop coat
- 10' or 16' (metric/imperial) tape measure
- Drafting kit purchased from campus bookstore (approximate cost \$125)
- Calculator (Texas Instruments model T1-30XA)
- Pens, pencils, erasers, note paper
- 3 - two inch 3-ring binders

Instrumentation and Control Technician

- CSA approved footwear must be worn in the shop at all times.
- Calculator (full scientific)
- 1 pair safety glasses with side shields, or goggles

Ironworker (Structural/Ornamental)

- CSA approved footwear must be worn in the shop at all times.
- CSA approved hard hat
- Seasonal work clothes
- 2 – 1 1/4" spud wrenches
- 3/4" or 7/8" aligning bar
- Bull pin
- 4 - 6 lbs. hammer
- 12" adjustable wrench
- Bolt bag
- Striker
- 25' tape measure
- Safety glasses

Machinist

- CSA approved footwear and safety glasses must be worn in the shop at all times.
- Calculator (Texas Instruments model T1-30XA), available at campus bookstore
- Work clothes
- 1 pair safety glasses (facefitting type or goggle style)
- Shop coat or coveralls

Metal Fabricator (Fitter)

Level 1 material and equipment list:

- Cotton coveralls
- Steel toe/neoprene sole work boots
- Leather work gloves (fitters gloves)
- Safety glasses
- 16" x 3/4" tape measure
- 5 m x 3/4" tape measure
- 12" combination square
- Vice grip 11r or equivalent – 11" locking C clamp
- Soap stone holder, flat
- Ball peen hammer
- Scribe
- Center punch
- Diagonal cutters or needle nose pliers with cutter
- Cutting goggles
- Small lockable tool box
- Calculator

Optional:

- Welding helmet
- Combination square set including square head, center head and protractor head

These items will not be required on the first day of class. Your instructor will answer any questions regarding this list as part of your orientation.

Mobile Crane Operator

- Notebook or looseleaf paper
- Pens, pencils, erasers
- Calculator (or you may purchase at orientation day for \$15)

Motor Vehicle Body Repairer (Metal and Paint)

- CSA approved footwear and safety glasses must be worn in the shop at all times.
- Simple function calculator
- Leather work gloves
- Solvent resistant gloves
- 1 box latex/nitrile gloves
- Cloth coveralls
- Paint suit
- Particulate respirator
- MIG welding helmet
- Safety supplies can be purchased through the program

Partsperson

- Instructors will advise what items are required.
- Not required to attend training on campus as all training is delivered online.

Plumber

- CSA approved footwear must be worn in the shop at all times.
- Drafting kit can be purchased from campus bookstore (est. \$75)
- 12' tape measure (imperial and metric)
- Work clothes
- 1 pair safety glasses with side shields, or goggles
- See web page for Code Book requirements.

Powerline Technician

- Starting at 8:30 a.m.
- Bring your own climbing gear
- You are required to provide and wear appropriate Personal Protective Equipment (PPE) including high-visibility fire retardant clothing.
- Apprentices will not be allowed to participate in their practical component without their own PPE.

Refrigeration and Air Conditioning Mechanic

- CSA approved footwear must be worn in the shop at all times.
- Shop coat or coveralls
- 1 pair safety glasses with side shields, or goggles
- Drafting kit may be purchased at campus bookstore (approximate cost \$70)
- See web page for Code Book requirements

Scaffolder

- CSA footwear must be worn in the shop at all times
- Metric and imperial tape measure
- 1 pair of safety glasses with side shields, or goggles
- Pencils and pens

continued

Scaffolder continued

- Appropriate clothing (no shorts, shirts with sleeves)
- Calculator (Texas Instruments model TI-30XA, may be available for purchase at training centre)

Sheet Metal Worker

- Cotton coveralls
- Leather work gloves
- Leather welding gloves
- Green tagged CSA leather work boots
- 1 pair safety glasses with side shields or goggles
- Metal marking felt pens
- Calculator (Texas Instruments model T1-30XA)
- Drafting kit may be purchased at campus bookstore (approximate cost \$125)
- See web page for Code Book requirements

Steamfitter-Pipefitter

- CSA approved footwear must be worn in the shop at all times.
- Drafting kit can be purchased from campus bookstore (est. \$75)
- Work clothes
- Welding gloves
- 12' tape measure (imperial and metric)
- 1 pair safety glasses with side shields, or goggles
- See web page for Code Book requirements

Truck and Transport Mechanic

- CSA approved footwear must be worn in the shop at all times.
- 2 pairs of clean coveralls
- 1 pair safety glasses with side shields, or goggles

Optional:

- \$45 for CFC Handlers Certification

Welder

- CSA leather boots
- Coveralls
- Leather welding sleeves
- 1 pair welding goggles

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- 1 pair slip joint pliers
- 5" grinder with discs are supplied by the campus
- 1 pair safety glasses
- Personal 4" or 5" angle grinders with buffing wheel are permitted
- Locking C clamps
- Respirator
- Modules and notes from previous level

Tuition Fees For Technical Training

Tuition fees are \$95 per week, including partial or a full week equivalent of five days. The minimum fee per course is \$300.

Prior to Enrolment

All apprentices, other than those receiving full or partial wages from their employer, must apply for Employment Insurance (EI) online at www.canada.gc.ca immediately after you stop working. You do not have to wait for your Record of Employment. If you delay filing your application, you could lose some of your benefits.

To apply, the apprentice application form can be accessed using the Reference Code provided on the federal information sheet enclosed with your confirmation of attendance. This notice will guide you through the application process.

Make arrangements with your employer to either:

- provide you with an Employment Insurance "Record of Employment" (ROE) form on the last working day before technical training; OR
- ask them to register your ROE online (as per Service Canada information to employer).

Ensure your employer understands your plan for employment when the course is completed, and that your request for the "Record of Employment" form is not a resignation. If the potential date of

re-hiring reflected in Section 14 of the Record of Employment form is not the first working day following the course, discuss the situation with your employer so that you understand their intentions regarding the re-hiring. Remember, however, the date the employer shows is not necessarily a guarantee of re-employment.

Holiday pay, severance pay or other similar payments made to you will be treated as income. The EI claim will be delayed by the number of weeks these payments represent. For those receiving separation payments while on EI claims, the money received will reduce the weekly amount of benefits payable.

EI Benefits

In order to receive your EI payments, you must complete and submit reports that cover two calendar weeks, from Sunday to Saturday. These reports contain questions about your entitlement to receive benefits.

Shortly after you file your application for benefits, Service Canada will mail you an EI benefit statement indicating the date your first report is due, as well as give your Access Code.

1. Internet Reporting Service at: www.serviccanada.gc.ca
- click on online forms and services in the top menu bar.
 - Allows you to answer the questions at your own pace.
 - Makes it easy to read and verify your answers before submitting your report
2. Telephone Reporting Service call: **1-800-531-7555**

Direct Deposit:

- Your payment will be deposited to your bank account two business days after submitting your report.



Training Reports

Training reports/transcripts are mailed to each apprentice and their employer after each level of technical training has been completed. Be sure to read them carefully.

Learning Services Department

The four Saskatchewan Polytechnic Campuses have a Learning Services Department. If you require assistance in order to participate in your training, contact the Learning Services Instructor at the campus where your training will take place.

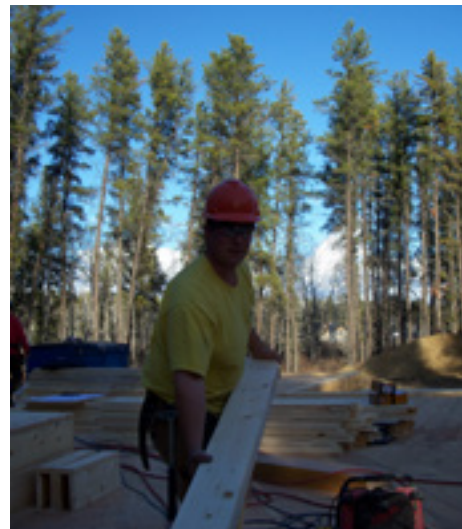
Living Away From Home Allowance

Effective July 1, 2011, eligible apprentices who must maintain a second residence while attending technical training will receive an Apprenticeship Training Allowance of \$125 per week for the duration of the technical training. In cases where the apprentice's principal residence or whose secondary residence for the purpose of attending technical training is located in the Northern Saskatchewan Administration District, \$175 will be provided per week.

Apprentices will be provided application forms on behalf of Saskatchewan Apprenticeship and Trade Certification Commission the first day of technical training.

Provincial Living Allowance

A Provincial Living Allowance may be provided to individuals who do not qualify for EI Benefits. You must apply for EI as a first step. If specific criteria are met, you may be eligible to receive a Provincial Living Allowance.



Saskatoon Campus
306-659-4050

Moose Jaw Campus
306-691-8311

Regina Campus
306-775-7436

Prince Albert Campus
306-765-1611



NOTE:

Apprentices should ensure they have sufficient funds to sustain themselves for five weeks.